



## **Request for Proposal (RFP)**

*As part of the Tribune Building Project, Incourage Community Foundation invites final design concept proposals from artists selected to advance to this stage of the opportunity. Up to \$300,000 is available for permanent art installations in and around the Tribune Building, and is supported by receipt of a Creative Placemaking grant from ArtPlace America.*

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### **Introduction**

Congratulations on being selected as one of eighteen artists/artist teams invited to submit a final proposal for permanent art installations in and around the Tribune Building!

You have been selected based not only on an appreciation for the artistic vision outlined in your initial proposal, but because the selection team believes you have the capacity to collaborate and contribute to a project that is about more than any one person, art piece, or institution. Final contracts will be extended to artists who can:

- Further articulate their personal artistic vision;
- Appreciate and incorporate their vision into the broader building and community narrative; and
- Demonstrate an eagerness to collaborate and connect their installations with other artists' visions within the space.

### **Artwork Design Parameters**

- Artwork must not interfere with programs or activities in and around the Tribune Building.
- If proposed installation location is outside of the Tribune Building, the artwork must be constructed of materials that are highly resistant to theft and vandalism, as well as appropriate for seasonal weather. Artists should keep in mind the Tribune Building's proximity to the Wisconsin River.
- Regardless of interior or exterior installation, artwork should be designed for optimum viewing during daytime hours. Nighttime appearance should also be strongly considered. Artists may consider sharing special lighting considerations as related to their work.
- Please include necessary installation considerations related to overall construction and design in relation to the project site, including any interface with the surrounding landscape, building exterior or interior (e.g. utility services, structural loading and/or anchoring, mechanical or electrical elements, protective coatings or enclosures, etc.).

### **Artwork Duration**

As was outlined in the RFQ, artwork should be designed for permanent installation.

### **Dates of Contract**

May 1, 2015 – December 31, 2015

### **Artwork Budget**

Funding of up to \$300,000 is available to multiple applicants for art integration, within and around the Tribune Building. Incourage intends to fund more than one single project from the total \$300,000 budget.

## **Final Design Concept Proposal Requirements**

Final submissions must be submitted in **PDF format**, and should include:

### **A. Detailed Artwork Description (not to exceed 1,000 words)**

- Written description of concept and imagery, which must include:
  - The incorporation of communication (*e.g. the history of paper as a means of communicating, the history of the building as a place where verbal and written communication originated and lived, and/or the future of the Project as a means of connection between people and place*);
  - Which resident-generated theme(s) is inspiring the artwork;
  - What kind of medium(s) you plan to work with;
  - Proposed location of artwork in and/or around the Tribune Building;
  - Description of the materials to be used, highlighting local materials, and keeping in mind the sustainability, durability and low maintenance of the installation;
  - Description of necessary installation and lighting considerations;
  - Description of any anticipated maintenance considerations;
  - Indicate whether the work will be fabricated by the artist, a fabricator, or a combination thereof (if any portion of the work is to be fabricated by a third-party other than the artist, please include a detailed description of how this work will be procured, contracted and managed by the artist); and
  - Anticipated implementation timeline (including planning and design, resident engagement, material selection and purchase, fabrication and installation).

### **B. Scale Renderings or Maquette**

- Include scale rendering(s) or maquette of art for technical consideration and public display.
- If applicable, please include a technical drawing outlining any required connections to the building or site, including utility service, mounting hardware or devices, foundations, etc.

### **C. Detailed Budget**

- A detailed budget must be provided. Costs are to be broken down by categories, which could include, but are not limited to:
  - Materials and supplies
  - Labor – including rate and hour estimations for artists, artist assistants, etc.
  - Contracted services
  - Delivery of artwork to site (including insurance, etc.)
  - Anticipated costs related to installation
  - Anticipated travel costs related to installation
  - Anticipated travel costs related to engagement
  - Other project related costs – please detail and explain

For each budget category, please provide enough detail and a written description to help the reader understand how the costs are being incurred, and the basis for determining the amount of each expense. For your reference, *Incourage Guidelines for Reimbursable Expenses* are enclosed.

### **D. Resident-Engagement Activities (not to exceed 500 words)**

- As has been articulated throughout the application process, residents in south Wood County are leading this work. Resident engagement is at the heart of the Tribune Building Project and should be incorporated into every aspect of the final building product. Please share how you will engage residents in the planning, creation, and/or installation of your artwork.

**Proposal Submittal**

Proposals must be submitted and received by Incourage no later than 12:00 noon on Thursday, March 12, 2015. Proposals should be submitted to [tribunebuilding@incouragecf.org](mailto:tribunebuilding@incouragecf.org). All proposals received by the deadline will be acknowledged via an email confirmation receipt within 1 business day.

**Selection Committee Q&A**

Upon review, should the Tribune Building Design Team have any questions or need clarification on your submission, we will contact you via phone on Monday, March 23 between the hours of 3:30 and 5:30pm CST. Please make every effort to be available for questions at that time.

**Final Selection**

All applicants will be notified of their application status no later than Friday, March 27, 2015.

**Questions?**

Contact Chelsey Mazurek or Val Tonn at [tribunebuilding@incouragecf.org](mailto:tribunebuilding@incouragecf.org) or 715.423.3863.

Incourage is happy to provide technical assistance on submissions as needed. Please contact us as early in the process as possible so that we may properly address your request.

Artists may reference [www.tribunebuilding.org/resources](http://www.tribunebuilding.org/resources) to review the original Request for Qualifications and additional project resources.