

## REQUEST FOR PROPOSAL

### AppalCART: FTA ART IN TRANSIT

AppalCART  
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#### **PROJECT BUDGET: \$45,000**

#### **PROPOSAL DEADLINE: Friday March 28, 2008**

#### **BACKGROUND**

AppalCART is the Transportation Authority serving all of Watauga County. The Watauga County Transportation Authority (WCTA) was established in January 1980 by resolution to consolidate and coordinate the transportation being provided by different agencies in the county. The County adopted a Transportation Development Plan in August of 1980, which planned for the consolidation of existing public transportation services and made the county eligible to receive state and federal funding to match local funding of the authority.

With the growth in miles of service and passenger trips over the years, AppalCART is now at a critical point with its facility. Space is at a premium, and a facility review recently done by a consultant hired by the N.C. Department of Transportation recommended looking for a larger site. With the town, county, and university all growing, the need for public transportation has never been greater. AppalCART plans to meet these growing needs by relying on the existing partnership of local entities combined with the federal and state funding matched through the Public Transportation Division of the North Carolina Department of Transportation.

The AppalCART Art in Transit Committee has been organized to implement the Federal Transit Administration (FTA) Design and Art In Transit Project. The FTA's policy for Art in Transit states: "The visual quality of the nation's mass transit systems has a profound impact on transit patrons and the community at large. Mass transit systems should be positive symbols for cities, attracting local riders, tourists, and the attention of decision makers for national and international events. Good design and art can improve the appearance and safety of a facility, give vibrancy to its public spaces, and make patrons feel welcome. Good design and art will also contribute to the goal that transit facilities help to create livable communities." (*Federal Transit Administration Design and Art in Transit Projects Circular*)

#### **PROJECT DESCRIPTION**

The new AppalCART Facility will be located at 345 HWY 105 Bypass, Boone, North Carolina 28607 directly off of Hwy 421 going toward Tennessee. This project is accepting preliminary proposals, ideas and concepts from artists, designers and individuals for public art that addresses the history of public transportation and provides a creative and artistic interpretation of the character, makeup and history of the Watauga County community. Artists and individuals are encouraged to interact with and incorporate the community of Watauga County residents, community based businesses and other community artists within the scope of this project. The incorporation of the new facility, any (and all) AppalCART owned shelters, bus stops, the institution of new shelters and operational signs, or a combination of any of the afore mentioned facilities serve as possible site options for proposals.

#### **PROJECT TIMELINE**

January 2008	Request for Proposal made public (RFP)
March 28, 2008	Artist's Materials Due (hand-delivered or post marked)
April 2008	Preliminary Proposal Review Meetings (For selection of top three proposals)
May 2008	Written Notification to Artist(s)/Individual(s)
June 30, 2008	Deadline for Final Selection Process
Winter 2008/Spring 2009	Fabrication and installation of accepted proposal

#### **ELIGIBILITY**

This is an open invitation to individual artists, design professionals, community members or small teams to submit concepts, ideas and a preliminary proposal for review. The artists, artist teams or design professionals should have varied experience that will lend itself to designing and fabricating both sculptural and two-dimensional works. The Selection Committee will accept proposals from all interested parties regardless of expertise and formal training. Artists and individuals are encouraged to interact with and incorporate the community of Watauga County residents, community

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based businesses and other community artists within the scope of this project. Eligibility does not require that the artist or teams reside in or around Watauga County. The project is committed to the policy that all persons shall have equal consideration without regard of race, creed, gender, national origin, disability, age or sexual orientation.

### **SELECTION PROCESS**

The selection process will take place in three phases: 1) Preliminary proposals will be reviewed in April 2008; 2) Three or more preliminary proposals will be selected for further development and will require formal presentation to the Selection Committee (artist (s), designers, and individuals will receive a stipend to assist with this process; and 3) One or more final proposal (s) will be selected for implementation.

The Art in Transit Selection Committee is made up of a panel of art and design professionals and representatives from AppalCART, its Board and others within the Watauga County community, which may include but is not limited to, art administrators, artists, curators, and architects.

The selection process is based directly from the initial submitted preliminary proposals and then the qualifications of the artist(s), designers, and individuals as shown in their submitted materials (see *Materials to be Submitted* list below). The selection process will be as follows:

- Artists, artist teams, design professionals and individuals will submit preliminary proposals along with their qualifications by the March 28<sup>th</sup> deadline.
- Art in Transit Selection Committee will select three or more finalists for the further development of the proposals and preparation for presentation to the committee.
- Three or more finalists will develop and formally present the proposals to the committee. Chosen finalists will receive a \$500 stipend.
- Art in Transit Selection Committee will select one finalist to recommend for the project and acceptance.
- Art in Transit Selection Committee will notify the winning finalist(s).

