



*To develop, advance, and nurture all facets of the arts  
to enhance the quality of life for Meridian residents and its visitors*

## **MERIDIAN ARTS COMMISSION MEETING**

City Council Chambers, 33 East Broadway Avenue Meridian, Idaho

Thursday, May 13, 2021 at 3:30 PM

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## **Agenda**

### **VIRTUAL MEETING INSTRUCTIONS**

Limited seating is available at City Hall. Consider joining the meeting virtually:

<https://us02web.zoom.us/j/81658465363>

Or join by phone: 1-669-900-6833

Webinar ID: 816 5846 5363

### **ROLL-CALL ATTENDANCE**

___ Lizzie Taylor	___ Maria Tzompa
___ Jessica Peters, Vice Chair	___ Jenifer Cavaness-Williams
___ Natalie Schofield	___ Thomas Vannucci
___ Bonnie Zahn Griffith, Chair	___ Raeya Wardle
___ Leslie Mauldin	___ Joe Borton, Ex-Officio

### **ADOPTION OF AGENDA**

#### **APPROVAL OF MINUTES [ACTION ITEM]**

1. Minutes from April 8, 2021 Regular Meeting

#### **APPROVAL OF MONTHLY FINANCIAL STATEMENTS [ACTION ITEM]**

2. Monthly Financial Statement for April 2021

#### **REPORTS [ACTION ITEM]**

Update: Initial Point Gallery Subcommittee

3. Initial Point Gallery Current and Future Exhibits
4. Call to Artists for Initial Point Gallery Calendar 2022 Deadline: May 26, 2021

Update: Public Art Subcommittee

5. Selection Process for Traffic Box Series 2021

[6.](#) Review of Initial Designs for the Meridian Mural Series

[7.](#) Request for Proposals for Ten Mile Trailhead Installation Deadline: May 19, 2021

Update: Arts Inclusivity Meridian Subcommittee

[8.](#) Creating Actionable Goals for Inclusivity

Update: Arts Inclusivity Meridian Subcommittee

9. Preparing Concerts on Broadway

10. Coordinating Art Week

11. Other Events: Mural Reveals & Christmas in Meridian

**NEW BUSINESS [ACTION ITEMS]**

[12.](#) Approve Artwork Selected for the Traffic Box Repository 2021-2023

**NEXT MEETING - June 10, 2021**

**ADJOURNMENT**



## MERIDIAN ARTS COMMISSION MEETING

City Council Chambers, 33 East Broadway Avenue Meridian, Idaho

Thursday, April 08, 2021 at 3:30 PM

### MINUTES

#### VIRTUAL MEETING INSTRUCTIONS

Limited seating is available at City Hall. Consider joining the meeting virtually:

<https://us02web.zoom.us/j/89552600636>

Or join by phone: 1-669-900-6833

Webinar ID: 895 5260 0636

#### ROLL-CALL ATTENDANCE

<input checked="" type="checkbox"/> Lizzie Taylor	<input checked="" type="checkbox"/> Maria Tzompa
<input checked="" type="checkbox"/> Jessica Peters, Vice Chair	<input type="checkbox"/> Jenifer Cavaness-Williams
<input checked="" type="checkbox"/> Natalie Schofield	<input checked="" type="checkbox"/> Thomas Vannucci
<input checked="" type="checkbox"/> Bonnie Zahn Griffith, Chair	<input checked="" type="checkbox"/> Raeya Wardle
<input checked="" type="checkbox"/> Leslie Mauldin	<input type="checkbox"/> Joe Borton, Ex-Officio

#### ADOPTION OF AGENDA

L. Taylor made motion to adopt the agenda, seconded by J. Peters

All ayes

#### APPROVAL OF MINUTES [ACTION ITEM]

- Minutes from March 11, 2021 Regular Meeting

J. Peters made motion to approve the minutes, seconded by T. Vannucci and L.

Taylor

All ayes

#### APPROVAL OF MONTHLY FINANCIAL STATEMENTS [ACTION ITEM]

- Monthly Financial Statement for March 2021

L. Mauldin made motion to approve the monthly financial statement, seconded by

T. Vannucci and N. Schofield

All ayes

#### REPORTS [ACTION ITEM]

### Initial Point Gallery Subcommittee

#### 3. Initial Point Gallery Current and Future Exhibits

N. Schofield informed the commissioners that artists Mark McGinnis and Shaun Muscolo are currently exhibiting in the Gallery. T. Vannucci was the Opening Reception host and reported that around 42-43 people attended and the artists were very accommodating and welcoming

#### 4. Call to Artist for Initial Point Gallery Calendar 2022

N. Schofield reminded the commissioners that the Call to Artist for the Initial Point Gallery Calendar 2022 is open for applications.

#### 5. Proceeding with Bid Process for Gallery Information Brochure

The Subcommittee created an informatory brochure for interested artists and A. Belnap is going to get bids for printing the brochure.

### Events & Outreach Subcommittee Project Overview

#### 6. Preparing for Concerts on Broadway

L. Mauldin informed the Commission that the Subcommittee's next meeting is April 26. For Concerts on Broadway, the first two performing bands lined up. The performance on September 25 will be more of a variety show and doesn't need as much time to put together. We are still not sure what it is going to look like in terms of the pandemic.

#### 7. Brainstorming for Art Week

The Subcommittee is still figuring out what Art Week will look like with the Parks Department for Art Week.

#### 8. Researching Dickens Singer costumes

The Subcommittee is still working with costume designer, determining what is possible and the pricing for this project.

#### 9. Formulating holiday contribution to Christmas in Meridian

The Subcommittee is considering several concepts and participation in Christmas in Meridian is to be determined.

### Public Art Subcommittee Project Overview

#### 10. Call to Artist for Traffic Box Repository 2021-2023

The Call to Artists for the Traffic Box Repository has been released and J. Peters requested that the commissioners share the new with their contacts. Applications are due April 15.

#### 11. Selection of new traffic box wraps from West Ada School District Annual Art Show

L. Taylor and B. Griffith will be the Arts Commission representatives to select the artwork for the Arts Commission awards.

12. Request for Proposals from Parks Identity Roster artists for the Ten Mile Trailhead public art installation

A. Belnap attached the RFP documents and reminded the Commission that this RFP is open to the three artists on the Parks Identity Roster. They held the pre-proposal conference last week and none of the artists attended, most likely due to their experience with the process.

The Subcommittee will review the submissions with representatives from the Parks Department and the selected artwork will be put in front of the Commission for final approval.

B. Griffith asked why there were only three artists on the Parks Identity Roster. A. Belnap elaborated that a Request for Qualifications was issued in 2019 and each of the artists signed a 3 year Masters Agreement. The Masters Agreements are valid for one more year. E. Kane clarified that the roster is a Parks initiative, meant for the Parks Identity projects and if the Arts Commission wanted to recommend a different plan of action, the Parks Department might open for input. She also stated that if Public Art Subcommittee is not satisfied with the submissions, the Arts Commission is not confined to use those proposals.

13. Formulating the Public Art Plan

T. Vannucci is writing up notes on the workshop from last month. He explained that the notes will include the prioritization discussed in the workshop and proposed actionable items. Once finished, he will send the notes to A. Belnap and J. Peters to determine the responsible parties and next steps.

