



December 13, 2024

Bidder:

The City of Traverse City Arts Commission will receive artist qualifications directed to the Traverse City Arts Commission, Downtown Development Authority, 303 East State Street Suite C, Traverse City, Michigan, 49684, until **February 7, 2025 at 5:00pm** for the following:

Inaugural Traverse City Mural Festival

If the specifications are obtained from the Arts Commission's website link at: www.tcpublicart.org, it is the sole responsibility of the Bidder to check the website for updates and addenda prior to the qualifications being submitted.

The Traverse City Arts Commission reserves the right to accept or reject any or all bids, waive irregularities, and to accept the bids either on an entire or individual basis that is in the best interest of the City.

The City of Traverse City accepts no responsibility for any expense incurred by the Bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the Bidder. Only the successful Bidder will be notified.

The bidder must submit the completed application via email prior to the above-indicated time and date, or the bid will not be accepted. Hard copy bids will be accepted. However, digital applications are recommended and preferred. Please ensure that all requirements listed in the specifications are met.

If you have any questions, please contact Lauren Bohac, DDA Deputy Director, at lauren@downtowntc.com or (231) 922-2050 before the bid is submitted.

PLEASE SUBMIT EMAIL BIDS TO:

Lauren Bohac
lauren@downtowntc.com
(231) 922-2050

PLEASE SUBMIT HARD COPY BIDS TO:

TC ARTS COMMISSION
Attn: Lauren Bohac
303 E. State St., Ste. C
Traverse City, MI 49684



303 E. State St., Ste C.

Traverse City, MI 49684

231.922.2050

tcpublicart.org

Project Intent

The purpose of this RFP is to select and contract with a minimum of five (5) artists to create one outdoor mural per artist within the North Boardman Lake District as part of Traverse City's inaugural Mural Festival.

Project Background & History

In 2019, the City completed a full reconstruction and transformation of Eighth Street, one of the primary arteries into (and through) downtown Traverse City. The goal of the transformation project was to provide new and expanding pedestrian access and establish a sense-of-place to the busy corridor. To that end, vehicle traffic lanes along the corridor were reduced from four-lanes to two-lanes and new pedestrian medians (with crosswalks) and the city's first cycle-track was installed. As a result, the reconfigured street is much more friendly to pedestrians, which in turn, has spurred new and expanding development along the corridor, including several new breweries and restaurants. Adjacent to the Eighth Street Corridor, the completion of the Boardman Lake Loop (a 5-mile trail around Boardman Lake) has brought many new people and additional energy to the corridor.

This energy has been captured into a new brand and identity for the corridor and was recently formalized with the establishment of the North Boardman Lake District (NOBO).

In an effort to capitalize on the excitement of this new corridor and bring additional placemaking through public art, the Traverse City Arts Commission, in partnership with TART Trails and other partners along the corridor, established the *North Boardman Creative Initiative*. The goal of the multi-year initiative is to contribute to the sense-of-place and vitality of the corridor through artful placemaking that builds on the community's cultural resources, stimulates community dialogue and inspires the mind and senses by creating a unique visual experience along the corridor. The Traverse City Mural Festival is the leading project making up the North Boardman Creative Initiative.

The Traverse City Mural Festival aims to contribute to the vitality of the corridor through art exhibitions that build on the community's cultural history and resources. The inaugural Traverse City Mural Festival is scheduled for September 2025 and will take place in the North Boardman Lake District area surrounding Eighth Street and the Boardman Lake Loop trail. We will commission and install a minimum of five (5) new murals in this geographic footprint and hold supporting events to engage community members and artists in conversation.

Project Details

The scope of this project is to install murals on at least five (5) buildings near and along Eighth Street in the North Boardman Lake District. The murals will serve to inspire dialogue, enhance the appearance of the buildings, draw additional foot traffic to the district, enrich the cultural and aesthetic quality of Traverse City and contribute to sense of place.

North Boardman Lake District



Buildings near the Eighth Street corridor in the North Boardman Lake District will serve as the site for the murals. The full geographic scope of the festival and exact locations will be determined by the number of participating property owners and buildings. Additional site details will be shared with selected artists.

Contract Requirements

The finalist shall enter into a contract with the City of Traverse City upon acceptance of a proposal. Michigan law shall apply to the contract and agreement between artist and the City of Traverse City.

Title to and ownership of the artwork passes to the City of Traverse City upon written acceptance of and payment for the work.

Copyright belongs to and remains with the artist. The artist retains all rights under the Copyright Act of 1976 (17 USC Section 101) as the sole author of the work for the duration of the copyright. The duration of copyright in the United States is currently the life of the author plus seventy (70) years.

The City of Traverse City retains the right to reproduce the artwork in any and all forms, and will include credit to the artist and notice of copyright on all reproductions.

The Arts Commission recognizes some changes may occur during the process of creating the finished artwork. If, in the reasonable judgment and opinion of the Arts Commission, the final artwork is materially different from the concept presented and accepted during the selection process, the Commission reserves the right to request revisions to, or recreation of the art. It is the responsibility of the artist to discuss with the Traverse City Arts Commission any changes during the creative process that could be considered materially different.

