

REQUEST FOR PROPOSAL (RFP)
CULPEPER RENAISSANCE, INC. (CRI)
DOWNTOWN POWER BOX MURAL PROGRAM

CRI
127 WEST DAVIS ST.
CULPEPER, VA. 22701

TABLE OF CONTENTS

1.	SUMMARY AND BACKGROUND	2
2.	PROPOSAL GUIDELINES	2
3.	PROJECT PURPOSE	2
4.	PROJECT SCOPE	3
5.	POWER BOX LOCATIONS AND DIMENSIONS.....	3
6.	PROJECT TIMELINE	4
7.	BUDGET	5
8.	PROPOSAL EVALUATION CRITERIA	5

1. SUMMARY AND BACKGROUND

Culpeper Renaissance, Inc. (CRI) is currently accepting proposals from local artists to, research, design, and paint (if awarded) Murals on downtown metal power boxes (locations details below) that carry a themed message that reflects the history and vibrancy of Culpeper.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations; conduct a fair and extensive evaluation based on criteria listed herein and select the candidate who best represents the direction CRI wishes to go.

CRI is a 501c3 charitable organization charged with supporting the growth and revitalization of Culpeper’s historic commercial district, the downtown. Culpeper is a Designated Virginia Main Street Community and CRI is the organization designated by the state and the Town of Culpeper to carry out the Main Street activities.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until October 5, 2023. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the person/company submitting the proposal.

All costs, material and misc. costs will be the responsibility of the artist(s) and should be included in the submitted proposal budget. Any misc. costs must be itemized to include an explanation of all fees and costs. Approved proposals will be reimbursed as outlined in the contract presented to selected artist(s).

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CRI Board of Directors and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. PROJECT PURPOSE

The purpose of this project is as follows:

CRI would like to convert some of the downtown power boxes on the main thoroughfares into colorful inviting art that supports the collective goals of CRI, the town of Culpeper, the merchants as well as Culpeper’s general population.

In addition, this project will showcase some of the work of our local artists.

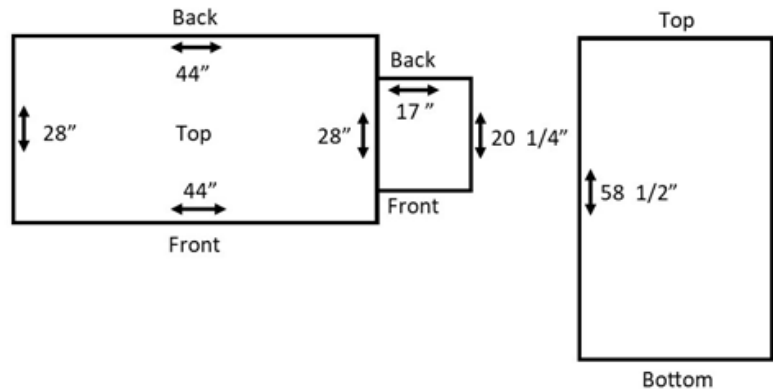
4. PROJECT SCOPE

The scope of this project includes all design and development of artwork and materials, CRI will assume responsibility of permissions and permitting.

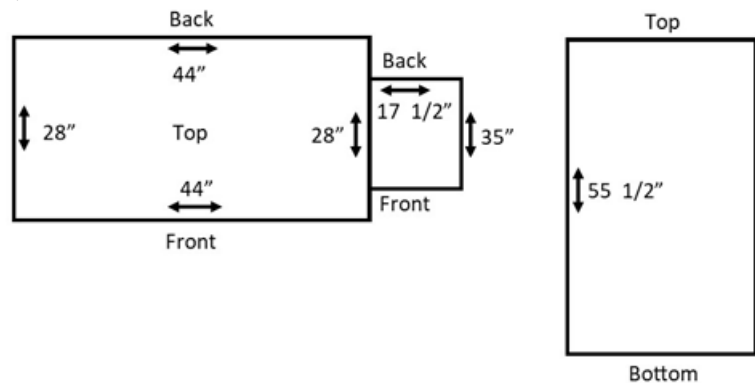
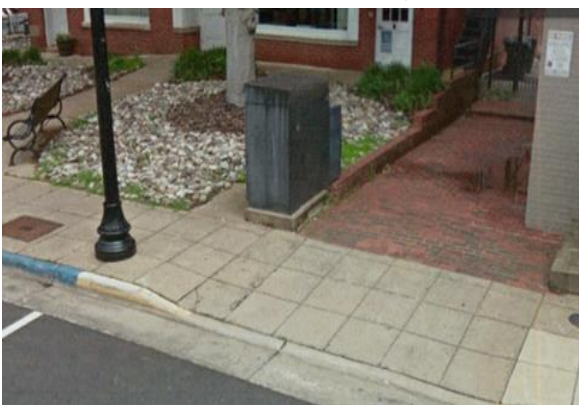
- The selected bidder will be responsible for artwork and design with assistance from CRI. The following criteria must be met to achieve a successful project:
 - Visually and aesthetically pleasing
 - Consistency of design across all locations of murals
 - Creative design that incorporates a recognizable Culpeper theme. Mural designs for the power boxes located within the historic district (denoted in the power box locations and dimensions section) must gain approval from ARB if colors are outside of the approved color chart (CRI will be responsible for this approval process).
 - Plan a detailed timeline, budget and perform to the plan.
 - Murals will be painted directly on the metal power boxes. Power boxes will need to be primed prior to painting.

