



# REQUEST FOR PROPOSALS

February 1, 2025

## 1. Summary

- a. Introduction: The Schauer Arts Center is in the business of presenting performing arts, indoors and outdoors, visual arts, and offering Schauer School of the Arts education options for the community.
- b. The Schauer Arts Center is currently accepting proposals for your artistic services for artwork on outdoor concrete block walls in the Schauer Courtyard, located at 147 N. Rural Street, Hartford, Wisconsin.
- c. The desired start date for the project is as soon as the weather allows in Spring 2025 and completion by June 1, 2025.
- d. Purpose: The purpose of this Request for Proposal (RFP) is to solicit proposals from various artists, conduct a fair evaluation based on the criteria, and select the candidate(s) who is/are the best fit for the project. The Schauer Arts Center reserves the right to award contract(s) as it sees fit to the applicants of its choosing as it deems appropriate.

## 2. Nature and Scope of Work

- a. The purpose of this project is as follows:  
Add artistic elements to the outdoor courtyard walls, appropriate for audiences of musical performances, dance performances, private parties, weddings and other events.
- b. Project Description:  
The courtyard has five sections of unfinished concrete block, each measuring 10' 4" wide and 8' 7" high. These may accommodate a painted mural, a mosaic piece, metalwork or sculpture able to be hung on the block wall or other creative artwork. It does not need to fill the entire space but should use a minimum of 50% of the space.
- c. The scope of this project includes:  
All artwork must be weather-durable and prepared to be exposed to the elements year-round. It can be flat or 3D but may not extend more than 8 inches out from the wall. It must be safe and pose no risk of falling parts or protruding pieces below 7 feet from the ground.
- d. Desired themes:  
Artwork should reflect one of three themes—music, community, or nature.
- e. Additional for 2025:  
An additional category for this year, for one piece, is a celebration of the Schauer Arts

Center's 25<sup>th</sup> anniversary of its transformation from a canning factory to a performing arts center. A piece done by the artist and/or a piece using community involvement will be considered.

- f. Artwork will be under ownership of the Schauer Arts Center. Dependent on the nature and medium of the artwork, some artwork may be rotated out after one year and sold or auctioned by the Schauer Center while others may remain long term.

### 3. **Selection Criteria**

All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past examples and performance of artist's similar services
- d. The experience and expertise of the artist and any assistants
- e. Rendering of project to give a clear vision of the final artwork
- f. Proposed budgeted costs of the project

The Schauer Arts Center reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice.

### 4. **Artist Qualifications**

Artists must be able to provide:

- a. Relevant experience with outdoor projects.
- b. References, testimonials, or samples of work
- c. Timeframe and steps for project completion

### 5. **Required Format.** Proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

- a. **Contact Information.** Provide the name, title, phone number, and email for follow-up questions and/or to notify of proposal status.
- b. **Summary & Qualifications.** Use this section to introduce yourself and provide information on your relevant experience and qualifications. Include references or testimonials (at least two).
- c. **Methods and Plan.** Describe your methodology and detail your plan of action for executing and completing this project. Include a timeline.
- d. **Budget and Costs.** Provide a detailed breakdown of all required equipment, material expenses, and professional stipend for the total proposed costs of the project. Include details of any outsourced or contracted work or equipment.
- e. **A sketch or rendering of the proposed project.**
- f. **Insurance**—provide details of your insurance coverage related to this project.

### 6. **Terms:**

Terms and conditions will be negotiated upon selection of proposals and will be subject to review by the Schauer Arts Center and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

### 7. **Timeline**

RFP issued: February 1, 2025

Proposals in response due: March 1, 2025

Artist(s) selected: by April 1, 2025

Contract negotiations with accepted proposers will begin following notification of selection

Artists who were not selected will be notified by April 15, 2025

Installation to begin: May 1, 2025

Installation to be completed by: June 1, 2025

Send proposals by one of the following methods:

Via mail or hand delivery to: Executive Director, Schauer Arts Center, 147 N. Rural Street, Hartford, WI, 53027

Via email to [info@schauercenter.org](mailto:info@schauercenter.org)