



**City of Wilsonville Memorial Park Skatepark Mural – 2023/2024
REQUEST FOR Qualifications**

Proposals must be received by FEBRUARY 2.

Budget: \$15,000

Questions? Email Erika Valentine, Arts and Culture Program Coordinator at
EValentine@ci.wilsonville.or.us or 503-570-1629

The City of Wilsonville, Oregon (“City”) is requesting Qualifications from a talented artist or artist team, with expertise in mural design and implementation services for exterior murals at Memorial Park Skatepark (Skatepark), located at 8100 SW Wilsonville Road, Wilsonville, OR 97070. The budget for this project is not to exceed **\$15,000**, which is inclusive of everything including but not limited to: time, labor, materials, travel expenses, etc. to be paid to the selected artist(s). The City will cover costs for primer and anti-graffiti coating.

Deadline for Submittal

Proposals are due by **FEBRUARY 2**. The proposals will then be evaluated and initially scored by a team consisting of City Staff and Arts Professionals.

Proposals must be mailed to the address below, which need to be post-marked by February 2.

Please include the name and address of the Proposer on envelope, as well as list “RFQ – Skatepark Mural”.

Proposers must submit two (2) hard copy sets AND a digital, electronic-file version on a flash “thumb” drive. Hard copy sets should include ALL printed contents listed under ‘Submittal Parameters’ found on page 2. Flash “thumb” drive contents should also include everything, saved into 1 PDF.

Electronically mailed or faxed Proposals will not be accepted. The City of Wilsonville reserves the right to reject any or all Proposals.

This RFQ is posted online at <https://www.ci.wilsonville.or.us/rfps>

Address to:

City of Wilsonville

Attn: Erika Valentine, Arts & Culture Program Coordinator
29799 SW Town Center Loop East
Wilsonville, OR 97070

Submittal Parameters

Artists or Artist teams replying to this Request for Qualifications are required to submit the following that will be used in the evaluation process:

- 1.) Statement of Qualifications Summary Form & Signed Acknowledgement Letter (found below page 12)
- 2.) Artist Bio (maximum two pages) – Bio about you as an artist. Please include information on your artistic process and experience working with client(s) and the community.
- 3.) Artist Resume – (maximum 2 pages) including relevant work experience to the project, and any website, Instagram, etc.
- 4.) Work Samples – (minimum 6 images, maximum 10 images) – visual representations of past artwork/public art projects that demonstrate qualifications for this project.
- 5.) References (2 professional references)

Incomplete submissions will not be accepted.

About the City

Located at the southernmost end of the Portland metropolitan area, Wilsonville is the gateway to the Willamette Valley. Once a small farming community, Wilsonville is now a thriving city of more than 26,000 residents who enjoy the small-town charms of ‘country living’ just 17 miles from downtown Portland.

Site Location

The Skatepark is housed within Memorial Park, which is the City’s oldest and largest park. The park borders the Willamette River and includes significant natural areas, as well as sports fields, courts, disc golf course, dog park, community garden, picnic areas, and more.

The mural at the skatepark will be on ALL outward / side facing walls along the perimeter (nothing inside the skateable area). The painted areas will be visible by vehicle traffic that enters the park and people on foot. The surfaces are concrete.

The mural will enhance not only the skatepark itself, but the overall park. This mural will be the first piece of public art in this extremely popular park.

Please refer to rendering and images on following pages.

Description of Project Opportunity and Project Objectives

The goal of this project is to create a public art mural on the outward facing skatepark surfaces to enhance the visual appeal of the skatepark. The mural should bring vibrancy and excitement to the overall park and skatepark, while providing an opportunity for the community to experience art.

The project was funded through the Community Enhancement Project Grant which goals are:

- Improve the appearance of the community
- Result in improvement to, or an increase in, recreational areas and programs
- Benefit youth, seniors, low income persons and/or underserved populations

Additionally, the project will further Arts, Culture, and Heritage Commission (ACHC) mission which is:

“To enhance the Wilsonville community by supporting, advocating and advising on matters relating to advancing arts, culture & heritage. We strongly believe residents’ lives are enriched and enhanced through a thriving arts and culture environment.”

While there is not a specific theme for the mural, skate culture should be considered in the style of final designs. The Skatepark community in Wilsonville is extremely active, including an active Wilsonville Skatepark Association (Instagram @Wilsonville_skateparks).

