
Finance

2022-031
Choice Neighborhood Public Art Mural Installation
September 2, 2022

Sir/Madam:

Sealed proposals will be received in the office of the Purchasing Agent on **Tuesday, September 27, 2022**, until 2:00 p.m. at which time they will be publicly opened and a summary of proposals received will be read aloud for **Choice Neighborhood Public Art Mural Installation** in the Tree Streets for the City of Lewiston, Development Department. The City's Public Art Working Group (PAWG) will review the proposals for recommendation to the City Council for approval.

The City Council reserves the right to accept or reject any and all proposals.

Please use a sealed envelope clearly marked with the RFP name and number when submitting your proposal.

Only sealed RFPS will be accepted.

Faxed or electronic proposals will not be considered.

Respectfully,

Allen Ward
Purchasing Agent

Call for Art: Choice Neighborhood Public Art Mural Installation in Tree Streets
Neighborhood of Lewiston, Maine

Overview

As part of the Choice Neighborhoods initiative, the City of Lewiston, Maine seeks to commission a mural to activate a downtown gateway location on private property. In this instance, a gateway location will be a location that marks an entrance into the downtown commercial district and/or Tree Streets neighborhood. The mural will elevate neighborhood-identified themes or cultures as outlined below. Artists who live and/or work in Lewiston or Androscoggin County are encouraged to apply.

The mural has a \$25,000 comprehensive budget.

The submission deadline is **2:00 pm on Tuesday, September 27, 2022**, in the office of the Purchasing Agent.

The proposal must be signed by the artist with his/her full name and address and be enclosed in a sealed envelope. The sealed envelope shall be marked with the name and address of the bidder and entitled:

Proposal for: 2022-031 Choice Neighborhood Public Art Mural Installation

and addressed to Purchasing Agent, City Hall, 27 Pine Street, Lewiston, Maine 04240. If the proposal is forwarded by mail, the sealed envelope containing the proposal and marked as above must be enclosed in a second envelope which shall be addressed to Purchasing Agent, City Hall, 27 Pine Street, Lewiston, Maine 04240. All mailed proposals should be sent by registered mail to ensure delivery.

Only sealed proposals will be accepted.

Faxed or electronic proposals will not be considered.

The mural should be installed by June 1, 2023.

Background

In 2019, the City of Lewiston approved the Growing Our Tree Streets neighborhood transformation plan, a comprehensive plan developed by Healthy Neighborhoods and generated by a range of neighborhood stakeholders and with resident's voice at its center. The City of Lewiston is the recipient of a Choice Neighborhoods Planning and Action grant from the Department of Housing and Urban Development to begin implementing the plan. This grant

includes support for physical neighborhood improvements that enhance and accelerate the neighborhood's transformation, including several public art installations on publicly owned vacant lots in the Tree Streets Neighborhood.

Budget

Project budgets of up to \$25,000 will be considered. To promote continuity and durability of the mural, the Artist shall provide the paint and protective finish. A budget proposal must cover all design, fabrication, transportation, documentation, insurance, and installation expenses, including any equipment required.

The Commissioned Artist(s) will be required to provide evidence of liability, property damage, and workers' compensation insurance listed below while working on the site. The youth-serving organization will provide evidence of liability insurance.

Liability

The City will require a liability waiver given the installation is on private property from the selected artist upon execution of a contract. The waiver will indemnify and hold the City of Lewiston, volunteers, and employees harmless from any and all claims, costs, and liabilities for any artwork damage, personal injury, death, or other property damage which is the result of creation, handling, and displaying the artwork.

Project Intent and Location

The mural should be designed to welcome and attract the public to the downtown commercial and/or residential district. The mural may not explicitly advertise discrete organizations, businesses, individuals, or products. Applicants are encouraged to consider themes identified by downtown neighborhood stakeholders as particularly relevant to the area: growth, revitalization, trees, community connections, transformation, diversity, creativity, healing, hope, heritage, family, and/or past or present community cultures.

To learn more about the neighborhood and its future, the Growing Our Tree Streets Transformation Plan can be found here:

<https://www.growingourtrestreets.com/transformation>.