The Public Art Subcommittee's next meeting will be April 20.

Arts Inclusivity Meridian Project Overview

14. Expounding on next steps with the manifesto

The Subcommittee is meeting next week and will be looking at the Manifesto and how the Subcommittee can serve the other subcommittees and the whole Commission.

**NEW BUSINESS [ACTION ITEMS]**

15. Recap of the Public Art Workshop on March 27, 2021

T. Vannucci gave thorough report during Public Art Subcommittee Report and had nothing to add.

16. Review of the Meridian Arts Commission Strategic Plan 2020-2025

A. Belnap introduced the Strategic Plan and explained its use and purpose. She recommended that the Subcommittees review each of the goals that are in their realm of impact and influence. She also suggested that each subcommittee include the Strategic Plan as an agenda item in their next meeting. T. Vannucci pointed out that there are not measurement tools and recommended metrics to measure the success of the Commission in meeting goals. L. Mauldin explained that the Commission has slowly been working towards prioritizing the deliverables by

labeling them long-, mid-, near- term projects but that improvement could be made. E. Kane explained that if the Commission wants to make changes to the Plan, it needs to be adopted by resolution by City Council. She says it is possible to change, but not easy. She also explained that this document is especially important to plan MAPS spending.

**NEXT MEETING - May 13, 2021**

**ADJOURNMENT**

N. Schofield made motion to adjourn the meeting, seconded by T. Vannucci  
All ayes

Meeting adjourned at 4:09pm



## FY2021 Budget to Actual Comparison

	Total Budget	YTD Actual	Budget Remaining
<b>REVENUES</b>			
Donations/Sponsorships			
Concerts on Broadway	\$ -	\$ 10,000.00	\$ (10,000.00)
Initial Point Gallery			\$ -
Traffic Box Wraps			\$ -
<b>TOTAL REVENUE</b>	<b>\$ -</b>	<b>\$ 10,000.00</b>	<b>\$ (10,000.00)</b>
<b>EXPENSES</b>			
Arts Development*	\$ 2,000.00		\$ 2,000.00
<i>*May include expenses related to training/conferences and/or general arts development outreach efforts</i>			
Concerts on Broadway	\$ 10,000.00		\$ 10,000.00
Performing Arts	\$ 7,000.00	\$ 3,331.00	\$ 3,669.00
Initial Point Gallery	\$ 700.00		\$ 700.00
School Dist Art Show Awards	\$ 50.00		\$ 50.00
Art Week	\$ 2,800.00		\$ 2,800.00
Public/Private Mural Program	\$ -		\$ -
Public Art Plan Consultant & Final Document			\$ -
Other Expenses**	\$ 950.00	\$ 127.99	\$ 822.01
<i>**May include expenses associated with the Dairy Days Art Show and/or Art Week</i>			
<b>SUBTOTAL</b>	<b>\$ 23,500.00</b>	<b>\$ 3,458.99</b>	<b>\$ 20,041.01</b>
<b>PUBLIC ART PROJECTS</b>			
Art in Public Places Mural series (Carryforward)	\$ 21,300.00	\$ 500.00	\$ 20,800.00
MAPS - Traffic Box Wraps	\$ -		\$ -
MAPS - Public Art/Signage in Parks (Carryforward)	\$ 28,096.00		\$ 28,096.00
MAPS - Public Art/Signage in Parks	\$ 50,000.00		\$ 50,000.00
<b>TOTAL PUBLIC ART PROJECTS</b>	<b>\$ 99,396.00</b>	<b>\$ 500.00</b>	<b>\$ 98,896.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 122,896.00</b>	<b>\$ 3,958.99</b>	<b>\$ 118,937.01</b>

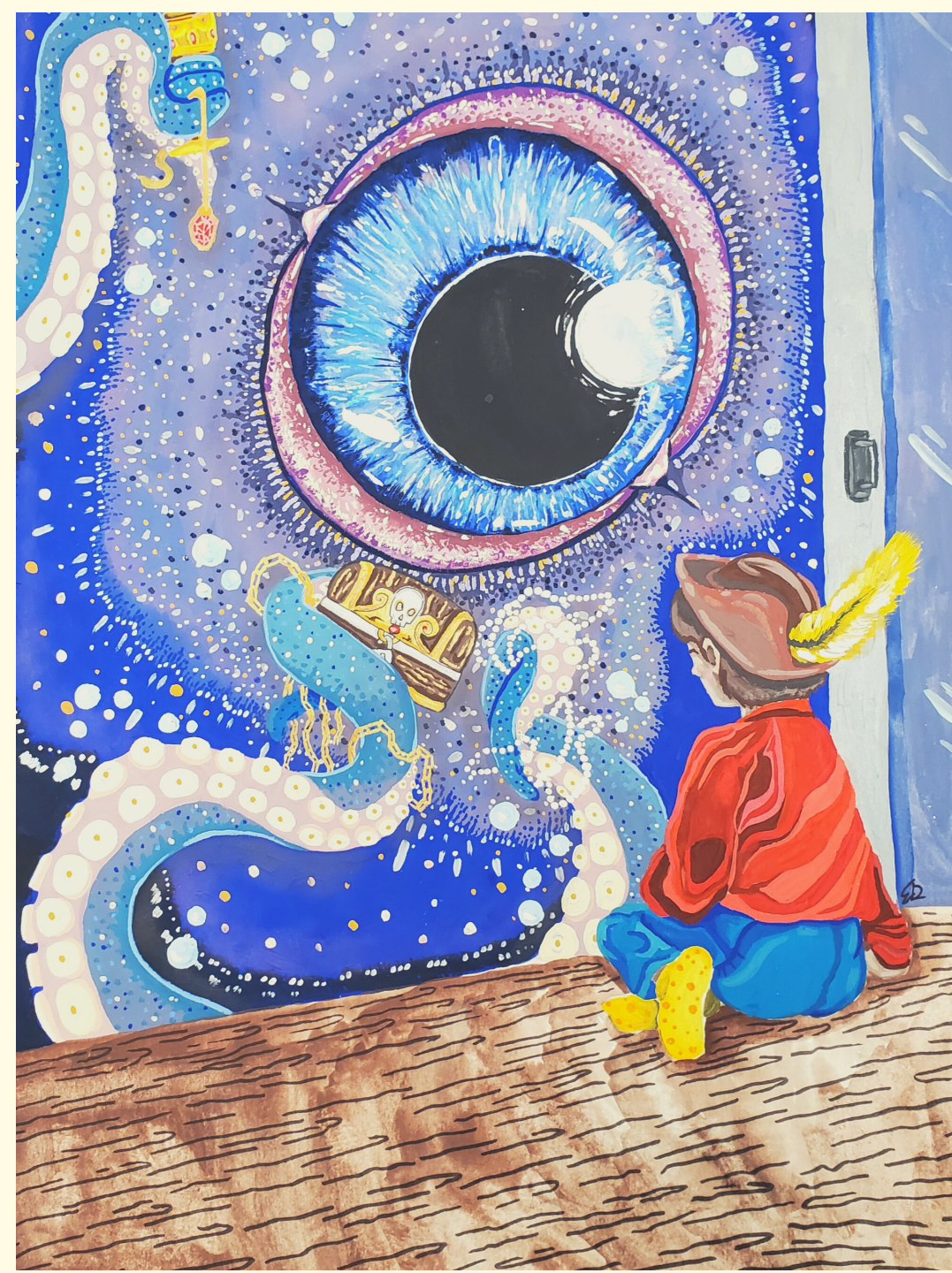
City Of Meridian  
Posted General Ledger Transactions

Item 2.

Effective Date	Transaction Description	ID	Amount
3/1/2021	pay #1 Meridian classroom virtual performances	TREASURE VALLEY	2,331.00
3/1/2021	POSTAGE USE, February 2021	PITNEY RESERVE	0.00
3/17/2021	Summer Theater in the Park sponsor pay #2	TREASURE VALLEY	1,000.00
3/24/2021	post-it notes - qty 1 pk	OFFICE DEPOT	<u>12.99</u>
3/31/2021	VISA-BOISE BISTRO MARKET- lunch for MAC Special Meeting Public Art Workshop on 3/27/21	BANK OF AMERICA	115.00
4/22/2021	pay #1 initial designs for mural series	BEN KONKOL	<u>500.00</u>



# THE *Initial Point Gallery* PRESENTS



## WEST ADA SCHOOL DISTRICT ANNUAL ART SHOW

Meridian City Hall, Third Floor, 8am-5pm, May 7-June 2

# APPLY FOR AN *Initial Point Gallery* EXHIBITION



Deadline: May 26, 2021  
[meridiancity.org/callstoartists](http://meridiancity.org/callstoartists)

# 2021 Traffic Box Art Submissions

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THESE SLIDES ONLY INCLUDE ARTIST IMAGES, OTHER APPLICATION MATERIALS CAN BE FOUND THROUGH THE LINK BELOW BY CLICKING ON INDIVIDUAL ARTIST FILES:

[HTTPS://DRIVE.GOOGLE.COM/DRIVE/FOLDERS/15PZRYICXOCGCWEGLOHFOJYAHLIOF\\_P5Y?USP=SHARING](https://drive.google.com/drive/folders/15PZRYICXOCGCWEGLOHFOJYAHLIOF_P5Y?usp=sharing)

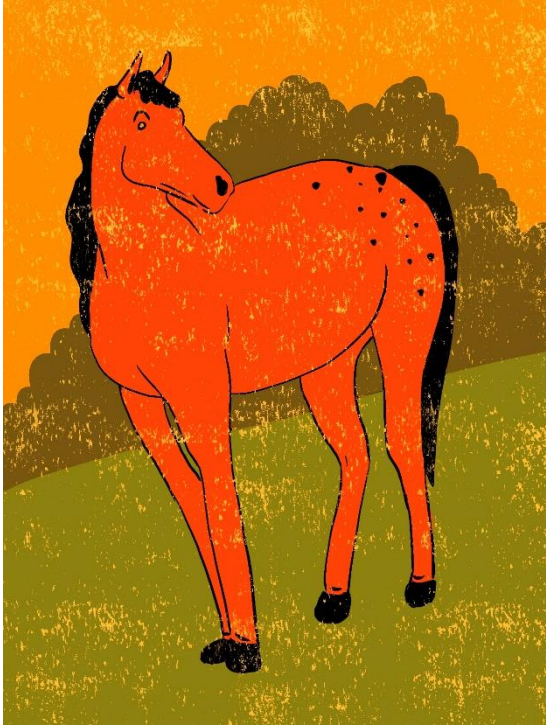
# Alyssa Harrsch

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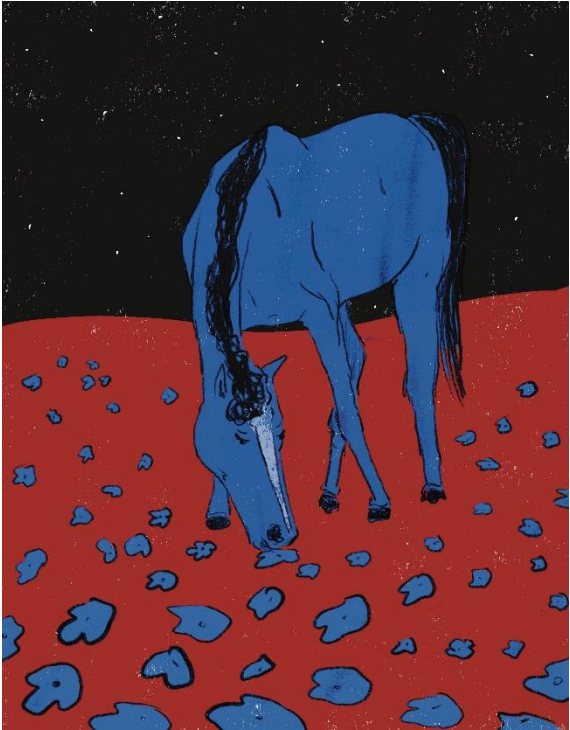


