

City Hall Staircase Project

Call for Artist

Request for Proposals (RFP) 2023

The City of Los Altos Parks, Arts, Recreation and Cultural (PARC) Commission seeks an artist interested in working with us in designing and painting art on the City Council Chambers staircase at City Hall.

Opportunity and project description:

At the Los Altos City Hall, there is one set of stairs (3 steps) that leads up to the entrance of the Council Chambers. The PARC Commission feels that this is an opportunity for public art on the face of the steps.

The City is looking for an artist to complete this project:

1. Complete a project proposal to do a public art project at the Los Altos City Hall, Council Chambers utilizing the staircase.
2. Work with PARC to set goals for the project that includes the City of Los Altos.
3. Research and fully describe the maintenance and longevity of this potential project.

The artist compensation for the full project will be based on what is included in the proposal from the selected artist.

The theme of this project will be developed further in the planning phase.



The artist search is open to all artists, but we are unable to reimburse for travel expenses.

The City is looking for proposals with artist qualifications that identifies how you will meet the following project goals:

- The end project must be unique and of a high artistic quality.
- The artist chosen should be able to work with a committee to design the project.
- The artist chosen should demonstrate the ability to fully understand maintenance and longevity of the project working with cement stairs.



Selection process

The RFPs will be reviewed by a committee made up of PARC Commissioners.

At least one artist will be selected for in-person or virtual interviews before the final artist selection is made.

Selection Criteria:

Our criteria in selecting an artist for this project

- Artistic Quality of work samples submitted.
- Experience and ability to complete project based on prior projects.
- Understanding of the maintenance of the stairs.
- Experience and shows ability to work with the PARC committee.

RFP Timeline:

January 11, 2023: Request for Qualifications due

Late January Set interviews

Artist selected to prepare full proposal with design concepts and budget.

February 2023: Artists notified and contracts written

Submission materials:

1) Letter of interest (2-page limit)

- Briefly outline why you want to develop a proposal for this project
- Briefly explain how you intend approach the process.
- Briefly outline your experience with similar projects.
- Briefly outline how you will handle the maintenance of the project.

Call for Art Entry Form and all other materials should be sent electronically to:

mhernandez@losaltosca.gov