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**Call to Artists - Request for Proposals (RFP)**  
**Meridian 2024 Traffic Box Public Art Project**

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Image: traffic box artwork in downtown Meridian by student artists:  
Riley Wiles's "Riley's Rose" (left) & Emery Delfin's "Childish Dreams" (right)

**PROJECT BUDGET FOR ARTWORK DESIGN:** \$600 for each artist's traffic box project

**APPLICATION DEADLINE:** Friday, July 5, 2024 at 3:00PM MST

**QUESTIONS:**

Via e-mail by **June 28, 2024:** Cassandra Schiffler, Arts and Culture Coordinator  
[cschiffler@meridiacity.org](mailto:cschiffler@meridiacity.org)

**PROJECT DESCRIPTION:**

The Meridian Arts Commission (MAC) is seeking applications from artists to bring public art to Meridian by commissioning three artists to create original artwork that will be printed on vinyl wraps and installed on traffic boxes in Meridian, Idaho. MAC anticipates commissioning three different artists to each create one set of artworks for a pair of traffic boxes at each of the three locations.

The selected artists will be paid \$600 each to create a unique, bright, colorful, eye-catching design, to be fabricated into a vinyl wrap that will cover all vertical faces of the traffic boxes. The opportunity is open to artists working in all disciplines, 18 years of age and older, and residing within the Treasure Valley.

The artwork should convey the theme “**Meridian History**” and serve to highlight history themed imagery related to Meridian. Possible thematic elements that artists could draw inspiration from might include: agriculture, transportation, surrounding landscape, the history of Meridian, and/or iconic Meridian scenes and artifacts. Artists may wish to visit the History Center at Meridian City Hall for inspiration.

Each selected artist will be required to submit a W-9, enter into an agreement with the City of Meridian, and collaborate with a design review committee to develop a final design. Each selected artist will work with a City-hired fabricator to provide direction and oversight for the proper digital file preparation, color proofing, installation and orientation of the artwork. The artist must be able to provide a digital artwork file to meet the fabricator’s specifications. The fabricator will format the digital file, print the file on vinyl and manage the fabrication and installation of the vinyl wrap. The artist will convey the copyright to the work to the City. Once installed, the artwork is expected to last 5 - 8 years, though the vinyl may be removed or replaced sooner, at the City’s discretion. The City anticipates commissioning three artists but reserves the right to reject all applications.

**ELIGIBILITY:**

Artists who are 18 years of age or older and residing within the Treasure Valley area of Idaho are eligible to respond. Incomplete or late submissions will be deemed ineligible and will not be considered.

MAC and the City of Meridian are committed to diversity, equity, and inclusion and encourages applicants from all backgrounds. This project is open to applicants regardless of race, gender, gender identity, sexual orientation, religion, nationality, or disability.

**ANTICIPATED PROJECT SCHEDULE:\***

<b>Monday May 27</b>	Call to Artists issued
<b>June 28 2024</b>	Last chance to submit questions
<b>July 5 2024</b>	Application deadline for RFP
<b>Late July 2024</b>	Evaluation Panel convenes and Artist’s notifications
<b>August 2024</b>	Design development; stakeholder approvals from design review committee, MAC, and City Council
<b>September/October 2024</b>	Fabrication and installation

\*Project schedule and timeline are subject to change.

**DESIRED OUTCOME:**

MAC anticipates commissioning artists who can work and communicate efficiently and effectively throughout the development of the project with the project team, including City staff, the design review committee, community stakeholders, and the City-hired fabricator. The artist is expected to develop initial design concepts and work through feedback from the project team to develop the final design. The artwork is expected to address the specific context of the project, which is responding to the theme “**Meridian History.**” The artwork is expected to be unique, bright, colorful, and eye-catching and should serve to represent the City of Meridian.