*Waterpaint Landscape*

# Ameerah Bader



*Amble*



*Blue Moon*



*Still Life Still Here Week 24*

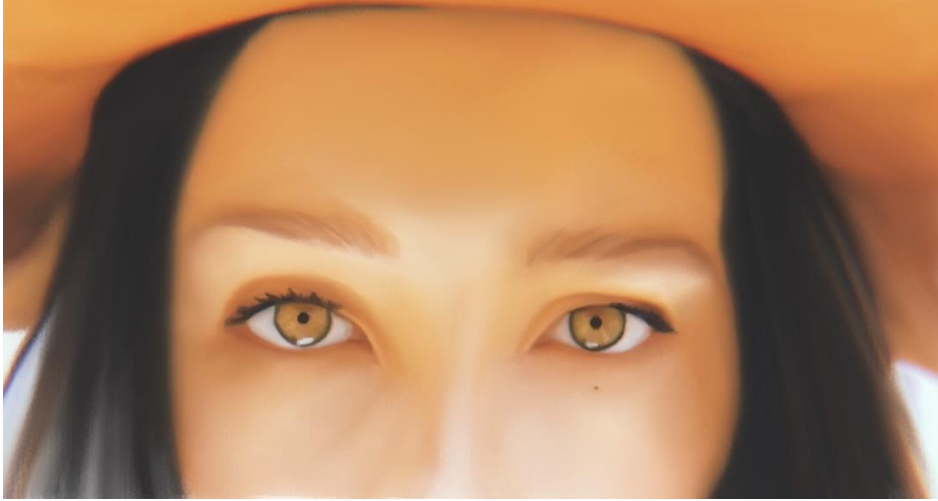
# AnnaKoren Brandt



*How We Live Now*



*What are you going to do today, Napoleon?*



*Golden Eyes*

# Annie Adams



*Reverent Reverie*



*Ruby at Dawn*

# April Davis

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*Nebula*



*Crashing Waves*



*Glimmer of Hope*



# Ashlyn McCall

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*Breath of Fire*



*Seal*



*Splash*

# Brooke Rowen

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*Antisocial Media*

# Catherine Crews

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*Bird Collage*

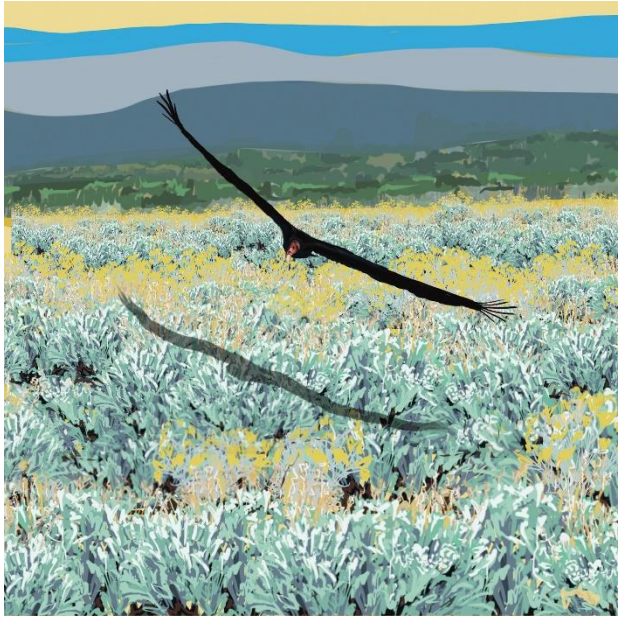


*Sunset House*



*Bluebird*

# Cindi Walton



*Soar Over Sagebrush  
Steppe #1*



*Into the Blue*



*Shelter in Place*

# Dave English

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*Brock*

# Deb Pence

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*Mushroom Storytime*

# Gary McCall

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*Idaho I*



*Idaho II*



*Idaho III*

# Hallie Maxwell



*Close-knit*



*Sunset on the Seine*



*Trees*



# Joyce Green

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*Jerseys in Idaho*



*Flume Fortissimo*



*Basque Dancers*

# Julie Edwards

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*Candy in the Sky*



*Forest Floor*



*Slice*

# Katie Wells

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*Cerulean Sea*



*Rebecca's Pathway*



*Solace in the Foothills*

# Kris Rehn



*Boise River Rainbow*



*Boise River Colorful  
Rainbow Trout*

# Lauralee Schumann

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*Barn After Sunset*



*Boise River*



*Sunday Bundt*

# Lisa Flowers Ross



*In Vein II*



*Indian Summer*



*Color Fields #14*

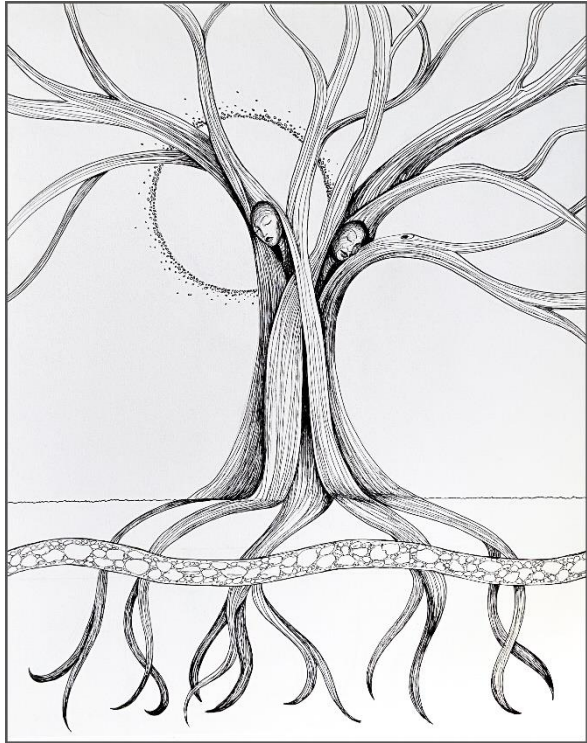
# Lisa Hlavinka



*Mother Earth:  
Fire & Rebirth*



*Mother Earth: Silence*



*Mother Earth: Intertwined*

# Lupe Galvan

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*Sawtooths*



*Deer at Dusk*

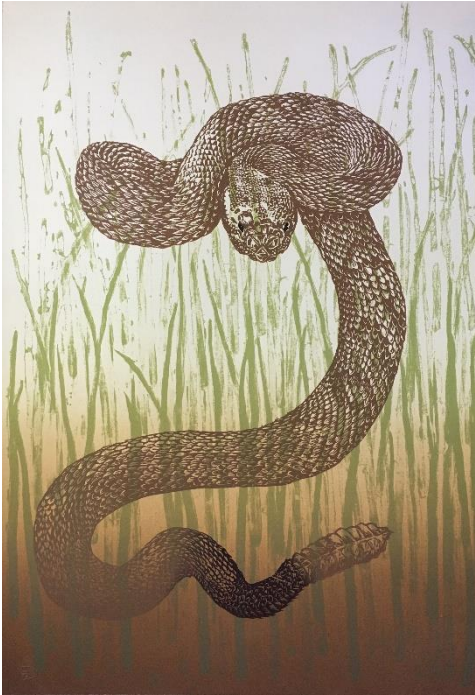


*Pronghorn*



# Marne Elmore

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*Gila Rattler*



*Untitled (Buffalo)*



*Billy*

# Mary Gardiner

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*Hot, hot, hot*



*Mystery*



*Splash*

# Miguel Almeida



*Somos Idaho*



*Dia De Los Muertos*



*Tu Lucha Es Mi Lucha*

# Peggy Akovenko



*Motivated Young Dancer*



*Blue Herron*



*Roses*

# Rachel Linquist



*Three Pears in a Blue Bowl*



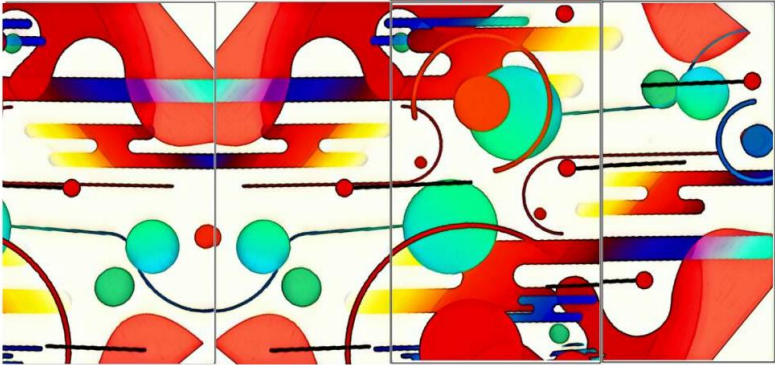
*At the Keys*



*Road Trip in the Mountains*

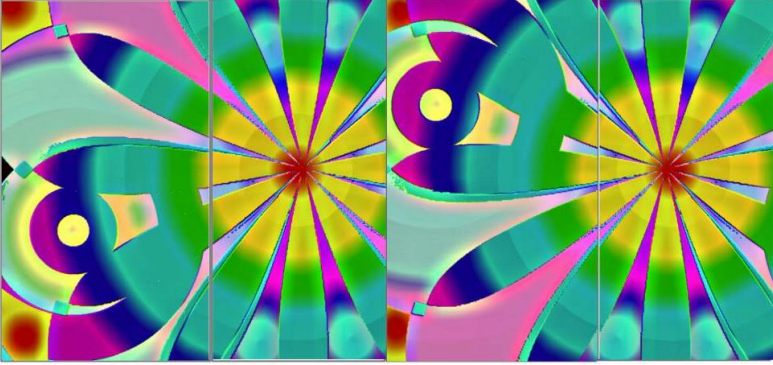
# Rosa Cruz

- Your design must be submitted in this layout to show 2 sides, front, back, and top views.
- Actual dimensions are different for each cabinet, you will be required to adjust your design for a specific cabinet if your proposal is accepted.



