



REQUEST FOR PROPOSALS

April 1, 2025

1. Summary

- a. Introduction: The Schauer Arts Center is in the business of presenting performing and visual arts and offering Schauer School of the Arts education options for the community.
- b. The Schauer Arts Center is accepting proposals for your artistic services to create artwork on outdoor concrete block walls in the Schauer Courtyard, located at 147 N. Rural Street, Hartford, Wisconsin. Weather permitting, the project's desired start date is as soon as scheduled.
- c. Purpose: This Request for Proposal (RFP) is to solicit proposals from various artists, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the project. The Schauer Center reserves the right to award contract(s) as it sees fit to its chosen applicants.

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 7.5 feet wide by 6.5 feet tall. These sections may accommodate a painted mural, a mosaic piece, metalwork or sculpture (which can be hung on the block wall), or other creative artwork. The artwork does not need to fill the entire space but should cover at least 75% of it.
- 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.

Artwork will be under the ownership of the Schauer Arts Center. Depending 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. Artwork must reflect one of these themes:

- Music or other performing arts
- Community
- Wisconsin nature
- Celebration of the Schauer Center's 25th anniversary as an arts center converted from a canning factory.



3. Selection Criteria

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

- a. The proposal's ability and likelihood of achieving the desired outcome of the project
- b. Past examples/performance of artist's similar services
- c. The experience and expertise of the artist and any assistants
- d. The proposed budgeted costs of the project.
- e. The fit to the Schauer Arts Center and the themes described

The Schauer Arts Center reserves the right to suspend or terminate the acceptance of proposals at any time, 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. The proposal should follow the following format and address the needs and requirements of the proposed project in detail.

- a. Contact Information. Please provide your name, title, phone number, and email for follow-up questions and/or to notify you of the proposal's status.
- b. Summary & Qualifications. Use this section to introduce yourself and provide relevant experience and qualifications information. 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 stipends for the project's total proposed costs. 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. Deliverables

Proposals will be accepted until 5:00 p.m. on Thursday, May 1, 2025. After this date and time, they will be considered for the next round. The artist must sign the proposal.

The proposal must list all costs, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide the names and descriptions of the individuals and/or organizations being contracted. All costs must be itemized, and a detailed explanation of all fees and associated costs must be included.

Terms and conditions, including scope, costs, timeline, and anything else applicable to the project, will be negotiated upon the selection of proposals. The Schauer Arts Center and/or its legal advisors will review them.

Send proposals using 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

7. Timeline

RFP issued: April 1, 2025

Proposals in response due: May 1, 2025

Artist(s) selected by: May 15, 2025

Contract negotiations with the selected artist will begin immediately following notification of selection.

The agreement is completed, and work begins ASAP.

Artists who were not selected for this round will be notified by May 30, 2025