



FY2017

Public Art Commissioned Project

Call to Muralists:

Request for Proposals

Individual Artists may request up to \$30,000
Submission Deadline: Friday, July 14, 2017 at 4:00PM



**COMMUNITY INITIATED PROJECT GRANT
RIA EVENT SPACE - PUBLIC ART MURAL**

Project Budget: \$30,000

Call Release Date: Monday, June 12, 2017

Submission Deadline: Friday, July 14, 2017 at 4PM EST

Site Location: RIA Event Space at 1301 Rhode Island Ave NE

Mural Specifications: Surface Dimension: minimum of 30' x 60' or 1800 square feet

Project Overview:

The DC Commission on the Arts and Humanities (CAH) in partnership with MidCity Development (MidCity) seeks a DC-based mural artist to design, create and install a temporary surface mural on the concrete plaza of RIA Event Space that will be activated through multiple public events and community programs. The mural is intended to inspire the surrounding Brentwood and Brookland neighborhoods.

Project Goals:

- To activate and enliven the RIA Event Space off Rhode Island Ave and Montana Ave NE.
- Create a vibrant ground mural on the plaza surface to contribute to an inviting event space.
- Engage the community neighborhood residents in the conceptualization of a community mural.

Project Eligibility:

This opportunity is open to District of Columbia (DC) based artists over the age of 18 who can demonstrate residency in Washington, DC. Individual applicant must be a DC resident for at least one (1) year prior to the deadline of the application, maintain residency during the project period and have a permanent DC address, as listed on government issued identification and/or tax returns. Post office boxes may not be used to substantiate residency.

The Artist should demonstrate and adhere to the following:

- The artist is a practicing professional artist, and where applicable, elements of the project are supported by a team of design and fabrication professionals.
- The artist has demonstrated artistic and design excellence through innovation and design originality as evidenced in previous public artwork(s).
- The artist should have a proven track record to complete public artwork on time and within budget, adhering to standards of practice in public artmaking.

- The artist will participate by making a presentation in the application processes and final design review sessions as organized by CAH.
- The artist will agree to complete the project as outlined in the final project schedule.

Public Artwork Specifications:

Artists should adhere to the following when developing their mural concept:

- Mural must be sustainable and low maintenance using a high quality concrete stain for painting material on the parking lot surface.
- Mural must have a minimum three (3) year lifespan.
- Mural must be a minimum size of 30' x 60' or 1800 square feet and cannot extend beyond 50' x 80' in either direction. Please review the photographs of the site location located on page seven (7) of the document. The edge of the mural must start twenty (20) feet from the concrete barrier within the event space so the mural is visible from the sidewalk and nearby bus stop.
- Mural design should be borne from demonstrated community engagement within the immediate neighborhoods (Brookland and Brentwood) of the MidCity site location.

Community Engagement:

Design proposals must represent demonstrated community engagement which should be incorporated in the design concept prior to the deadline.

Site Location:

Applicants visiting the site location will be able to see an outline of the minimum perimeters to show the approximate final mural location. Please note the space is currently fenced for security and one cannot access the property without permission. MidCity staff will open the space for applicants who choose to visit and walk into the space for developing their proposals on the following dates and times:

- Saturday, June 17 from 9 AM until 12 PM
- Saturday, June 24 from 9 AM until 12 PM
- Saturday, July 8 from 9 AM until 12 PM

Requests for an alternate time will be considered on a case by case basis and should be submitted through email communication or phone to the program manager contacts noted on page 5 of this document.

Budget:

The design, materials and installation budget is \$30,000 for this project. This budget must include the artist design fees (no greater amount than twenty percent [20%] of the project budget) with costs associated for design, fabrication, supplies and materials, transportation, shipping, installation, insurance, permitting and photographic documentation of artwork.

Mural Selection & Approval Process:

CAH and MidCity will convene an Art Selection Panel representing diverse interests and expertise in public art and project management to review the proposals of artists that respond to this call. The Art Selection Panel will recommend the finalist based on the artwork proposals, credentials, prior work

experience and capacity to implement and complete the project. Evaluation criteria are based on 1) Concept and Design Strength, 2) Community Engagement and Impact, 3) Artist Capacity, and 4) Project Sustainability.

