

***Greater Greektown Neighborhood Alliance  
Community Spruce Up Grant***

# **Request for Proposals Greektown Public Art Installation**



***Issue Date: October 30<sup>th</sup>, 2018  
Submission Deadline: December 30<sup>th</sup>, 2018  
Request To: Greater Baltimore Sculpture Artists***

# 1. Overview

## Purpose

The Greater Greektown Neighborhood Alliance (GGNA), on behalf of Greektown residents, requests proposals from sculpture artists for a public sculpture to be installed at the intersection of Eastern Avenue and South Lehigh Street, in Baltimore, MD. This project is a continuation of the Association's efforts to beautify the community of Greektown and is driven by a group of community members who hope to transform this barren median into a true neighborhood gateway. The purpose of this RFP is to select an artist to implement a two-phase approach to creating the public sculpture. The first phase includes community engagement to determine themes relevant to neighbors and capture resident input. The second phase includes the design, fabrication, and installation of the sculpture, with assistance from GGNA and the Southeast Community Development Corporation (Southeast CDC), pending final review by the Baltimore City Department of Transportation (DOT).

## Background Information

The Greater Greektown Neighborhood Alliance is the local community organization that is dedicated towards improving the quality of life for Greektown residents and visitors. GGNA is an organization that is comprised of neighborhood volunteers. The association's mission statement reads: "GGNA is a not-for-profit, all volunteer organization committed to fostering a diverse, healthy, and safe living environment. We will do this by collaborating with neighbors, local schools, government, and businesses to work on projects that will empower neighbors and create a sense of pride in Greektown."

This project is funded by the Southeast CDC's Neighborhood Spruce-Up grant program, with support from the Maryland Department of Housing and Community Development's Baltimore Regional Neighborhood Initiative program. The sculpture location is in the city right of way, controlled by the Baltimore City of Department of Transportation. GGNA has secured approval from Baltimore City Department of Transportation on the proposed project site.

GGNA has already queried community residents and stakeholders for feedback. Preliminary discussions with community residents revealed that residents desire a public art sculpture with the following characteristics:

1. Symbolic of the community's rich diversity and history of immigration
2. Interactive and "selfie" friendly
3. Durable and easy maintenance

The sculpture site is an underutilized triangular patch of bricks in the median at the intersection of Eastern Avenue and South Lehigh Street. There is no electricity or water at the site.



[Street View of Google Maps](#)

## 2. Scope of Work

### Roles and Responsibilities

Within GGNA, this grant project will be managed by the recently established Community Spruce-Up Grant Subcommittee. The Community Spruce-Up Subcommittee reports directly to GGNA’s Board. The selected artist will be tasked with working closely with the Subcommittee. Upon being selected, the artist will be expected to collaborate with community representatives to establish a clear project timeline that will involve finalizing the project design, organizing a detailed project budget, and establishing a plan for project construction.

The selected artist will be responsible for two phases of the project. Phase I involves community engagement to generate a final design for the sculpture. The selected artist should plan to interact with both the subcommittee as well as Greentown residents at public meetings and other neighborhood events. These can include standalone meetings focused entirely on the project and/or monthly community meetings. During this phase, the selected artist should be collecting themes and feedback from residents to be incorporated into a final design. The design must be approved by the Subcommittee of GGNA, GGNA’s Board, and DOT.

Phase II of the project will consist of the fabrication and installation of the sculpture. The selected artist will be responsible for coordinating with licensed and insured contractors to complete the installation according to DOT standards. GGNA will plan a community gathering to commemorate the completion of the work.

### Project Timeline

|                   |  |
|-------------------|--|
| October 30, 2018  | RFP release date                                   |
| December 30, 2018 | Application due date                               |
| January 11, 2018  | Notification of selection; project planning begins |
| January, 2018     | Planning meeting with project subcommittee         |

|                     |   |
|---------------------|---|
| Jan 2018 – Feb 2019 | Project Planning  |
| January 2019        | Initial designs presented to subcommittee                             |
| January 2019        | Up to two rounds of redesigns based on subcommittee feedback          |
| February 2019       | Presentation of final designs at GGNA community meeting               |
| March 2019          | Presentation of proposal to DOT; Phase II to begin after DOT approval |
| July 1, 2019        | Installation complete   |

## Budget

The budget for this project is \$16,000, inclusive of artist compensation, materials, transportation, permits, installation, and required insurance. The scale of the sculpture should reasonably fall within this budget and deadlines outlined here.

## 3. RFP Submission Requirements

### Proposal Format

#### 1. Applicant Information

Please attach a one to two page artist CV or resume (PDF).

#### 2. Samples of Work

Up to five samples of previous, relevant work. Experience in successfully completing public art projects in Baltimore City of this scale is preferred, but not required. Please include a separate page with descriptions of the attached sample work.

The work samples can be in the form of an attachment (PDF, JPEG or PNG; 25MB max per attachment, 125MB total for the whole application) or link to the work online.

#### 3. Potential Plan

In this portion, the applicant should discuss a brief overview of possible activities for Phase I and any concepts or themes that they may consider in the design of the sculpture, should they be selected. Please be sure to describe how the proposal fits with the community's described goals. This response ensures GGNA that the selected artist's vision for the project is aligned with the community association, local residents, and neighborhood stakeholders.

#### 4. References

GGNA requests that all applicants submit a minimum of two professional references. The proponent should provide the following information for their references:

- Contact Name, Position
- Organization
- Telephone
- Email
- Description of the professional relationship with the reference and duration of the relationship

Letters of support are not required but can be submitted for review.

#### 5. Budget

The applicant is required to submit an itemized budget within the established \$16,000 limit.

## **4. RFP Procedures**

### **Evaluation and Award Process**

The Community Spruce-Up Grant Subcommittee of GGNA will take responsibility of evaluating all submissions and determining the selected artist for this installation. An evaluation form with a points-based grading system has been drafted and will be used by the Community Spruce-Up Grant Subcommittee to formally select the artist. Upon this decision, the selected artist will meet with the Committee to discuss expectations of the project and establish a clear timeline and final budget breakdown.

### **Deadline**

All proposals must be submitted by 11:59 PM on Sunday, December 30th, 2018. Submissions must be submitted via email to [ggna.baltimore@gmail.com](mailto:ggna.baltimore@gmail.com).

### **Questions**

For questions regarding this RFP and the application process, GGNA can be reached at [ggna.baltimore@gmail.com](mailto:ggna.baltimore@gmail.com).