If selected, Artist(s) will be responsible for:

- Mural design, clearly showing design on all different walls/sides
- Implementation – work consists of design and production of the work on-site, which must be executed by experienced artists. The murals will be painted directly on the outward facing walls. Properly prime and prepare any area approved for painting and apply a sealant and anti-graffiti coating to secure the longevity of the mural after final completion of mural. *Cost of Sealant/Anti-graffiti coating will be covered by The City.
- Coordination and consultation with Staff, Arts, Culture and Heritage Commission (ACHC) and other project stakeholders. Anticipate two public meetings where presentations will be required.
- Obtaining the necessary general liability insurance

Budget

The budget for this project to be awarded to the selected artist/artist team is to not exceed **\$15,000**.

Payment of the artist/artist team will be based on the following schedule:

- 50% of payment awarded following final execution of contract
- 50% of payment awarded at the completion of mural installation

Selection Process

Stage One: RFQ Process

A team consisting of City Staff and Arts Experts will review and score the initial RFQ submissions.

The initial evaluation team will individually review, score and rank the submissions based on the following criteria:

- 1.) **Relevant experience with similar scale projects** (15 points max)
- 2.) **Previous body of work/ design aesthetic and artist excellence** (15 points max)
- 3.) **Process and experience working with client(s)/ the community** (10 points max)
- 4.) **References** (5 points max)

Stage Two: Selection Panel Review

The top RFQ's will be then be forwarded onto the Selection Panel which consists of the 9 member Arts, Culture and Heritage Commission (ACHC) and 1 – 2 members from the skate community.

The Selection Panel will select the top three to four artists or artist teams to advance and engage in an RFP (Request for Proposals) process.

The Selection Panel will make their selection based on review of the submitted RFQ materials and the following criteria:

- 1.) **Relevant experience with similar scale projects** (15 points max)
- 2.) **Previous body of work/ design aesthetic and artist excellence** (15 points max)
- 3.) **Process and experience working with client(s)/ the community** (10 points max)

Stage Three: RFP Process

The artists selected to advance to the RFP (Request for Proposals) stage will be expected to submit proposals of their original detailed mural design (design showing all exterior walls/sides) and prepare conceptual drawings of the finished product of the site. These artists (or artist teams) will receive a **\$600** stipend for their design proposal work upon completion and submission of a completed proposal. Artists are encouraged to do a site visit to the Memorial Park Skatepark. This stipend is separate from the \$15,000 total project budget for the finalist.

Top three to four designs may be posted to solicit community input via City's 'Let's Talk Wilsonville' Online Platform. The selection panel can take this community input into account when making their final selection, however community input that is received are not counted as votes.

The designs of these three to four selected artists (or artist teams) will be reviewed at an ACHC meeting by the Selection Panel. The artists will attend an in-person meeting to present their designs and answer any additional questions from the Panel. Accommodations for presenting on zoom may be considered.

After reviewing design proposals and receiving presentations, the Selection Panel will select the final artist and design based on the following criteria:

- 1.) **Originality and Creativity of Design** (15 points max)
- 2.) **Artistic Merit of Design** (15 points max)
- 3.) **Design’s relevance to the site and community users** (15 max)

The Selection Panel will make the final decision on which artist/design is selected. Upon final selection, the artist or artist team will be required to enter into a contract with The City of Wilsonville.

Timeline (subject to change)

RFQ Issued	December 15, 2023
RFQ Deadline	February 2, 2024
Initial Evaluation Team Review (Stage One)	February 15, 2024
Notice to Artists regarding being forwarded onto ACHC Selection Panel / Stage Two	February 23, 2024
ACHC First Selection Panel Review Meeting (Stage Two)	March 6, 2024
Notice to Artists regarding RFP Stage (Stage Three)	March 13, 2024
RFP/ Designs Due	May 3, 2024
ACHC Second Selection Panel Review Meeting & applicant presentations	May 22, 2024
Notice of final selection/ project award	May 31, 2024
Contract, Implementation and Project Completion	June – Aug 2024*

* (Flexible painting schedule but would like to minimize Skatepark closures)