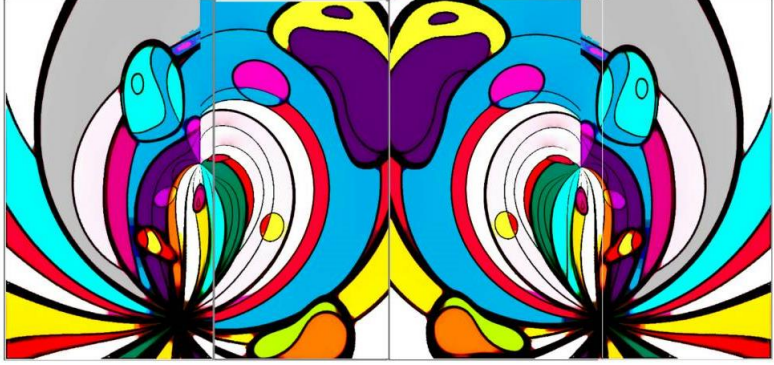
*Horizontal Connection*

- Your design must be submitted in this layout to show 2 sides, front, back, and top views.
- Actual dimensions are different for each cabinet, you will be required to adjust your design for a specific cabinet if your proposal is accepted.



*Psychedelic Flower of Diversity*

- Your design must be submitted in this layout to show 2 sides, front, back, and top views.
- Actual dimensions are different for each cabinet, you will be required to adjust your design for a specific cabinet if your proposal is accepted.



*Cocoon of Inclusion*

# Shawna Green

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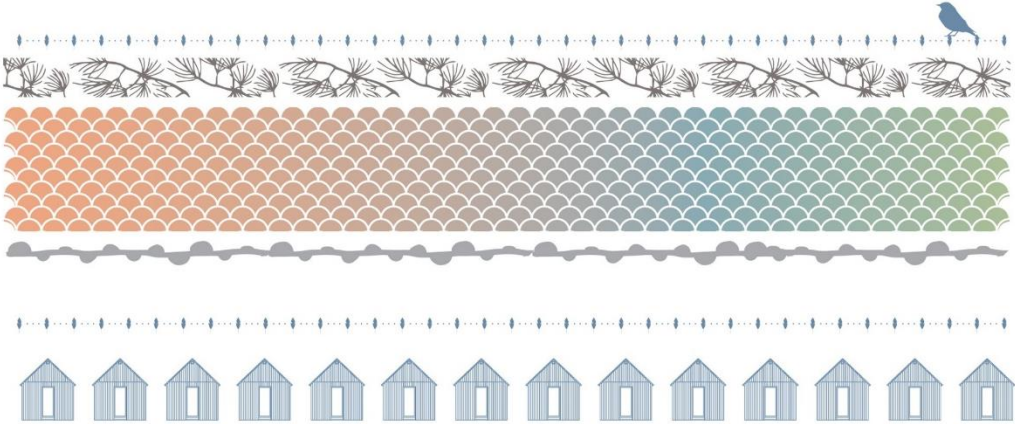


*Adventure Awaits My Love*

# Stephanie Inman



*High Desert*



*Up High and Down Low*



*Living Desert*



# Steve Pence

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*Antelope*



*Birch Trees*



*Lucky Dog*

# Tisha Johnson

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*Lilies for Lillus*



*She Took Time*



*She was Brave Enough*

# Tran Tran

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*Drama Sky*



*Winter Lake*



*Black Pride*



## PUBLIC ART SUBCOMMITTEE MEETING

Parks and Recreation Conference Room, 33 East Broadway Avenue Ste 206 Meridian,  
Idaho

Tuesday, April 20, 2021 at 4:30 PM

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### MINUTES

#### VIRTUAL MEETING INSTRUCTIONS

Limited seating is available at City Hall. Consider joining the meeting virtually:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YTNhZTJjNmYtNzI4ZS00OTY0LWIyOTYtNWJ5ODI0OWJkNmFj%40thread.v2/0?context=%7b%22Tid%22%3a%22b844df29-8272-41a9-9862-5a8e63e5f93a%22%2c%22Oid%22%3a%2241e2fc1d-e723-4cd9-9cd3-c847775577fe%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTNhZTJjNmYtNzI4ZS00OTY0LWIyOTYtNWJ5ODI0OWJkNmFj%40thread.v2/0?context=%7b%22Tid%22%3a%22b844df29-8272-41a9-9862-5a8e63e5f93a%22%2c%22Oid%22%3a%2241e2fc1d-e723-4cd9-9cd3-c847775577fe%22%7d)

#### ROLL-CALL ATTENDANCE

Lizzie Taylor                       Raeya Wardle  
 Jessica Peters, Chair             Thomas Vannucci  
 Bobby Gaytan

#### APPROVAL OF MINUTES [ACTION ITEM]

1. Approve Minutes from January 19, 2021 Meeting

*T. Vannucci made motion to approve minutes  
All ayes*

#### ACTION ITEMS

2. Select Subcommittee Member to Take Minutes for Public Art Subcommittee Meetings

*A. Belnap explained that the MAC Chair requested more detailed minutes and in order to deliver that, it would be best if a commissioner would be able to take the responsibility of writing minutes for each meeting. The Subcommittee decided to do a rotation and take turns writing minutes.*

3. Select Artwork for Traffic Box Repository 2021-2023

*A. Belnap showed the Subcommittee a PowerPoint presentation of all Traffic Box submissions and informed the Subcommittee of the average number of points for*

each submission. This average number was based on the scores the Subcommittee members submitted, along with the top ranked artwork for each submission. . The Subcommittee felt that the scores were an accurate representation and decided to accept the applicants with scores higher than 85 points, a total of 18 artists A. Belnap will put the selected artists on the May Commission agenda for final approval.

4. Review and Provide Feedback for Sector Seventeen's Mural Design for Boise Co-op Mural

Sector Seventeen introduced their initial designs, see below. Mo Valko and Mark Neumann from the Boise Co-op had positive feedback for all three designs, including the use of geometric shapes to fill the space and the focus on local agriculture. They also pointed out the design with the bee as a standout. The Subcommittee agreed with the comments and appreciated the cleverness that Sector Seventeen exhibited in their designs. Multiple subcommittee members identified the design with the bee as their favorite as well. The Subcommittee offered feedback such as providing the bee with a narrative or purpose for its placement, like utilizing a flowering crop in the field. The Subcommittee and the representatives from the Boise Co-op also discussed wrapping the mural around the corner to the northside. M. Neumann will confirm this with the property owner and let them know. Sector Seventeen will make adjustments to the design with the bee and submit it for final review.

