

**WILKINSBURG BOROUGH  
PUBLIC ART OPPORTUNITY: GATEWAY SIGN  
Request for Proposals  
Wilkesburg, PA**

**Deadline: Applications received by Wednesday, November 16, 2016 at 5pm EST  
Project Budget: \$15,000**

The Wilkesburg Community Art and Civic Design Commission (WCADC) is working to create a Gateway to Wilkesburg that will impact the public's experience and perception of Wilkesburg as a vital community. This project has been identified as an opportunity to establish a distinct sense of place, to represent the people that live in Wilkesburg, and the local businesses that are continuing to grow as a vibrant local economy. The project budget is \$15,000. The project will be completed by June 2017.

**A. Background:**

Wilkesburg is a community located east of Pittsburgh, PA with a population of over fifteen thousand. A mortar and brick "Welcome to Wilkesburg" sign, located at the intersection of South Trenton Avenue and Penn Avenue, was struck by a car and damaged (see photos on page five). The Borough would like to replace this sign with a Gateway Project that welcomes and introduces visitors to the community of Wilkesburg. The new Gateway Project should also be located at this intersection. The artist will be asked to consider the environmental context as a design element in order to fully enhance the experience of travelers coming into Wilkesburg.

**A. Budget and Contract**

\$15,000 is available for the design, fabrication, and installation of the new gateway sign. This total budget includes a \$3,000 design and project management fee for the artist and a \$12,000 budget for implementing the project, including but not limited to fabrication, installation, engineering drawings and approval, lighting, insurance, and all other project costs. The artist will enter into a contract with The Borough of Wilkesburg.

**B. Selection Process**

The Wilkesburg Community Art and Civic Design Commission is facilitating the artist selection process for this project. There are no geographical restrictions on who may apply. Conceptual designs submitted through this RFP will be reviewed by the commission, who will then choose 3-5 finalists and present those designs at a public meeting to be held on DATE TBD.

It is the intention of the project for one artist or artist team to be selected to receive the commission.

**C. Project Timeline**

This timeline is subject to change.

September 2016: Circulate RFP.

October 20, 2016: Artist information session before monthly WCADC meeting. Attendance optional.

November 16, 2016: Deadline for submissions. Applications must be received by this date at 5pm EST.

Dec 2016/Jan 2017: Review of applications and selection of 3-5 designs.

February 2017: Designs presented at public meeting (date TBD)

March 2017: Artist selected and design finalized.

June 2017: Project completion.

**D. Selection Criteria**

This RFP is open to artists who have the vision and skills to strategically shape the physical space to reflect a unique community identity and a sense of place. Artists do not have to be local residents, but are encouraged to use local fabricators or materials when possible. Artist teams, and teams that include individuals working in multiple fields, are eligible to apply.

Artists from southwestern Pennsylvania and specifically Wilkinsburg are strongly encouraged to apply.

To evaluate the applications, the selection committee will take into consideration an artist's past work, experience working in the public realm, and experience collaborating with architects or other design professionals.

#### **E. Submission Process and Address:**

This application requires that artists submit a conceptual design and examples of their work in digital format. All document file types must be delivered in Word or PDF. All image types must be JPG only, and video must be .avi or .mp4. Materials can be submitted in one of the following ways:

- **#1: A CD or flash drive containing all materials in digital format may be mailed or hand delivered.** All files on the CD or flash drive must be PC compatible. DVDs will not be accepted. CD or flash drive will not be returned to applicant.

Mail applications to:

Borough Manager, 605 Ross Avenue, Wilkinsburg, PA 15221  
Attention: Wilkinsburg Community Arts and Design Commission - Gateway Sign

- **#2: You may send an e-mail with attachments.**  
If you choose to submit an application via an email, you must have sent the email by 5pm EST on Wednesday, November 16, 2016.

**Email** applications to: [wilkinsburgartscommission@gmail.com](mailto:wilkinsburgartscommission@gmail.com)  
Subject Line: Wilkinsburg Gateway Sign

#### **F. Submission Materials:**

Please submit the following materials for all applications:

1. A letter describing why you are interested in working on this project, your public art experience, your experience collaborating with architects or other design professionals, and any experience that you have with community engagement.

Name the file using this convention: LastName \_ First Name\_Letter.doc or  
LastName\_FirstName\_Letter.pdf.

2. Your proposal for the Wilkinsburg Gateway Sign.

Name the file using this convention: LastName \_ First Name\_Proposal.doc or  
LastName\_FirstName\_Proposal.pdf.

3. Up to 5 images of your past work. You may include up to one video, no longer than 3 minutes, as one of these 5 work samples. Images should be in JPG format, no larger than 5" x 7" and up to 300 dpi. Each image should be no larger than 1MB. Videos must be in .avi or .mp4 format, and no longer than 3 minutes. DVD formats are not accepted. You may include links to third party video hosting websites such as Youtube or Vimeo.

Name each work sample with your last name, first name and the numbers 1-10. For example, if your name is Gertrude Stein, the first artwork on your disc should be stein\_gertrude\_1.jpg and the second image should be stein\_gertrude\_2.jpg.

Artist teams may submit a combined total of up to 5 work samples total, not 5 work samples for each artist.

4. A script that includes a short description of each image submitted. The description for each image should include the following information as applicable: artwork title, dimensions, materials, budget, location, and a brief summary.