Point of Contact

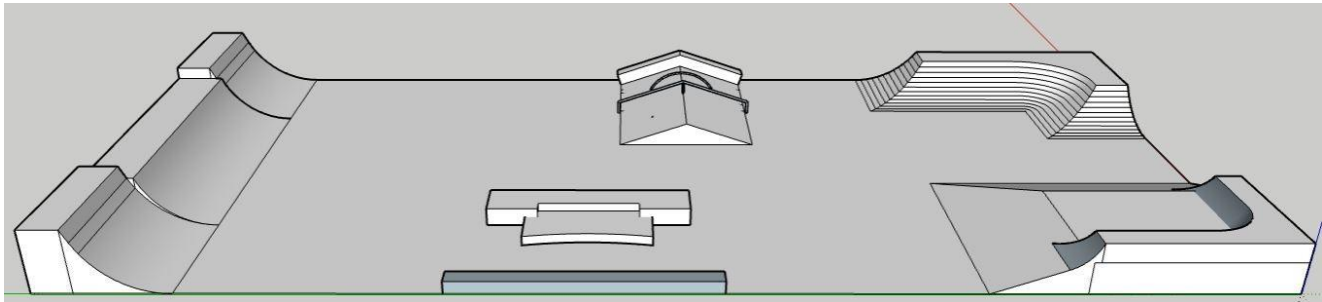
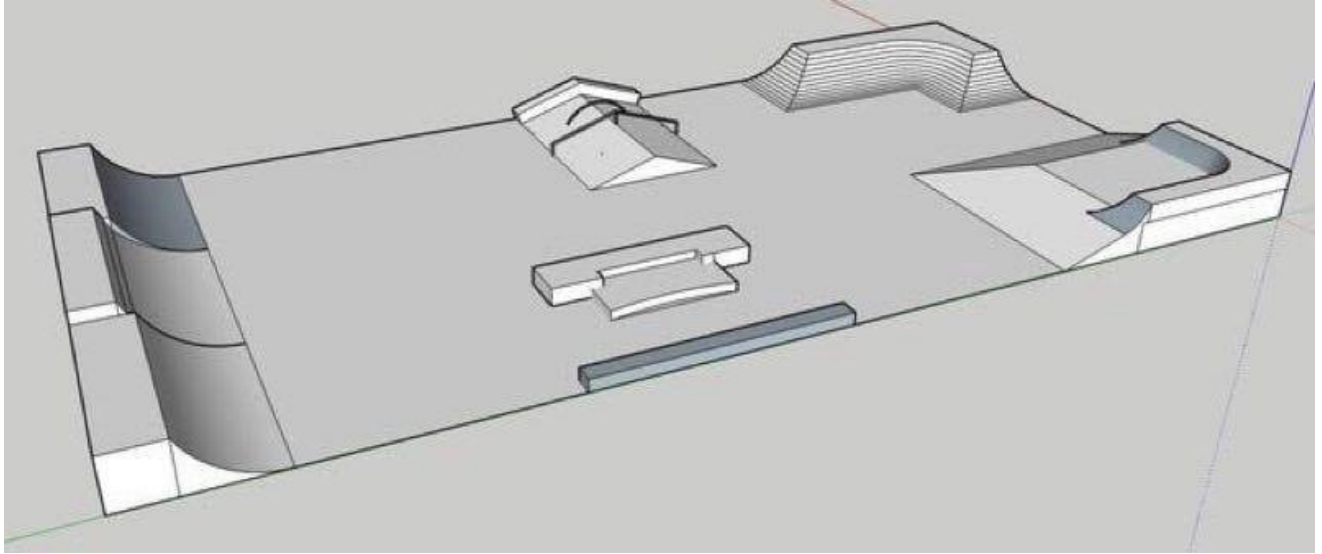
All questions or inquiries must be directed only to the following person:

Erika Valentine
Arts & Culture Program Coordinator

Direct: 503-570-1629
EValentine@ci.wilsonville.or.us

For the sake of fairness, Proposers are not to contact any other City staff or officials and may be disqualified from consideration for doing so.

Overall renderings



Images

Wall 1 (side of wall 2)



Wall 2



Wall 3



Wall 4 (side of wall 2)



Wall 5



Wall 6



Wall 7



Wall 8



Wall 9



Statement of Qualifications – SUMMARY FORM

GENERAL INFORMATION

Legal Name of Applicant _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Social Media _____

Website _____

ACKNOWLEDGEMENT LETTER

City of Wilsonville Memorial Park Skatepark Mural – 2023/24 (RFQ)

The undersigned artist (“Artist”) has responded to the Request for Qualifications for the City of Wilsonville Memorial Park Skatepark Mural project (the “RFQ”). By signing and submitting its response materials (“Artist’s Work”) to the City of Wilsonville (the “City”), Artist certifies and agrees as follows:

1. Artist’s Work is Artist’s own work, and does not include any components (e.g., design elements, images, or parts) that have been created by another person (i.e., the Artist’s Work has not been plagiarized, or duplicated without modification).
2. Artist’s Work does not contain any material misrepresentations (i.e., false or misleading statements of fact).
3. If invited to submit a proposal to the City that includes a detailed mural design (the “Detailed Proposal”), the City will pay Artist a \$600 stipend (the “Stipend”) upon completion and submission of a completed proposal. Artist understands that Stipend may be deemed taxable income to Artist, and that Artist may owe taxes in connection with Artist’s receipt of the Stipend; further, the City is not responsible or liable for any such taxes. Artist further understands that Artist is not entitled to any additional payments, or reimbursement of any costs and expenses, in connection with Artist’s Detailed Proposal beyond the Stipend.

_____ Signature of Artist

_____ Date