5. Review and Provide Feedback for Ben Konkol's Design Draft for Meridian Cycles Mural

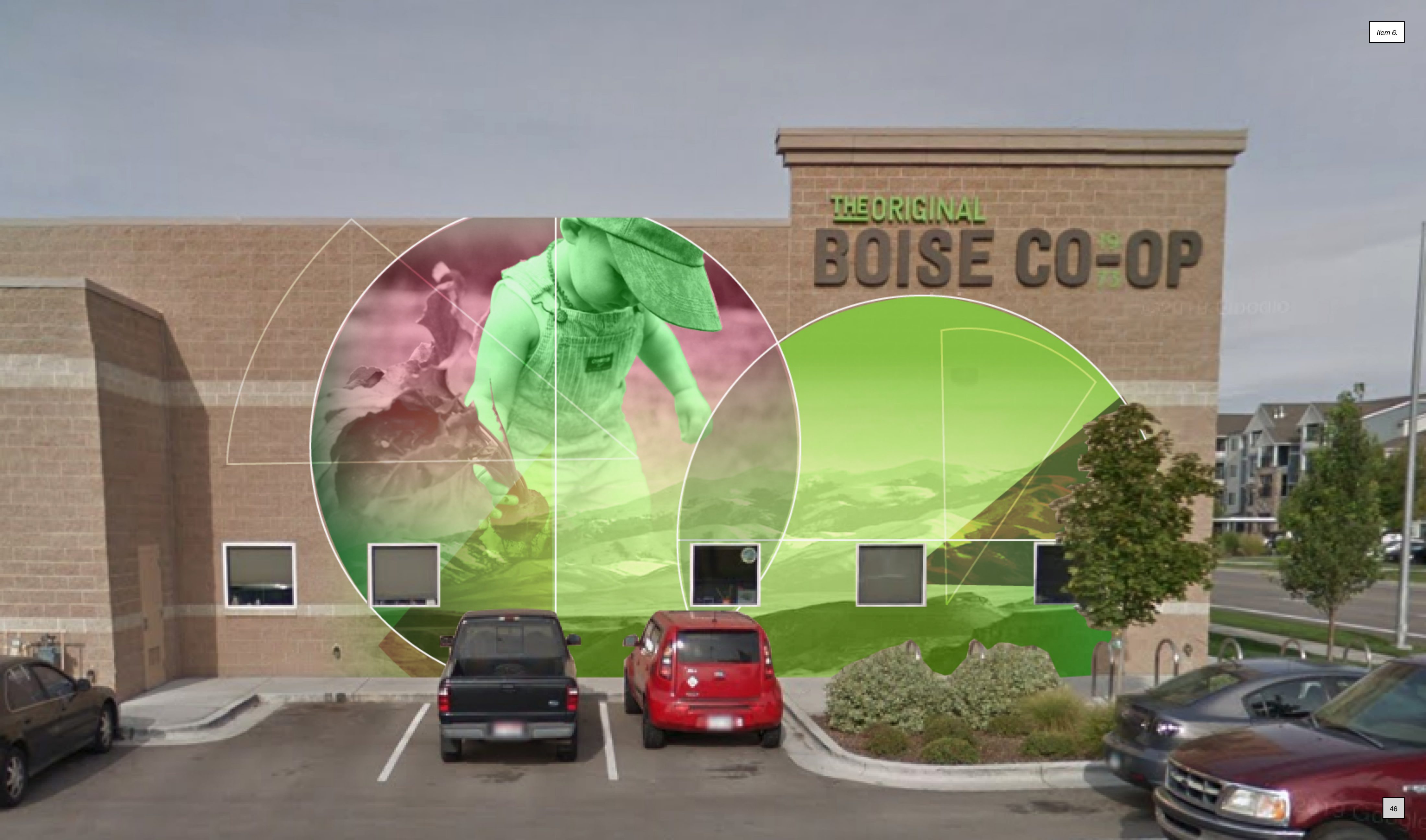
B. Konkol introduced his initial designs, see below, and showed the creative process he took to arrive at the designs. The Subcommittee again had all positive things to say. Each design stood out for different reasons and the Subcommittee had trouble picking out one above the rest. The Subcommittee appreciated the first design for its dynamism and use of eye catching large scale, the second design for its interesting narrative, and the third design for its whimsical, idealistic nature. The Subcommittee also had suggestions for each design, including a more indentifiable landscape for Design #1, including boys and girls in Design #2 with a more non-descript background, and changing the shapes of the clouds to food or animals that Meridian is known for like corn or cows. Krista McKenna from Bicycle Meridian also had positive things to say about all three designs. Eventually, the subcommittee and B. Konkol decided to move forward with Design #1.

