



THE CITY OF OKLAHOMA CITY
STRONG NEIGHBORHOODS INITIATIVE

**REQUEST FOR QUALIFICATIONS (RFQ):
PUBLIC ART INSTALLATION
IN MARTIN LUTHER KING (MLK) NEIGHBORHOOD**



The deadline for RFQ submissions is **12:00 p.m. Friday, April 18, 2025.**

Work Scope: Public Art Mural in Phillips Park

1. Project Summary

This Call to Artists is for an exterior mural installed on a small structure in Phillips Park, 2808 N Prospect Avenue within the Martin Luther King (MLK) neighborhood. The mural will be painted directly onto both sides of the wood fencing, but not the concrete pillars. All wood surfaces must be properly prepared, including cleaning and painting with high quality exterior primer. The finished mural must be sealed and painted with a UV protectant.

All wooden walls are 72 inches in height. The various panel section widths are: west 91 inches; southwest 29 inches; southeast 52 inches; east 244 inches; northeast 52 inches; and northwest 29 inches. The total square footage of the painted mural space is 497 sq ft (includes both sides of panels).



Figure 1: Mural Location in Phillips Park.



Figure 2 & 3: Fence structure exterior and interior.

2. Project Description

The MLK Neighborhood Association is part of the Strong Neighborhoods Initiative (SNI) program through the City of Oklahoma City. As part of their revitalization strategy, MLK requested a public art installation in Phillips Park. A mural in Phillips Park will address community cohesion, youth engagement, and cultural heritage preservation.

Phillips Park is an important place for bringing the community together and creating a hub for connection and celebration. Recent events in the park are outlined below.

1. Neighbors Night Out: A fun evening where everyone comes together to build stronger bonds and promote safety
2. Family Reunions: With a covered pavilion, the space serves as a gathering spot for families to celebrate and create lasting memories
3. Community Events: From picnics to celebrations, the park is a welcoming space for all kinds of activities

In the future, the neighborhood hopes to use the space as a hub for sharing information, books, and food. They hope the mural will reflect the following:

- Representation: Highlighting the diversity of our community, with a special focus on uplifting the brown community
- Inspiration: Values of Dr. Martin Luther King Jr. and other Civil Rights Leaders
- Spirit: Capturing unity, growth, and resilience

3. Budget

The budget is \$10,000. This total budget must include the artist fee, any permit fees, all labor and materials, including the purchase and installation of 15-20 pressure treated replacement fence boards, insurance, transportation, and tools and equipment expenses to design, fabricate, deliver materials, and paint the selected mural. The artist will also be responsible for providing an art identification marker for the work.

4. Selection Committee

All Request for Qualifications (RFQ) submissions will be reviewed and up to three finalists will be selected. Finalists will be invited to a Mandatory Site Tour and a Final Jury meeting at which they will present proposals to the Selection Committee.

The Art Selection Committee members may include but are not limited to:

1. MLK Neighborhood Representative
2. MLK Neighborhood Representative
3. MLK Neighborhood Representative
4. OKC Parks Staff Representative
5. Professional Art Juror

Advisors: Strong Neighborhood Initiative Representative and OKC Arts Representative

5. Request for Qualifications (RFQ) Requirements

The deadline for RFQ submissions is **12:00 p.m. Friday, April 18, 2025**. Email your response to Jennifer Sylvester at jennifer.sylvester@okc.gov.

RFQ Submittals must include:

1. Letter of Interest (LOI) Form (last page of this document)
2. Image ID Sheet – include file name, title, date completed, value, materials, and location
3. Six images of your works completed, particularly those similar to the scope of this project

4. A one-page resume **OR** Short Bio. Explain what life experience or education experience of yours is most relevant to the project. Also briefly explain what works of art you have created--public or otherwise—are most relevant to this project and our understanding of your work.

RFQ Selection Criteria

The following three criteria are considered in the first round of the selection process:

1. Artistic excellence, originality, and ability to produce a consistent body of work, as evidenced by representation of past work in images and other supporting materials
2. Experience with projects of a similar scale and scope, or evidence of ability to create a work of this scale
3. Appropriateness of artist approach and style to the project’s intent and site

6. Finalist Requirements

Finalists invited to attend the Mandatory Site Tour and present a proposal at the Final Selection Meeting will be paid a fee of \$500 to include all design fees, materials, transportation, and any other costs or fees associated with competing in the final selection phase. These fees are usually processed and paid within six weeks of the Final Jury.

Finalist Submittals will include:

Finalists will prepare and present to the Selection Committee a Conceptual Design Report. The report must include:

1. Illustrations and/or pictures of a model of the proposed design
2. A detailed project budget:
 - a. Line Items that must be included: Artist Fee, Labor, Materials, Installation, Permit Fees
3. Installation/production details (surface prep, on site equipment, proposed timeline)
4. A maintenance plan with an estimate of costs to maintain the proposed work
5. A 500 word or less statement about the proposed work
6. Statement about any conflicts in schedule for project (refer to Schedule of Events)

Finalist Selection Criteria

1. Availability to work within project time frame and to be apply for and be present in Oklahoma City for any required neighborhood or public meetings
2. Good work habits: ability to meet deadlines, experience with budgeting, good communication skills, good problem-solving abilities—as supported by references
3. Important consideration will also be given to safety, accessibility, durability, maintenance, requirements, permanence of materials, protection against vandalism, and timelessness of the artwork proposed
4. Design must contribute to the architectural and cultural heritage of the neighborhood
5. Design must reflect the local customs, styles or cultural attitudes of neighborhood residents and provide a sense of place
6. Other criteria may be established by the selection committee

7. Schedule of Events

The following schedule is proposed for this Project. Please note that The City reserves the right, as deemed necessary, at their sole discretion to adjust this schedule by written notice to all the Artists who have timely responded to this RFQ. **Artists, please note, there are only six weeks from first selection to final selection. All finalists must understand this and be prepared.**

*Meetings require finalist attendance.

Call to Artists (RFQ) announced Monday, March 31, 2025
Deadline for Interested Artist Submission Friday, April 18, 2025
First Selection Committee meeting (6p via Zoom) Tuesday, April 22, 2025

Notification of First Selection (up to 3 Finalists).....Thursday, April 24, 2025
***Mandatory Site Tour with neighbors Saturday, May 3, 2025, at 10am**
***Final Selection Committee meeting/Final Jury (6p Via Zoom) Tuesday, June 3, 2025**
Notification of Selection..... Thursday, June 5, 2025
Arts Commission Approval..... Monday, June 16, 2025
City Council Approval.....Tuesday, June 17 or July 1, 2025
Notice to Proceed: Contracting, Fabrication, Installation..... Approx. July 18, 2025
Installation and Final Inspection Friday, November 28, 2025

8. Other Submission Information

The City reserves the right to withdraw this Call to Artists at any time and for any or no reason. Receipt of submission entries by The City or selection of an artist for purposes of negotiating a contract confers no rights to any artist nor obligates The City in any manner. The City reserves the right at its sole discretion and for any reason, to reject all submission entries and not award any contract and to solicit additional or different submission entries at a later time. The City incurs no obligation regarding this Call to Artists, or any contract resulting there from, until a contract is fully completed, and documents properly submitted and executed by all parties.

The costs of developing a submission entry are solely the responsibility of the artist. The City shall not provide reimbursement for such costs. The City shall not be liable for any artist’s preparation costs for any reason, other than that paid as fee to an artist or artists invited by the Selection Committee to produce sketches and/or models and other conceptual design report information described in this RFQ for the selection interview. Submission of an entry shall constitute acceptance of the terms, conditions, criteria, requirements, and evaluations set forth in this Call to Artists and operates as an offer and a waiver of all objections and Proposer originated modifications to the contents of this Call to Artists.

All entries properly submitted shall be received and reviewed by The City. The City reserves the right to reject any entry deemed to be non-responsive for failure to comply fully with the terms of the Call to Artists. However, The City reserves the right, at its sole discretion, to request clarifications, corrections, or additional information and to waive Irregularities in execution or delivery of the entry provided it is in the best interest of The City.

The City reserves the right to amend this “Call to Artists” at any time no later than five (5) working days prior to the deadline for submission of the entries unless the amendment is for the purpose of extending the deadline or time for the receipt of this Call to Artists in which case such amendment may be promulgated at any time prior to the previously published deadline or time for Submissions receipt.

All information in submissions to this RFQ, and any resultant Conceptual Design Reports by finalists for this project are considered to be public record by the Oklahoma Open Records Act.

This project is funded by the Community Development Block Grant (CDBG) program from the US Department of Housing and Urban Development. Artist shall comply with all federal, state, and municipal laws, rules, and regulations applicable to the CDBG-funded activity.

9. Selected artist will be required to provide the City with:

1. A certificate of insurance for worker’s compensation and liability coverage; or Affidavit of Exempt Status CC-Form 36A (information online here: <https://www.ok.gov/wcc/>). Certificates of Insurance shall be delivered to The City of Oklahoma City prior to issuance of a Purchase Order.

2. General Commercial Liability Insurance with responsible insurance underwriters acceptable to the City of Oklahoma City (City) insuring City and Artist against all legal liability for injuries to persons caused by Artist's use and occupancy of the premises or otherwise caused by Artist's activities and operations on said premises, with liability limits of not less than those established in the Governmental Tort Claims Act, 51 Oklahoma Statutes § 151 et seq., for accidental and personal injury. Currently, those limits are \$175,000 for a claim for any other loss arising out of a single act, accident, or occurrence; \$25,000 for a loss of property; and \$1,000,000 for any number of claims arising out of any single occurrence or accident. Artist shall furnish City and SNI Staff with a certificate of such insurance which shall provide that City is an additional insured under said policy or policies. Such policies cannot be cancelled without a 30-day advance notice to City.
3. Completed Vendor Registration Form, W-9 and a UEI number. A UEI number can be obtained by registering here: <https://sam.gov/content/entity-registration>
4. A release of Artist's rights of attribution and integrity generally conferred by Section 106A(a) of Title 17 of the U.S. Code (The Visual Artists Rights Act of 1990, "VARA"), and any other rights of the same nature granted by other federal, state, or foreign laws.

Letter of Interest Form

Date: _____

City of Oklahoma City's Strong Neighborhoods Initiative

RE: Call to Artists for MLK Public Art Installation

To the SNI Liaison:

I, _____ would like to be considered by the Selection Committee for the MLK Public Art Installation. I have read the RFQ and I accept the terms stated therein.

Please check the appropriate response for your proposal:

- I have additional team member(s). Indicate if apprentice.

Team Member: _____

Team Member: _____

- I have included 6 additional images of my work and a corresponding image ID sheet.
- I have included a brief one-page or less artist statement.

Signed: _____ Date: _____

Email your response to Jennifer Sylvester at: jennifer.sylvester@okc.gov on or before **12pm on Friday, April 18, 2025**