



ATTACHMENT A: APPLICATION PACKAGE TEMPLATE

Via Carta Mural Project

Directions:

1. Download PDF template form to computer
2. Open form in Adobe Acrobat Professional or Adobe Reader
3. Complete fillable sections
4. To save the filled-out form, go to File and “Save As”
5. “Save As” using your FirstnameLastname.pdf (eg., JaneSmith.pdf)
6. Email entire contents of checklist in PDF format by deadline (May 16th, 5:00 p.m. to: ctrujill@calpoly.edu
7. An emailed return receipt will be sent upon submission of application

CHECKLIST FOR PROPOSAL PACKAGE

Section 1: Cover sheet	<input type="checkbox"/>
Section 2: Approach	<input type="checkbox"/>
Section 3: Budget	<input type="checkbox"/>
Section 4: Maintenance Plan	<input type="checkbox"/>
Up to 3 graphic renderings	<input type="checkbox"/>
Resume and or/portfolio (<i>examples of work</i>)	<input type="checkbox"/>

SECTION 1: COVER SHEET

1. RFP Title: “Proposal to Provide Services for the Via Carta Mural Project”
2. Artist’s name: _____
3. Artist’s telephone number: _____
4. Artist’s email address: _____
5. Artist’s web address: (if applicable) _____
6. Artist’s mailing address: _____
7. Title of artwork: _____



1. Medium: *[type of paint; product names of proposed paint, and fade-resistant treatment, graffiti-resistant treatment product names]*
2. Confirmation of dimensions: [Specify if painting within the triptych (three) independent panels or spanning the entire 504 st ft as one consecutive piece. Please note either “Option A” or “Option B” referencing source wall images from Appendix B.
 - Option A
 - Option B

SECTION 2: APPROACH

A written narrative description of the Artist’s approach to the project, which should address the following areas:

1. Artist’s approach to the theme; artist statement.
 - [Check here if attaching additional statement if needed]*

2. Artist’s intended materials to be used; their durability and longevity qualities, including the Artist’s analysis of proposed art’s ability to withstand weather and vandalism; and expected on-going maintenance efforts to sustain the Artist’s intention.



3. Renderings

- Up to three graphic renderings of the proposed art concept, one for each of the three wall panels; or, if proposing one continuous design spanning the entire 504 sq ft, one rendering will suffice: At the bottom of each rendering, please include your name, address, email address, and phone number.
- File format for renderings: JPG (300 dpi minimum) or PDF

4. Suggested plan for utilizing student volunteers to assist with painting the mural.
(Note: Volunteers are not able utilize scaffolding, ladders, or other temporary structures).

5. Portfolio and/or website demonstrating Artist's ability to design and successfully paint an outdoor mural. (Please be sure portfolio examples include details such as theme, medium, location, date, client, and duration of the project).

Portfolio Attached

Website portfolio url: _____

6. **Equipment Safety And Security:** Please specify equipment that will be used, specifically whether scaffolding and/or ladders will be used. List of local vendors can be provided upon request. Please be as detailed as possible (type of scaffolding, arrangement of ladders; how the mural site will be secured during the Artist's working hours, etc.). *Cal Poly Corporation reserves the right to review plans and require modifications for safety of pedestrians.*

7. **Confirmation of Availability** *(please check to attest your commitment)*

- Participation in potential finalist interview (Monday May 23, 2022 - *to be scheduled between 12:00 p.m. and 2:00 p.m.*)
- Participation in a community engagement activities such as artist talk, unveiling (Sept/Oct 2022)



SECTION 3: BUDGET

An estimated budget. The budget should list costs for design execution, supplies to fabricate the artwork (including scaffolding or related equipment, etc.,)

Table with 3 columns: Category, Artist Costs, Cal Poly Costs. Rows include Artist's Fee, Materials and Supplies, Insurance, Accommodations, On-Campus Parking, Pre-Installation, Other Expenses, and Artist Total.

Budget Narrative: (If needed)

Section 4: MAINTENANCE PLAN

Please detail your recommended maintenance plan for the estimated life of the mural.

Maintenance activities such as:

- Recommended schedule for regular inspection of the mural. (E.g., twice a year, once after the winter and once after the summer)
Recommended maintenance activities (activities such as removing surface dirt and reapplying coating, etc.). Estimated costs

Artist's Proposed Maintenance Plan: