



REQUEST FOR QUALIFICATIONS

RFQ-2022-02

REQUEST FOR QUALIFICATIONS FOR ARTISTIC DESIGN FOR
WATER TOWER MURAL PROJECT

Applications shall be submitted to:

Ellie Longbottom
Culture Coordinator
City of Selkirk
Email: elongbottom@cityofselkirk.com

Issued: March 2022

TABLE OF CONTENTS

PROJECT BACKGROUND AND DESCRIPTION.....	3
1.1 Background and Description of Project.....	3
1.2 Key Dates	4
APPLICATION PROCEDURES.....	4
2.1 Contract Title.....	4
2.2 Submission Deadline.....	4
2.3 Enquiries	5
2.4 Addenda.....	5
2.5 Applications.....	5
2.6 Selection Criteria	6
2.7 Opening of Applications.....	6
2.8 Award of Contract.....	6
GENERAL CONDITIONS.....	7
PICTURE OF WATER TOWER.....	8

PROJECT BACKGROUND AND DESCRIPTION

1.1 Background and Description of Project

The City of Selkirk is requesting qualifications for a public art project to be executed on the base of the Selkirk Water Tower located at 370 Jemima Street. This RFQ is for artists that have demonstrated experience with comparable mural projects of a similar scale.

The Selkirk Water Tower was erected in 1961 and is a highly visible and recognizable landmark in Selkirk. The ball of the Water Tower was repainted in 2021.

This RFQ invites artists to submit samples of past work and qualifications. The intent of this project is to have an artistic enhancement of Selkirk's downtown, making a water tower a must see for residents and visitors to Selkirk. The tower will have lightening, so it will be well lit in the evening for viewings.

Once selection of an artist is made, they will engage the community in the design process. Engagements include pre-design meetings with community representatives and staff for conceptual input. The goal of community engagement is to create a design reflects local storytelling of the natural, historical, recreational, cultural, and unique features of Selkirk.

After the design is approved, the artist shall supply all labour and materials necessary to paint the mural by the estimated completion date.

The successful artist will be required to purchase a City of Selkirk Business Permit for \$100.00.

Only the successful artist will receive the granted payment. The chosen artist must agree that the design and images will become the sole property of the City of Selkirk and used at their discretion for promotion and marketing.

All work on this project including the actual painting of the Water Tower is estimated to be completed by September 16, 2022.

1.2 Key Dates

The following dates are a requirement to be met:

- | | |
|---------------------------------|-------------------------|
| • RFQ Issuance | March 7, 2022 |
| • RFQ Close | April 22, 2022 |
| • Anticipated Award of Contract | May 4, 2022 |
| - Public Engagement | May – June 2022 |
| - Concept Development | July – August 2022 |
| - Painting | August – September 2022 |
| - Project Completion | September 16, 2022 |

APPLICATION PROCEDURES

2.1 Contract Title

Request for Qualifications for Artistic Design for Water Tower Mural Project.

2.2 Submission Deadline

The submission deadline is 2:00 pm CST, April 22, 2022.

Applications received later than the submission deadline will not be accepted and will be returned.

The Project Manager (Ellie Longbottom) may extend the submission deadline by issuing an addendum at any time prior to the time and date specified above.

2.3 Enquiries

All enquiries shall be directed to:

Ellie Longbottom
Culture Coordinator
City of Selkirk
Ph. 204.485-0268
Email: elongbottom@cityofselkirk.com

If the artist finds errors, discrepancies, or omissions in the Request for Qualifications (RFQ) or is unsure of the meaning or intent of any provision therein, the artist shall promptly notify the project manager of the error, discrepancy or omission at least five (5) business days prior to the submission deadline.

2.4 Addenda

The project manager may, at any time prior to the submission deadline, issue addenda correcting errors, discrepancies, or omissions in the Request for Qualifications, or clarifying the meaning or intent of any provision therein.

2.5 Applications

The application must contain the following:

- Letter of interest.
- A work plan on how the mural will be taken from a concept to a finished painting.
- Budget breakdown.
- Resume and up to ten examples of previously completed work.
- Three references.
- Date on which the final design will be provided to the City.
- Completed applicant's materials should be submitted digitally via email. Please compile the applications into a single PDF document. **Hardcopy packets and digital media storage units will not be accepted.**

2.6 Selection Criteria

Artistic quality of work samples submitted	30 pts.
Work plan	30 pts.
Experience working on other projects of this scale	20 pts.
Budget	20 pts.
TOTAL POINTS	100 pts.

2.7 Opening of Applications

Applications will not be opened publicly. Applications will be evaluated in accordance with the selection criteria stated in this document.

2.8 Award of Contract

The City of Selkirk will give notice of the award of contract or will give notice that no award will be made.

Where an award of contract is made by the City of Selkirk, the award shall be made to the responsible and qualified artists submitting the most advantageous offer as determined by the evaluation committee. The successful artist will enter into an agreement with the City of Selkirk.

The City of Selkirk may, at its discretion, award the contract in phases.

If, after the award of contract, the project is cancelled, the City of Selkirk reserves the right to terminate the contract. The artist will be paid for all services rendered up to time of termination.

GENERAL CONDITIONS

The artist, by submitting this application, agrees that this application and any part of this application is subject to the following conditions, in addition to any other terms and conditions set out in this request for applications document.

The submission of this application; the receipt of this application by the City of Selkirk and the opening of this application does not in any way constitute acceptance of this application.

This application shall not be deemed in any way to be a unilateral contract; it is an offer by the artist to the City of Selkirk to carry out provisions as which may be accepted or rejected by the City of Selkirk's entire discretion.

The acceptance of this application by the City of Selkirk may only be made upon the written acceptance by the City of Selkirk all or any part of this application and delivered to the artist.

The City of Selkirk in its entire discretion may reject or accept all or any part of this application or any applications submitted under this application call; and the City of Selkirk is under no obligation whatsoever to accept the lowest or any application.

This application is subject to such discussion and negotiations in respect to all or any part of the application and any or all of the applications received by the City of Selkirk as Selkirk and may deem advisable and in the City of Selkirk's discretion.

All applications must be complete and received prior to the application closing date and time. Late applications will not be accepted.

Any applications that have been modified by the addition of clauses or qualifiers may not be accepted.

PICTURES OF THE WATER TOWER



The base of the Water Tower is approximately 1000 sq. ft. The diameter is 25 feet at its widest and the painting area is 12 feet in height.