Selected artists will be required to carry Liability Insurance during the production of the artwork, with an endorsement naming the City of Traverse City and property owner as additional insureds.

Eligibility

The project is open to all qualified artists aged 18 and over. One commission is reserved for an artist who is a member of the Grand Traverse Band of Ottawa and Chippewa Indians. Qualified Michigan artists will be given preference. However, national artists are encouraged to apply. Teams of artists may also apply.

Selection Process

The project will follow the process described in the Public Art Program Master Plan for Traverse City, available at tcpublicart.org. However, the artist and final art will be selected by the Arts Commission. The Arts Selection Panel will not be a part of the selection process.

The Arts Commission reserves the right to reopen a search if the right finalist/project is not found.

Budget

Each artist will receive a minimum of \$7,000 in compensation, commensurate with artist portfolio and mural square footage. Travel and other expenses no more than \$1,000 will be paid for any artist selected outside the five counties around Traverse City (Grand Traverse, Leelanau, Antrim, Benzie, Kalkaska) upon receiving receipts.

Selection and Implementation Timeline

All dates but the Artists Qualifications Deadline are subject to change:

December 13, 2024: RFP opens

February 7, 2025: RFP closes and artist qualifications are due

February 19, 2025: Arts Commission reviews artist qualifications and selects finalists

February 2025: Arts Commission finalizes locations with property owner approval; locations shared with finalists

March 14, 2025: Finalists submit concept art

March 19, 2025: Arts Commission selects artists

Between September 2-10, 2025: Surfaces prepared by Arts Commission or property owner

September 12-17, 2025: Installation of murals occur with coordination between the artist, Arts Commission, property owner, and city staff (as needed)

Maintenance

Finalists should include recommendations for maintenance with their concept art.

How to Apply

Artists who wish to be considered for this project must prepare and submit the following materials via email or in hard copy form. Information on where to apply and submit can be found on the first page of this RFP packet.

Required materials include:

1. Letter of interest– one page only explaining interest in the project and statement of the artists interpretation of the theme. Please be specific as possible with concept and your implementation plan.
2. Current resume – detailing past or current commissions and public installations of work - (if a team application, include resumes of all members), and including artist name, gallery representation (if any), address, phone, and email.
3. Digital portfolio or website of the artist.
4. References – list of 1-3 professional references with knowledge of the artist’s work and working methods.
5. Optional – artists may submit up to three items of support materials (i.e. reviews, articles about their work etc.)

Point of Contact

TRAVERSE CITY ARTS COMMISSION
Lauren Bohac, Deputy Director, Traverse City DDA
lauren@downtowntc.com
231-922-2050

REQUEST FOR PROPOSAL SUMMARY

TITLE: Inaugural Traverse City Mural Festival

DEADLINE: February 7, 2025 at 5:00pm

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this bid. Bidder submits this bid and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Bidder certifies that as of the date of this bid the Company or he/she is not in arrears to the City



of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Bidder understands and agrees, if selected as the successful Bidder, to accept a Purchase Order / Service Order / Contract and to provide proof of the required insurance.

Bidder submits this bid and agrees to meet or exceed all the City of Traverse City's requirements and specifications unless otherwise indicated in writing and attached hereto. Bidder shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Bidder certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

The Bidder certifies that none of the following circumstances have occurred with respect to the Bidder, an officer of the Bidder, or an owner of a 25% or more share in the Bidder's business, within 3 years prior to the bid:

1. conviction of a criminal offense incident to the application for or performance of a contract;
2. conviction of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense which currently, seriously and directly reflects on the Bidder's business integrity;
3. conviction under state or federal antitrust statutes;
4. attempting to influence a public employee to breach ethical conduct standards; or
5. conviction of a criminal offense or other violation of other state, local, or federal law, as determined by a court of competent jurisdiction or an administrative proceeding, which in the opinion of the City indicates that the bidder is unable to perform responsibility or which reflects a lack of integrity that could negatively impact or reflect upon the City of Traverse City, including but not limited to, any of the following offenses or violations of:
 - a. The Natural Resources and Environmental Protection Act.
 - b. A persistent and knowing violation of the Michigan Consumer Protection Act.
 - c. Willful or persistent violations of the Michigan Occupational Health and Safety Act.
 - d. A violation of federal, local, or state civil rights, equal rights, or non-discrimination laws, rules, or regulations.
 - e. Repeated or flagrant violations of laws related to the payment of wages and fringe benefits.
6. the loss of a license or the right to do business or practice a profession, the loss or suspension of which indicates dishonesty, a lack of integrity, or a failure or refusal to perform in accordance with the ethical standards of the business or profession in question.

Bidder understands that the City reserves the right to accept any or all bids in whole or part and





to waive irregularities in any bid in the best interest of the City. The bid will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt – Government.

Bidder agrees that the bid may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the bid.

Submitted by: _____

Signature _____

Name and Title (Print) _____

Email _____

Phone _____

Company Name (if Any) _____

Address _____

City, State, Zip _____

Sole proprietorship/partnership/corporation _____

If corporation, state of corporation _____



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