## APPLICATION INSTRUCTIONS:

The RFP application package shall contain each of the following information:

- a. **One-page letter of interest** including: current contact information, reasons for interest in creating artwork for the opportunity, why you are a good fit to receive the commission, past experiences which qualify you for the work, and how you may approach the project if selected;
- b. **Artist resume or biography** highlighting past experience and qualifications, no more than two pages in length;
- c. **List of 3 references** with contact information;
- d. **Up to ten digital images** representative of past projects and artwork. If submitted by mail or delivered, artwork images should be saved on a CD or thumb drive as JPEG images, 300dpi, not to exceed 7 inches on the longest side. If submitted via email, artwork images should be formatted to fill a full page of the single merged PDF;
- e. **Image list** including titles, dimensions, media, dates, and budgets of past projects and artwork. If submitting via email, image list information may be included on the formatted page in lieu of a separate image list; and
- f. **Visual sketch or rendering of one proposal for the project. More than one idea or proposal will not be accepted.** Please keep in mind that the proposal sketch or rendering is not compensated, and should provide just enough information to convey artwork ideas. Each selected artist will be asked to develop and adapt the design(s) specifically for the site location(s), and final designs will be reviewed and approved in a collaborative design process.

**Submitted applications must be received by mail or personal delivery** to the Meridian Parks and Recreation Department, 33 E. Broadway Ave. Ste. 206, Meridian, Idaho 83462 in a sealed, clearly marked package or envelope by **July 5, 2024 at 3:00 PM MST.**

**OR**

**Via E-mail** to [MAC@meridiancity.org](mailto:MAC@meridiancity.org) by **July 5, 2024 at 3:00 PM MST.** The subject line **MUST READ: Meridian 2024 Traffic Box Public Art Project.** All materials must be submitted in one email with all files included as a single merged PDF file.

**Questions and clarification inquiries** must be submitted to the Arts and Culture Coordinator, Cassandra Schiffler at [cschiffler@meridiancity.org](mailto:cschiffler@meridiancity.org) by **June 28, 2024 at noon.**

**Application deadline:** Applications must be received by 3:00 PM MST on July 5, 2024. Applications received after the deadline will not be considered.

## EVALUATION PROCESS:

The City of Meridian reserves the right to reject any and all applications, to waive any irregularities in the applications received, and to accept the applications that are in the best interest of the City.

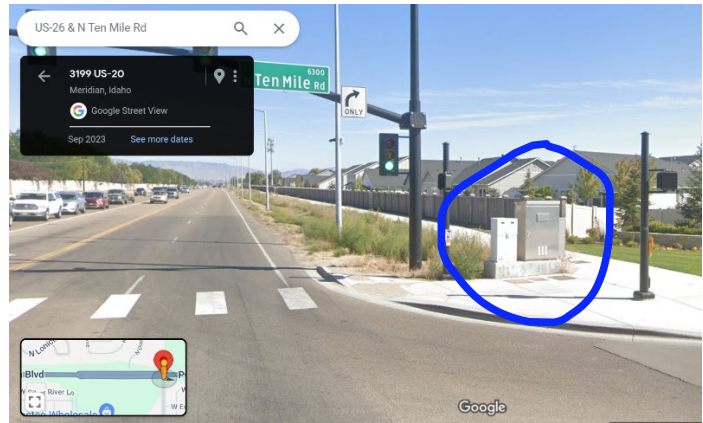
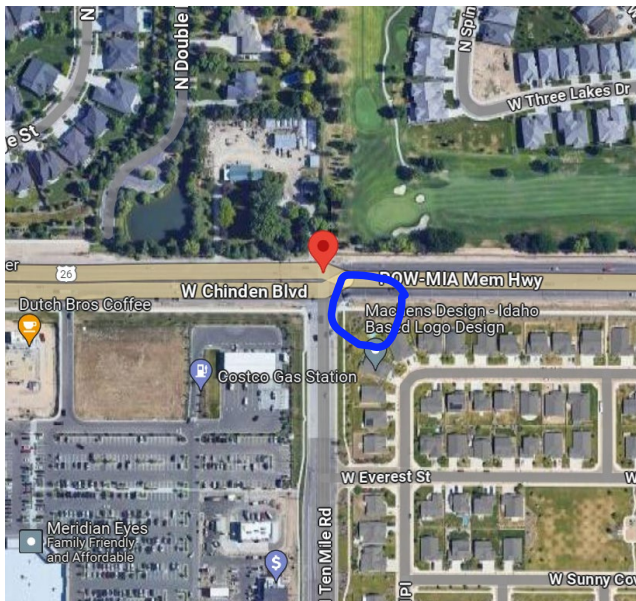
Applications will be reviewed by an Evaluation Panel which may consist of funding stakeholders, MAC Commissioners, City staff, members of the residential and business communities, as well as arts professionals and other artists.

