



**PROCUREMENT DIVISION**  
**Keith Watts, Procurement Manager**  
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# **REQUEST FOR PROPOSALS**

## **RFP NO. PKS-2116-11260**

### **CONTRACT SPECIFICATIONS FOR: CALL TO ARTISTS – PARK IDENTITY TEN MILE TRAILHEAD**

**PROPOSALS MUST BE RECEIVED NO LATER THAN  
4:00 P.M. MAY 19, 2021**

**Proposals must be submitted through the City's Bonfire portal  
(<https://meridiancity.bonfirehub.com>) prior to the due date and time**

**Pre-Proposal Meeting  
Not Mandatory**

**Date:** March 31, 2021 4:00 PM  
**Location:** On-site Ten Mile Trailhead  
3430 N Ten Mile Rd. Meridian, ID

#### **PROJECT DESCRIPTION**

The City of Meridian, Idaho is seeking proposals from respondents currently on the Park Identities Art Roster to create theming element(s) that give Ten Mile Trailhead functional pieces of artwork.

## **QUESTIONS**

The Q&A period for this opportunity as stated in the attached starts March 19, 2021. The Q&A period for this opportunity ends April 26, 2021 12:00 PM MST. Questions must be submitted through the City's Bonfire website. You will not be able to send messages after the Q&A period.

Your proposal submission must be uploaded, submitted, and finalized prior to the Closing Time listed above. We strongly recommend that you give yourself sufficient time and at least **ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

## **ANTICIPATED PROJECT SCHEDULE**

The following is an outline of the anticipated schedule for the proposal review and contract award. Schedule is subject to change.

March 19, 2021	Issue Request for Proposal (RFP)
March 31, 2021	Pre-Proposal Meeting
April 12, 2021	Intent to Propose Due
April 26, 2021 12:00 PM	Question Period Ends
April 30, 2021	Addendum Issued (if needed)
May 19, 2021 @ 4:00 PM	Proposals Due
May 20-26, 2021	Evaluation Period
June 10, 2021	Make Recommendation
TBD	NTP

## **CITY'S REPRESENTATIVE**

### **Procurement Representative**

Sandra Ramirez, Buyer  
33 E Broadway Ave. Ste. 106  
Meridian, ID 83642  
(208) 489-0416  
Fax (208) 887-4813  
[sramirez@meridiancity.org](mailto:sramirez@meridiancity.org)

Dated: 3/19/2021

CITY OF MERIDIAN

  
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Sandra Ramirez, Buyer