
Call to Artists - Request for Proposals (RFP)
Meridian Transit Stop Shelter Public Art Project



PROJECT BUDGET FOR ARTWORK DESIGN: \$2,000 each transit shelter project
TOTAL PROJECT BUDGET: \$4,000 each project, includes fabrication and installation

APPLICATION DEADLINE: February 16, 2024 at 3:00PM MST

CONTACT:

Questions, via e-mail: [Cassandra Schiffler, Arts and Culture Coordinator
cschiffler@meridiancity.org](mailto:cschiffler@meridiancity.org)

PROJECT DESCRIPTION:

The Meridian Arts Commission (MAC) has partnered with Valley Regional Transit (VRT) and the Meridian Development Corporation (MDC) to bring new public art to Meridian by commissioning artists to create new original artwork to be printed on vinyl wraps that will be installed on two new transit stop shelters in Meridian, Idaho. The City anticipates commissioning two different artists to create one artwork each for the two transit stop shelter locations.

The Meridian Arts Commission invites artists to apply for this opportunity to design artwork for two transit stop shelters located in Meridian, Idaho. One shelter is at E. 3rd Street and W. Pine Avenue, and one shelter is at Ten Mile Crossing (2727 W. Navigator Drive,

Meridian). The selected artists will be paid \$2,000 each to create a unique, bright, colorful, eye-catching design, to be fabricated into a vinyl wrap that will cover all of the rear exterior glass panels of the transit shelter, and 50% coverage on the glass side panels of the shelter (required to allow transit shelter users access to visual sightlines when looking for buses or riders). The 50% coverage could be achieved with either a full color image halfway up the side panel, or a full coverage design that uses positive and negative cut out space. The opportunity is open to artists working in all disciplines, 18 years of age and older, and residing within 20 miles of Meridian, Idaho.

The artwork should convey the theme “**Getting Around Meridian**” and serve to highlight transportation and imagery related to Meridian. Possible thematic elements that artists could draw inspiration from might include: agriculture, transportation, surrounding landscape, the history of Meridian, and/or iconic Meridian scenes and artifacts. Artists may wish to visit the History Center at Meridian City Hall for inspiration.

Each selected artist will be required to submit a W-9, enter into an agreement with the City, and collaborate with a design review committee to develop a final design. Each selected artist will work with a City-hired fabricator to provide direction and oversight for the proper digital file preparation, color proofing, installation and orientation of the artwork. The artist must be able to provide a digital artwork file to meet the fabricator’s specifications. The fabricator will format the digital file, print the file on vinyl and manage the fabrication and installation of the vinyl wrap. The artist will convey the copyright to the work to the City. Once installed, the artwork is expected to last 5 - 8 years, though the vinyl may be removed or replaced sooner. The City anticipates commissioning two artists but reserves the right to reject all applications.

ELIGIBILITY:

Artists who are 18 years of age or older and residing within 20 miles of Meridian, Idaho are eligible to respond. Incomplete or late submissions will be deemed ineligible and will not be considered.

The Meridian Arts Commission (MAC) is committed to diversity, equity, and inclusion and encourages applicants from all backgrounds. This project is open to applicants regardless of race, gender, gender identity, sexual orientation, religion, nationality, or disability.

ANTICIPATED PROJECT SCHEDULE:*

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|-----------------------------|---|
| January 2024 | Call to Artists issued |
| February 9, 2024 | Last chance to submit questions |
| February 16, 2024 3:00 p.m. | Application deadline for RFP |
| March 2024 | Artist selection and notification |
| April/May 2024 | Design development; stakeholder approvals from design review committee, VRT, MDC, MAC, and City Council |
| July 2024 | Fabrication |
| August/September 2024 | Installation |

*Schedule and timeline are subject to change.