Applications will be evaluated on the following criteria:

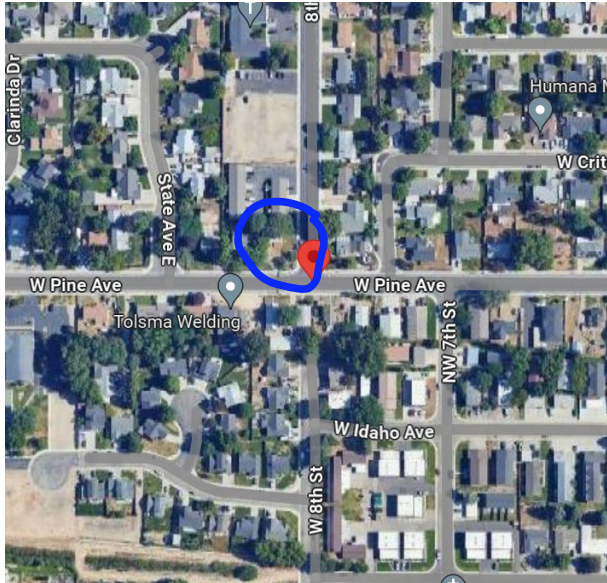
1. Adherence to the Call to Artists RFP (Pass/Fail)
2. Professionalism and experience represented in the letter of interest, resume or biography, and past work (25 points)
3. Quality of artwork as represented in images of past work (25 points)
4. Creativity of ideas presented in visual sketch or rendering of proposal for the project (25 points)
5. Proposal’s response to theme of **“Meridian History”** as presented in letter of interest and visual sketch of rendering of proposal for the project (25 points)

**LOCATIONS:**

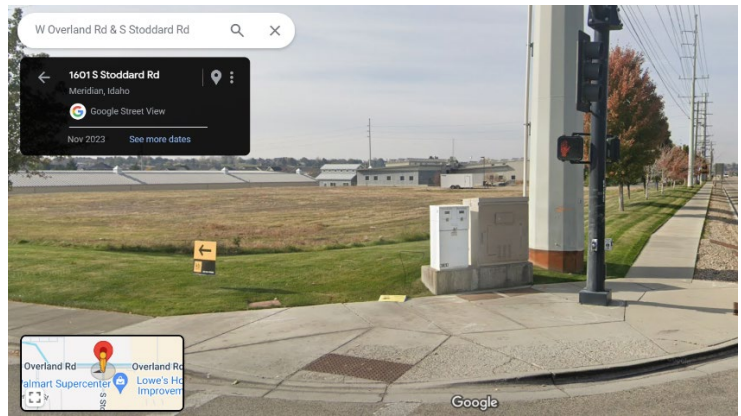
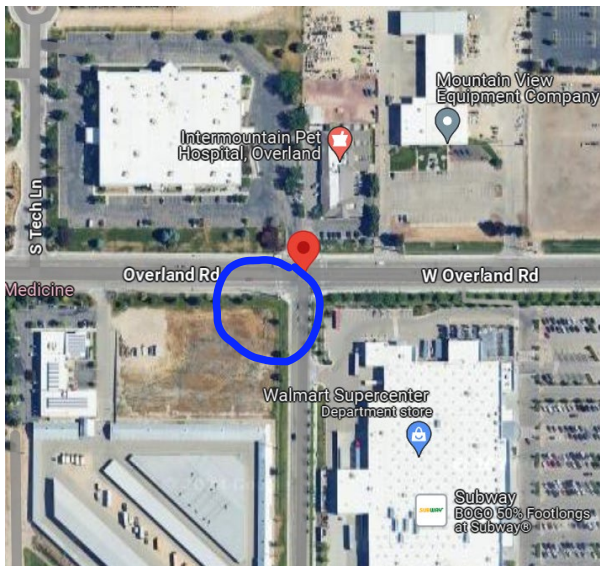
The areas circled in blue on the maps below represent the traffic box locations. The first box is located at W Chinden Blvd. and N Ten Mile Rd, the second box is located at Pine Ave and 8th St NW, and the third box is located at W Overland Rd and S Stoddard Rd (all three locations consist of a two-box set with a side-by-side larger box and smaller box).



