

**Jackson-Madison County Bicentennial  
Public Art Project  
REQUEST FOR PROPOSAL (RFP)**

Submit your design ideas for the Jackson-Madison County Bicentennial Public Art Project. Include your resume, social media links, and photos so we can view your portfolio.

JACKSON-MADISON COUNTY BICENTENNIAL  
PUBLIC ART PROJECT

**Prepared by: The Jackson-Madison County Bicentennial Committee  
December 2021**

**REQUEST FOR PROPOSAL**  
**JACKSON-MADISON COUNTY BICENTENNIAL PUBLIC ART**  
**MURAL PROJECT**

**PROPOSAL SUBMISSION DEADLINE:** February 28, 2022, 4:00 p.m. Central time

**PROJECT ONLINE INFORMATION MEETING:** January 28, 2022

**INTRODUCTION**

The Jackson-Madison Bicentennial Committee invites and welcomes proposals for the Bicentennial Public Art Project. Based on your previous work experience, you have been selected to receive this Request for Proposal (RFP) and are invited to submit your proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “PROPOSAL SUBMISSION DEADLINE.”

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE  
SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED  
BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED  
SUBCONTRACTORS(S) – NO EXCEPTIONS.

**PROJECT AND LOCATION**

The project associated with the RFP includes two oversized, framed oil paintings inside the north foyer of the Madison County Courthouse located at 100 E. Main Street in Jackson, Tennessee.

**PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding the project budget and materials, or to request pictures, videos, or rough measurements of the space, contact:

Wanda Stanfill  
731-425-8318  
wstanfill@jacksontn.gov

## PROJECT OBJECTIVE

The Jackson-Madison County Bicentennial Committee will commission two 48" x 144" (4 ft. x 12 ft.) oil paintings to honor the history of Jackson and Madison County. The selected applicant will create a realistic depiction of the 200-year heritage of Jackson and Madison County and the promise of a new century of accomplishment.

The artist will communicate historical milestones, spirit, and diversity of the people in Jackson and Madison County.

