

## REQUEST FOR PROPOSALS

POMONA CULTURAL ARTS COMMISSION SEEKS AN ARTIST TO CREATE PERMANENT ARTWORK FOR THE POMONA ARTS COLONY.

**ISSUE DATE**

June 25, 2019

**DUE DATE**

**July 16, 2019**

**PROJECT BUDGET:**      \$XX,000 ±

**PROJECT LOCATION:**      280 W Second Street, Pomona, CA 91766

### OVERVIEW

The Pomona Cultural Arts Commission seeks proposals from artists or teams of artists for a mural located on the western wall of a structure located at 280 W. Second Street in the Pomona Arts Colony.

The Pomona Arts Colony began in the early 1960's and became officially recognized in the 1994 Downtown Pomona Specific Plan as a growing community of local artists. Today, the City of Pomona and the Cultural Arts Commission is continuing to build upon the heritage of the Arts Colony with the placement of public art throughout the city.

## DUE DATE

**July 16, 2019**

## GOALS & LOCATION OF ARTWORK

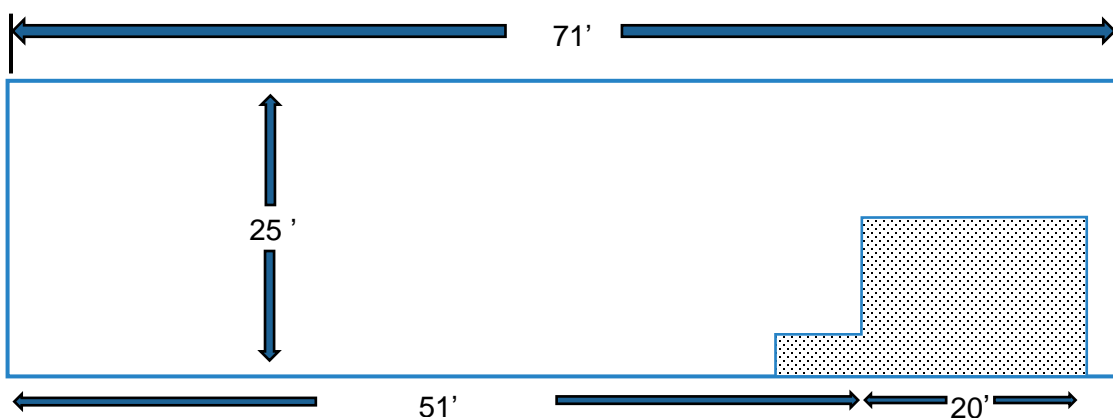
The artwork will be placed along Main Street, between Second and Third Streets. The artwork may draw inspiration from the extensive history of the Arts Colony but will not be limited to any specific theme. The artwork will meet the ideals of public art and move to increase cultural awareness, stimulate imaginations, and provoke creative dialog among those in the community. The artwork will be sensitive to the ethnic, historical, and cultural aspects of the Arts Colony.

### Mural Wall

The mural will be located on the western wall of the structure from the sidewalk continuing to the top of the structure. The total area of the western wall is approximately 1,500 square feet. The subject wall is painted stucco and includes a storefront. The mural will not incorporate the existing storefront.



Approximate Wall Dimensions





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Location of the Artwork

## BUDGET

The artwork budget is approximately \$XX,000. Any artwork proposed to exceed \$XX,000 may be considered based on quality, but should not exceed \$XX,000.

All applicants will be required fill out a preliminary budget form as part of the Proposal. The preliminary budget form is located on our website <https://pomonapublicart.org> and outlines all eligible expenditures, including artist's fees.

## DUE DATE

**July 16, 2019**

## TENTATIVE SCHEDULE

<b>Proposal Submittal Due Date</b>	<b>July 16, 2019</b>
Cultural Arts Citizens Advisory Subcommittee begins review of proposals	<b>July 16, 2019</b>
Cultural Arts Citizens Advisory Committee selects finalist(s) for recommendation	<b>July 18, 2019</b>
Cultural Arts Citizens Advisory Committee Meeting interviews selected finalist(s)	<b>July 22, 2019</b>
Selected Finalist will submit Final Design Concept to the Planning Division to review for completeness	<b>August 19, 2019</b>
Cultural Arts Commission Special Meeting review of Final Design Concept	<b>August 26, 2019 *</b>

\*This date will be pending the submittal of the chosen Finalist for a Final Design Concept.

Following approval from the Cultural Arts Commission the applicant will be given 30 days to work to complete the approved artwork.

This application may require a permit from Public Works for the installation of the artwork located in the public right-of-way.

## PROPOSAL SUBMITTAL REQUIREMENTS

All proposal materials must be received on or before July 16, 2019 at 6:00PM. Any proposal materials received exceeding the maximum allowed, in the incorrect format, or received after the date and time indicated above will not be considered. ***Artists responding to a Request for Proposals will not be compensated for proposals.***

The following materials are required for proposal submittal:

- 1. Proposal Coversheet & Preliminary Budget Form.** The form is located on our website <https://pomonapublicart.org>.
- 2. Narrative.** The narrative should address:
  - a. Why you are interested in this project.
  - b. Your planned approach and inspiration for creating the artwork.
  - c. How the piece will meet the artwork goals listed in this request.
- 3. Design Concept.** The design concept may be complete renderings, conceptual line work, photographs, or other documentation of sufficient descriptive clarity to indicate the nature of the proposed work.
- 4. Five (5) Images;** of relevant work. The applicant may submit a maximum of five images of relevant work. Each image requires a description indicating the following:
  - a. Title, date, medium and dimensions.
  - b. Location of artwork.
  - c. Brief project description.
  - d. Project Budget & Commissioning client, if applicable.

*- Do not send original artwork. Images Only.*

## DUE DATE

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*- Images must be in JPEG format, PC Compatible. Each image must be unlocked and downloadable.*

*- Do not send images without the required description, or separate descriptions not indicating the piece to which they belong to.*

5. If you are a team, please outline your respective roles.

## TO APPLY

Please submit all required documents through one of the following options:

**OPTION 1:** electronically to [publicart@ci.pomona.ca.us](mailto:publicart@ci.pomona.ca.us)

All documents should be labeled "Last Name – Item Name".

(i.e. "Last Name – Preliminary Budget Form")

- *Do not send web documents (google docs). Web documents will not be considered.*
- *Do not send any application materials in the body of the email. All materials must be attachments.*
- *Any images embedded within the email will not be considered.*
- *Dropbox is available for all applicants upon request.*

**OPTION 2:** mail/in-person to Planning Division, City Hall  
505 South Garey, Pomona, CA 91769

If you require assistance with your submittal, please contact the Planning Division at (909) 620 – 2191.

## SELECTION PROCESS

Artists will be reviewed and selected based on appropriateness for a particular project, the provided narrative, and design concept. Following the proposal due date, the Cultural Arts Commission Citizen's Advisory Subcommittee will review the proposals and select finalists. Finalists will be interviewed during a public meeting before the Citizen's Advisory Committee. The Cultural Arts Commission Citizen's Advisory Committee will select a finalist to prepare a Final Design Plan for the Cultural Arts Commission. For a description of Final Design Concept requirements please visit our website <https://pomonapublicart.org> or the Planning Division.



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### **Additional Information**

- All forms located on <https://pomonapublicart.org> are available in print at the Planning Division, Pomona City Hall 505 S. Garey Avenue 91769.
- The Art in Public Places Manual & Ordinance No.4151 may be printed for interested parties for a small fee.

## **CONTACT**

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