



REQUEST FOR PROPOSALS

Issued September 19, 2011

Summit County Library Textile Banners

Summary

1. **Project:** The Summit County Public Art Advisory Board is seeking proposals from qualified artists to design and create two-sided, artistic banners to hang in the open ceiling rafters of the new Summit County Library in Coalville, Utah. Each banner should depict one of the four areas of the library: Children's, Teens, Fiction, and Non-Fiction. Artists are responsible for design and production of installation-ready artwork and appropriate use of the available space. Specifications of the available space are outlined below.
2. **Eligibility:** Open to all emerging and established artists.
3. **Deadline for Submissions:** No later than 5:00 pm, Mountain Standard Time, on Tuesday, November 15, 2011.
4. **Budget:** Project maximum is \$4,500.
5. **Project Location:** 82 North 50 East, Coalville, Utah, 84017.
6. **Pre-Submittal Conference:** A non-mandatory pre-submittal site visit will be held on Thursday, October 27, 2011. Interested artists should contact Stephanie Donovan at 435-608-1386 or steph_donovan@hotmail.com for information about how to participate in the conference.
7. **Submittals:** One set of the attached application shall be emailed or delivered to Anita Lewis, Summit County, P.O. Box 128, 60 N. Main Street, Coalville, UT, 84017, alewis@summitcounty.org.
8. **Selection Committee Meeting:** The Committee will begin preliminary review in November 2011. The Committee may request follow-up interviews with finalists and interviews will be scheduled if necessary. A final selection will tentatively be made and recommended to the County Council in December 2011.
9. **Installation:** Installation of the project will begin as soon as possible following the Council's selection of the artist.



Project Description

The Summit County Public Health Building at 82 North 50 East in Coalville, Utah, is being renovated to house a new public library in the north wing of the building and the public health department in the south wing of the building. The library will include four areas: Children's, Teens, Fiction, and Non-Fiction. The textile banners will help identify the four library areas, add color and interest to the library space, and create an inviting atmosphere inside the library. Artists are responsible for design and production of installation-ready artwork within the available space in the library. The banners will hang inside the open ceiling rafters above the four areas. The four areas will include bookshelves that are between 4 and 6 feet tall.

Budget

A total of \$4,500 is available for all related expenses of this Public Art project including (but not limited to) artist fees, design fees, press checks, materials, travel, installation method, documentation, and artists' materials.

Site Description

Please see the attached floor plan, renderings, and photos of the site.

Design Considerations:

Content: Each of the four banners should identify one of the four areas of the library: Children's, Teens, Fiction, and Non-Fiction.

Size/Design Constraints: The area of the rafters above the room is 19.5 feet at its highest point. The finished banners should hang no lower than 8 feet above the floor.

Materials, durability and removability: The banners must be able to be removed for cleaning and maintenance purposes. The banners should be made of material that will last indoors for a minimum of five years and be fire retardant.

Installation: The artist's design should include installation method (dowels, hangers, etc.) Installation of the banners will be completed by Summit County.

Selection Criteria:

- ☐ Function and durability – the art is intended to be durable and last a minimum of five years.
- ☐ Clarity and completeness of proposal – Illustrations/designs should be as clear as possible regarding the design and installation method for artwork including media and colors.
- ☐ Design – Enhances new library; family-friendly; sense of place is encouraged but not required.
- ☐ Creativity of submission.
- ☐ Quality of submission.
- ☐ Applicant Experience – Qualifications and previous work.
- ☐ Budget.



Selection Process

The selection committee will include representatives of the Summit County Public Art Advisory Board, the Summit County Library Board and staff, and Summit County staff. The Selection Committee may select a short list of up to five semi-finalists and invite them to interview with the Selection Committee to explain their design concepts. Final selection(s) and recommendations to County Council will be made from the semi-finalists. The schedule is as follows:

Monday, Sep. 19, 2011	RFP issued
Thursday, Oct. 27, 2011	Pre-Submittal, non-mandatory site visit for Artists
Tuesday, Nov. 15, 2011	Deadline for submissions
Early December 2011	Selection Committee Interviews
Mid-December 2011	Final selection and recommendation to County Council
March 2012	Project Completion and Installation

Submittal Requirements

All artists and/or teams responding to the RFP must submit a complete version of the attached application. Applicants shall present information in a clear and concise manner following the format listed below:

Submittal of Proposals

- Interested individuals/teams must submit their application/proposal before 5:00 pm MDT, November 15, 2011.
- Submit all proposals in one envelope or package or online.
- Proposals will not be accepted after the 5:00 pm deadline on November 15, 2011.
- The package must indicate the name of the artist(s) making the submittal.