W Chinden Blvd. and N Ten Mile Rd



W Pine Ave and 8th St NW



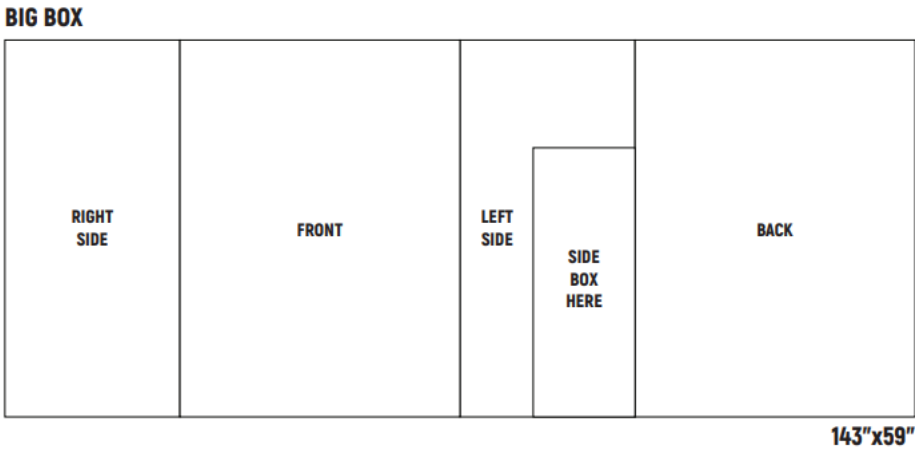
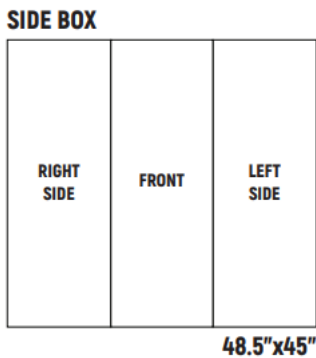
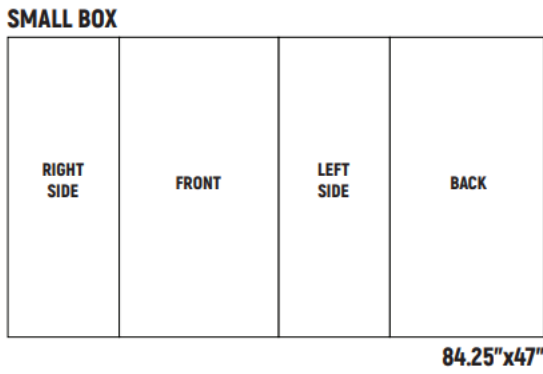
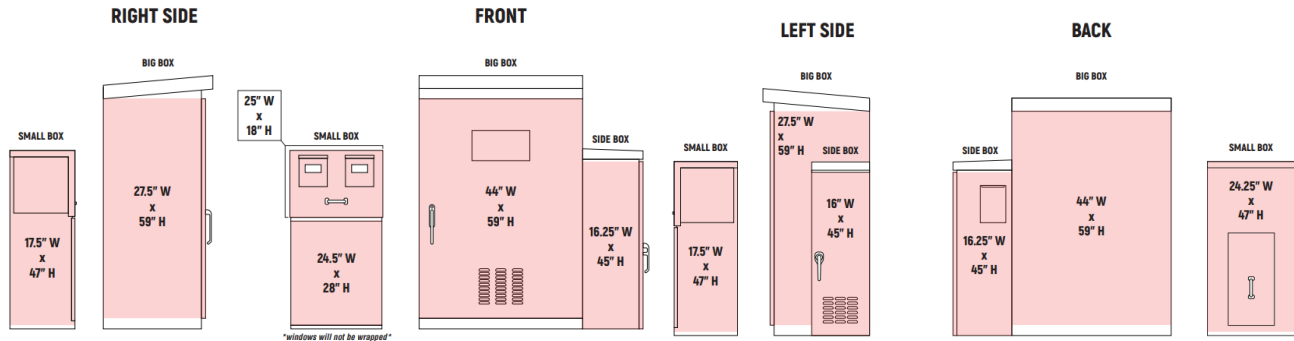
W Overland Rd and S Stoddard Rd

