



**REQUEST FOR QUALIFICATIONS
BUS SHELTER PUBLIC ART PROJECT
DATE: OCTOBER 2, 2020
DEADLINE: MONDAY, OCTOBER 19, 2020 9:00AM**

The Town of Superior, Colorado and the Superior Cultural Arts and Public Spaces (CAPS) Advisory Committee are seeking artists interested in transforming bus shelters with unique works of art inspired by the theme, "Superior Today". The selected artist will receive a design fee for conceptualizing and designing the artwork with input and approval from the CAPS Advisory Committee. There are four bus shelters available for this project all located along Rock Creek Parkway in the center of Superior.

Public Art Project in Brief

The CAPS Advisory Committee envisions a series of artworks that will bring the bus shelters to life by telling stories of Superior today. The Committee encourages original designs that present a contemporary feel. The designs will be printed on vinyl and installed by a local vendor. The designs can be created in any medium from graphic design, photography, mixed media and painting, etc. The chosen artists will be responsible for producing the design in the chosen medium that can be scaled up to the size of the bus shelter, and providing a high-resolution digital file of the design to be given to a vendor for printing. The technical details are to be determined with the selected artist. The Town will retain ownership of the original artwork and may choose to display it in public.

Contact

Deana Miller, Cultural Arts and Events Supervisor, deanam@superiorcolorado.gov. **Please no phone calls.**

Eligibility

All applicants must be U.S. citizens or permanent U.S. residents, residents of Colorado and at least 18 years of age. Graphic designers and other visual artists are eligible to apply. Preference will be given to artists with experience designing similar projects.

Media Eligibility

The eligible media includes, but is not limited to: graphic design, prints, paintings, mixed-media and photography. Visual artists may create an original artwork, e.g. painting, that can be digitized and scaled up to the actual size of the bus shelter and printed on vinyl.

Questions

Questions about the Request for Qualifications may be submitted by email to Deana Miller at deanam@superiorcolorado.gov and must be received no later than Wednesday, October 7, 12:00 p.m. Responses to questions will be distributed as an Addendum to the RFP on the Town website and on the Rocky Mountain E-Purchasing website, www.bidnetdirect.com.

Amendments to this Request for Qualifications

The Town of Superior reserves the right to amend this Request for Qualifications by an addendum at any time prior to the date set for receipt of proposals. Addenda or



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amendments will be posted on the Town website as soon as available and shall be the responsibility of the offeror to obtain all addenda. If revisions are of such a magnitude to warrant, in the Town’s opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

Selection Process

The applicants are asked to submit a letter of interest and images of past work relevant to this type of project, which will be used to select a qualified artist(s) to perform the services. The Town reserves the right to reject any and all proposals. The successful consultant will execute a Professional Services Agreement, Exhibit C, with the Town.

Application Deadline

Applications will only be accepted through Dropbox. Please submit a complete Application Packet (see required contents below) by uploading the packet to a Dropbox folder and sharing the link with Town staff (see required contact info below). The deadline for submittals is: **MONDAY, OCTOBER 19, 2020 9:00AM**. Late applications will not be considered.

Timeline

Below is the project schedule. This project must be complete by year-end. If you do not believe you can fulfill this timeline, please do not apply.

Sep. 28, 2020	RFQ distributed
Oct. 7, 12:00PM	Question due to Town staff
Oct. 19, 9:00AM	Applications due by sending a dropbox link only
Week of Oct. 19	CAPS Subcommittee to review applications and select semi-finalists
Oct. 22	CAPS to review semi-finalists to invite to create design concepts
Nov. 16	Design concepts due to Town staff
Nov. 19	CAPS Advisory Committee to review design concepts
Nov. 20-30	Execution of Professional Services Agreement (attached Exhibit C)
December	Submittal of design file to Town staff and installation by local vendor

Project Budget

Semi-finalists may be invited to design proposals and will be offered a \$250 design stipend. The selected artist(s) will be offered a project fee of \$1,775 per design. The project fee must include, without limitation artist fees, taxes, insurance, materials, site visits, meetings, tools, travel, software, expense contingency and any other associated costs.