Submission Requirements and Application Process:

A detailed application instruction guide is provided on page 8. Applications are submitted via CAH's **Grant Application Portal**. Applicants will be allowed to save incomplete applications and return for completion through to the deadline time. Any incomplete submissions at that time will be disqualified for consideration. Following are the steps for submission:

- Review this entire document, RIA Event Space Public Art Mural Call, and determine applicant's eligibility, project scope and activities.
- Go to the Grant Application Portal online to register or click here: <https://dcarts.slideroom.com>
- Once fully registered, applicants can select the desired grant program for the call under the title **Community Initiated Projects: RIA Event Space Mural** to begin applying.
- Complete the application questions.
- Upload all required documents and supplementary materials.
- Submit the application by **4:00PM EST** on the grant program's deadline date of July 14, 2017.

Required Application Materials:

Applicant must prepare and submit the following documents to their application online:

1. Current CV/Resume of Artist, two (2) page maximum.
2. Artist statement (maximum of 500 words) describing artist's style, technique(s) or specific aesthetics of their art.
3. Project narrative describing the concept, approach to the project and the correlation to the proposed project goals. Project narrative should include final materials, components, and implementation methods, detailed maintenance requirements, description of community engagement and impact, and list of subcontractors or qualified assistants (maximum of 1,000 words).
4. Between two (2) and five (5) renderings or images of the design concept for the proposed mural with at least one (1) rendering depicted within the site location.
5. Detailed Project Budget. Successful applicants will provide specific estimates for any service contractor or fabrication expense demanded for the project. Successful applicant budget information is practical, specific and detailed in the budget line item descriptions.
6. Five (5) to ten (10) images of artist's previous artwork. Please submit high quality JPG files (do not use gifs, tiffs or other digital image formats). Please do not embed images into PowerPoint or PDF documents.
7. Image Identification List corresponding to submitted images within application of previous artwork.
8. List of three (3) Professional References. Please include name, address, phone number and email address for each reference.

Submission Deadline:

Completed applications must be received and uploaded to the grants portal by 4:00 PM (EST) on Friday, July 14, 2017. Failure to submit mandatory documents in the application, and incomplete or un-submitted applications will result in immediate disqualification.

Preliminary Schedule:

DATE	ACTIVITY & DELIVERABLES
Monday, June 12, 2017	Request for Proposals released
Friday, July 14, 2017 - 4:00 PM EST	Application deadline
Friday, July 28, 2017	Panel reviews applications and selects finalist
Tuesday, August 1, 2017	Selected Artist notified
August 1 – September 22, 2017	Grant and Payment executed by CAH Installation on site by Artist
Friday, September 22, 2017	Artwork installation deadline
Saturday, September 30, 2017	Artwork dedication (ribbon cutting event)

Conditions for selected Artist grant recipient:

- Enter into a contractual grant agreement with CAH for the duration of the project.
- Participate in the proposal review and approval processes with CAH and MidCity.
- Maintain all relevant licenses and carry professional liability insurance of \$2 million throughout the duration of the project to cover the artist and/or the artist's subcontractors.
- Be in good standing with the District of Columbia Government and maintain valid business license within the District of Columbia (organizations only).
- Communicate effectively with CAH and MidCity on the installation schedule.
- Execute all fabrication and installation of the artwork in accordance with the project schedule.
- Document the completed artwork with professional photographs and provide images and image rights to CAH and MidCity for publicity and archival use without cost or limitation.
- Maintain an itemized list of expenses and submit a final financial report of the project to CAH. Maintain all receipts for any auditing.
- Provide artwork maintenance plan and repair guidelines for the final artwork.

Contact Information:

For more information regarding the project, or clarification about requirements, proposals, work sample submissions and any grant portal assistance, please contact the project managers below at the DC Commission on the Arts and Humanities.