5. Power Box Locations and Dimensions

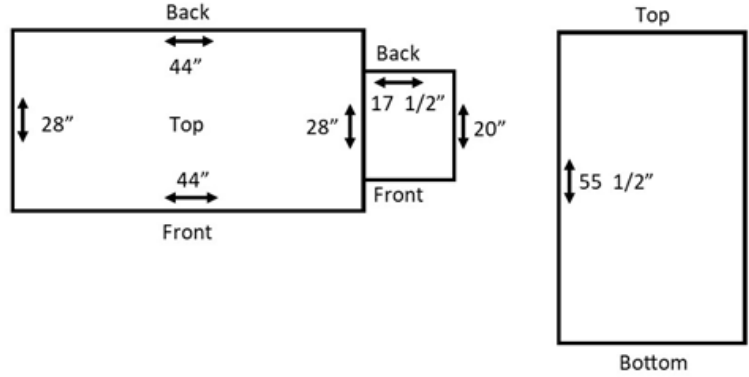
200 Block East Davis Street (Historic District)



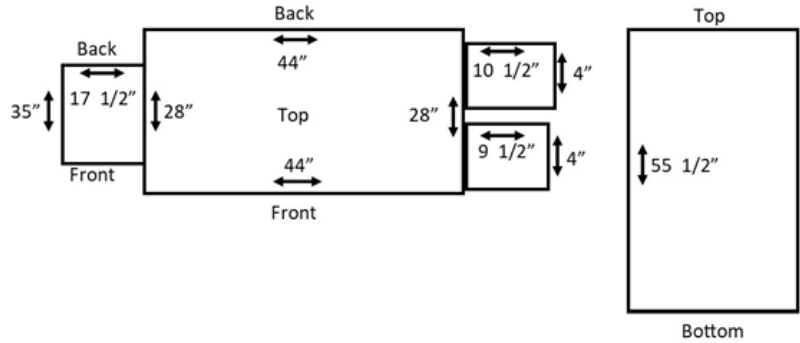
100 Block West Davis Street (Historic District)



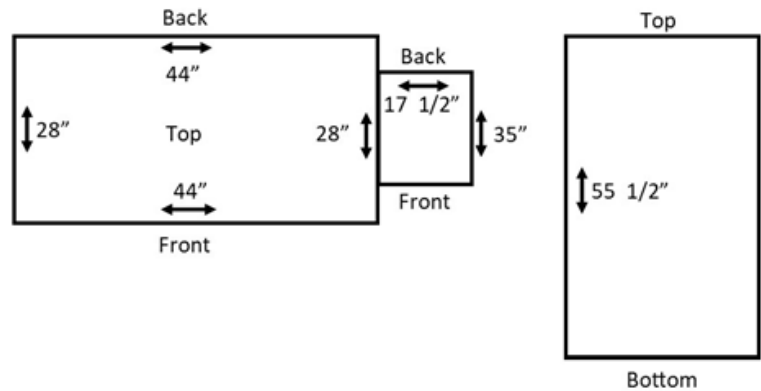
Corner of W. Chandler and S. Main Streets (Historic District)



Corner of E. Evans and N. Main Streets



Corner of W. Evans and West Streets



6. Project Timeline

- RFP Announcement – September 8, 2023
- RFP Deadline for Submission – by 12pm, October 5, 2023
- Proposal Selection – October 13, 2023
- Contract Review and Signatures – October 20, 2023
- Mural Completion Date – November 30, 2023 (unless approvals from ARB are required)

7. BUDGET

All proposals must include proposed costs to complete the proposed murals, described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) Pricing should be listed for each itemized expense.

8. PROPOSAL EVALUATION CRITERIA

CRI will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria. Use the following application outline as a template by copying and pasting into Microsoft Word, or a similar word processing program. After completing the application, save it as a PDF and submit as directed below.

Applicant Required Information:

- Individual name or Business Name:
- Contact Person:
- Mailing Address:
- Phone Number:
- Email:
- Website (if any):

Mission Statement:

- Brief description about the individual or group that is applying and their interest(s) in CRI's mural program.

Proposal:

- Describe the proposed mural. Please limit the description to one page. Please include details, dimensions, materials, and attach sketches to illustrate the proposed mural.
- If you have created similar work in the past, please include samples.
- How does this mural reflect or enrich the downtown area of Culpeper?
- Proposed location of power box

Participants:

- **Artists:** How many artists will be involved in the mural? If possible, please provide a list of the artists' names and their qualifications to support the successful completion of the project.
- **Project Partners:** If applicable, please provide a list of partnering individuals or organizations that may be involved in implementing the mural.

Eligibility:

- You must be able to complete the mural within an agreed upon time frame.
- Preference will be given to local artists.

Signatures:

This application accurately represents my mural plans, and I/we are fully prepared and capable of executing the mural as described within a time frame that will be agreed upon by myself and CRI.

Contact Person Name: _____

Signature (18 and older): _____

Applicants must be submitted by 12pm, Thursday, October 5, 2023. Applications may be submitted electronically via email only. Please submit in PDF format with any jpeg images attached to cridirector@culpeperdowntown.com.