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Design Requirements

The artwork must meet the following criteria:

- + There are four bus shelters to be included in the project. Individual artists may be selected for a minimum of one and a maximum of all four bus shelters. The design must fit within the size of the bus shelter window panels (see Exhibit B) and will be interrupted by a metal seam between panels. There is also a seat attached to the bus shelter inside and the design must be visible beyond that seat.
- + The chosen artist(s) will have artistic license over the design and concepts.
- + If original images are used in the design, the copyrights to the images must be retained by the owners of each image at the expense and time to the artist. The Town must have written permission from the copyright owner to display the image in perpetuity.
- + The primary audience is pedestrians and bus riders.
- + The artwork should be scaled for the attention of approaching drivers, but should not be so detailed that it distracts drivers causing a disorienting situation or cause a distraction for drivers.
- + The artwork must be suitable for public viewing by all ages.

Submission Requirements

1. Application Packet as one PDF must include the following:
 - a. Completed Required Cover Page (attached Exhibit A) as the first page of your Application Packet.
 - b. A letter of interest that includes the following details:
 - + Description of prior past experience that indicates your ability to successfully complete the project.
 - + A description of your design process.
 - + Your preferred design software if graphic designer or preferred media if visual artist, e.g. oil on canvas, print, acrylic, etc.
 - c. A resume no longer than 2 pages.
 - d. Image List: The image list must include the title of each JPEG image submitted and information about the depicted image: Title of artwork, size, media, location, client name. See item 2 below regarding the images.
2. The submission packet should be accompanied by six (6) individual JPEG images no larger than 2MB each depicting past work that indicates ability to successfully complete the project. Images should represent the artist's style, format, medium and/or breadth of work. Title each JPEG with the artist's last name and image number to correspond with the image list above in 1d.

Submittal Instructions

Include all the items in number 1 above in a single, combined PDF and upload it with the individual JPEGs to a Dropbox folder. Email a link to the folder to: Deana Miller, Cultural Arts and Events Supervisor, deanam@superiorcolorado.gov, **DUE MONDAY, OCTOBER 19, 2020 9:00AM. Please no phone calls.**



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Selection Criteria

- + Artists with experience with similar projects are preferred.
- + Proposed design exhibits artistic merit, quality and innovative design.
- + Proposed artwork is appropriate to the site in size and materials.
- + Proposed artwork meets all requirements of this Call for Entries.

About Superior

For more information, visit www.superiorcolorado.gov or www.shapesuperior.com.

The Town is strategically located in southeast Boulder County, which positions it as “The Gateway to Boulder Valley®”, and provides for opportunities to live, work and play through a diverse mix of businesses, residential neighborhoods and convenient regional recreational possibilities. The Town has a rich agricultural and mining history with early inhabitants of the Town dating back to the late 1800s. The Town reportedly was named after the “superior” quality of the coal found in the area.

Superior is also a growing, vibrant and progressive community focused on the future. Superior’s vision represents its long-term values and aspirations for a community-oriented small town that is accessible, pedestrian and bicycle friendly, safe and attractive. Superior prides itself on its unique local character and high architectural standards while its mountain views, open space, parks, trails and wildlife offer residents a variety of outdoor experiences. In addition to the respect for nature, Superior hosts outdoor competitions and events, including open-air festivals, and running and cycling challenges. In concert with its vision, the Town seeks to advance its artistic footprint by offering opportunities to create art for public experience.



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**EXHIBIT A
REQUIRED COVER PAGE**

Please fill out the information below and submit as the cover to your Application Packet.

Name _____

Email Address _____

Mailing Address _____

City, State Zip _____

Primary Phone Number _____

DRAFT



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**EXHIBIT B
EXAMPLE BUS SHELTER**