Name the file using this convention: LastName \_ First Name\_Script.doc or LastName\_FirstName\_Script.pdf.

1. A copy of your artist statement. Artist teams who do not have previous experience collaborating should submit a statement for each artist, plus a statement of how the artists will collaborate.

Name the file using this convention: LastName \_ First Name\_Statement.doc or LastName\_FirstName\_Statement.pdf.

2. A copy of your resume, up to three pages. Artist teams should submit one resume per artist.

Name the file using this convention: LastName \_ First Name\_Resume.doc or LastName\_FirstName\_Resume.pdf.

**Submissions must be received by mail or by email by 5 pm EST on November 16, 2016.** They may be mailed or dropped off at the Borough Building. Late applications will not be accepted.

#### **G. Artist Information Meeting**

The Wilkesburg Art and Civic Design Commission welcomes artists to attend a short informational meeting about the RFP process on October 20, 2016 from 6 - 6:30pm. The meeting will be held at Wilkesburg Borough Building, 605 Ross Avenue, Wilkesburg PA 15221

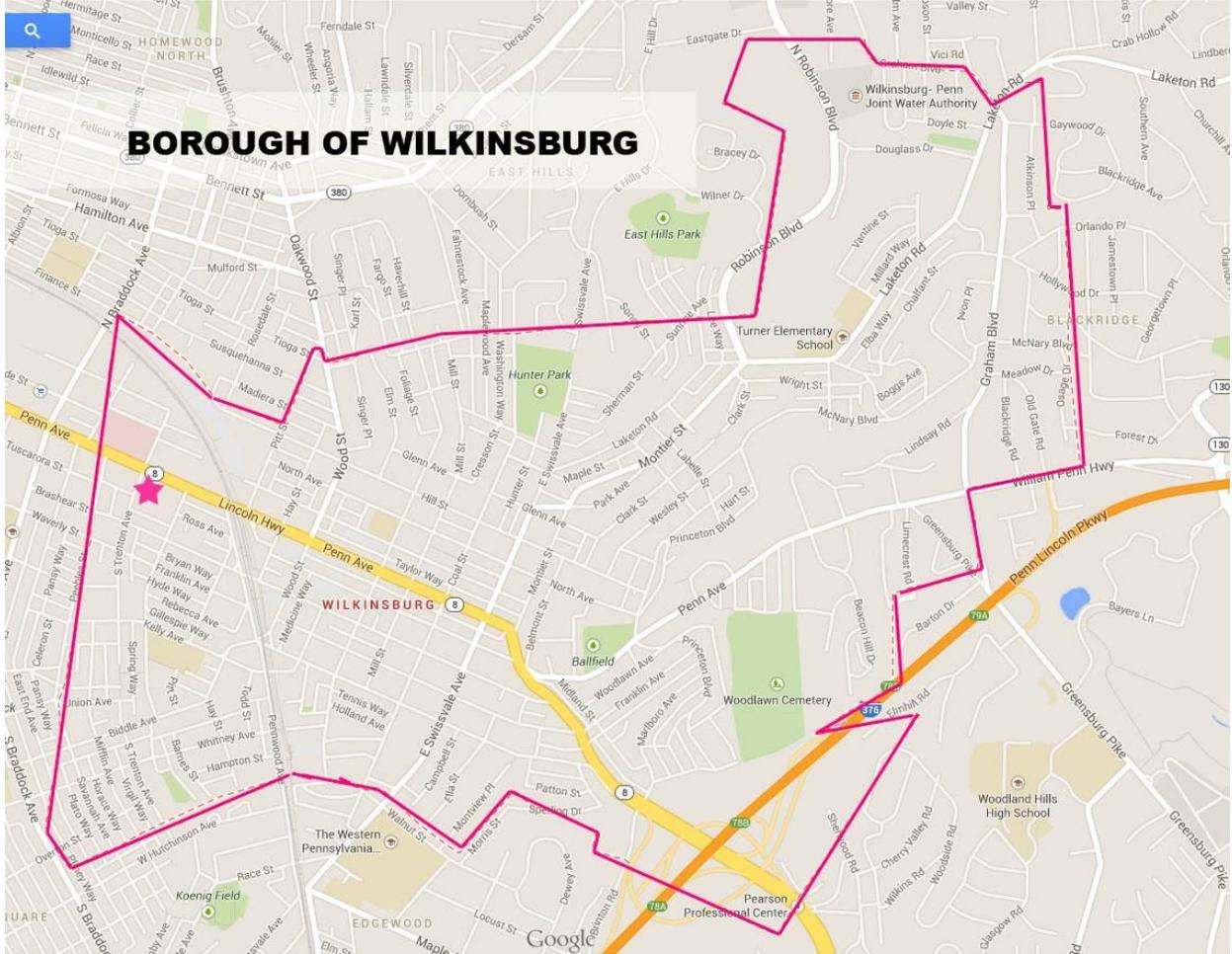
At this meeting, the Commission will discuss the application process and respond to questions. Attendance of this meeting is **not** required to respond to this RFP.

#### **H. Contact Information**

If you have questions regarding this RFP, please email [wilkesburgartscommission@gmail.com](mailto:wilkesburgartscommission@gmail.com). Do not contact the Borough of Wilkesburg regarding this project.

# Appendix: Site Images

Site map



Former sign

