



# ARTIST CALL FOR APPLICATIONS

## Boise City Department of Arts & History Seeks Artists to Implement an Interactive Installation

### Project for the 2018 Treefort Music Fest

**Contact:** Tammi Leatham, Purchasing Specialist, [tleatham@cityofboise.org](mailto:tleatham@cityofboise.org)

**Deadline:** January 3rd, 2018 at 3 pm. Mountain Standard Time

#### Opportunity:

Boise City Department of Arts & History invites artists to apply for an opportunity to engage the public with a temporary, interactive public art installation project during Treefort Music Fest in 2018, presently scheduled for March 21<sup>st</sup>- March 25<sup>th</sup>, 2018. The selected artist(s) shall be commissioned in a combined total up to \$5,000 to design, fabricate, and install a temporary, interactive public art installation that engages a diverse public audience. The City may select up to three artists or artist teams to implement their project proposal.

#### Project Information:

Artists are welcome to submit proposals for a new, temporary, and interactive public art installation. The theme is open, but the content must be appropriate for all members of the public. Artists can propose specific locations or develop work that can be assigned to an approved location.

Once selected, Public Art Staff shall work with selected artists to determine a location that fits the needs of the proposed project. Locations must be fully accessible and provide a free experience to all members of the public.

The selected interactive public art shall be installed prior to March 21<sup>st</sup>, 2018 and remain in the identified location for a minimum of 5 days. Installations may have the opportunity to remain in place for a longer duration of time based on location, durability, and maintenance impact.

Artists shall be required to provide all tools, equipment, technology, knowledge and labor necessary to successfully execute on the proposed project. Public Art Staff shall aid in the permitting process.

Artists shall be required to professionally document the project through video and/or photo recording. The City shall retain ownership of the video and photo documentation as a part of the City's permanent collection and may choose to display the work publicly, at a later date. The City shall also retain ownership of the physical artwork.

Artists shall retain ownership of the copyright of the works.

<b>Questions Due</b>	<b>December 29, 2017 @ Noon</b>
<b>Application Deadline</b>	<b>January 3rd, 2018 @ 3:00 PM</b>
<b>Proposals Selected</b>	<b>January 2018</b>
<b>Final Artist on Contract</b>	<b>January 2018</b>
<b>Final Artwork Installed/ Presented</b>	<b>March 21 – March 25<sup>th</sup>, 2018</b>

The City of Boise reserves the right to reject any and all applications, to waive any irregularities in the applications received and to accept the applications that are in the best interest of the City. Boise City is an Equal Opportunity Employer. The City of Boise is exempt from Federal and State taxes and will execute the required exemption certificates.

## IRFP 18-101 Interactive Public Art

### General Project Area:



### Proposal Instructions and Information

- The submission package or envelope **SHOULD BE SEALED** and **PLAINLY MARKED** with the following:

**Boise City Purchasing Department  
150 N. Capitol Blvd.,  
Boise, ID 83702  
IRFP 18-101 Interactive Public Art**

- **Submit Bids/Proposals to the Boise City Purchasing Department 150 N. Capitol Blvd., Boise, Idaho, 83702**

**OR**

- **Via E-mail to [tleatham@cityofboise.org](mailto:tleatham@cityofboise.org)**  
The subject line **MUST READ: IRFP 18-101 Interactive Public Art- Proposal**
- **ALL BIDS/PROPOSALS MUST BE SIGNED.**
- The Owner is the City of Boise.
- File names (JPEGs, Proposals, Resume, etc.) shall be named IRFP 18-101 and Artist name (example: IRFP18-101Smith).

**Questions** must be submitted to Tammi Leatham, [tleatham@cityofboise.org](mailto:tleatham@cityofboise.org) no later than **Friday December 29, 2017 at noon.**



## IRFP 18-101 Interactive Public Art

### Evaluation Process

Applications shall be submitted in a format that allows uniform review and easy access to information by the Evaluation Panel, which is made up of funding stakeholders, an Arts & History Commissioner, and other artists. The Applications are to be clear and concise. The Application package shall contain the following information:

#### 1. Application Form (Pass/Fail)

Fill out / sign the Application Form/Signature Page and submit as your first document.

#### 2. Letter of Interest (Pass/Fail)

- Include a one-page letter addressing why you're interested in this opportunity and your related experience or qualifications.
- Describe how the applicant is able to provide responsive services for a temporary public art installation meeting the needs of the City of Boise for this project.

