
**Call to Artists - Request for Proposals:
Fire Station #6 Public Art Project**

PROJECT DESCRIPTION:

The Meridian Arts Commission (MAC) and Meridian Fire Department (MFD) invite artists to prepare proposals for a public art project that would be installed in front of Fire Station #6, which will be constructed at 1435 W. Overland Road and completed around March 2020. The public art at Fire Station #6 should be freestanding, safe and hazard-free, low-maintenance, durable, suitable for outdoor installation, visible from the roadway and welcoming to visitors at the facility. The artwork installed at Fire Station #6 should feature imagery related to the work of MFD.

MERIDIAN FIRE DEPARTMENT:

The Mission of MFD is “to protect and enhance our community through professionalism and compassion.” Their Vision is “a premier organization recognized for providing a safe community through professionalism, innovative actions, and community involvement.” MFD is committed to the safety and education of the community it serves. MFD has four divisions: Operations, Prevention, Planning, and Administrative Support. More information about MFD and its related associations is online at <https://meridiancity.org/fire/index.html>.

SITE DESCRIPTION:

Fire Station #6 will be Meridian’s newest station, located in south Meridian. The site for the public art is in front of the station, between the front doors and Overland Road. The art will need to be installed into concrete near the flag pole. Electric power will be available. The image below was presented to City Council in December 2018. The concrete area near the flagpole is the general area where the artwork would be installed.



ELIGIBILITY:

This project is open to applicants regardless of race, gender, gender identity, sexual orientation, religion, nationality, or disability. Teams of artists, designers, and/or engineers are welcome to apply. Treasure Valley artists are encouraged to apply. Incomplete or late submissions will be deemed ineligible and will not be considered.

BUDGET:

A budgeted amount of \$30,000 total is available for the completed project; this includes the selected artist's commission, all costs including engineering, materials, fabrication, permitting, contingencies and installation of the artwork. No stipend is available for preparation of initial proposals. Up to three finalists may be asked to participate in a second round of selection, including preparation of maquettes and presentation to a selection panel. In the second round, a stipend of \$200 will be available to the selected finalists for preparation of maquettes and proposal presentations, following submission of a completed W-9 form and execution of a written agreement with the City of Meridian.

PROCESS:

The evaluation and selection process will generally occur as follows; dates are subject to change as may be necessary due to scheduling issues or other circumstances. Any information submitted is subject to release to the public as required by Idaho Public Records Law.

1. **Call to Artists (RFP)** issued January 29, 2019.
2. **Proposals accepted.** To be considered for this project, the following materials must be submitted to MAC, by 12:00 PM, on Friday, March 15, 2019, at 33 E. Broadway Avenue Suite 104, Meridian, ID 83642 or by e-mail to mac@meridiancity.org:
 - a. A summary of the artist's or team's experience with similar projects;
 - b. Project proposal, including digital images (.jpg format) or drawings of the proposed conceptual designs or projects to be considered;
 - c. Artwork description(s) including materials to be used, dimensions, anticipated maintenance, etc.; and
 - d. Detailed project timeline, project budget with itemized costs.
3. **Proposals reviewed.** Selection panel identifies finalists.
4. **Finalists notified.** Agreement, stipend, prepare maquettes.
5. **Finalist Proposal Presentations.** MAC may invite the finalists to present their proposals and maquettes to the selection panel at a public meeting on Thursday, May 16, 2019. This presentation is tentatively scheduled to take place at 4:30 PM at Meridian City Hall.
6. **Selection Panel Review.** Eligibility and finalist selection criteria will include:
 - a. Adherence to the RFP; (10 points)
 - b. Appropriateness of scale, design, material, durability, safety, and maintenance for project site; (20 points)
 - c. Project proposal - demonstrated understanding of project objectives, ability to create artwork that addresses the context of its placement; and ability to meet or exceed the objectives; (30 points)
 - d. Past work experience and references on a similar type project and the demonstrated competence in the performance of the type of work to be provided (the nature, quality, and relevance of similar completed work, including subcontractors, may include feedback from professional references; and (20 points)
 - e. Consistency of proposed artwork with City policy and community values. (20 points)

7. **Recommendation to City Council.** The selection panel may select one proposed project to recommend to MAC. MAC will evaluate the proposals, considering the selection committee’s recommendation, the criteria set forth above, as well as any input from members of the public, the selection committee, or MFD submitted during the evaluation of the proposals. MAC will present its recommendation to Meridian City Council on Tuesday, June 18, 2019. City Council may approve the recommendation, reject all proposals, and/or recommend that the RFP be reissued. The selected proposer and others not selected will be notified of City Council’s decision via e-mail by Wednesday, June 19, 2019.
8. **Agreement; award.** Following selection and negotiation and execution of a written agreement with the City, the selected proposer will be awarded the project upon City Council’s approval.
9. **Selected proposal installed.** The selected artist will fabricate and install the artwork, in accordance with a written agreement with the City, and within the project’s final budget and timeline.

ESTIMATED TIMELINE:

- | | |
|---|---|
| <input type="checkbox"/> January 23, 2019 | Call to Artists (RFP) issued |
| <input type="checkbox"/> March 15, 2019 | Deadline for submission of completed initial proposals |
| <input type="checkbox"/> By March 21, 2019 | Selection panel meets to review initial proposals, select finalists |
| <input type="checkbox"/> By March 25, 2019 | Finalists notified |
| <input type="checkbox"/> May 30, 2019 | Finalist presentations to selection panel |
| <input type="checkbox"/> By May 31, 2019 | Selection panel evaluation, recommendation determined |
| <input type="checkbox"/> By June 13, 2019 | Recommendation presented to MAC for approval |
| <input type="checkbox"/> By June 18, 2019 | MAC and MFD co-present recommendation to City Council |
| <input type="checkbox"/> June 19, 2019 | Selected and not-selected finalists notified |
| <input type="checkbox"/> By July 12, 2019 | City provides selected artist with proposed agreement |
| <input type="checkbox"/> By August 7, 2019 | Deadline for selected artist’s signed agreement with City |
| <input type="checkbox"/> By August 13, 2019 | Agreement approved by City Council; signed by Mayor |
| <input type="checkbox"/> October 2019 | Fabrication begins |
| <input type="checkbox"/> Per Task Order | Installation (Expected between February and March 2, 2020) |

Please contact MAC via email (mac@meridiancity.org) or phone (208-489-0422) with any questions.

Thank you for your interest!