Proposals must be emailed, mailed, or delivered to:

Anita Lewis
Summit County
60 N. Main Street
PO Box 128
Coalville, UT 84017
alewis@summitcounty.org

All reasonable care will be taken in the handling of materials; the Selection Committee will not be liable for late, lost or damaged materials. We strongly suggest originals or one-of-a-kind material not be submitted for this preliminary phase. Faxed proposals will not be accepted. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the artist and/or team. The County assumes no liability for any costs incurred by artists throughout the entire selection process.

**Requests for Additional Information**

Questions concerning the submittal or the project should be addressed to Stephanie Donovan at steph_donovan@hotmail.com or 435-608-1386.

Insurance Requirements

The selected artists and/or teams will bear the entire risk of loss or damage to the work during design, fabrication, packing, and shipping. The selected artists and/or teams will provide and maintain and will require all subcontractors to provide and maintain, insurance to cover claims for damages for personal injury, bodily injury (including wrongful death), and property damage. The coverage will provide protection for all operations by the artist and/or teams or any subcontractor or by anyone directly or indirectly employed by either of them. All insurance shall be reviewed and approved by the Summit County Legal Department.

Contract

The individual/s selected shall be required to enter into a professional services contract with the County on a form to be drafted and approved by the Summit County Attorney's Office. The Selection Committee reserves the right to withhold the award of a commission or re-release the call for entries should it be determined that the proposals submitted are unacceptable.

Attachments

- Application
- Architectural drawings/renderings and specifications of space
- Photos of the building
- Interior color swatches



APPLICATION

Summit County Public Library Banners, Coalville, Utah – September 19, 2011

Please complete one application per entry. Use separate sheets when necessary. For a digital copy of this application, go to www.summitcounty.org/publicart.

Artist Name:

Cell:

Mailing Address:

Home phone:

Physical Address:

Work phone:

City, State, Zip:

Email:

Title of the Piece:

Dimensions:

Material composition:

Budget (remember that artists are responsible for all expenses related to the design and production of installation-ready artwork including but not limited to artist fees, design fees, press checks, materials, travel, installation method, documentation, and artists' materials):

Brief description of the work including artistic concept and artist's statement. Please attach any illustrations or photos you feel will help define your proposal.

Brief bio of the artist (No more than 150 words)