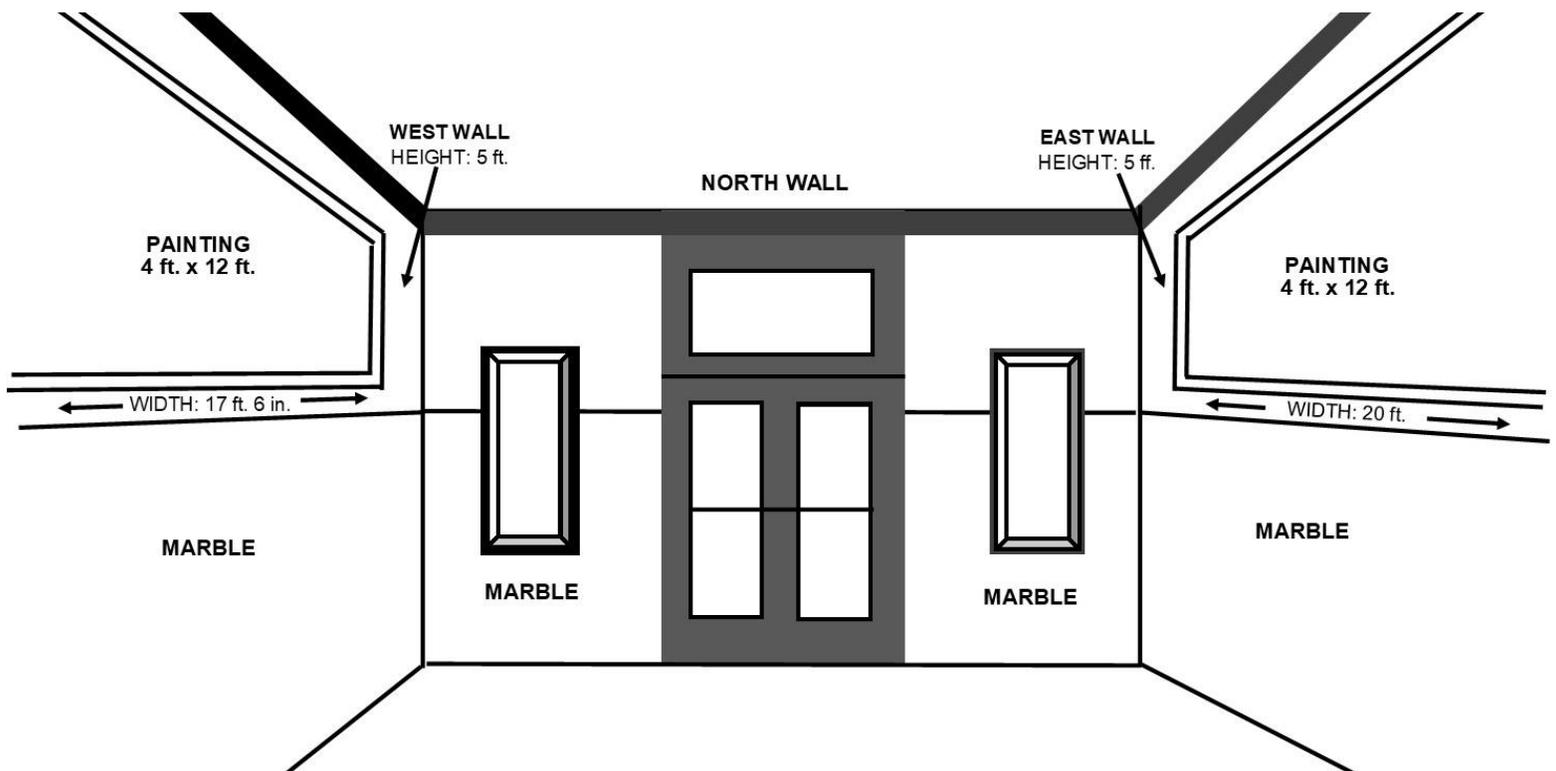
## PROJECT SCOPE AND SPECIFICATIONS

### The Project Scope and Specifications:

The custom-sized oil paintings will be created on canvas, canvas board, or panel and framed for installation on the East and West walls in the north foyer of the Madison County Courthouse.

Designated areas for paintings: West Wall-5' (H) x 17' 6" (L)

East Wall- 5' (H) x 20' (L)



## **SCHEDULE TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by the Bicentennial Committee and Project Manager.

<b>MILESTONE</b>	<b>DATE</b>
RSVP with intent to submit RFP	January 21, 2022
Project information online meeting	January 28, 2022
Deadline for receiving RFP	February 28, 2022
Interviews to begin for final RFP candidates	March 18, 2022
Final 3 candidates chosen	March 18, 2022
Final candidate notification	April 1, 2022
Art production begins	May 1, 2022
Installation completed by	April 1, 2023

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

The Jackson-Madison County Bicentennial Committee shall award the contract to the proposal that best accommodates the various project requirements and objectives. The Bicentennial Committee reserves the right to award the contract to more than one Bidder.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than January 21, 2022, informing the Bicentennial Committee of their intent to either submit or decline to submit the RFP.

Include:

- Artist statement
- Letter of interest (1-2 pages)
- An outline of your qualifications and relevant experience
- Interest in this project and a general approach to the project
- High-quality images of previous work, minimum of three separate projects

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by the Bicentennial Committee no later than 4:00 p.m. Central time, on February 28, 2022, for consideration in the project proposal selection process.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to the cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified person having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost-effectiveness of the proposal.

The Jackson-Madison County Bicentennial Committee reserves the right to cancel, suspend and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

**The following is a list of information that the Bidder should include in their proposal submissions:**

### **SUMMARY OF BIDDER BACKGROUND**

1. Bidder's name(s)
2. Bidder's address
3. Bidder's contact information and preferred method of communication
4. Legal formation of Bidder (e.g., sole proprietor, partnership, corporation, art collectives/cooperatives, educational institutions)
5. Date Bidder's business entity/company formed

6. Description of Bidder's company in terms of size, range and types of services offered, and clientele
7. Bidder's principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operation Officer, Chief Financial Officer and General Managers) and length of time each officer has performed in his/her field of expertise, if applicable
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Tennessee (e.g., business license number)
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal
11. Organization chart showing key personnel that would provide services to the Jackson-Madison County Bicentennial Committee

### **FINANCIAL INFORMATION**

1. State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code
2. State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigations by any regulatory or government body

### **PROPOSED OUTCOME**

Provide a summary of timeline and work to be completed, including conceptual design images and description, materials, frame for installation, and long-term maintenance plan.

### **COST PROPOSAL SUMMARY AND BREAKDOWN**

1. Provide a detailed budget of any expected costs or expenses related to the proposed project.
2. Include a summary and explanation of any other contributing expenses to the total cost. A summary of the total cost of the proposal.
  - a. List any equipment, materials, fabrication or services required for this proposed project and the number of each
  - b. Detailed estimated cost for each piece of equipment or service
  - c. List any or all equipment or services required of a subcontractor, along with a brief explanation

List any accommodations, services or space required from the Bicentennial Committee and/or the City of Jackson.

## **REFERENCES**

Provide 4 references.

By submitting a proposal, Bidder agrees that the Jackson-Madison County Bicentennial Committee may contact all submitted references to obtain any information regarding Bidder's performance.