



## City of Palestine – Tourism Marketing

825 W. Spring St.  
Palestine, TX 75801

903-723-3014 / [www.visitpalestine.com](http://www.visitpalestine.com)

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and Saturday, July 24, 2021, editions.

### Request for Proposals – RFP 2021-006

Project: Visitor Center/Farmers Market Public Restroom

Artist/Artist Team Stipend: \$1,000.00

### Project Summary

The City of Palestine seeks to commission a professional visual artist or artist team to design and paint a mural on the Palestine Visitor Center/ Farmers Market Public Restrooms located at 815/825 W Spring Street.

The theme for this mural should be relative to the location which can include imagery specific to the Palestine Farmers Market, Palestine Visitor Information Center, and the railroad. One or all the themes can be used. Partial work has been completed on one side of the building in a 4.5 ft diameter circle. The opposing wall (east side) can be a replica of the completed portion (west side) or it can be a new design. No additional compensation will be granted if an artist chooses to update the existing artwork already on the West wall. The artist will be responsible for

- Preparing the base of the canvas with primer or appropriate mural material (city will coordinate cleaning the canvas prior to project start)
- Complete the painting of all canvases as outlined in the RPF 2021-006.
- Applying an anti-graffiti coating over the full mural.
- Film the process and provide video of project from start to finish.

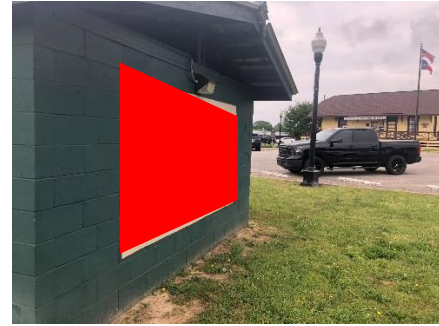
The artist stipend for is \$1,000.00. Artists should consider this in the design, materials, and time to be spent on the project. Artist will be responsible for obtaining **ALL** the materials necessary to complete the project. All murals must be in compliance with the City of Palestine Code of Ordinances.

### Project Background

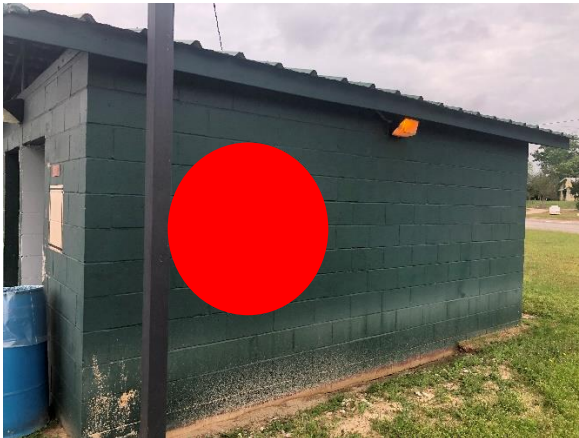
The location is a City of Palestine owned building comprised of painted cinderblock in the parking area at 825 W Spring Street. The location serves as a public restroom to visitors to Palestine and the Palestine Farmers Market.

The goals of the mural project are: Complete 3 canvases where base paint has already been applied to the surface. The space dimensions are as follows:

1. Large rectangle facing Oak Street 9ft long and 5ft tall. Base paint has been applied in beige and blue, but it is not required that those colors remain part of the finished mural.



2. Circle on the East side of the structure 4'6" in diameter. Base paint has been applied in beige, but it is not required that those colors remain part of the finished mural. This canvas can be a duplicate of the West side or a new "stamp" with a similar styling to the one on the West side.





Current art on the West side.

3. Small rectangle facing Spring Street 18" tall and 16" wide. Base paint has been applied in beige and sketch work has been completed to finish out the identification sides of the restrooms. Complete the paint work for the identifiers to mirror the design style of the other side.



The projects should meet the following objectives:

- Enhance the public space.
- Provide a photo worthy selfie station for locals and visitors to take pictures.
- Serve to beautify individual buildings and neighborhoods, discourage graffiti, and add to the unique charm and character of the City.
- Draw visitors and tourists to the City.

## Artist Eligibility

Preference will be given to local artists or artist teams who have experience in mural/large-scale artworks and prior experience in the creation of public art.

## Evaluation Criteria

The selection of an artist, or artist team, will be based upon

- Artistic merit of the design
- Appropriateness of the design for the location, including the scale, content, color, and design in relation to the site.

