



DEPARTMENT OF ARTS AND HISTORY

MAYOR: David H. Bieter | DIRECTOR: Terri Schorzman

ARTIST CALL FOR APPLICATIONS

Boise City Seeks Artists to Design Artwork for Linen District Fence

Contact: Tammi Leatham, Purchasing Specialist, tleatham@cityofboise.org

Deadline: February 14th, 2018 at 1 PM Local Time

Opportunity:

The City of Boise Department of Arts & History invites artists to apply for an opportunity to create artwork to be installed on the Linen District Fence. One artist will be paid \$4,000 to create 4 works. The work will be displayed publicly for one year.

Project Information:

The selected artist will be provided with four 2'x4' wooden panels to work upon and are welcome to choose their preferred medium. The site is located on the black fence, just west of the Linen Building, on Grove Street between 14th and 15th Streets. There are four 2' x 4' frameworks where artwork can easily be installed. Upon completion of the opportunity's duration, the artwork may be incorporated into the City of Boise's Interior Collection and may be framed and exhibited in other locations.

Approximate Timeline:

Description	Date
Call to Artist Released	January 2018
Application Workshop – <i>optional</i>	January 31 st , 2018 at 3:00 pm Local Time in Council Chambers at Boise City Hall, 3 rd floor, 150 N. Capitol Blvd.
Questions / Clarifications due via email by	February 9 th , 2018 at noon Local Time
Application Deadline	February 14 th , 2018 at 1:00 pm Local Time
Artists Selected	February 2018
Artists Deliver Work	April – June 2018



IRFP 18-133 Linen District Fence
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Installation	July 2018
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IRFP 18-133 Linen District Fence

Application Process:

Optional Application Workshops will be held January 31, 2018 at 3:00 PM local time in the Boise City Council Chambers located at 150 N Capitol Blvd, 3rd floor, Boise, Idaho 83702. At the Workshop staff will review the application process, discuss the process for fabrication and installation (for those artists selected), and answer any questions applicants may have. These are your **only opportunities** to speak directly with Arts & History and Purchasing staff. Inquiries at any other time must be submitted in writing to Tammi Leatham at tleatham@cityofboise.org.

In determining the best qualified applications, City of Boise will consider all acceptable applications on a basis consistent with this Informal Request for Proposal (IRFP). The Evaluation Panel will rank applications directly from the evaluation process and basis of qualifications identified in this document. Once the final ranking is complete, the City of Boise will contact the highest ranked Artists to offer them a contract. Should any of the selected Artists not be available at that time, the City would select the next ranked qualified Applicant(s) to offer a contract for services.

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.

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 18-133 Linen District Fence**

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

OR

- **Via E-mail to tleatham@cityofboise.org** The subject line **MUST READ:**
IRFP 18-133 Linen District Fence
- The Owner is the City of Boise.
- **ALL BIDS/PROPOSALS MUST BE SIGNED.**

Questions must be submitted to Tammi Leatham, tleatham@cityofboise.org no later than **Monday, February 9th, 2018 at noon.**



IRFP 18-133 Linen District Fence

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 providing artwork for the Linen District Fence, 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 or Artist Team's qualifications and / or past experience

4. JPEG Images of current and past work (200 pts.)

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 and/or current work as separate files in JPEG format as attachments in the application email or on a disc 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.

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



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APPLICATION FORM:

Name: _____

Artistic Medium(s): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____ **Website:** _____

Signature: _____ **Date:** _____

You must sign and date this form or you will 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 will 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 18-133 Linen District Fence

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IMAGE LIST FOR UP TO TEN IMAGES:

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

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

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

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



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

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

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

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



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

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

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 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 of current and past work (200 Points)

Yes__No__

Provide up to ten images of your past work and/or current work as separate files in JPEG format as attachments in the application email or on a disc 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.

