

City of Flagstaff
Beautification, Arts & Sciences
211 W. Aspen Avenue
Flagstaff, AZ 86001
928.213.2969



Call to Artists (Informal Request for Proposals)

Designs for Traffic Signal Cabinets, 4 Locations:

- @ N 4th St & E 3rd Ave
- @ N West St & E Dortha Ave
- @ S Beaver St & E Butler
- @ N Mall Wy & E Market Pl

The City of Flagstaff announces a public art opportunity for artists, graphic designers, & illustrators to create designs for Traffic Signal Cabinets. The City of Flagstaff, through its Beautification and Public Art Commission (BPAC), advocates for the beautification, arts and sciences in Flagstaff and supports this project. This project is an opportunity to enhance the visual landscape by using traffic signal cabinets as canvasses.

PRE-APPLICATION MEETING June 22, 2021, Noon Arizona Time. Remote Meeting on Microsoft Team.

TO ATTEND PRE-APPLICATION MEETING: Send a request via email for a calendar invitation and link to access the meeting no later than 24 hours prior to the meeting to:

Jana Weldon, Beautification, Arts & Science Project Administrator
Jana.Weldon@flagstaffaz.gov

CLOSING DATE AND TIME: July 14, 2021, 5:00 PM Arizona Time

WHERE TO SUBMIT APPLICATIONS: Applications shall be submitted prior to the Closing Date and Emailed to:

Jana Weldon, Beautification, Arts & Science Project Administrator
Jana.Weldon@flagstaffaz.gov

PROJECT SPECIFICATIONS AND SITES

Pilot Project 2020

E Cedar Ave & N Gemini Ave



S San Francisco St & E Butler Ave



Traffic signal cabinets are the stainless-steel structures located at every signalized intersection. Artist designs can be printed on 3-m patented vinyl, which is easily maintained, is removable, and has been demonstrated as safe technology to use on signal and utility cabinets. A vendor will be solicited separately for the production and application of the vinyl wraps. Above are examples of two sites completed last year as part of a pilot project.

Traffic Signal cabinets come in various size. At N 4th St & E 3rd Ave there is a single



cabinet.

There are two, each different, at the N West St & E Dortha Ave



There are three, each different at N Mall Wy & E Market Pl



There are three, each different at S Beaver St & E Butler Ave



Four design proposals will be selected to create vinyl wraps, one proposal for each of the four sites above. The wraps will cover all four sides and the top of each box. Artists are encouraged to use a variety of media, including digital imagery, painting, drawing, photography, collage, etc. to develop their proposed designs that will be transferred to vinyl wraps. The designs for the cabinets at the same location could be parts of a whole design or simply designs in conversation with one another. The approach rests with the applicant.

Artists of the selected design proposals will be required to submit their final designs at full-scale in a high-resolution digital format such as Illustrator, Photoshop, InDesign or a combination. The City will be responsible for the printing and installation of the traffic signal cabinet wraps.

DURATION

Wraps will be removed after 2-4 years depending on condition. Wraps may be removed at any time at the discretion of the City of Flagstaff.

ELIGIBILITY

This call is open to all artists, graphic designers, and illustrators, who are 18 years of age currently live or work within the United States. Submitted designs must be original artwork and can be created in any medium, so long as it can be represented in a high-resolution digital image without loss of integrity or quality. Artists who received a commission from the pilot project in 2020 are not eligible for this project in 2021.

PROJECT BUDGETS

- The artist whose selected design proposal is chosen for the single cabinet @ N 4th St & E 3rd Ave will receive a fee of **\$1,200** for a final design that is printable at a full scale in a digital format such as Illustrator, Photoshop, In Design or a combination. This includes unlimited, licensed use of that design for program and

education purposes. Fabrication and installation of wraps are not part of the artist's product.

- The artist whose selected design proposal is chosen for the two cabinets @ N West St & E Dortha Ave will receive a fee of **\$1,600** for final designs that are printable at full scale in a digital format such as Illustrator, Photoshop, In Design or a combination. This includes unlimited, licensed use of that design for program and education purposes. Fabrication and installation of wraps are not part of the artist's product.
- The artist whose selected design proposal is chosen for the three cabinets @ N Mall Wy & E Market Pl will receive a fee of **\$2,000** for final designs that are printable at full scale in a digital format such as Illustrator, Photoshop, In Design or a combination. This includes unlimited, licensed use of that design for program and education purposes. Fabrication and installation of wraps are not part of the artist's product.
- The artist whose selected design proposal is chosen for the three cabinets @ S Beaver St & E Butler Ave will receive a fee of **\$2,000** for final designs that are printable at full scale in a digital format such as Illustrator, Photoshop, In Design or a combination. This includes unlimited, licensed use of that design for program and education purposes. Fabrication and installation of wraps are not part of the artist's product.

ESTIMATED SCHEDULE

The City of Flagstaff reserves the right to alter these dates as necessary. Where non-performance is caused by usual and natural consequences of external forces, installation schedule shall be adjusted accordingly.

June 22, 2021 -	Pre-Application Meeting (noon)
July 15, 2021 -	Application submission deadline (5:00 p.m.)
By July 30, 2021 -	Panel review, selection plus notification of finalists
August 9, 2021 -	Recommended artist proposals approval by the Beautification and Public Art Commission (BPAC)
August 16, 2020 -	Project commencement
September 30, 2021 -	Project completion

PRE-APPLICATION MEETING

An opportunity to hear an overview of the project and ask questions of the project manager.

TO ATTEND PRE-APPLICATION MEETING: Send a request via email for a calendar invitation and link to access the meeting no later than 24 hours prior to the meeting to: Jana Weldon, Beautification, Arts & Science Project Administrator

Jana.Weldon@flagstaffaz.gov

APPLICATION REQUIREMENTS

You may submit **no more** than two design proposals. If you submit two, submit each separately. If you submit two, they may be for the same location or separate locations. Designate your chosen location for each proposal.

Designs may not incorporate commercial advertisement, may not include imagery that depicts traffic signage, lights or signals, and may not take the style of nor mimic graffiti.

The following must be submitted for your each proposal:

- A **statement** of interest and qualifications in **PDF** format addressing ability to submit design in a high-resolution format, the concept, design(s) and how you approached the proposal. At the top of the page, make clear **which location** the statement is for. This statement of interest and qualifications is not to exceed to exceed 1 page with 1-inch margins and minimum of 11-point font. Include **Contact information** (name, address, email and telephone no.) at the bottom of the page
- **Up to five (5) slides per cabinet** of the proposed design(s) in a **Power Point** with a plain white background. For locations with two cabinets, this would mean a maximum of ten slides. For those with three, a maximum of fifteen slides. Only **one image per slide**. Text, **if any**, cannot exceed **fifteen words**. You should convey how your design will look on the cabinets in at least one image. If you have no access to **Power Point**, submit the slide images individually.

Total size of any email with application requirement attachments **cannot exceed 25 MB**.

Email application materials as attachments to: Jana.Weldon@Flagstaffaz.gov

Applications not meeting the above listed requirements will not be considered.

The application materials are due and must be submitted by **5:00 p.m. on Wednesday, July 14, 2021**. All submissions are electronic.

QUESTIONS: All questions must be received by Jana Weldon via email (Jana.Weldon@FlagstaffAZ.gov) at least three (3) calendar days prior to the Closing Date and Time.

SELECTION PROCESS

A selection panel that includes community members will be convened for each of the four locations to review all submissions meeting the application requirements and deadline. Once recommended by the panel, the Beautification and Public Art Commission must approve a proposal for each location before the project may begin.

Criteria for the Selection Panel to Choose a Proposal for Each Location

- a. **50 points:** Originality, visual/aesthetic quality, and artistic merit of proposal, including the ability of the design to be successfully translated into large format.

- b. **50 points:** How well the proposal complements the specific site location, including how well the proposal improves that specific physical environment, how well it can be enjoyed by the vehicular and pedestrian traffic where it is located, and how well the proposal contributes to the cultural atmosphere where the signal cabinet is located.

DUE DILIGENCE: It is your responsibility to examine the entirety of this document prior to completing your application.

PRE-APPLICATION MEETING: June 22, 2021 at noon.

LATE OFFERS: Late applications shall not be accepted. The City will return any late offers.

WITHDRAWAL OF APPLICATION: You may withdraw an application before the Closing Date and Time.

OFFER ACCEPTANCE PERIOD: An offer made in response to this Call to Artists shall be valid and irrevocable for ninety (90) days after the Closing Date and Time for proposal submittals.

ADDENDA: The City will issue any interpretation or correction of the Solicitation only by written addendum and a copy of each addendum will be e-mailed to you.

IMPROPER CONTACT WITH CITY EMPLOYEES: All applicants submitting an offer (including the firm's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain from direct or indirect contact for the purpose of influencing or creating bias in the evaluation/selection process with any person who may play a part in the evaluation/selection process. This includes but is not limited to the evaluation committee, City Council Members, City Manager, Assistant City Manager(s), Deputy City Manager(s), Department Directors or other staff ("City Staff"). This policy is intended to create a level playing field for all potential applicants, assure that contract decisions are made in public, and to protect the integrity of the selection process. The is responsible for bringing all questions and concerns to the the city staff point-person, Jana Weldon, identified on Page One of this document. If Jana Weldon unresponsive, the vendor may contact the City Manager. A vendor may be disqualified if the vendor: (a) contacts a quorum of the Council or contributes to an open meeting law violation; (b) offers political support or gratuities in exchange for approval or support of vendor's offer; (c) obtains information from City Staff not available to other vendors which may result in an unfair advantage in the competitive procurement process and fails to notify Buyer of this fact within 48 hours thereafter; or (d) engages in any other egregious conduct.

PROCUREMENT PROCESS: The City's procurement process is described in the Procurement Code Manual, which can be accessed at www.flagstaff.az.gov. You are not required to but may review this Manual. The Solicitation is intended to provide all relevant information related to the procurement so that you may submit an offer. In the event of

any conflict, the procedure outlined in this Solicitation will be followed or the conflict will be resolved by an Addendum.

TERMS AND CONDITIONS FOR PURCHASE: For chosen artists who complete their work and submit an invoice for their product (high-res file), the following applies:

1. **ARTWORK.** A photograph or electronic copy of the Artwork will be attached to the invoice Exhibit A.
2. **CALL TO ARTISTS.** The Call to Artist will be attached to the invoice as Exhibit B.
3. **TAXES.** The invoice for payment shall include a separate line item for state and local transaction privilege taxes. City shall pay the taxes as stated to Artist. Artist is responsible for remitting taxes to the Arizona Department of Revenue.
4. **INTELLECTUAL PROPERTY RIGHTS WARRANTY:** Artist will warrant that Artist has created the Artwork and that City's purchase and use of the Artwork pursuant to this contract/purchase order does not infringe on any patent, trademark or copyright or other proprietary rights of any third parties.
5. **CITY OWNERSHIP AND USE OF ARTWORK.**
 - a. Upon purchase, title to the Artwork passes to the City.
 - b. Artist grants City the non-exclusive right to photograph, reproduce or manufacture renderings of the Artwork of all sizes, materials, shades of color, or black and white (collectively "the Artwork Reproductions").
 - c. Artist grants the City the non-exclusive right to display the Artwork Reproductions on City Traffic Signal Control Boxes or other utility boxes.
 - d. Artist grants City the non-exclusive right to publish the Artwork and Artwork Reproductions in any type of medium, including but not limited to electronic formats for the purposes of publicity, marketing, community outreach, education, or public exhibition, and local calendars.
 - e. Upon prior written request of Artist, City shall place a copyright notice on the Artwork or Artwork Reproductions prior to manufacture.
6. **ARTIST OWNERSHIP OF ARTWORK COPYRIGHT AND COMMERCIAL USE.**
 - a. The Artist retains: (1) all rights to the Artwork under the Copyright Act of 1976, 17 U.S.C. § 101, et seq., as amended by VARA, and any successor act; and (2) all rights expressly granted in this contract, as well as any and all other intellectual property rights in the Artwork, whether statutory or common law, international, federal, state or local, except as specifically set forth herein.
 - b. Artist may, at the Artist's expense, cause to be registered with the United States Register of Copyrights, a copyright of the Artwork in the Artist's name and may provide the City with a copy of the application for registration, the registration number and the effective date of the registration.
 - c. Artist as copyright owner may use or sell the Artwork for commercial purposes, so long as such sale is subject to City's ownership and use rights as stated herein.