Once the finalist(s) is selected for this project, as per the terms of the contract, they may be required to present a fully developed proposal and budget to the Art in Transit Selection Committee. When the final proposal is approved, the artist(s) may proceed with the final design and fabrication. The artist(s) will be working with representative(s) for the project in order to coordinate as much as possible during the construction process. Artists may be required to submit design drawings including structural design stamped by a licensed structural engineer.

The Art in Transit Selection Committee reserves the right to decline any or all of the submitted proposals and re-advertise another Request for Proposals should the committee find no proposal acceptable.

### **PROPOSAL CRITERIA**

The following criteria shall be applied in the selection of the artist(s)/proposal for this project:

- Proposal shall demonstrate a connection to site and/or adjacent community; art that relates, in form or substance to the cultures, people, natural or built surroundings, or history of the area in which the project is located, and impact on mass-transit customers
- Artists' work or artwork shall contribute to a sense of place, relating to the immediate neighborhood and its character. Artists, designers and individuals are encouraged to submit ideas and concepts for public art that addresses the history of public transportation and provides a creative and artistic interpretation of the character, makeup and history of the Watauga County community. Where this theme is encouraged, proposals will not be disqualified if another theme is more relevant to the artist's concept, style, or aesthetic approach.
- Artists' work or artwork shall provide for appropriateness of selected site(s), including safety and scale.
- Excellence in the quality of art or design, as applied to aesthetic, conceptual and technical components
- The preliminary proposal must conform to public safety standards, including ADA standards and address issues of vandalism, durability and provide for minimal maintenance to the Committee's satisfaction.
- Demonstrated experience and ability in meeting deadlines and budgets and in working cooperatively with designers, contractors and project managers.
- The preliminary proposal shall conform to budget standards and requirements.

### **BUDGET PROCESS**

The project budget is \$45,000. Artist (s) may be paid a fixed fee or an hourly wage with a cap, similar to other design professional services during the final planning and fabrication stages. All expenses and costs to be included in the

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preliminary budget should include artist fees, planning, design, materials, fabrication and installation. Artistic undertakings that promote specific private or corporate business interests are ineligible for FTA funding.

**MATERIALS TO BE SUBMITTED:**

**1. Cover Letter with current contact information**

The cover letter should briefly indicate the reason for the interest in this project and provide a brief overview of ideas and approach to the project. Please include all current contact information (Artist (s) or individual (s) name, mailing address (s), daytime phone and e-mail address (s).

**2. Written Description of Preliminary Proposal**

- a. In this written description, describe the preliminary proposal for the Art in Transit Project. Briefly describe the design concept or ideas and approach to the project in detail while addressing materials to be used, size or dimensions, installations methods and other information pertinent to the project.
- b. Provide a description of how maintenance, vandalism and public safety will be addressed in the design and in the materials used.
- c. Provide a preliminary budget that may include artist fees, planning, design, materials, fabrication installation, and other expenses.

**3. Visual Materials**

- a. The artist may submit any of the following styles of visual renderings: a rendering or detailed sketch, digital rendering or small three-dimensional (3-D) models.
- b. The Committee understands that this process requires the design and development of this preliminary proposal for the review process without offering any compensation for the artist time and materials. Submitting artists and individuals should keep this in mind when preparing a simple and clear representation of the concept.

**4. Current Resume(s) of Individuals Involved**

- a. Please include a current resume of professional accomplishments and education. The resume should not exceed two pages.
- b. Artists are encouraged to include samples or photo documentation of previously completed and/or representative work. Include photographs or digital printouts, slides or digital images on CD or DVD. Please indicate on the resume if you are providing samples and in what format.
- c. **Electronic submittals or digital files will not be accepted via e-mail.**

**CHECKLIST:**

- Cover Letter**
- Written Preliminary Proposal**
- Visual Materials**
- Current Resume**
- Contact information**

**Attachment B from the Federal Regulations and Special Conditions**

**DEADLINE IS: MARCH 28, 2008**

Supplemental materials can be found on AppalCART's website that include facility site plans, elevations, location listing of bus shelters owned by AppalCART and a history of transportation within Watauga county.

For questions please contact:

Christopher Turner, Director of AppalCART [Director@appalcart.com](mailto:Director@appalcart.com)

Joanna Wilcox, Secretary of AppalCART [appalcart@appalcart.com](mailto:appalcart@appalcart.com)

828-264-2278 phone, 828-264-0107 fax

**PLEASE HAND-DELIVER OR MAIL PROPOSALS  
POSTMARKED NO LATER THAN FRIDAY MARCH 28, 2008, TO:  
(ELECTRONIC SUBMITTALS ARE NOT PERMITTED)**

**AppalCART**

**Attn: Art in Transit**

**POB 2357**

**Boone, NC 28607-2357**