DESIRED OUTCOME:

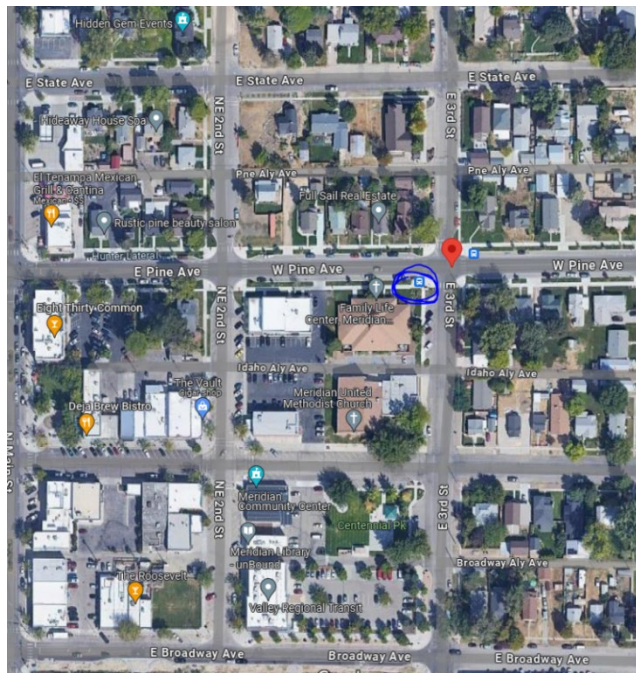
MAC anticipates commissioning artists who can work and communicate efficiently and effectively throughout the development of the project with the project team, including City staff, the design review committee, community stakeholders, and the City-hired fabricator. The artist is expected to develop initial design concepts and work through feedback from the project team to develop the final design. The artwork is expected to address the specific context of the project, which is responding to the theme “Getting Around Meridian.” The artwork is expected to be unique, bright, colorful, and eye-catching and should serve to represent the City of Meridian.

PROJECT INFORMATION, LOCATION, SPECIFICATIONS:

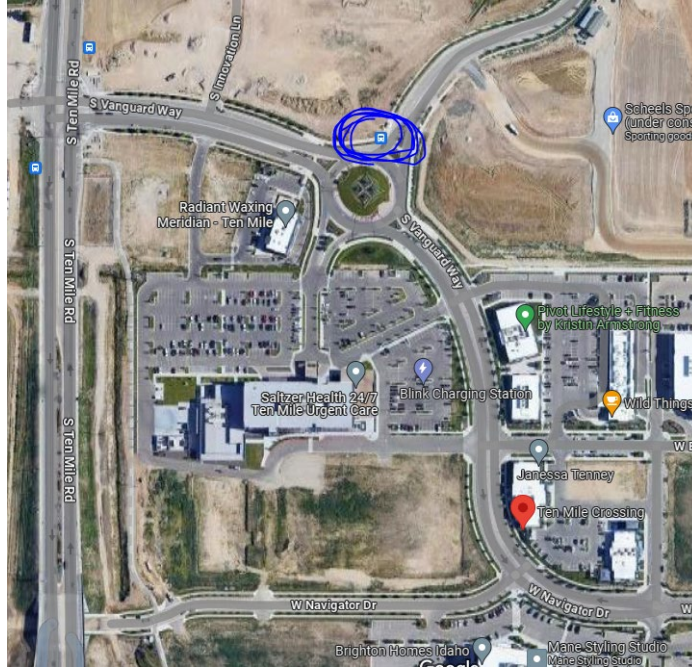
This project is a partnership of the Meridian Arts Commission (MAC), Valley Regional Transit (VRT), and the Meridian Development Corporation (MDC). The Meridian Development Corporation is fully sponsoring the project.