# Traffic Box Design Specifications:

W Chinden Blvd. and N Ten Mile Rd

RED = AVAILABLE WRAP AREA

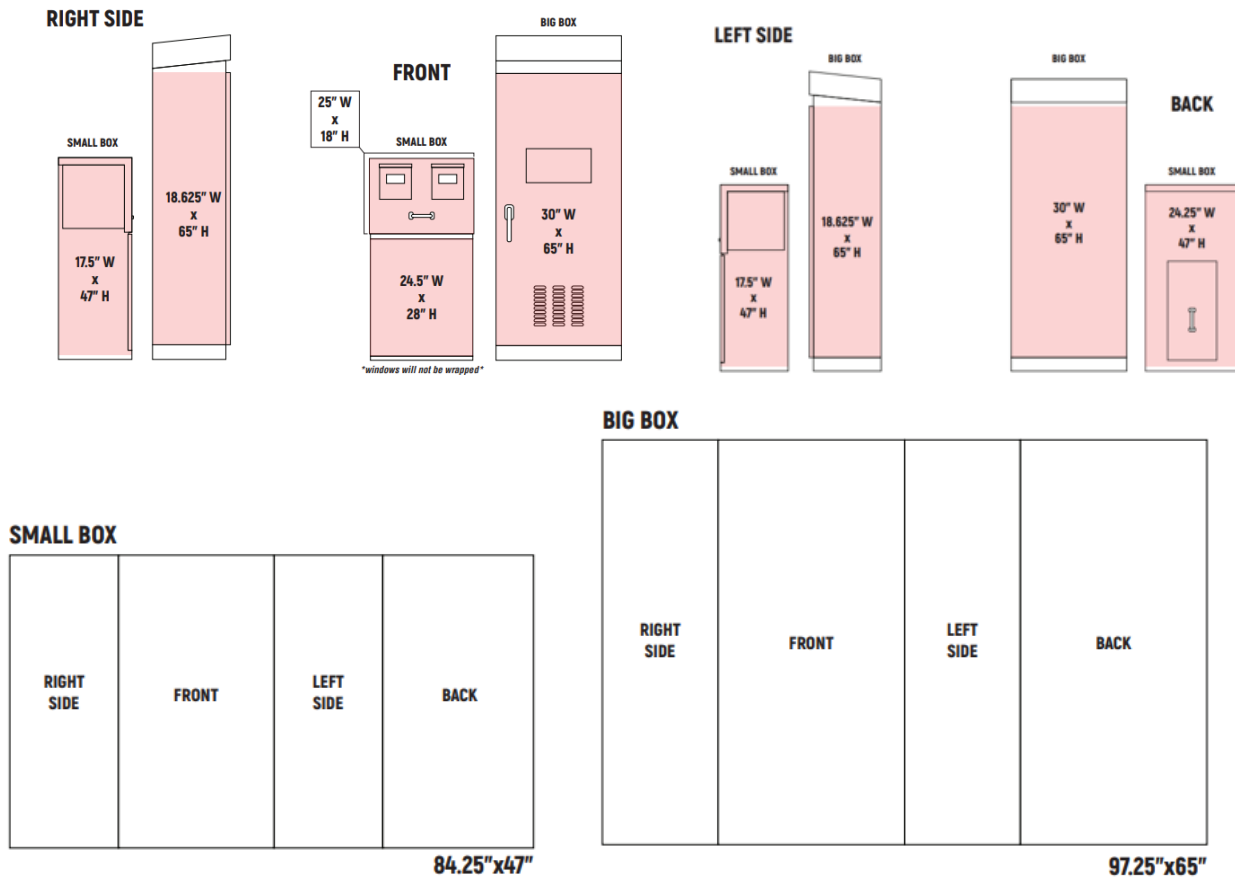
TEN MILE/CHINDEN



# W Pine Ave and 8th St NW

RED = AVAILABLE WRAP AREA

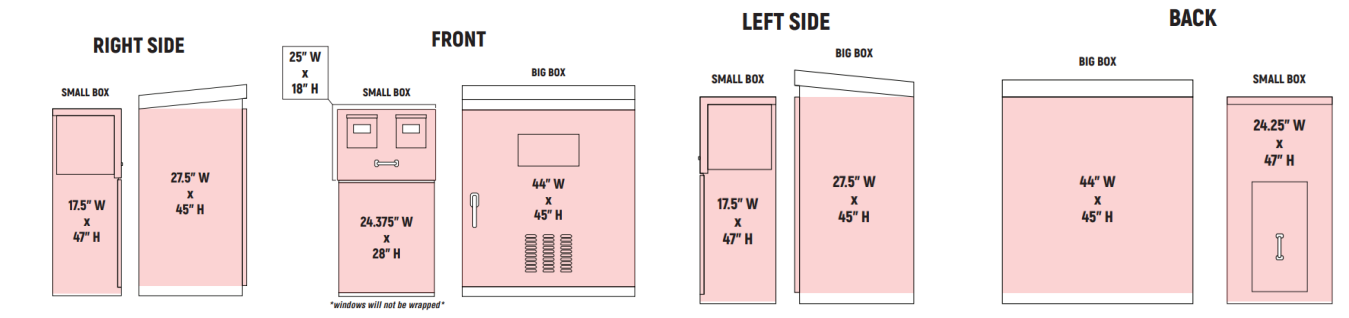
8th St./Pine



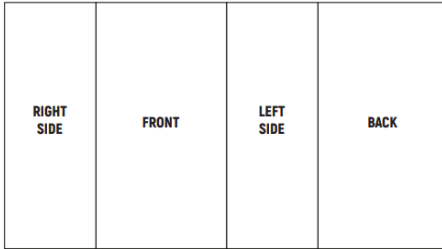
# W Overland Rd and S Stoddard Rd

RED = AVAILABLE WRAP AREA

STODDARD/OVERLAND

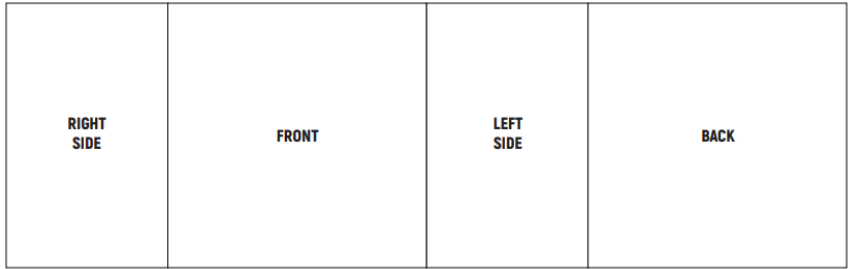


**SMALL BOX**



84.25"x47"

**BIG BOX**



143"x45"

**PUBLIC RECORDS**

The City of Meridian is a public agency; pursuant to the Idaho Public Records Act, all documents in its possession are public records. Proposals will be available for inspection and reproduction by any person.