- Ron Humbertson, Art Collections Registrar: ron.humbertson@dc.gov or 202-719-6527
- Kyra Saffran, Public Art Program Assistant: kyra.saffran@dc.gov or 202-299-5695

Review Criteria:**Concept and Design Strength 40%**

- Artist's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- Artist's written concept exhibits high quality, innovation and creativity;
- Artist has experience with site specific public art projects and uses personnel with demonstrated arts expertise (such as arts administrators, teaching artists, educators, professional artists) to plan and implement artistic content;
- The described project, goals and schedule of planned activities are feasible;
- Artist demonstrates a commitment to hiring DC-based artists, where applicable, to deliver artistic content (such as arts administrators, teaching artists, professional artists); and,
- Artist demonstrates the ability to translate artistic discipline to project participants.

Community Engagement and Impact 30%

- Project provides shared learning opportunities in the District that facilitate a greater participation in the arts, relative to the artistic discipline;
- Artist demonstrates sensitivity to the cultural, ethnic and economic background of the participants and the residents of the District of Columbia;
- Project addresses significant diversity of expression;
- Project addresses needs of the community; and,
- Artist has substantive experience working with community representatives, business and government entities.

Artist Capacity 15%

- Artist is sufficiently stable, in terms of arts expertise, organizational capacity and financial status, to implement the proposed request; and,
- Artist demonstrates the internal capacity to administer the grant and has appropriate financial monitoring systems in place to track expenditures.

Project Sustainability 15%

- Artist's budget information is detailed, accurate, feasible and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;
- Artist has experience in producing similar public art projects; and,
- Artist clearly demonstrates the ability to attract the financial support necessary to sustain the activities and match required funds, if applicable.

RIA Event Space Site Photographs





Application Instructions - RIA EVENT SPACE - PUBLIC ART MURAL

Applicants may request up to \$30,000 | Deadline: Friday, July 14, 2017 at 4:00pm EST

Step 1: Create an account and log into SlideRoom to select the program Community Initiated Project: RIA Event Space Mural from the list of Currently Open Programs in the portal.

Step 2: Follow directions in the portal to upload jpeg images or a single PDF for each required document:

1. **Media Files:** Upload 5 to 10 jpeg files of previous artwork.
2. **Artist Statement and Project Narrative:** upload one document, either Word or PDF file, briefly describing the premise of each artist presented in the application including insight into their art-making processes and the proposed mural project to be created at the RIA Event Space. (Maximum 1,000 Words)
3. **Design Concept:** upload two (2) to five (5) renderings or PDF of images of proposed mural.
4. **Detailed Budget Outline:** provide a detailed budget for your project.
5. **Image Identification List:** provide a list that corresponds with the uploaded media files of your previous artwork. Include title, medium, dimensions, brief description, date of work and budget of project.
6. **Resume of Artist:** upload a Word or PDF file that lists the artist exhibitions, publications, commissions and education.
7. **Professional References:** upload a list of 3 professional references with contact information.
8. **W-9:** upload a current W-9. You can find a fillable form here, please sign electronic signature are not accepted. <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.
9. **Certificate of Clean Hands:** the following website describes the necessary steps to obtain a Certificate of Clean Hands online from the DC Office of the Chief Financial Officer - Office of Tax and Revenue. May be obtained here: <https://ocfocleanhands.dc.gov/CCH/ComplianceCheck.aspx>
10. **Statement of Certification:** this signed statement is required to ensure

applicant has met and will maintain all qualifying criteria for certification throughout entire duration of award. Once signed and completed please scan and upload as a PDF. Please visit the following link to download the word document certification: <http://dcarts.dc.gov/node/1113324>.

11. **Arrest and Conviction Statement:** this signed statement is required to affirm statement of any applicable indications, charges and/or convictions arising directly or indirectly from the conduct of the applicant or organization. This does not have any impact on funding or grant selection. Once signed and completed please scan and upload as a PDF. Please visit the following weblink to download the word document statement:
<http://dcarts.dc.gov/node/1113311>.

Step 3: Submit all required materials before the deadline of July 14, 2017 at 4:00pm EST.

ANY QUESTIONS?

Please contact the project managers below at the DC Commission on the Arts and Humanities.

CONTACTS:

- Ron Humbertson, Art Collections Registrar: ron.humbertson@dc.gov or 202-719-6527
- Kyra Saffran, Public Art Program Assistant: kyra.saffran@dc.gov or 202-299-5695