CITY OF ELK GROVE

Request for Proposals

For

Utility Box Beautification Artwork

City Clerk’s Office
City of Elk Grove
8401 Laguna Palms Way
Elk Grove, CA 95758

Proposals Due by (December 17, 2020)
SCOPE OF WORK

OBJECTIVES
The City of Elk Grove (City), in conjunction with the Elk Grove Arts Commission, desires responsive proposals to complete a public art project called the Utility Box Beautification Program (Program). This Program will allow contracted artists to design vector format print ready files to be wrapped around City owned utility boxes measured at 48" w x 36" h x 36" d. Artists of all types are invited to submit proposals outlining original work and ideas.

The City is interested in reviewing proposals that enhance the City during daylight and/or evening hours. The City desires proposals that are relevant, colorful, expressionistic, historical, creative and/or energetic. There is no preselected theme.

PROPOSED ART SITES:
The two locations selected for utility box beautification are: Elk Grove Blvd. at Franklin Blvd. (northwest corner) and Bruceville Blvd, (Southwest corner at Whitelock Pkwy). Photos of these locations are show in Attachment B.

The Elk Grove Arts Commission will select which art will be placed at selected locations.

GENERAL APPLICATION INFORMATION

ARTIST ELIGIBILITY:
• Artist must be a resident of Sacramento County.
• Artist must be able to meet contract and insurance requirements.

EVALUATION CRITERIA: Criteria for selection of artist/artist teams include but are not limited to the following:
• Creativeness of proposed design.
• Cost of art production service

SELECTION PROCESS: Initial screening of the proposals will be evaluated by a Review Committee comprised of two (2) members of the City’s Arts Commission and City staff. The Review Committee may select up to two (2) finalists to recommend to the full Commission for selection.

The Elk Grove Arts Commission will review the Review Committee’s recommendations and make recommendations to City Council. The recommended proposal for each project will then be approved by the Elk Grove City Council.

Step one: Request for Proposals (RFP) distributed in the Sacramento region.

Step two: The Review Committee will select two (2) finalists based on the quality of the artist/artist proposal.

Step three: The Review Committee’s recommendations of two (2) artists’ designs will be sent to the Elk Grove Arts Commission for review and approval.

Step four: The Arts Commission will review the Committee’s artists proposals, assign art with locations, and make recommendations to the Elk Grove City Council.

Step five: Elk Grove City Council approves or disapproves contract for construction of the artwork.

Step Six: Work with artist to obtain final designs for production by wrap company.
TIMELINE
Request for Proposals Issued: November 4, 2020
Proposals Due: Dec 17, 2020 4PM
Review Committee Selects Finalists: January 2021
Elk Grove Arts Commission Review: January 2021
Approval by City Council: February 2021
Final Design Due: March 2021
Wrap Installation: April 2021

SELECTION PROCESS
Applicants must submit the following to be considered for the project:

- Letter of interest
- Application
- Proposed design idea and cost
- Proof of Sacramento County residency such as a current utility bill
- Submissions will be emailed to: arts@elkgrovecity.org
ATTACHMENTS

Attachment A: Application

Attachment B: Box Beautification Pilot Program Location Options

Attachment C: Timelines

(See next page for Attachments)
City of Elk Grove Public Art Project
APPLICATION

Artist’s Name: __________________________________________________________

Address: __________________________________________________________________________

E-mail Address: ______________________ Phone: ______________________

I HAVE ENCLOSED OR ATTACHED THE FOLLOWING:

_____ Completed application (this page)

_____ A brief cover letter (no more than one page) explaining why you are interested in the Utility Box Beautification Project.

_____ Resume (four (4) pages maximum)

_____ Proposed Utility Box Artwork with cost

_____ Proof of Sacramento County resident

APPLICATION DEADLINE: December 17, 2020, 4:00 p.m.

SEND APPLICATION TO: Qualifications must be submitted by email: arts@elkgrovecity.org OR by mail or hand delivered to the Office of the City Clerk by 4:00 p.m. on December 17, 2020 at the address below:

Utility Box Beautification Project
Office of the City Clerk
CITY OF ELK GROVE
8401 Laguna Palms Way
Elk Grove, CA 95758

Questions? Questions regarding this RFQ are to be directed by e-mail to: artcommission@elkgrovecity.org. Such contact shall be for clarification purposes only.
Attachment B

Box Beautification Program Locations

Location 1 - Elk Grove Blvd. at Franklin Blvd. (northwest corner)
Location 2 - Bruceville Blvd, (Southwest corner at Whitelock Pkwy)
**Attachment C**

**Timelines**

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