

ATTACHMENT A

Request for Qualifications (RFQ)

Public Art Project Template

1. Project Overview and Objectives

The artwork will function as a permanent visual feature that enhances the site's identity, welcomes residents and visitors, and contributes to the overall public realm.

Artwork Goals

The selected artwork should:

- Enhance the aesthetic quality of the site
- Provide visual interest appropriate for its surroundings
- Reflect or respond to local context, history, culture, or identity
- Be durable, safe, and suitable for long-term outdoor display

2. Site Context and Design Guidelines

Site Information

- Location: **[address / description]**
- Visibility and access considerations: **[traffic, pedestrians, viewsheds]**

Design Guidelines

Artwork should:

- Be compatible with surrounding land uses and infrastructure
- Consider visibility from multiple viewpoints
- Avoid creating safety hazards or maintenance conflicts
- Integrate with existing or planned site features

Art that references local heritage, natural features, or community values is encouraged, though artists are not limited to specific themes unless otherwise stated.

3. Materials, Durability, and Maintenance

- All materials must be suitable for long-term outdoor exposure in Truckee's mountain environment.
- Artwork must withstand weather extremes, sun exposure, and potential snow or maintenance activities
- Minimal ongoing maintenance is required
- Painted or chemically bonded finishes should be avoided unless proven durable
- Minimum expected lifespan: 20 years

Artists must provide a long-term maintenance plan as part of the final design submission. Projects requiring routine annual maintenance are generally not acceptable.

4. Budget and Compensation

The total project budget is up to \$_____, inclusive of:

- Artist fees
- Design and engineering
- Fabrication and materials
- Transportation and delivery
- Foundation or mounting system design (if applicable)

Proposed payment schedule:

5% upon contract execution

10% upon completion of foundation design

20% once fabrication is approximately 50% complete

25% once fabrication is complete but not installed

40% once artwork is installed

5. Prevailing Wage and Regulatory Requirements (if applicable)

Depending on project scope and installation method, the artwork may be considered a public works project and subject to **California prevailing wage requirements** or other jurisdictional labor regulations.

Artists are responsible for:

- Determining applicability of prevailing wage laws
- Registering with appropriate labor authorities
- Paying required wages and submitting certified payrolls, if applicable

Early coordination with the project manager is strongly encouraged.

6. Selection Process and Schedule

Selection Steps

1. RFQ submissions received
2. Qualifications reviewed by selection panel
3. Shortlisting of finalist artists
4. Concept development by finalists (stipend provided)
5. Final artist selection and approval
6. Contract execution

7. Eligibility

This RFQ is open to all professional artists or artist teams with demonstrated experience completing comparable projects. Local artists are encouraged to apply. Artist teams may include fabricators, engineers, or subcontractors as appropriate.

8. Submission Requirements

Applicants must submit the following materials by **[deadline]**:

1. **Artist Information**
Name, contact information, and brief bios (for teams, include all members)
2. **Statement of Interest** (maximum **300 words**)
Address approach to public art, interest in the project, and relevant experience
3. **Resume or CV**
Demonstrating qualifications and past work

4. **Work Samples**

Up to **10 images** of completed projects, with an accompanying image list (title, date, location, commissioning entity, brief description)

5. **Professional References**

At least **two references** familiar with the artist's work and project performance

Incomplete or late submissions may be disqualified.

9. **Evaluation Criteria**

Qualifications will be evaluated based on:

- Demonstrated experience and technical capability
- Artistic quality and originality
- Ability to collaborate with public agencies and stakeholders
- Ability to complete projects on time and within budget

Final concept proposals will also be evaluated on:

- Concept strength and relevance to the site
 - Feasibility and durability
 - Long-term maintenance considerations
 - Overall suitability for the community and location
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