**NEXT MEETING - May 18, 2021**

**ADJOURNMENT**

L. Taylor made motion to adjourn the meeting, seconded by T. Vannucci  
All ayes

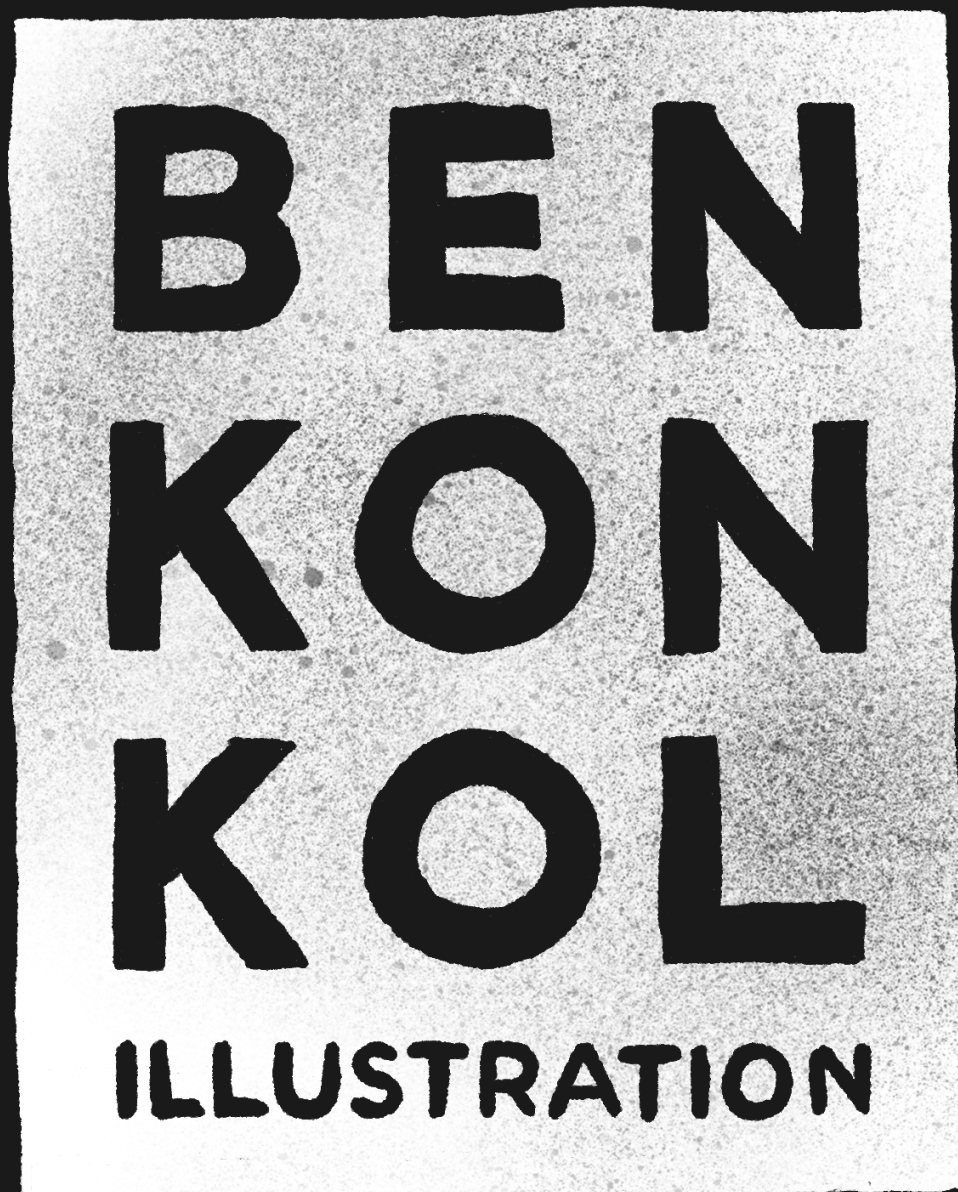
Meeting adjourned at 6:15pm





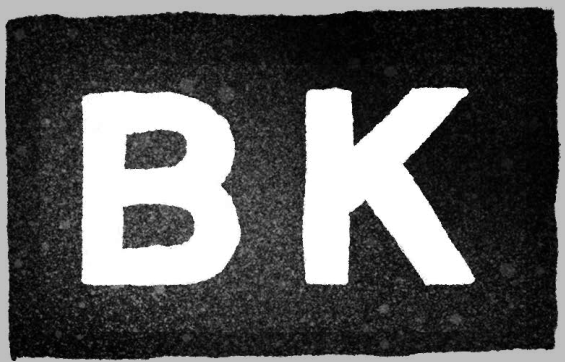






# MERIDIAN CYCLES

2021 Mural Concepts



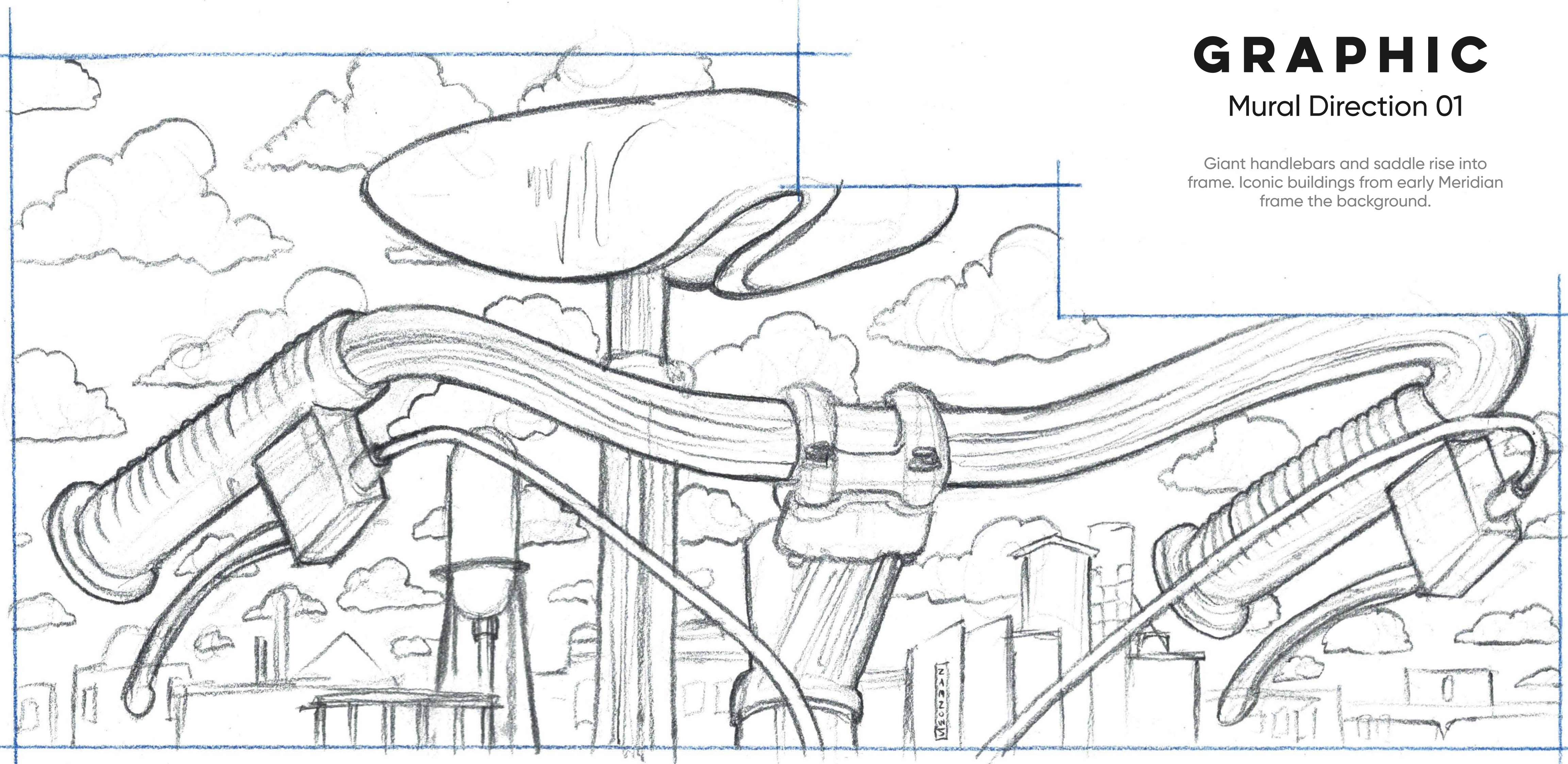
# SKETCHES

Mural Concepts

# GRAPHIC

## Mural Direction 01

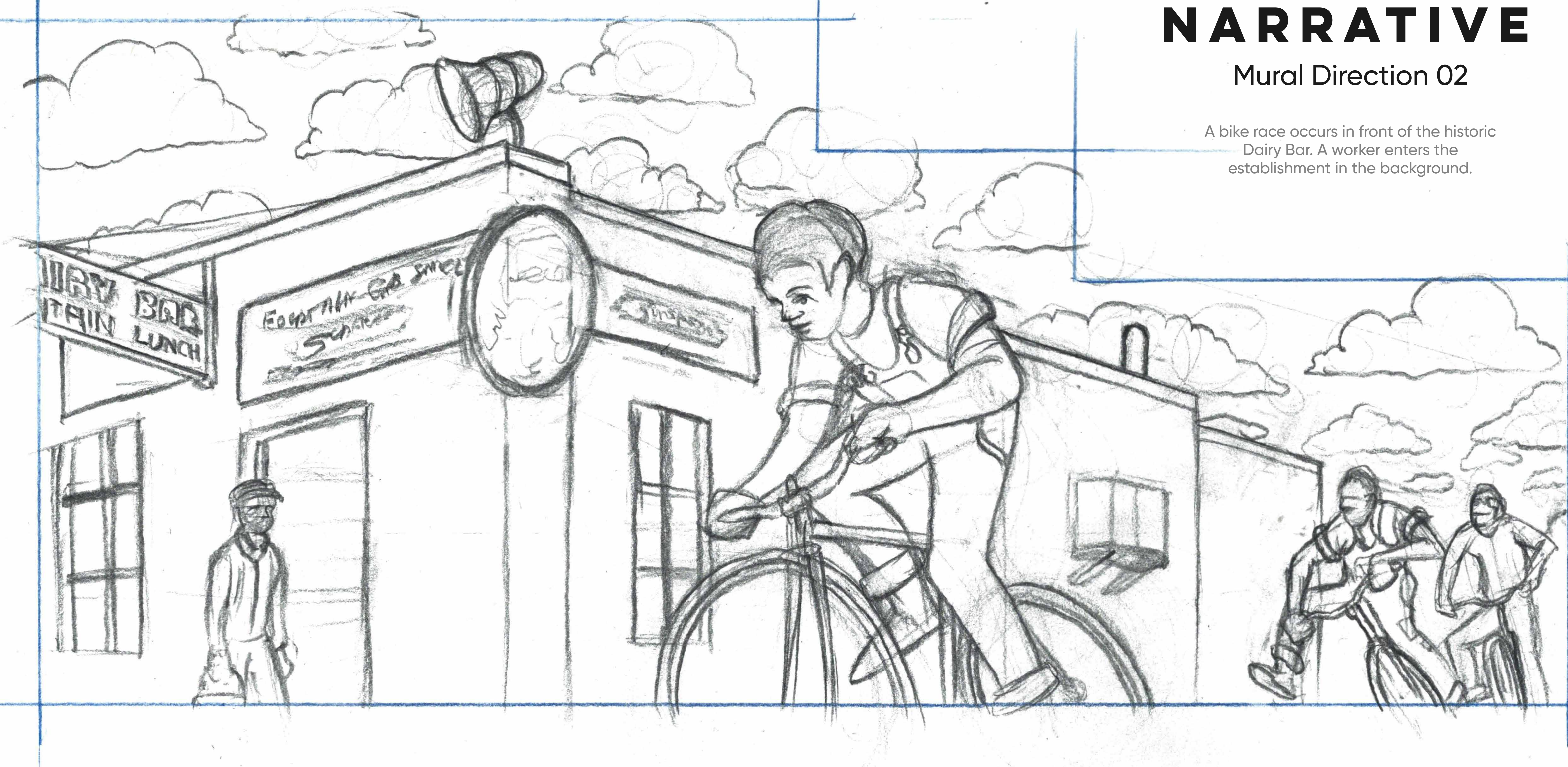
