



**Public Art Commission**

**Creative Table/s with Seating – SteamPlant Event Center – Call for Entries**

**Application Form**

Attention: Michael Varnum  
Public Art Commission  
220 W. Sackett  
Salida, CO 81201  
(719) 530-0933

Submission Deadline: November 18, 2016

Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ day \_\_\_\_\_ evening \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**Check List**

1. \_\_\_ Completed Application Form
2. \_\_\_ Cover letter
3. \_\_\_ Current resume or team profile
4. \_\_\_ Up to 10 images of previous projects in .jpg format on CD/DVD
5. \_\_\_ Illustration of proposed sculpture
6. \_\_\_ Total budget not to exceed \$7,500 including installation.
7. \_\_\_ 3 references of previous clients
6. \_\_\_ Project delivery date

The City of Salida is seeking proposals for creative table/s with seating to replace existing picnic tables.

**I. Budget**

Budget for the table with seating project is \$4500.00. All costs are to be included in the \$4500.00 budget including installation. If requested, \$2250.00 will be available at award of contract with the remaining \$2250.00 (less any installation costs incurred by the City of Salida) available after the sculpture is installed or delivered and notice of final payment is published.

**II. Project**

The project is open to all artists age 18 and over, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. Artist teams are eligible to apply, including teams of artists from multiple disciplines.

**III. Timeline**

Proposals are due no later than November 18, 2016 at 5 p.m. Project shall be completed on-site or delivered to the City of Salida at the SteamPlant Event Center by May 19, 2017. If delivering the sculpture you must contact Michael Varnum at 530-0933 or [michael.varnum@cityofsalida.com](mailto:michael.varnum@cityofsalida.com) to schedule a time for delivery.

**IV. Selection Criteria**

1. Artistic excellence, originality and ability to produce a consistent body of work, as evidenced by representation of past work in images and other supporting materials.
2. Ability to produce proof of concept.
3. Appropriateness of artist's approach and style to the project's intent and site.
4. Availability to work within project time frame.
5. Consideration will also be given to: safety, accessibility, durability, maintenance requirements, materials, and protection against vandalism.
6. Applications will be evaluated to determine whether the artist(s) involved possess the ability, technical skills, and discipline required for this public art project.
7. Meets ADA requirements.

**V. Submission Process**

1. Prepare a brief, cover letter explaining why your work should be considered for this project. Explain how your work meets the criteria for this project.
2. Include a current professional resume. If submitting as a team, provide a team profile.
3. Visual Support Materials of previous work: Submit up to 10 digital images in .jpg format, sized to 1920 pixels on the longest side at 72 DPI on CD or DVD, labeled with artist contact information and project description/title. CD/DVD will not be returned.

4. Image List: The image list needs to include name and a brief description of each image, stating its title, date, medium and size.
5. Include a list of 3 references with pertinent contact information that have knowledge of your work and working methods.

## **VII Contact Information**

First Name and Last Name  
Address  
City and State  
Zip code  
Phone number  
Email and Website if applicable.

## **VIII Visual Representation of Artwork**

1. Drawing, photograph or other visual representation of artwork indicating its height, width, and relationship to desired site are to be attached with proposal.
2. Information including brief narrative of proposal including concept or visual representation of footing requirements may be attached if necessary.
3. Include bio, a brief description of work, why it was/will be created, and explain its value to our community.
4. All installed public art is subject to a contract between the artist or representative and the City of Salida.
5. Projects shall not be initiated until legal requirements are approved by the Public Art Commission and City of Salida staff.

Send completed submittal with required attachments to the Public Art Commission at 220 W. Sackett, Salida, CO 81201 or email to [michael.varnum@cityofsalida.com](mailto:michael.varnum@cityofsalida.com).

Failure to provide the information outlined above may result in the rejection of this proposal.

## **General Conditions**

Reserved Rights: The City of Salida reserves the right to:  
Modify or cancel the selection process or schedule at any time;  
Waive minor irregularities;  
Reject any and /or all responses to the CALL FOR ENTRIES and seek new proposals when it is

in the best interest of the City to do so;

Seek clarification or additional information from respondents as it deems necessary to the evaluation of the response;

Incorporate this CALL FOR ENTRIES and the selected team's response to this CALL FOR ENTRIES as part of any formal agreement between the City of the respondent;

Negotiate modifications to the CALL FOR ENTRIES with the selected respondent as part of the negotiation process.

Modify the CALL FOR ENTRIES opportunity available to applicants.

Bids shall be completed on the form furnished any exception to the specifications must be attached hereto and made a part of the contract. Retain one copy for your records.

Successful Applicants must complete a W-9 form (Taxpayer Identification No.).

The City of Salida is exempt from all local, state and federal taxes.

The City of Salida reserves the right to reject any and all quotes and to waive informalities and minor irregularities in quotes received and to accept and portion of the quote if deemed in the interest of the City of Salida.

**Hold Harmless:** By participation in this CALL FOR ENTRIES process, applicants agree to hold harmless the City of Salida, its officers and employees from all claims, liabilities and costs related to all aspects of the development team selection process.

**Public Information:** All documents, conversations, correspondence, etc. between the City and respondents are public information subject to the laws and regulations that govern the City of Salida, unless specifically identified otherwise.

**Expenses:** All expenses related to any applicants response to the CALL FOR ENTRIES, or other expenses incurred while the selection process is underway, are the sole obligation and responsibility the applicant.

For more information regarding this request for proposal, please contact:  
michael.varnum@cityofsalida.com.

Location: Picnic area at the SteamPlant Event Center

Size to be no higher than 8'