

REQUEST FOR QUOTES  
FOR TEMPORARY OFFICE ART INSTALLATION  
Willamette Partnership

## INTRODUCTION

Willamette Partnership recently moved to [Washington High School](#), a historic building in the heart of central SE Portland. This change has given us the opportunity to rethink how we wish to intentionally come together, how we'll work collaboratively amongst partners, and in doing so how we hope to create a new and inviting space for those gatherings.

The space will be primarily used for larger meetings and gatherings, when it is safe to do so, for collaboratives and partners amongst the many communities we work with in the Pacific Northwest. Because we are now in a historic classroom for an office, the Partnership hopes to contract with an artist to create a temporary mural along one of the wall-length chalkboards. This mural should reflect the work the Partnership does, the communities we serve, and the natural environments we work in.

**Interested artists must submit quotes by email before 5:00 p.m. on Wednesday, March 16, 2022.** The artist selected by the Partnership shall enter into a Contract for Professional Services with the Partnership. All work will follow COVID-19 safety guidelines as mandated by the state of Oregon while this work proceeds.

## PROJECT GOAL AND TIMELINE

Within Willamette Partnership's new office we hope to utilize this unique space to create a rotating series of mural installations that showcase the work of local artists.

We hope the contracted artist will take inspiration from the Partnership's current branding and style to create their own expression of our work, the communities we interact with, and the natural environments we're working within. **This piece should be centered around the Partnership's vision to create a world where natural and built systems work together to support stronger, healthier, and more equitable communities.** We put a lot of time and intentionality into our [organizational values](#), and we'd love to hire someone who shares the same values that we do.

This temporary mural will extend across a wall-length chalkboard in our office, approximately 92 sq ft. The art medium, technique, and style of the final piece will be up to the contracted artist, with consult of the Partnership. The final piece will need to be semi-temporary in its final form (i.e chalk, chalk paint, etc.) since this will be a rotating installation with the intent to showcase multiple artists' work over the years.

An approximate timeline of this effort is as follows and can be adjusted according to the expertise of the artist:

*Early April: Consultation with Willamette Partnership Team and Artist*

At the beginning of this project, we intend to hold an initial consultation meeting, where the artist will be able to see the office space in-person and discuss more with the Partnership about what they would like to see for the space. This will be the key opportunity for the artist to ask questions about the Partnership's work, projects, communities they partner with, and where - drawing out themes for the piece that the artist may want to show in the final mural.

*Mid-April: Draft comprehensive of the designed mural*

After the conversation with Partnership staff, the contracted artist will have the opportunity to present their draft mural for review and feedback. This comprehensive should include what material(s) they intend to use, themes they'll be showcasing in the piece, and the timeline for execution of the final mural.

This will also be an opportunity to test any materials on the chalkboard. Due to the historic nature of the office space we are in, we want to ensure that whichever materials are used for this project can be easily removed at a later date.

*Late April - Early May: Execution of mural and sharing it*

The contracted artist will have the time necessary to complete the final piece. The Partnership anticipates sharing this work through its many communications channels, including but not limited to the Partnership's social media, website, and a featured blog on the artist and their work.

### Key Project Actions and Consultation Services

- Consultation and Willamette Partnership interview(s)
- Draft Mural Concept, themes, and execution timeline
- Final Mural Comprehensive: formalized example of what the final piece will be
- Final 92 sq ft Mural in Willamette Partnership's office

## CREATIVE CONSULTANT BUDGETED FUNDS

Up to \$1,000

### QUALIFICATIONS

The Partnership is seeking the services of an artist or team of artists with relevant experience in performing the particular service to be provided. The successful consultant will ideally have the capability, including equipment and materials, to perform the services and will have demonstrated experience performing this level of work as part of their business. If access to any necessary equipment or supplies is a limiting factor in submitting a quote, Willamette

Partnership encourages interested artists to contact us to discuss how we might overcome this limitation.

## QUOTE INSTRUCTIONS

### 1. Submission of Quotes

Artist shall submit their quote by email to Willamette Partnership as follows:

Emily Irish, Partner, Communications: [irish@willamettepartnership.org](mailto:irish@willamettepartnership.org)

This email should have in its subject line: Quote for Office Art Installation

### 2. Deadline

Quotes are due on or before Wednesday, March 16, 2022 at 5:00 p.m., Pacific Standard Time.

### 3. Questions

Any questions or areas of clarification must be submitted, by email, as soon as possible to Emily Irish. Statements made by staff are not binding unless confirmed in a written addendum.

### 4. Quote Form and Contents

Submissions will be limited to 7 pages of material, (excluding any front and back covers which are not necessary). To maintain the fairness and integrity of the selection process, it is important that quotes conform to the requirements of this section. Do not include any information that is not specifically requested. The quote should provide all information in the order requested. Failure to submit any of the required items may be grounds for rejection of the quote.

The quote will consist of the following elements:

Section 1 - Introduction (1 page maximum) that contains:

- A. Name, telephone number, and email address of a contact person and/or project manager for your quote.
- B. Any other introductory information you'd like to include about your experience.
- C. A statement that your quote will be valid for a period of 90 days.

Section 2 - Yourself and Experience (1 page maximum)

- A. Describe yourself and share a brief description of your experience, skills, expertise and/or training for the type of artistic services requested. Willamette Partnership values diverse perspectives and lived experiences. We encourage contractors to share background that informs their approach, even if it is not directly linked to the proposed project.
- B. Artist shall provide a brief narrative description of the artist's relevant experience on projects that demonstrate your approach to your work and creative process.

- C. Where possible provide links or images to previous projects and pieces that give the selection team a sampling of your project portfolio and relevant work.

Section 3 - Work Plan (2 pages maximum but aim for 1 page)

- A. An explanation of the artist's approach and vision to the Project Goal and the techniques and materials the artist expects to use. This can include an explanation of any modifications of the work in the Project Goal, Timeline, and Consultant Services presented in this RFQ.

Section 4 – Budget (1 page maximum)

All costs are to be contained in this section. The cost schedule shall include: The hourly billing rate for each person who would be assigned to the Project, cost to materials and supplies you would expect to be reimbursed for.

Section 5 - Additional Information (OPTIONAL; 2 page maximum)

Any other information that the artist feels applicable to the evaluation of the quote or of their relevant experience for accomplishing the Project should be included in this section. You may include samples of your work from similar projects. Additional information shall be considered when evaluating the consultant's Approach to the Project and Schedule.

If there is no additional information to present, state, "There is no additional information we wish to present."