



Small Town. Real Life.

CALL TO VISUAL/WOOD ARTIST

APPLICATION DEADLINE: APRIL 1, 2024

ARTIST BUDGET PER SET: \$5,000

Plank Public Art Project

A. Opportunity

The City of Duvall is seeking proposals from local artists residing or working in the Snoqualmie Valley, from Monroe to North Bend or artists from or associated with regional Indigenous Tribes for hand crafted wood carvings. The wood carvings will be attached to ten (10) street light poles along Main Street in Downtown Duvall. Each of the ten (10) street light poles will have four, 10 ft wood similarly themed wood planks. Ideally, the City would like to award multiple artists who would be responsible for four matching or semi-matching planks. The City will provide the medium (wood planks) for the project.

B. Project Vision:

The site location for this project will be light poles located along Main Street in downtown Duvall. The design should be suitable for pedestrian and vehicular traffic.

The selection committee has developed some shared thoughts on the story being told with this project that they would like to share for artists consider:

1. The carvings should tell the Indigenous stories of the Snoqualmie Valley; and/or
2. The carvings should tell the story of the history of the City of Duvall through the lens of inclusivity of the many communities that make up the fabric of the history of Duvall.

C. Budget

Each selected artist(s) will be provided with a \$5,000 contract to formalize the design and fabricate four ten (10) foot wood planks. Artists may submit for multiple sets and

the awarded contract will be issued commensurate with the sets that are approved for each artist. Project administration, site preparation, and installation of the work will be coordinated and managed and paid for by the City of Duvall.

- \$500 Artist design
- \$4,500 Creating Planks

D. Eligibility

This opportunity is open to established artists residing or working in the Snoqualmie Valley, from Monroe to North Bend and artist from or associated with regional Indigenous Tribes.

E. About public art in Duvall

Duvall is a charming small town with a diverse, attractive, and engaging Old Town/Downtown that is walkable, commerce-oriented, and economically thriving. Duvall is a place where trails, sidewalks and streets enable families to explore parks and neighborhoods on foot or by bike. Art, culture, and our heritage are valued in our town, and we respect and preserve the natural environment. Small business and the entrepreneurial spirit are encouraged – as a result, innovative local businesses offer services and products to Duvall residents. Duvall is a unique place where people walk, shop, eat, conduct business, raise families, and enjoy arts and music, all while enjoying the beautiful Snoqualmie valley.

F. Anticipated Project Timeline

Call to Artist Released	March 1, 2024
Application Deadline due by 5 pm (late applications will not be accepted)	April 1, 2024
Selection Panel and Finalists Notified	April 12, 2024
Artists Interviews (if applicable)	April 15-26, 2024
Final Artist Selection and Contract Signed	Early May 2024
Initial Design Discussion	May 2024
Conceptual Design Delivery and Review	June 2024
Final Design Delivery and Review (including construction package and engineer approval)	July 2024
City Approvals (Commission, Council)	August 2024
Fabrication of Artwork	September – December, 2024

Delivery of Finished Work for Installation	2024
Installation	2024
Closeout	2024

This timeline is intended to provide applicants a loose framework for project phase expectations. The timeline, with exception to dates relating to the call-to-artists, are subject to change based on the approval process and needs of the overall project.

G. Selection Criteria and Process

Submitted applications will be reviewed and scored by a selection panel consisting of Cultural Commissioners and City of Duvall staff. The scoring rubric used by the selection panel is included as Attachment: Exhibit A Scoring Rubric.

H. Application Requirements and Process

Application deadline is April 1, 2024

Questions & Clarifications must be submitted to Staff by March 22, 2024 via email.

It is the Applicant’s sole responsibility to timely submit their application by the scheduled deadline date and time.

The application must contain the following information in the sequence set forth below. Applicants will be ranked according to the articles below, with points applied per article (100 points total – see scoring rubric for full point breakdown):

1. **Initial Application Questions** (pass/fail)

- Name:
- Pronouns:
- Artistic Medium(s):
- Address:
- City/ State/ Postal Code:
- Phone:
- Email:
- Social Media:
- Website:

2. **Letter of Interest/Ability to Provide** (10 points)

Include a one-page letter addressing why you’re interested in this opportunity and your related experience or qualifications. Describe how the Applicant would approach a project of this scale and complexity. Explain your ability to deliver the level of quality desired within the project’s timeframe.