Locations:

The areas circled in blue on the maps below represent the transit shelter locations. One transit shelter is at E 3rd Street and W Pine Avenue in downtown Meridian’s historic Old Town. One transit shelter is at Ten Mile Crossing, a newer development area in Meridian. For more information on this development, visit: <https://www.tenmilemeridian.com/>



E. 3rd Street and W. Pine Ave, downtown Meridian



Ten Mile Crossing, 2727 W. Navigator Drive, Meridian

Transit Shelter Design Specifications:

BUS SHELTER DESIGN DIMENSIONS

Dimensions shown below may vary by location. Precise specifications can be provided for individual sites.

SIDE (x2)*

*Some bus shelters have more than one panel on each side.

FRONT

Lean rail is bolted to the vertical supports separating panels. Vinyl can be applied behind the lean rail. Visibility is obstructed from the front, but not the rear. Rails are typically installed 42" from the ground, but may vary by site.

*Please note that exact dimensions of both transit shelter locations may vary. Visibility of the imagery will be obstructed by the lean rail from the inside of the shelter, but not the rear. Shelters also include a bench furnishing on the right-hand side of the shelter. Please see image on the first page of this call for visual reference on bench placement.

APPLICATION INSTRUCTIONS:

The RFP application package shall contain the following information:

- a. **One-page letter of interest** including: current contact information, reasons for interest in creating artwork for the opportunity, why you are a good fit to receive the commission, past experiences which qualify you for the work, and how you may approach the project if selected;
- b. **Artist resume or biography** highlighting past experience and qualifications, no more than two pages in length;
- c. **List of 3 references** with contact information;
- d. **Up to ten digital images** representative of past projects and artwork. If submitted by mail or delivered, artwork images should be saved on CD or thumb drive as JPEG images, 300dpi, not to exceed 7 inches on the longest side. If submitted via email, artwork images should be formatted to fill a full page of the single merged PDF;
- e. **Image list** including titles, dimensions, media, dates, and budgets of past projects and artwork. If submitting via email, image list information may be included on the formatted page in lieu of a separate image list; and
- f. **Visual sketch or rendering of one proposal for the project. More than one idea or proposal will not be accepted.** Please keep in mind that the proposal sketch or rendering is not compensated, and should provide just enough information to convey artwork ideas. The selected artist will be asked to develop and adapt the design(s) specifically for the site location(s), and final designs will be reviewed and approved in a collaborative design process.

Submitted applications must be received by mail or personal delivery to the Meridian Parks and Recreation Department, 33 E. Broadway Ave. Ste. 206, Meridian, Idaho 83462 in a sealed, clearly marked package or envelope by **February 16, 2024 at 3:00 PM MST**

OR

Via E-mail to MAC@meridiancity.org. The subject line **MUST READ: Meridian Transit Stop Shelter Public Art Project.** All materials must be submitted in one email with all files included as a single merged PDF file.

Questions and clarification must be submitted to the Arts and Culture Coordinator, Cassandra Schiffler at cschiffler@meridiancity.org by **February 9, 2024 at noon.**

Application deadline: Applications must be received by 3:00 p.m. MST on February 16, 2024. Applications received after the deadline will not be considered.

EVALUATION PROCESS:

The City of Meridian reserves the right to reject any and all applications, to waive any irregularities in the applications received, and to accept the applications that are in the best interest of the City.

Applications will be reviewed by an Evaluation Panel which may consist of funding stakeholders, MAC Commissioners, City staff, members of the residential and business communities, as well as arts professionals and other artists.

Applications will be evaluated on the following criteria:

1. Adherence to the Call to Artists RFP (Pass/Fail)
2. Professionalism and experience represented in the letter of interest, resume or biography, and past work (25 points)
3. Quality of artwork as represented in images of past work (25 points)
4. Creativity of ideas presented in visual sketch or rendering of proposal for the project (25 points)
5. Proposal's response to theme of "**Getting Around Meridian**" as presented in letter of interest and visual sketch of rendering of proposal for the project (25 points)

PUBLIC RECORDS

The City of Meridian is a public agency; pursuant to the Idaho Public Records Act, all documents in its possession are public records. Proposals will be available for inspection and reproduction by any person.