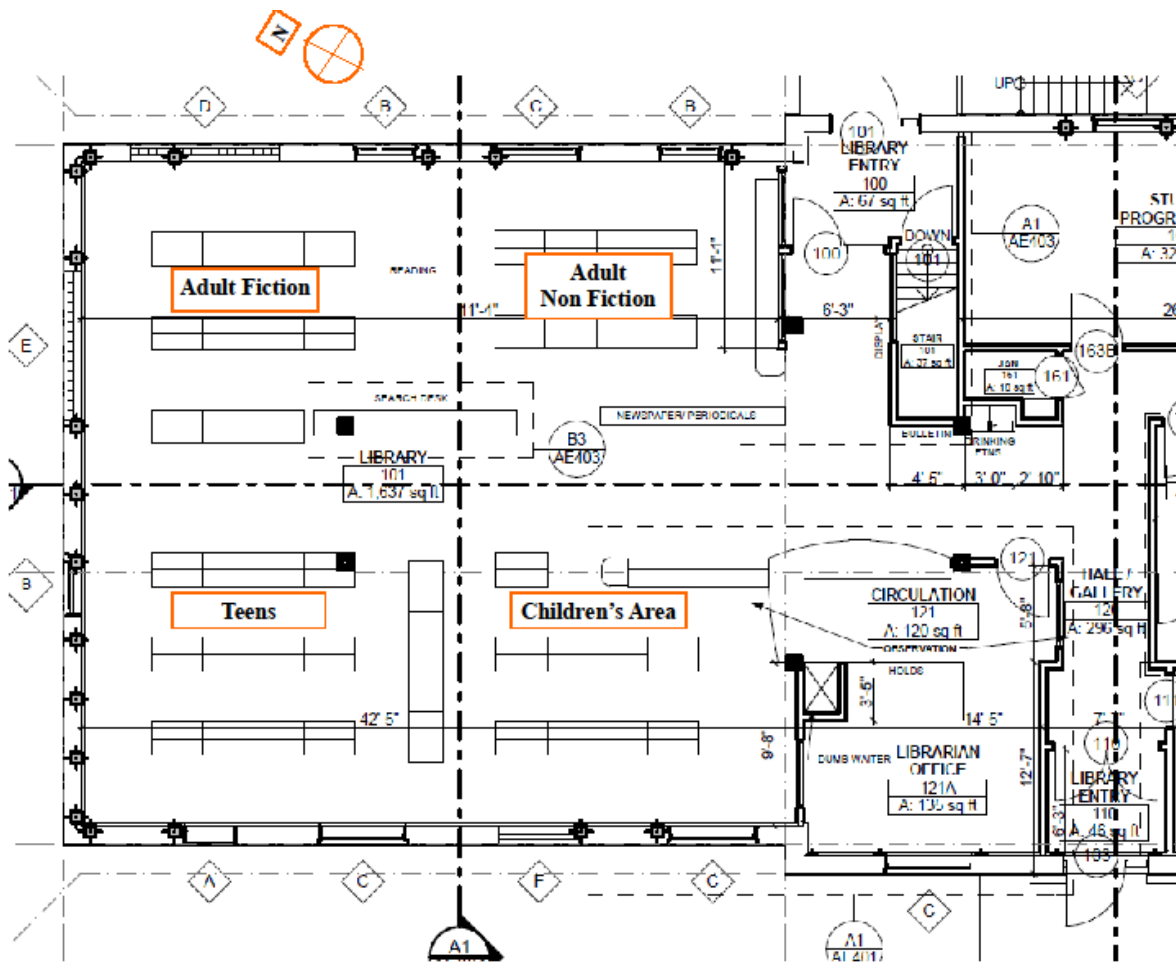
Please provide two references.

Applications may extend to two pages. Send your application via email to: Anita Lewis at alewis@summitcounty.org.

New Summit County Library, Coalville, Utah
Under Construction – August 2011
View of rafters/open ceiling work planned for facility

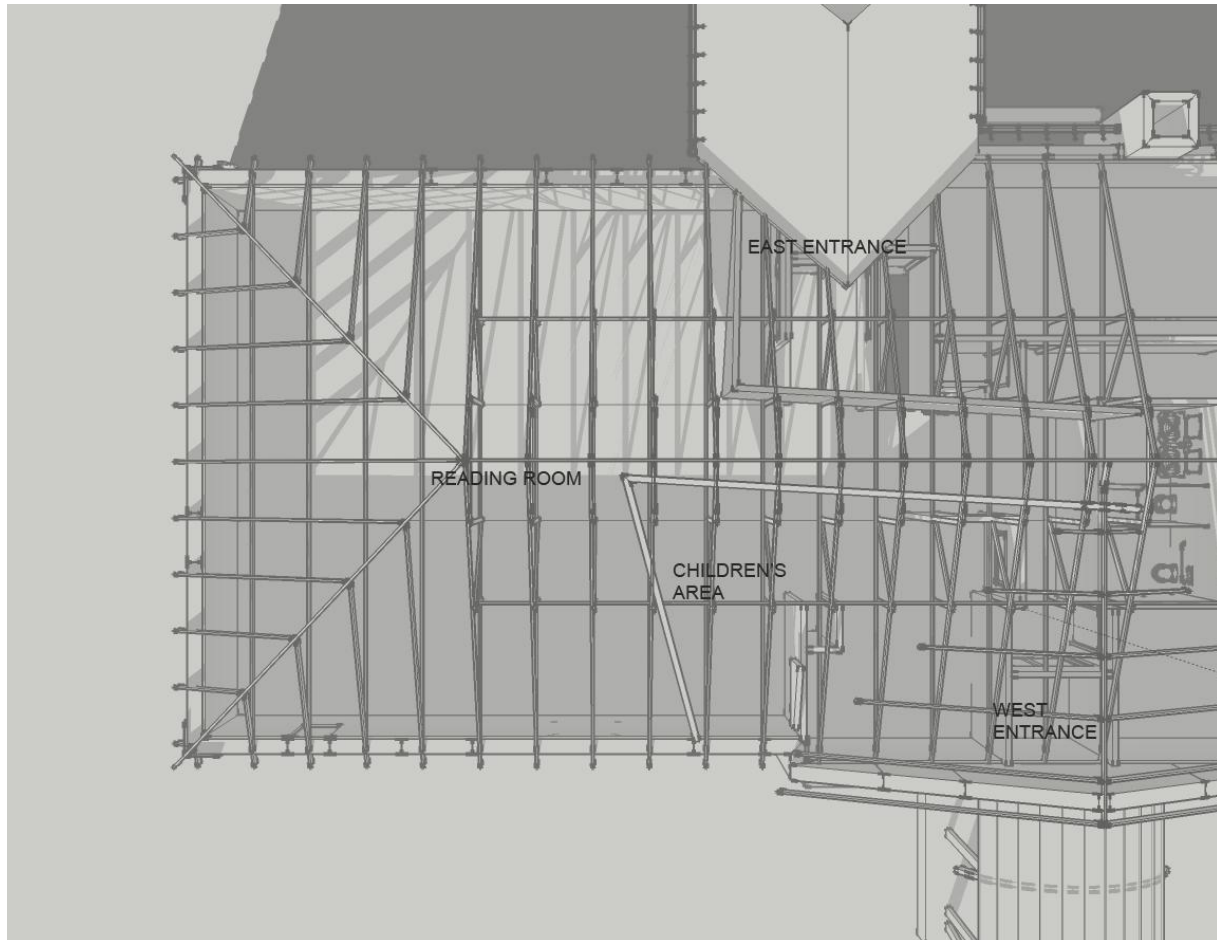


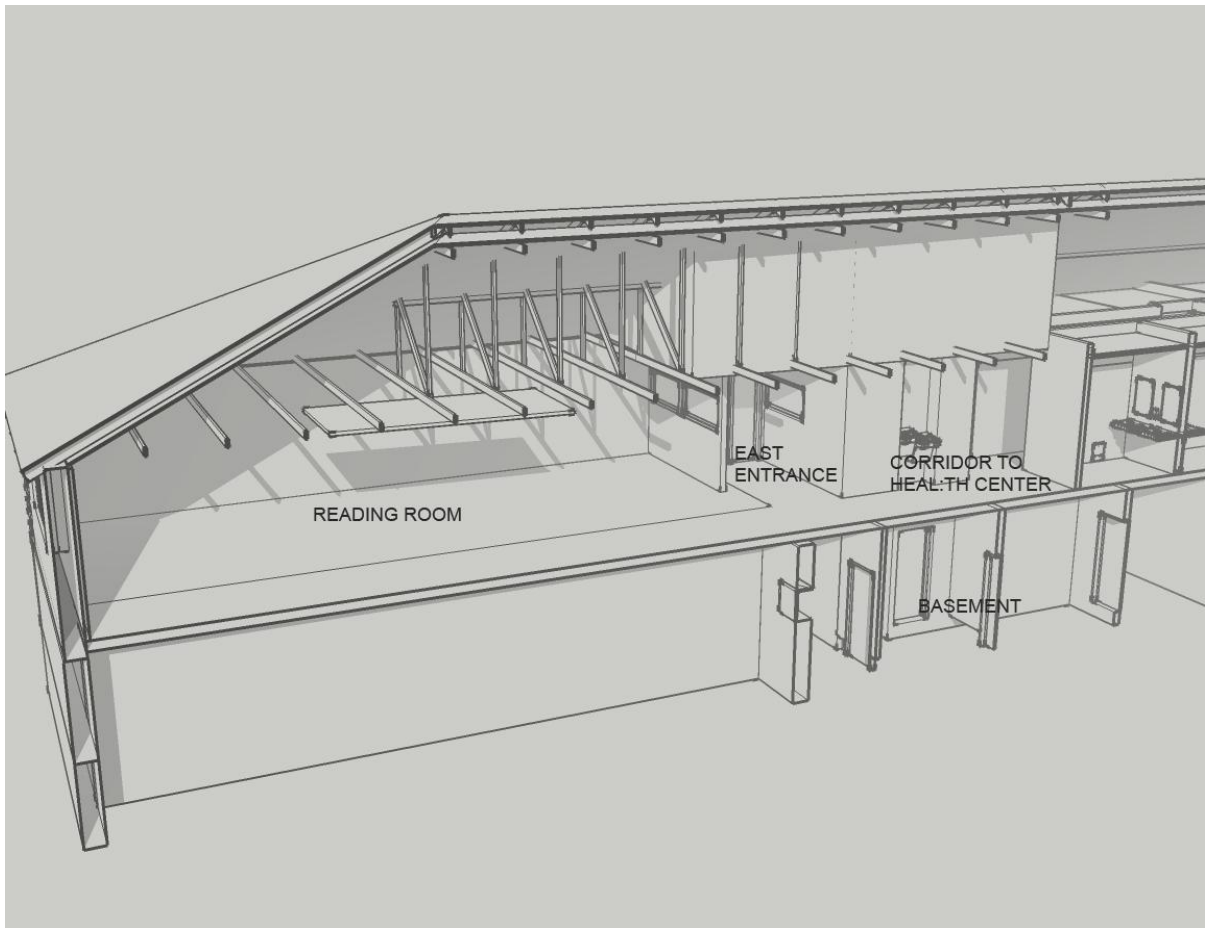
Aerial View Showing Four Areas of Summit County Library in Coalville – Sep 2011



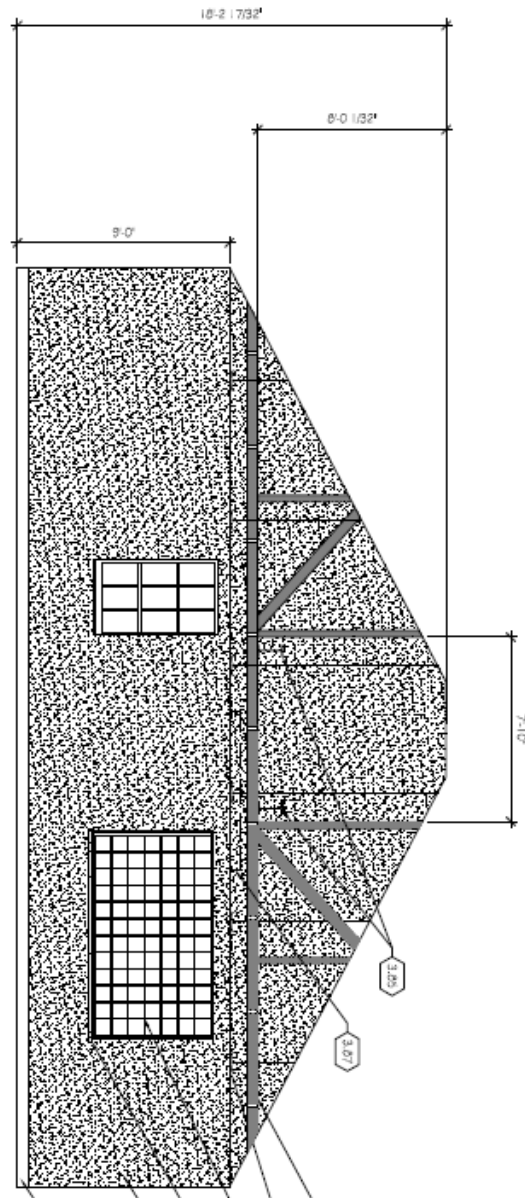


Draft Drawings
Summit County Library in Coalville, Utah





Roof Dimensions - Summit County Library in Coalville



Color Schemes
Summit County Library in Coalville 2011

