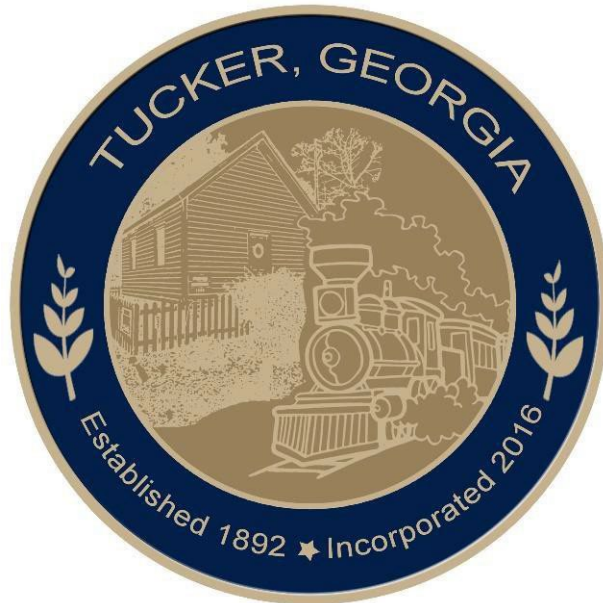


City of Tucker

Request for Proposal

RFP # 2024-004

CALL FOR ARTISTS / DESIGNERS



BID MANUAL

City of Tucker
1975 Lakeside Parkway, Suite 350
Tucker, Georgia 30084

City of Tucker Request for Proposal RFP #2024-004 Call for Artists / Designers

INVITATION: The City of Tucker, Georgia invites artists and/or graphic designers to submit digital designs for artwork to be etched onto metal screening panels, sanitation enclosure gates, and other elements within Downtown Tucker. The city is seeking designs that meet the criteria described in this solicitation, rather than fabricated works. Proposals will be accepted until the date and time listed below and will be awarded to the proposal which is deemed to be the most advantageous to the city. Addenda and updates to this bid manual will be posted on the City of Tucker website <http://tuckerga.gov/bids> or may be requested by email procurement@tuckerga.gov.

| BID ACTIVITY SCHEDULE | |
|---|------------------------------|
| RFP Issued | March 12, 2024 |
| Pre-Bid Conference | N/A |
| Deadline for Questions | March 26, 2024, at 3:00 p.m. |
| Responses to Questions Posted (Addenda) | March 28, 2024 |
| Proposal Deadline | April 11, 2024, at 3:00 p.m. |
| Scoring by Evaluation Committee | April 12 - 19, 2024 |
| Award at Council Meeting | May 13, 2024 (Tentative) |

SCOPE OF WORK: Refer to Exhibit A.

PRE-PROPOSAL CONFERENCE: A pre-bid conference will not be scheduled for this project.

QUESTIONS: Submit all questions in writing to procurement@tuckerga.gov. Reference RFP #2024-004 in the subject line of the email.

ADDENDA: Responses to the questions received will be by addenda and will be posted on the City website www.tuckerga.gov/bids. The signed acknowledgement issued with each addendum must be submitted with the proposal. It is the vendors responsibility to verify if any addenda were created.

SUBMITTAL REQUIREMENTS: Vendor shall submit RFP Response electronically to procurement@tuckerga.gov no later than April 11, 2024 at 3:00 p.m. with the subject line RFP #2024-004.

BID TABULATION: A listing of submittals will be posted on the City’s website: www.tuckerga.gov/bids.

DOCUMENT SUBMITTAL REQUIREMENTS:

1. Proposal, including resume, sketches, previous work examples and references.
2. Contact Information Form (provided)
3. Acknowledgement of Addendum issued with each Addendum.

All responses must be received electronically by the date and time specified. (Addenda will show any schedule updates). Late proposals will not be considered. Proposals received after the deadline will be filed unopened. The City of Tucker reserves the right to reject any and all proposals or any part, to waive any formalities or informalities to make an award and to re-advertise in the best interest of the City. No proposals will be received orally or by phone.

EXHIBIT A – SCOPE OF WORK
City of Tucker Request for Proposal
RFP #2024-004 Call for Artists / Designers

Introduction:

The City of Tucker invites artists and/or graphic designers to submit digital designs for artwork to be etched onto metal screening panels, sanitation enclosure gates, and other elements within Downtown Tucker. The city is seeking designs that meet the criteria described in this solicitation, rather than fabricated works.

The selected artwork will be etched on flat, powder-coated steel panels. The designs should be able to be scaled to fit onto panel(s), up to 12' x 12'. Due to the nature of the product, highly detailed designs are discouraged as detailed drawings require more cutting which weakens the integrity of the panel. Therefore, designs shall be two-dimensional and in a singular color. Refer to example image below for visual representation of the product type only.



Scope:

The proposed designs should be apolitical, add creative vibrancy to enhance the pedestrian experience of Downtown, and celebrate the Tucker community. The theme for the art shall be based on one or more of the following:

- Tucker's History, Present, and Future – public art in Tucker can capture the history of Tucker, its dynamic and growing diversity, and its aspirations for its future.

- Strong Civic Spirit and Community Involvement – public art in Tucker can embody its residents’ strong civic spirit and pride, while providing opportunities for greater community involvement, expression, and building common ground.
- Build on Existing Arts Organizations – the City of Tucker will bolster and strengthen its ecosystem of artists, creatives, and arts and culture organizations by supporting and creating opportunities for residents to express their artistic talents and pursuits.
- Play, Creativity, and Activity for All Ages – public art in Tucker should be engaging and interactive while further inspiring creativity and active play for a diversity of residents and visitors.
- Continue to Explore What “Small-Town Feel” Means Exactly to Community Members – public art in Tucker can be bold, adventurous, and ambitious while reflecting the various characteristics that exemplify Tucker’s small-town charm and feel.

The designs may not be a form of signage or commercial advertisement in any way and cannot include City of Tucker branding.

Deliverables and Compensation:

Once an artist has been selected, a final design package of four designs must be submitted based on the winning sketches. The city reserves the right to request up to two revisions to refine the final designs based on the criteria herein. Once approved, high-resolution vector files of four designs shall be submitted to the city.

The compensation for the digital files is \$2,000.

The city will retain all rights to the final designs, including exclusive rights to reproduce the images.

Submission Requirement:

- Artist resume or artist statement.
- Sketches of the proposed designs.
- 4-6 images of completed past work that are relevant to the type of submission being requested.
- Three professional references.

Selection Process:

The artist/graphic designer will be selected based on the submitted portfolio and criteria listed herein.

Contact Information Form

Please fill out this form with the appropriate contact information for your company.

Full Legal Name of Company: _____

Date: _____

Contractor Information:

Primary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Secondary Contact Person: _____

Title: _____ Telephone Number: _____

E-mail Address: _____

Preferred Contact for Administration: (i.e. Document Processing) (Choose one)

- Primary Contact Secondary Contact

Address: _____

City / State / Zip: _____

Mailing Address (If different than above): _____

City / State / Zip: _____

Federal Employee ID Number (FEIN): _____