- Concept promotes themes stated in project summary.
- Artist's qualifications.
- Originality of the design.

## Budget

The total amount to be paid to the artist is a stipend is \$1,000, inclusive of the design and painting process. Artists should consider this in the design, materials, and time to be spent on the project. Artist will be responsible for obtaining all the materials necessary to complete the project. All materials used on the project should be able to last a minimum of 60 months and should be of materials that can withstand the elements of the region. A permit is required, however the City of Palestine permitting fee will be waived for projects awarded under this Program.

## Timeline – subject to change

Monday, August 9, 2021, at 3:00 p.m. – Deadline for submission of proposals

Tuesday, August 17, 2021, at 4:00 p.m. – Review, selection, and contracting of the artist/artist team.

August 18, 2021, through October 16, 2021, or sixty (60) days upon completion of all parties signing the contract – Painting of the mural

## Submission Guidelines

**Bid Response Requirements:** The detailed requirements set forth are mandatory. Failure to respond to a specific requirement may result in disqualification. The City of Palestine, TX reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City of Palestine, TX. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed.

City of Palestine, TX reserves the right to enter negotiations with a single artist OR may create a short list of artists, based upon qualifications and pricing and may conduct interviews, engage in further discussion, or negotiate pricing terms.

Multiple designs may be submission and must include:

1. A preliminary concept drawing and narrative. The narrative should convey the artistic intent, colors, style of work, etc. Please send each image as a .jpg and label with the artist's last name, image number and image title. For example: Smith\_01.jpg, Smith\_02.jpg etc. Images must be 1028x728 pixels (or smaller) and least 72 dpi.
2. Timetable for completion of the mural.
3. Cost Breakdown - Provide a fee schedule, including hourly rates for the completion of project.
4. Contact information (resume and artist statement are helpful and encouraged)
5. Sample Documents: Examples of other relevant works and/or reviews of similar works. Maximum of 5 images. Please send each image as .jpg and label with the artist's last name, image number and image title. For example: Smith\_01.jpg, Smith\_02.jpg etc. Images must be 1028x728 pixels (or smaller) and least 72 dpi.
6. Suggested plan for utilizing community volunteers to assist with painting the mural, if applicable.

**Delivery:** Proposals must be sealed. Proposals may be mailed or hand-delivered to the City of Palestine, City Secretary. Sealed proposals for Mural Arts RPF 2021-006 are due to the City Secretary's Office by 3:00 p.m. on Monday, August 9, 2021.

Please include on the sealed bid envelope:

“SEALED RFP 2021-006 - TO BE OPENED: MONDAY, AUGUST 9, 2021, at 5:30 P.M.”

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the proposal. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

Mailing Address and Hand Delivery Address:

Teresa Herrera, City Secretary  
ATTN – SEALED RFP 2021-006 TO BE OPENED: AUGUST 9, 2021, AT 5:30 P.M.  
504 N. Queen Street  
Palestine, TX 75801

Your proposal shall be governed by the following schedule:

Monday, August 9, 2020,1 at 3:00 p.m., Central Standard Time (“CST”)

Sealed, written proposals due at Palestine City Secretary’s Office. Proposals received after this time will not be considered.

Wednesday, August 4, 2021, at 5:00 p.m., CST

Deadline for inquiries, questions, requests for information, or pre-proposal conference with the City Manager and staff. All questions must be submitted in writing to [Therrera@palestine-tx.org](mailto:Therrera@palestine-tx.org) and [Mraum@palestine-tx.org](mailto:Mraum@palestine-tx.org).

Monday, August 9, 2021, at 5:30 p.m., CST

Opening of sealed RFPs during the Palestine City Council meeting. To be considered for this engagement you must meet the qualifications and satisfy the requirements set forth in this RFP.

Communications/Inquiries: All communications regarding the submission of your proposal are to be in writing directly to Mary Raum at [mraum@palestine-tx.org](mailto:mraum@palestine-tx.org).

Proposals will be reviewed by Staff the week of August 10 through August 16, 2021, and will be presented to the Tourism Advisory Board for evaluation and selection on August 17, 2021, at 4:00 p.m.

#### Review and Right of Refusal

City of Palestine, TX will evaluate the proposals based on the factors outlined within all requested documentation, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. Proposals will remain in effect for 90 days. Proposals cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

City of Palestine, TX reserves the right to disqualify any proposal for, but not limited to person or persons it deems as non-responsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required.