3. **Resume/Prior Experience** (15 points)

Include a detailed, one-page resume of the Artist’s qualifications and past experience.

4. **References Contact Sheet** (pass/fail)

Applicants must provide at least two (2) current references who are familiar with the quality of the artwork created by the Applicant. References must be able to verify Applicant’s ability to comply with the requirements of this application. Failure to provide references may be grounds for disqualification. Before a contract is awarded, the City will conduct reference check as is necessary to evaluate and determine the performance record and ability of the top ranked Applicant(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting an application, you authorize the City to conduct reference interviews as needed.

5. **Examples of Past Artwork** (25 points)

Provide three (3) examples of your completed artwork that demonstrate your ability to best meet the desired outcomes of this call to artist. Examples can be provided in photo or video form.

Example #	Title:
Type of Work:	
Materials Used:	
Date Finished:	
Affiliation, Additional Information or Comments	

6. **Artwork Concept** (50 points)

Provide a visual concept and a detailed written description for your artwork idea. Concepts should be PDF, JPEG, or word DOC format. Please remember that because these concepts are uncompensated, provide just enough to illustrate the proposed artwork, bolstered by a detailed description. Descriptions must include all intended materials, general dimensions, anticipated weight, working title, and any other pertinent information, including appropriateness for outdoor public display, safety, tourism and marketing potential, and compatibility with project vision (see scoring rubric for full criteria and scoring breakdown) Finalists will be compensated for the interview process and for refining their concepts.

Full scoring rubric and criteria included in Exhibit A.

QUESTIONS & CLARIFICATIONS

Submit any questions or requests for clarifications by or before April xx 2024, 5:00 pm to staff via email @ rita.moreno@duvallwa.gov

EXHIBIT A: Scoring Rubric

Use Insufficient, Needs Development, Good, Very Good, and Excellent as guides when scoring and remember to be as consistent as possible. Any scored section(s) in which an Applicant did not provide a response, will receive 0 points in that section.

Completeness of Application (10 Points Available)						
Letter of Interest/ Ability to provide Score: Up to 10	1 – Insuff. (2 Points)	2 – N.D. (4 Points)	3 – Good (6 Points)	4 – Very Good (8 Points)	5 – Excellent (10 Points)	
	Letter of interest is incomplete.	Letter of interest lacks important details.	Letter of interest is complete but not detailed.	Letter of interest is complete and thorough.	Letter of interest is complete and extremely detailed.	
Evidence of Follow Through (15 Points Available)						
Resume/Prior Experience Score: Up to 15	1 – Insuff. (3 Points)	2 – ND (6 Points)	3 – Good (9 Points)	4 – Very Good (12 Points)	5 – Excellent (15 Points)	
	Resume is incomplete.	Resume lacks important details.	Resume is complete but not detailed.	Resume is complete and thorough.	Resume is complete and extremely detailed.	
Reference Contact sheet Score: Pass/Fail	1 – Insuff.	2 – N.D.	3 – Good	4 – Very Good	5 – Excellent	
	No evidence of prior experience	Some evidence of prior experience.	Some evidence of prior work and proof of success.	Ample evidence of prior work and proof of success.	Significant evidence of prior work and proof of success.	
Quality of Proposal (50 Points Available)						
Example of Past Artwork Score: Up to 25	1 – Insuff. (5 Points)	2 – N.D. (10 Points)	3 – Good (15 Points)	4 – Very Good (20 Points)	5 – Excellent (25 points)	
	No evidence of prior experience	Some evidence of prior experience.	Some evidence of prior work and proof of success.	Ample evidence of prior work and proof of success.	Significant evidence of prior work and proof of success.	
Artwork Concept Score: Up to 50	1 – Insuff. (5 Points)	2 – N.D. (10 Points)	3 – Good (15 Points)	4 – Very Good (20 Points)	5 – Excellent (25 points)	
	Not aesthetically pleasing.	May be aesthetically pleasing to some.	Aesthetically pleasing to most.	Aesthetically pleasing.	Aesthetically pleasing and iconic.	

TOTAL:

