



Request for Proposal (RFP) Langley Street Dance Art Langley, Washington

Introduction

The Langley Arts Commission is accepting submissions from artists to prepare artwork to advertise the Langley Street Dance to be held on Saturday July 8th. The art work will be used for posters and t-shirts.

The artist or artists selected will receive \$250 stipend to cover their costs. Artists may submit up to two works for consideration. Artists or collaborations will be required to enter into a contract with the City of Langley, agreeing to abide by the terms and conditions included in this RFP. No additional and or contingency funds will be available for RFP applicants.

Art Work Guide Lines

1. This call to artists is open to all artists.
2. The works will be used for posters and t-shirts.
3. The work needs to be submitted by April 7th, 2017.

Selection Process

1. The Langley Arts Commission will select the art and make a recommendation the Langley City Council.
2. The Langley City Council will have the final decision-making authority on the selection of the artwork.

Art selection and approval Criteria

Selected artwork will be original work completed by the submitting artist / collaborative artists, Preference will be given to Island County artists.

The following criteria govern the selection of public art in the City of Langley and will be utilized by the Selection Panel and the Langley City Arts Commission during the process of review, selection and approval of public art.

1. Artistic Quality and Originality: The strength, originality and creativity of the artist's proposal and compatibility to transfer to t-shirt art **(20 points)**
2. Context: the appropriateness of the concept for the event. **(15 points)**

- 3. Preference: South Whidbey artists. **(5 points)**
- 4. Design: Ability to integrate event details. **(10 points)**

Artists’ Responsibility

If selected for a commissioned artwork by the City Of Langley the artist will:

- A. Sign and abide by the terms stated within a Personal Services Contract with the City of Langley.
 - 1. Artist retains all rights and interest in the artwork except for rights of ownership and possession, as passed to the City upon final acceptance.
 - 2. The artist agrees not to make an exact duplicate of the work or permit others to do so, except by written permission of the City.
 - 3. The City agrees to give artist appropriate credit on all materials including copyright symbol, name of artist, title of piece and date of completion.
- B. The artist warrants:
 - 1. The artwork is an original product of the artist’s own creative efforts and does not infringe on any third party’s copyrights or other intellectual property rights.
- C. Execute and complete the work in a timely and professional manner.
- D. Maintain an effective working relationship with project team and City staff.
- E. Advise the Langley Arts Commission immediately of any significant changes to the scope, materials or design of the work after contracts signed. (All changes must be reviewed and prior to completion, in accordance with City requirements).

Timeline

March 13th	Announcement of RFP
April 7th	Deadline for receipt of application materials (no exceptions).
April 13th	Complete review process and make recommendation to City Council.
April 17th	City Council approves Arts Commission recommendation.
End May	Posters get printed and advance t-shirts sales begin

Terms

1. The City of Langley will not accept responsibility for loss or damage of artists' submission materials.

Application Guidelines

The application will include all of the following:

1. A one-paragraph statement about the proposal.
2. A stamped self-addressed envelope must be included if return of submission materials is desired.
3. All images must be submitted in hard copy in full color and sized 11 X 17 ledger as well as in JPEG format (file name extension .jpg) and RGB color mode. We recommend uploading files that are 72 pixels-per-inch (ppi) because a higher resolution does not add clarity when viewing images on a computer screen. It is recommended that applicants keep copies of original images.

Applications can be sent:

USPS

The City of Langley
Attention: Brigid Reynolds, Director of Community Planning
PO Box 366 Langley, WA 98260

Hand delivered

(For document security, artists are encouraged to hand deliver their proposals to the Langley City Hall front desk to obtain a time and date receipt)
Langley City Hall at 112 Second Street, Langley.

Digital email

planning@langleywa.org

The deadline for USPS, hand delivery and digital email is April 7th, 2017