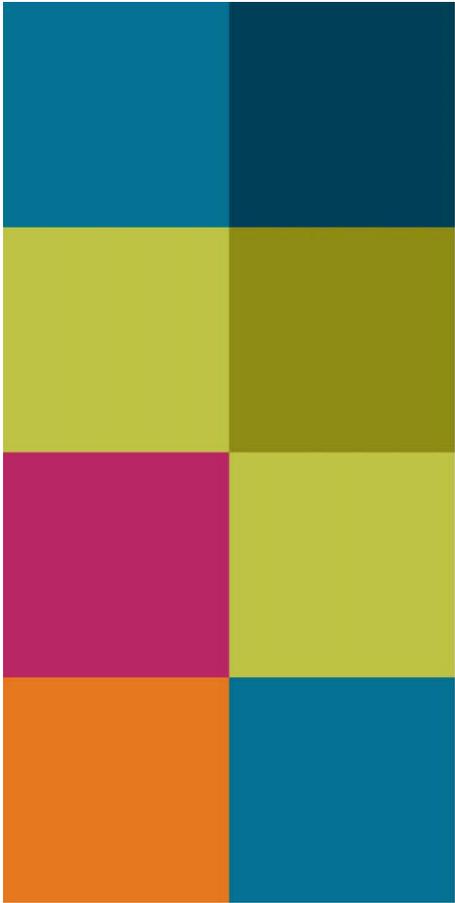




**Utility Box Wraps / VBCPS Partnership**

Request for Qualifications



# TABLE OF CONTENTS

**EXHIBIT A**

Project Overview 3

Eligibility 3

The Vision + What We’re Looking For 4

Submission Guidelines 4

RFQ + Project Timeline | Process 4

How Selections Will Be Made 4

Awards + Budget 5

Application Requirements 5

Submittal Checklist 6

Rules + Guidelines 6

**EXHIBIT B**

Project References and Site Photos 7-8

**RFQ APPLICATION** 9

## I. PROJECT OVERVIEW

Inspired by similar projects around the country and expanding on the success of the Utility Art Wrapped Boxes in the ViBe Creative District, we are looking to take this program around the City of Virginia Beach. The art wrapped utility boxes will provide selected neighborhood a sense of identity and serve to activate the selected areas supporting walkable neighborhoods connected by community inspired art.

### Artist Led | Student Inspired

In partnership with the Virginia Beach City Public Schools (VBCPS) Visual Arts Department, a local artist will closely work with students to create original artwork based on common themes such as: Community Dreams, This is Me!, How My City Moves, etc. The theme will be decided by the collaboration between the Artist and the selected schools.

*Due to COVID-19 / CDC guidelines, Cultural Affairs has made provisions in this project's scope to accommodate remote facilitation. If CDC guidelines change in the fall of 2021, in person classroom workshops will be considered.*

- The selected artist will work with teachers to come up with a common, community-based theme and project timeline.
- Once the theme is selected, the artist will develop a unifying design approach for each school, such as color pallet, word graphics, etc. This will be presented as individual workshops for each participating school, via a virtual introduction.
- The artist and teachers will schedule virtual artist led workshops with students (recorded as needed) in creating designs that will be replicated on each of the identified utility boxes. These designs can be collaborative, or a collage of individual student artworks incorporated into the agreed upon theme.
- The artist will digitally design each individual wrap based on the student's work submitted.

## II. ELIGIBILITY

Professional artists are eligible to apply. Applicants must be at least 18 years of age and reside in the United States, must have successfully managed and completed at least one similar commission project, in a classroom setting. Artists must have previously created large-scale exterior public art projects; carry personal liability insurance for the duration of the project; be willing to meet all contractual obligations, adhere to a strict timeline and are subject to a background check.

## II. THE VISION + WHAT WE'RE LOOKING FOR

- Transformation of 16 utility boxes into fun and lively public works of art that creates a unique sense of place.
- Excitement and interest for the community. Appealing to a mass audience.
- Increased public awareness of art; expose and engage the community in the artist selection process.
- Broaden viewers' perspectives of public spaces within the City of Virginia Beach.
- The artist must be available for any major repairs if needed.

## IV. SUBMISSION GUIDELINES

- Artists must provide previous samples of work to illustrate style, qualifications and experiences. *See Section VIII.*
- Artists should provide any other information relevant to the ensured success of their projects.
- All application requirements (*See Section VIII.*) must be submitted on or before the application deadline.

## V. RFP + PROJECT TIMELINE | PROCESS

RFP released: April 9, 2021

Submission deadline: May 7, 2021 at 5 p.m.

Panel review: Week of May 7, 2021

Artist notified: Week of May 7, 2021

Install: Fall of 2021

## VI. HOW SELECTIONS WILL BE MADE

### Selection Committee and Criteria

A Public Art Selection Committee will be created by the Cultural Affairs Department. The committee will consist of a minimum of two City representatives, a Public Art Committee member, an arts professional (*who may also be a qualified Public Art Committee member*), the project's landscape architect or engineer, and at least one citizen at large who represents the community where the project is located. The Selection Committee members will serve through the completion of assigned public art project. Their duties will include the review and feedback regarding artist selections and concepts based on set criteria and complete applications.

