

Downtown BID Call Box Project Request for Proposals

The Downtown BID is seeking multi medium visual artists that can include but are not limited to Fine Artists, Street Artists, Graffiti Artists, Metal Workers, and Graphic Artists to design, submit and fabricate original designs to be installed on individual call boxes located in the Downtown area of the District of Columbia. Selected artists not currently residing in the District of Columbia will be required to have a District artist as a project assistant on the installation.

There are 27 call boxes located downtown, and in this first year, the BID is seeking designs for 6.

Applicants must read the entire Request for Proposals (RFP) prior to submitting a proposed design for this initiative.

Submission Deadline: Friday, June 29, 2018 at 4:00 PM EST

Award Amount: \$4,000 - \$10,000, variable

Introduction:

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The Downtown BID Call Box Project is being established to breath new life into the call boxed that can be found in 27 locations. We see the beautification of these call boxes as an important part of the continued beautification of Downtown. Artists not residing in the District of Columbia will be required to work with a DC based artist for the installation of awarded projects. This project aims to positively engage the District's youth and adult artists by working collaboratively to develop public art, providing supplies, and a professional means to practice and perform artistic skills in a way that promotes respect for public and private property and a celebration of the history of the District of Columbia.

Downtown BID Call Box Project Goals

Call box restoration

Celebrate the historical or contemporary downtown DC

Enliven the public realm in downtown DC

Creative use of the existing call box structure

Applicant Eligibility and Restrictions

This is a national Call for Artists and Artist Teams (selection preference will be given artists that are residents of the District of Columbia).

Artists must (at the time of application):

- Be eighteen (18) years of age or older;
- Be a U.S. Citizen or demonstrate the ability to legally work and enter into an agreement in the United States of America;
- Demonstrate public art creation experience;
- Demonstrate ability to engage and manage a local assistant artist (for artists that are not DC Residents);
- Have past work that demonstrates the skill level, capacity and ability to function as a Lead Artist.

Artist Teams can consist of no more than two (2) members, with both members meeting all of the eligibility requirements stated above at the time of application.

Allowable Costs

- Artist and Design Fees (no more than twenty percent [20%] of the project budget)
- Project-related materials
- General Liability Insurance
- Shipping
- Fabrication and installation services
- Equipment Rentals and Permits
- Travel, accommodations and transportation directly related to project implementation
- Copyright registration
- Annual Maintenance Fees

Examples of Unallowable Costs

- Sub-granting or re-granting of grant funds
- Tuition and scholarships
- Food or beverage expenses
- Capital expenses
- Equipment purchases over five-hundred US dollars (\$500.00)
- Costs related to special events, fundraisers, and lobbying
- Travel other than as noted above (see, "Examples of Allowable Expenses" above)

Application Process

Applicants should be submitting a PDF doc with all the information requests. The date and time of the application deadline is firm. The Downtown BID will not

accept late applications. Please follow the following steps for application submission:

Step 1: Review the Downtown BID Call and ensure eligibility.

Step 2: Answer the Eligibility Questionnaire

Step 3: Include Work Samples

- Include photos or videos of 4-6 past projects
- Attach each image to your email submission of your application
- Please submit a “Description” for each project when uploading. It is recommended to provide a description with location, title, year, medium and size.

Step 4: Upload mandatory and supplementary documents in the Document Viewer:

- Application Form
- Work Samples (up to ten [10] digital images for Artists)
- Annotated Image List
- Artist Bio and or Resume
- Two (1) Professional References
- Signed W9 Form

Artists Selection Criteria

Artist selection will be based on artistic merit, community impact and managerial capability using the following evaluation criteria:

- High quality and reflection of aesthetic appropriate for Downtown DC as demonstrated in submitted work samples;
- Adaptability to the collaborative process of public art design;
- Demonstrated knowledge of public art creation;
- Ability to create a unique and engaging work of art appropriate in concept, materials and scale;
- Availability to complete work before September 30, 2019.

Artist Selection Process

The selection process consists of two stages. The Downtown BID will convene a selection panel, representing diverse arts-related backgrounds and expertise to review the qualified applications.

Stage One:

The artist selection panel reviews each applicant’s work samples and materials in order to evaluate qualifications of the applicant.

The panel will recommend up to four (4) qualified artist finalists.

Stage Two:

The Downtown BID plans to apply for funding from the DC Commission on the Arts and Humanities to support 50% of this project.

The Downtown BID call box project selection panel application evaluation process will take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

Applicants are fully responsible for the content of their application packages. Incomplete applications will not be forwarded to the advisory review panel for consideration.

Notification, Budget and Payment Applicants will be notified of a decision via a conditional contract award email or letter of denial. Notifications will be sent to applicants on July 20, 2018.

The budget for each call box may range from \$4,000 to \$10,000.

- The call box budget must include: all artist fees and costs associated with design, fabrication, travel, transportation to the site, site preparation, insurance, permits, installation, protective coating, and working with DC based artists if the artists is not a DC resident and documentation of the artwork.
- The overall project budget includes: design fees, artist fees, travel expenses, all materials and fabrication costs, shipping and transportation of materials to the site, site preparation, protective coating and any applicable taxes and/or insurance.
- Budget funds must be expended by 11:59 PM, September 30, 2019.

If selected, artists receive a design fee of \$800. If design is ultimately selected, artists will receive an additional fee of \$800 for the design work as part of the turning over of copyright to the Downtown BID.

Conditions of Funding and Cancellations

The Downtown BID reserves the right to rescind any and all contract awards for non-compliance with contract guidelines, policies or regulations, at any time.

The Downtown BID retains the right to withhold or cancel an awarded contract if the involved awardee does any of the following:

- Fails to notify Downtown BID staff of changes in the project scope;
- Fails to comply with the terms of the awarded contract requirements;
- Demonstrates inadequate financial management and oversight of the project throughout its duration; and
- Fails to credit support (as per the contract agreement) publicly in any of the project's promotional or information materials.

Application Checklist / Submission

The following is a checklist for all mandatory and supplementary documents required to submit the Downtown BID call box project application, which are in addition to the required narrative questions within the application. Documents must be attached as PDFs in the email application submission.

Mandatory Documents:

1. Application Form
2. Work sample(s):
 - a. Artists may submit 4-6 digital images of at least five (3) different works;
 - b. Artist teams submit (10) digital images. Ten (5) images per artist of at least five (3) different works;

Flyers and brochures are NOT considered work samples.

3. Annotated Image List:
 - a. A printed sheet of information with artist's name, contact information, artwork titles, mediums, date of artworks, sizes and the corresponding image numbers in same order of the submitted work samples.
 - b. Each team member must clearly identify their individual contributions on partnership projects by detailing their specific contributions on the annotated image list.
4. Artist Biography or Résumé(s)/CVs (maximum two (2) pages each) demonstrating artist's experience of instructing and engaging youth;
5. Professional References: Include two (2) professional references that lists names, addresses, phone number and email address;
6. Letters of Support/Recommendation: Include two (2) letters of support/recommendation. (One (1) page maximum per letter, per person); and
7. Signed IRS W-9 Form (Request for Taxpayer Identification Number and Certificate).

