

The seal of the City of Peekskill is a circular emblem. It features a central illustration of a teapot and a sugar bowl on a table, with a small house and trees in the background. The words "CITY of PEEKSKILL" are written in a circular path around the top, and the year "1940" is at the bottom. The seal is rendered in a light gray, semi-transparent style.

**CITY OF PEEKSKILL
REQUEST FOR PROPOSALS (RFP)**

**City of Peekskill seeks proposals for
Exhibition Curator**

RFP Issue Date: November 24, 2010
RFP Submittal Date: December 10, 2010

INTRODUCTION

The City of Peekskill (City) seeks the services of a curator to produce art exhibitions in City Hall (840 Main Street) for a 12 month period commencing in 2011. City Hall is a three story building of approximately 11,800 sq. ft. with public access spaces available on all floors. The intent of this RFP is to obtain proposals from experienced independent curators to produce a series of exhibitions of artwork by Peekskill and Westchester County/ Hudson Valley artists using the public access space available in the building.

PROJECT BACKGROUND

City of Peekskill:

In 2011, the City will be celebrating the 20th Anniversary of one of the most successful experiments in urban planning: the creation through zoning, of a dedicated area of a city exclusively limited for artists to live and work. Since that time, more than 100 artist live work lofts and studio only spaces have been created, where artists in various disciplines have located to practice and perfect their craft. The City is dedicated to the development of the arts as an important cultural, social and economic force in Peekskill. The City continues to be a model for the development of the arts in the Hudson Valley and as a stimulus for a vibrant and creative economy.

DESCRIPTION OF PROFESSIONAL SERVICES TO BE PROVIDED

Scope of Work

The curator will be responsible for developing a rotating exhibition of work to be displayed within City Hall at appropriate locations for public viewing.

The curator will: research Peekskill arts/artists and Westchester/Hudson Valley artists and curate the exhibits. Specific tasks will include:

- a) Inviting artists to submit their work, handling their digital submission of work for review of appropriateness for exhibition, and selecting artists.
- b) The curator will conceive exhibition themes and topics, develop the exhibition layout and design
- c) Install each exhibit – in conjunction with City staff to ensure no damage to the existing wall space.
- d) Obtaining signed waivers (approved the City's corporation counsel) holding the City of Peekskill harmless from any damage that should come from the installation, display, or dismantling of their art work.
- e) Write and produce curatorial literature for each exhibit giving details of the works on display as well as background details on each of the participating artists. Moreover, the curator will be the contact person should a visitor desire more information concerning the works on display.
- f) Dismantle each exhibit and return work to the artists.
- g) Curators must work with the City to ensure press, and the scheduling of any opening or public events.

Provided by City:

- Press release creation and distribution
- A webpage established on city's website to promote exhibitions
- Inclusion in any city communication vehicles, i.e., newsletter, local access television

RESPONSE REQUIREMENTS

The response must include the following elements:

1. Letter of interest.
2. Experience of the curator with exhibits of similar scale and budgets, emphasizing your record of meeting estimated budgets and schedules. The budget submitted should include the cost/expense broken down per exhibit and for the entire 12 month period of the contract.
3. Proposed work plan for 12 month schedule describing individual tasks to be performed and the relative timetable of those tasks. All deliverable items should be identified and described.
4. Resume and References

All proposals shall provide a straightforward, concise delineation of the curator's capabilities to satisfy the requirements of this request.

Applications accepted until Friday December 10, 2010 at 4:00 pm

Application may be submitted:

Pamela Beach, City Clerk
City of Peekskill
840 Main Street
Peekskill, NY 10566

CONTRACTUAL STATUS OF PROPOSALS

This RFP has been prepared solely to solicit proposals, and is not a contract offer. This RFP is not binding on City of Peekskill. The only document that will be binding on the City is the contract duly executed by the City and the successful applicants after the completion of the selection process and the award and negotiation of the contract.

The City reserves the right to withdraw the RFP at any time at its sole discretion before the execution of a contract. The City reserves the right not to proceed with any of the respondents to the proposal. In such event, the City shall not be liable to any respondent for additional costs incurred by it as a result of the withdrawal of the RFP or by the failure to proceed with any respondent. The City will not be responsible for any expenses incurred by applicants in preparing and submitting a proposal.

PROPRIETARY INFORMATION AND CONFIDENTIALITY

All respondents' responses will be treated as proprietary information and will be used solely for the purposes herein. Should a respondent require its response to be returned, the City will do so at the respondent's request and at the respondent's expense.