## VII. AWARDS/BUDGET

### **Project Budget: \$1,500**

All budgets include Artist's design and workshop fees, time and materials. Artist agrees that under no circumstances shall any further payment obligation of the City accrue with respect to the Services contemplated herein over and above the amount of the Commission. The Artist will coordinate all Site preparation, installation plans, and timetables with the City.

If the Artist is a business, located in the City of Virginia Beach or at any time during the performance of this Agreement obtains situs for purposes of business license taxes, it shall be unlawful for such business to conduct or engage in such business, trade or occupation without having first obtained the proper license from the Commissioner of the Revenue of the City, and the Artist covenants that it has a business license where one is required to perform this Agreement. If selected Artist is not registered as a business, the application can be found at <https://www.vbgov.com/business/resources/Pages/business-forms.aspx>, and allot for the application fee in your budget.

## VIII. APPLICATION REQUIREMENTS

Submissions must be received as one (1) complete application to [ngoodale@vbgov.com](mailto:ngoodale@vbgov.com) with the subject line "**Public Art Submission: Utility Boxes.**" All responses must be submitted via email.

The application submission must include the information described below, all of which are required to constitute a complete application. There is no fee to apply.

1. **Artist Statement of Interest:** (3,000 character maximum) Submission must include an Artist Statement of Interest that outlines a general interest in this opportunity, along with the specific site location(s) of artist's intent.
2. **Resume:** (3,000 character maximum) Please include a current resume that outlines your professional accomplishments as an artist.
3. **Images of past work:** Visual representations of past artwork that demonstrate your qualifications for this project. Submit up to a total of 8 images of completed projects and brief descriptions. Proposal images from previous projects may be submitted, but should be clearly marked as proposals. If submitting as a team, all members must be represented in the visual submittal.
4. **Descriptions of past work:** Include a list of the submitted images with descriptions that clearly explain both the projects and the images. Please indicate Title, Date, Location, Dimensions, Significant Materials, and Budget (if a public commission). If you were a member of a team, please indicate your role.

5. **Proposal images or design:** Include image you are proposing for your selected area. Please name the image Proposal\_Image\_Your\_Name. Up to three (3) proposed works can be submitted per application.
6. **Description of Proposal Images:** Include a list of the submitted images with descriptions that clearly explain the concept, artwork, medium, etc.
7. **Budget:** Provide a detailed description of the total budget to perform the services. The budget shall identify in separate detail the following: artist stipend, all expenses including design, travel, lodging, required meetings, installation, preparation of site, clean-up, materials and supplies, any equipment needed to install the mural, any necessary permits, taxes and fees; including business license application fee, retaining workers, insurance costs, engineering expenses, documentation, preparing specifications and providing list of all materials necessary for installation of the work. Artist will not need to include a budget for the vinyl art wraps. (*See section VI.*)

## IX. SUBMITTAL CHECKLIST

- Cover page of Request for Proposal with signature, title and date
- Completed anti-collusion/nondiscrimination/drug-free workplace form ([Page 2 of RFP Agreement](#))
- Proposal as requested in [Section VIII](#).

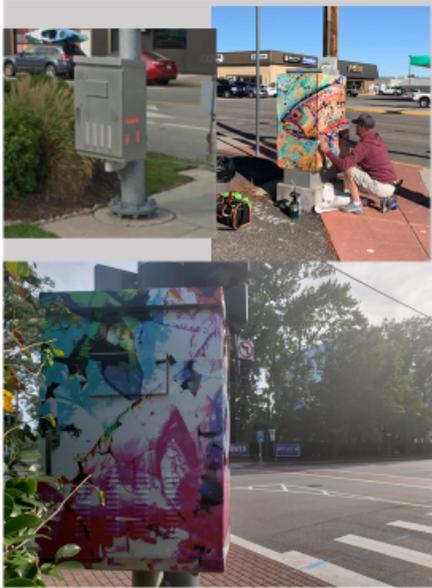
## X. RULES AND GUIDELINES

The City of Virginia Beach reserves the right, as its best interests may appear, to reject any or all submissions, to reject any finalist, to waive informalities in applications or proposals, to terminate the selection process for any project without prior notice. Prior to installation of any artwork, a selected artist must provide a depiction of the proposed artwork; any deviation from that depiction in the installed artwork will be grounds for termination of the selected artist's involvement with the project. The City of Virginia Beach makes no representation or guarantee that any mural, once installed, will remain on display for any period of time. The City of Virginia Beach reserves the right, in its sole discretion, to paint over, replace or remove the artwork at any time. Application to any project advertised by the City of Virginia Beach constitutes agreement to all applicable rules and guidelines.

I agree to all terms and conditions of this RFP.

---

Signature



## Vinyl Wrapped Art

All installed art wraps will maintain full access to all necessary labels, numbering and data on the box itself. The professional printers and installers will ensure that the boxes remain fully functional, with all doors opening and all vents open. Prior to installation the utility boxes are cleaned with alcohol to ensure the adhesive digital print remains intact for 3-5 years. There is a 2-year installation warranty and a 5-year digital print warranty.

**MAINTENANCE:** These wraps are expected last for a minimum of 3-5 years from date of installation. Routine maintenance, wiping down the exterior of the box / face of material is recommended every 6 months to a year or as needed.

*\*Selected artist will not need to include a budget for the vinyl art wraps.\**