The neighborhood can also be explored via Google maps here:

<https://www.google.com/maps/@44.0965452,-70.2114617,16z>.

Eligibility

Artists or supervising artists age 18 and over, regardless of race, ethnicity, religion, national origin, gender identity, age, military status, sexual orientation, marital status, or physical disability, may apply. Applicant teams submitting proposals shall be composed of an artist or artist team and a property owner who will install and maintain the proposed mural on their gateway property.

Proposals shall include a letter of agreement from property owner with a commitment to maintain the mural for a specified period of time.

Selection Process

The Public Arts Work Group (PAWG) will evaluate submissions for the project. The PAWG reserves the right to solicit additional information from the artist(s) and to refuse any or all proposals. The final recommended proposal(s) will be subject to review and approval by the Lewiston City Council. Recommended proposal shall be subject to successful completion of environmental review, 24 CFR part 58. Proposals located on historic properties may also be subject to local review by the Historic Preservation Review Board.

Selection Criteria

Proposals will be evaluated based on how well they meet these criteria:

- Artist experience
 - Demonstrated experience creating and installing durable murals suitable for the outdoor environment in Maine
 - Demonstrated experience and capacity to complete the project on time and within budget
 - Artists are asked to submit contact information for three references who can speak to the above artist experience criteria.

- The artwork itself should:
 - reflect, respond to, or represent one or more of the stated neighborhood themes;
 - be family-friendly;
 - be completed by June 1, 2023.

Submission Deadline and Required Materials

- September 27, 2022, 2:00 pm EST is the deadline for submission of materials. Materials received after this date will be excluded from consideration.
- Proposals must include:
 - A current **resume** for participating artist(s) (2 pages maximum). If submitting as a team, an individual resume should be submitted for each team member.
 - A brief **written proposal** (2 pages maximum) describing your past work as well as how your proposed artwork will reflect, respond to, or represent one or more of the stated neighborhood themes and how it will engage diverse audiences. The proposal should also include an explanation of how participating youth ideas will be solicited and incorporated into the ultimate design and implementation. A simple sketch should be included to clarify your idea, with the understanding that this idea will evolve once participating youth are brought into the collaboration.

- An **itemized proposed budget**.
- 5-10 **digital images of at least three recent works**. If an artist team applies, they may only submit 5-10 images total. The required proposal sketch does not count as an image. (Please include any sketches with the narrative portion of the proposal.) Do not upload A/V files of any kind. Only jpg or PDF files are eligible for review.
- Names and contact information of two references able to speak to the quality and timeliness of one or more of your past artistic projects.
- Funding for this project is provided by the Department of Housing and Urban Development. **In order to receive funding, a Unique Entity ID provided by Sam.gov is required. Entities must register with sam.gov in order to receive an Unique Entity ID.** All activity on sam.gov is free.
- **Optional:** Each artist or team may include up to three selections of support materials such as reviews, news articles, web links, and other related information.

Insurance Requirements

A. Claims:

The City of Lewiston will not be held responsible for any damages or injuries arising out of any activity for the City. Any related claim will be referred to the Contractor. The contractor may wish to make personal restoration within a reasonable amount of time at the property owner's satisfaction or process a claim with their insurance carrier.

B. Insurance:

The Contractor shall furnish proof of coverage with adequate insurance of the types and to the limits specified below, naming the City of Lewiston as additional insured. Certificate of such insurance shall be filed with the Purchasing Agent prior to execution of the Contract.

C. Workers' Compensation:

Workers' Compensation, coverage with Statutory Limits and Employers Liability for all employees with limits of \$400,000 per incident; and in case any work is sublet, the Contractor shall require the sub-contractor similarly to provide coverage for the latter's employees unless such employees are covered by the protection afforded the Contractor.

D. Automotive Liability Insurance:

Automotive Liability insurance with minimum limits of liability for bodily injury in the amount of \$400,000 for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate.

E. General Liability Insurance:

General Liability insurance with minimum limits of liability for bodily injury in the amount of five hundred thousand (\$500,000) for each occurrence and minimum limits of liability for property damage in the amount of \$50,000/\$100,000 aggregate, or a combined single limit of five hundred thousand (\$500,000) for each occurrence, including completed operations shall be required.