



ARTS COMMISSION THIRD FRIDAY ART WALK ARTWORK

PROJECT OVERVIEW

The Medford Arts Commission invites artists to provide proposals for artist to complete an art piece live during a future Third Friday art walk or multiple art walks in downtown Medford. The event is an arts and cultural experience throughout downtown Medford that collaborates with our vibrant artist community and downtown art galleries and merchants. The Downtown Medford Association (DMA) Promotions Committee co-hosts the event every third Friday from 5 pm – 8 pm. The Commission encourages a diversity of ideas.

Interested parties shall submit a proposal to the City outlining the following:

1. Who will be performing the work?
2. How long will the artwork creation take from start to finish?
3. What is the overall theme of the piece?
4. How will the artist perform the work and what equipment will be used?

The commission is open to artists using art mediums of their choosing such as clay, wood, paint, fabric, charcoal and also sculpture, printmaking, watercolor, or pottery. After completion, the piece would be submitted into the City of Medford's Art Collection and displayed at a public location for the community to enjoy.

Project location address: Downtown Medford, OR

PROJECT HISTORY

In collaboration with the local downtown businesses and art galleries, Third Friday Medford is a monthly community event co-hosted by the Downtown Medford Association. The event strives to foster a community emphasis on diversity, inclusion, and collaboration by bringing art, food and music together for a dynamic, lively and energetic event.

ABOUT THE MEDFORD ARTS COMMISSION

Formed in 2000, the Arts Commission helps implement the City of Medford's vision for civic vibrancy through arts and culture. The nine-member Commission oversees public art selection and acquisition for the City of Medford. The Medford Parks, Recreation & Facilities Department provides clerical and coordination support to the Commission.



Funding: The Arts Commission will be awarding four proposals for \$500, one for \$1000, and one for \$2000.

Proposals can be submitted electronically by emailing artscommission@cityofmedford.org, mailed or dropped off at the Santo Community Center, 701 N. Columbus Ave., Medford OR, 97501.

Proposals must be received by **5:00 pm, PDT on 10/07/2022**. Late proposals will be kept by the City but not considered for award.

PROPOSAL SUBMISSION REQUIREMENTS

Your response to the Request for Proposal must contain all of the information requested along with acknowledgement of all addenda. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted.

Content requirements

1. General

- a. Digital renderings of proposed artwork in jpeg or PDF format. Submit images via email or a thumb drive. (Media will not be returned.)
- b. No more than ten page narrative detailing the piece, explanation of the materials used, necessary or potential maintenance of materials.
- c. A one-page minimum budget including all costs associated with production.
- d. Proposed production timeline for project completion.
- e. A minimum of three professional references, preferably public/government, with email and phone contact information.
- f. Include 5-7 digital images of previous completed projects.

The Department reserves the right to request additional information which might be deemed necessary after the proposals have been received.

EVALUATION AND SELECTION CRITERIA

A committee comprised of representatives from the City will review the Proposals for conformance with the requirements of the Request for Proposals. Conforming Proposals will be evaluated according to the criteria listed below.

In the event of a tie during the evaluation process, the tie will be broken by taking the highest scoring Proposer based on Cost. If these scores are also tied, then the committee would break the tie by taking the highest scoring proposer based on their Qualifications.



Based on the strength of the Proposals received, the committee may elect to identify finalists and schedule appointments for interviews. Following the interviews, if any, the committee will make a final selection based on the best overall interests of the City of Medford. The committee will rely on information provided in the Proposals and during interviews, if any, as well as information provided by references.

Description	Possible Points
Adherence of Project Guidelines	20
Qualifications	10
Demonstrated experience in conducting similar work	15
Creativity	25
Resides in the state of Oregon	25
Proposed Budget (Up to 5 points will be awarded for coming under budget and that 0 points will be awarded for projects that use the entire budget.)	5
TOTAL	100

SCHEDULE FOR SELECTION PROCESS

Invitation Sent	09/19/2022
Request for Clarification or questions due (if applicable)	10/03/2022
Response to Clarification or questions due (if applicable)	10/05/2022
Proposals Due	10/07/2022 @ 5:00pm
Contract Award (approximate)	10/10/2022

PROJECT CONTACT

Jesse Nyberg
Staff Liaison
541-774-2400
artscommission@cityofmedford.org