

Roundabout Feature Solicitation Process Guidance

1. **Preparation** – Develop selection process, criteria, and schedule, as well as determine which agency (city, county) will support the art and enter into a long-term agreement with ODOT for the installation and maintenance
2. **Public input** – Public to provide input on roundabout feature preferences. Examples: art themes, mediums, art that is disliked, other related concerns, etc.
 - Provide examples and take a straw vote to winnow the ideas down to a few which can be relayed in the art commission
 - Possible themes: Historic Tumalo, Central Oregon culture, scenic/landscape, or natural elements.
3. **Establish selection committee** – Consider city staff member, county staff member, chamber of commerce representative, ODOT representative (advisory, non voting), and a couple public representative (local artist or community members)
4. **Develop prospectus/Request for Proposals (RFP)** – Landscape Architect or Artist will be solicited to lay out features pieces within roundabout. Landscape Architect will be asked to submit examples of work, resume and concept drawings.
5. **Submission review** – Selection Committee will evaluate and jury all submissions and select finalists
6. **Finalists art preparation/Public input**
 - Finalists share art with the public (model, rendering,) for a set amount of time to gain public input
 - Public input to provide guidance to the Selection Committee on making their final recommendation.
7. **Finalists review and selection**
 - Based on the presentations of the landscape architect or artist and public input, the Selection Committee will evaluate the landscape architect or artist and their site model/design.
 - The Selection Committee will then make a recommendation of the highest scored landscape architect design to City Council/County Commission.
8. **Artwork design preparation** – The selected landscape architect or artist will sign a contract with the City/County to prepare the site design.
 - Allow up to three months for final site design including stamped engineering and construction drawings and project specifications.
9. **Intergovernmental Agreement & Permitting** – The City/County enter into an IGA with ODOT to establish maintenance responsibilities, and permitting to work within ODOT Right of Way.

- Permit to work in Right of Way may require stamped Temporary Traffic Control Plans.
- In the past, the city council or the county commissioners have had final determination of the artwork selection

10. Installation – The City/County and landscape architect or artist to work collaboratively on installation. Allow three months for installation, landscaping, etc..

ODOT Public Safety/Highway Operations Requirements

Proposed art must comply with public safety/highway operations requirements ([Highway Directive 01, Placement of Artwork on State Highway Right of Way](#)) and be constructed with durable materials to withstand weather and vandalism.

Artwork must not interfere with the operation, maintenance, or use of the highway. The safety of the highway system and travelers is of utmost concern for ODOT. It must also use long lasting materials and construction techniques that require minimal care and resist vandalism. A desired benefit of the Artwork is to make the central island more conspicuous (thus improving safety). At the same time, it must not create an unsafe distraction for motorists and other travelers, and its size and scale must fit within the allowable area that matches the aesthetic design of the roundabout. Artwork must not:

- 1) Fit within the zone identified by the Project Team
- 2) Imitate a traffic control device;
- 3) Have moving elements or water, nor have simulation of movement;
- 4) Have elements that would cause the proposed Artwork to obscure the form of the roundabout, nor cause distraction to motorists and other travelers (e.g., cause glare or impede vision for safety);
- 5) Attract pedestrians and cyclists to the center island area;
- 6) Contain text, interpretation of the Artwork, information on the artist, advertising or other form of a commercial message (business, product, or brand name, logo, phone number, web page, etc.); nor representation or paying tribute to a specific individual.
- 7) ODOT has final say on material types and installation (NOT on the artwork itself)