



# ARTIST CALL FOR APPLICATIONS

## Boise City Seeks Artists to Design Traffic Box Wraps

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

Deadline: February 21st, 2018 at 1:00 P.M. Local Time

### Opportunity:

Boise City invites artists to apply for an opportunity to submit artwork for the 2018 Traffic Box Program. Selected artists will be paid \$1,000 to create a design to be fabricated into a vinyl wrap. Designs may include digital images of illustrations, paintings, computer designed digital images, quilts, mosaics, photographed sculptures, photographs, and more. The vinyl wrap will cover all four sides of the traffic box; Templates will be provided to the artists to use as guides. The City may select up to 20 artists or artist teams to implement their design proposal.

### Project Information:

Since 2010, Boise City and Capital City Development Corporation have provided funding to commission Idaho artists to design vinyl wraps to be incorporated onto the Ada County Highway District traffic control boxes in Boise. Currently, 167 boxes are wrapped across the city. These boxes feature a broad array of styles and artistic mediums. When choosing the locations of these wraps, priority is given to high visibility intersections, proximity with schools, libraries, and other public facilities. Approximately 20 boxes have been identified within the downtown area and outlying neighborhoods for 2018.

Artists do not fabricate or install the final art on the box. Selected artists will work with a fabricator to provide direction and oversight for the proper installation orientation of the artwork. The artist will retain the copyright to the work.

Artworks may be celebrated with a dedication and walking tours on a date to be announced, depending on the location.



Adam Rosenlund, 2016

## IRFP 18-132 Traffic Box Program

### APPROXIMATE TIMELINE:

Description	Date
Call to Artist Released	January 2018
Application Workshop – <i>optional</i>	January 31 <sup>st</sup> , 2018 at <b>2:00 pm</b> Local Time at Boise City Hall, 3 <sup>rd</sup> floor, 150 N. Capitol Blvd.
Application Workshop - <i>optional</i>	January 31, 2018 at <b>5:30 pm</b> Local Time at Boise City Hall, 3 <sup>rd</sup> floor, 150 N. Capitol Blvd.
Questions / Clarifications due via email by	February 16 <sup>th</sup> , 2018 at noon Local Time
Applications due in writing by mail/hand deliver	February 21 <sup>st</sup> , 2018 at <b>1:00 pm</b> Local Time
Artists Selected	March 2018
Artists Create Work / Deliver to Fabricator	April – May 2018
Fabrication / Installation	June – August 2018

### APPLICATION PROCESS:

Optional Application Workshops will be held January 31, 2018 at 2:00 PM local time and January 31, 2018 at 5:30 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](mailto:tleatham@cityofboise.org).

In determining the best qualified applicants, City of Boise will consider all acceptable applications on a basis consistent with this Request for Proposal (RFP). 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

## IRFP 18-132 Traffic Box Program

### 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 18-132 Traffic Box Program**

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

- Submitted packages must include one physical copy of your application (application form, image list, references, resume, letter of interest) and, if applicant is able, one identical electronic copy as a single PDF file. The digital PDF file name shall be named IRFP 18-132 and Artist name (example: IRFP18-132Smith). The submitted application form must be signed (in both digital and hard copy forms). Images shall be submitted on the cd or thumb drive as separate jpeg files (applicants need not print hard copies of the images).
- The submission package or envelope must be SEALED and plainly marked with the following: IRFP 18-132 Traffic Box Program and the opening date and time (February 21<sup>st</sup>, 2018 at 1:00 pm). The Proposer's return address shall appear on the envelope or package.
- A submission made using "Express/Overnight" services must be shipped in a separate sealed inner envelope/package identified as stated above.
- Proposals must be submitted in writing. No oral, telephone, facsimile, telegraphic, or late submissions will be considered. All submissions must be received at the City Purchasing Office and time and date stamped prior to the closing date and time. It is the submitting Proposer's responsibility to timely submit their Proposal in a properly marked envelope, prior to the scheduled closing, for receipt in sufficient time to allow the submission to be time and date stamped.
- **ALL PROPOSALS MUST BE SIGNED.** Proposals not signed will be disqualified and considered non-responsive.
- The applicant is responsible for all costs incurred in preparing or responding to this formal request for proposals. All materials and documents submitted become the property of the City and will not be returned.
- The Owner is the City of Boise.

**Questions** must be submitted to Tammi Leatham, [tleatham@cityofboise.org](mailto:tleatham@cityofboise.org) no later than **Friday, February 16<sup>th</sup>, 2018 at noon.**



# IRFP 18-132 Traffic Box Program

## 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 the project, 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 points)**

**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, 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.



**IRFP 18-132 Traffic Box Program  
Return with Proposal**

**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 18-132 Traffic Box Program

## 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	



## IRFP 18-132 Traffic Box Program

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		



## IRFP 18-132 Traffic Box Program

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.