#### 3. Artist Resume (Pass/Fail)

Include a resume and/or brief summary of the Artist's or Artist Team's qualifications and/or past experience. Emerging artists are encouraged to apply.

#### 4. JPEG Images or AVI Video of current and past work (100pts.)

**Images are to be in JPEG Format, 300 dpi, not larger than 10" on the longest side.**

Provide up to ten images of your past, work, current artwork, and/or images of the proposed project/performance as separate files in JPEG format as attachments in the application email, or on a CD or Thumb Drive, which demonstrate your ability to meet the defined project opportunity.

#### 5. Image List (Pass/Fail)

Please use the provided form to list the information for the submitted images: title, type of work (painting, sculpture, installation), material(s), date and any comments.

#### 6. Project Proposal (200 pts.)

- Describe, in detail, the proposed work.
- Renderings, mock ups, or visual examples of the project are required.
- Provide all technical details and specifications regarding the installation.
- Please include an itemized budget which includes required equipment, the potential of hiring of a professional to document the work, materials, time, tools and any other expenses.
- Provide visual examples and budget information in separate files.
- Written description should be no more than 2 pages.

The City appreciates your interest in meeting the needs of the citizens of Boise.



**IRFP 18-101 Interactive Public Art  
Return with Proposal**

**1. APPLICATION FORM:**

**Name:** \_\_\_\_\_

**Artistic Medium(s):**  
\_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*You must sign and date this form or you shall be disqualified!*

The above signed acknowledges the rights reserved by the City to accept or reject any or all Proposals as may appear to be in the best interest of the City and to bind themselves, on the acceptance of this Proposal, to enter into and execute a contract, of which the scope of work, fee structure, and terms & conditions shall be negotiated.

**2. INCLUDE/ATTACH LETTER OF INTEREST**

**3. INCLUDE/ATTACH RESUME**

Please let us know how you found out about this opportunity \_\_\_\_\_

Would you like to receive direct email about other Call for Entries from the Boise City Department of Arts & History? \_\_\_\_\_



**IRFP 18-101 Interactive Public Art  
Return with Proposal**

**4. IMAGE LIST FOR UP TO TEN IMAGES**

<b>Picture #1</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #2</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #3</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #4</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	



**IRFP 18-101 Interactive Public Art  
Return with Proposal  
IMAGE LIST (continued)**

<b>Picture #5</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #6</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #7</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #8</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	



**IRFP 18-101 Interactive Public Art  
Return with Proposal  
IMAGE LIST (continued)**

<b>Picture #9</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

<b>Picture #10</b>	<b>Title:</b>
<b>Type of work</b>	
<b>Materials Used</b>	
<b>Date Finished</b>	
<b>Additional Information or Comments</b>	

**APPLICATION CHECKLIST**

**1. Application Form/Signature Page (Pass/ Fail)**

**Yes\_\_No\_\_**

Please fill out the Application Form/Signature Page and submit it as your first document.

**2. Letter of Interest/Ability to Provide (Pass/ Fail)**

**Yes\_\_No\_\_**

Include a one-page letter addressing why you are interested in this opportunity and your related experience or qualifications. Describe how the applicant is able to provide responsive services for a temporary public art installation meeting the needs of the City of Boise for this project.

**3. Resume/Prior Experience (Pass/ Fail)**

**Yes\_\_No\_\_**

Include a resume and/or brief summary of the Artist's qualifications and/or past experience

**4. JPEG \*Images or AVI Video of current and past work (100 Points) Yes\_\_No\_\_**

Provide up to ten images of your past work, current work, and/or images of the proposed project as separate files in JPEG format as attachments in the application email, or on a CD or Thumb Drive, which demonstrate your ability to meet the defined project opportunity.

**\*Images must not exceed 300 dpi and 10" on the longest side**

**5. Image List (Pass/ Fail)**

**Yes\_\_No\_\_**

Please use the provided form to list the information for the submitted images.

**6. Project Proposal (200 pts.)**

**Yes\_\_No\_\_**

Describe, in detail, the proposed work. Renderings, mock ups, or visual examples of the project are required. Provide all technical details and specifications regarding the installation. Please include an itemized budget which includes required equipment, the potential of hiring of a professional to document the work, materials, time, tools and any other expenses. Provide visual examples and budget information in separate files. Written description should be no more than 2 pages.