Giant handlebars and saddle rise into frame. Iconic buildings from early Meridian frame the background.



# NARRATIVE

## Mural Direction 02

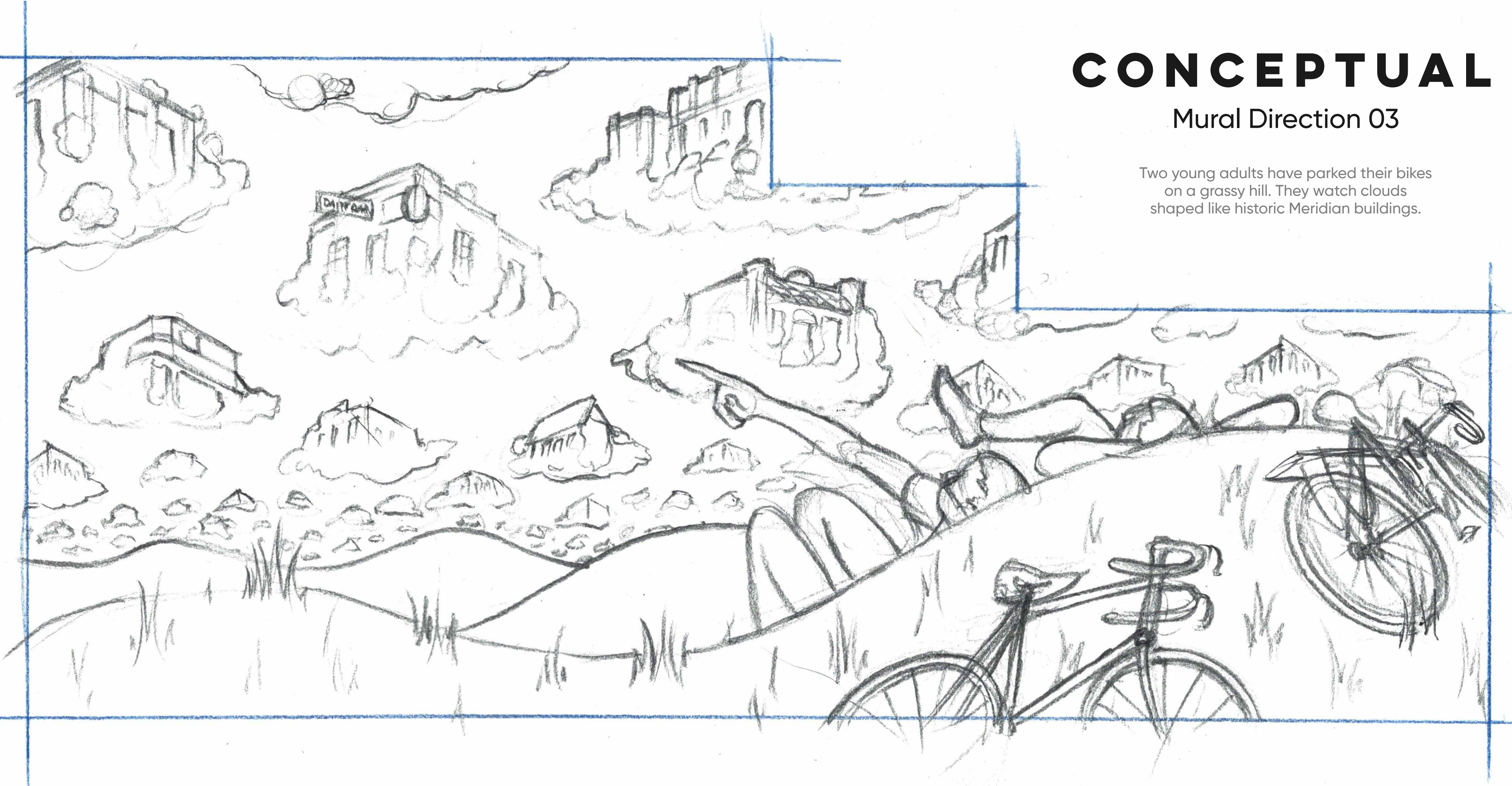
A bike race occurs in front of the historic Dairy Bar. A worker enters the establishment in the background.

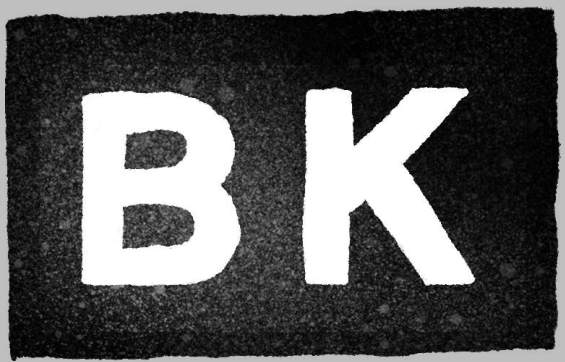


# CONCEPTUAL

## Mural Direction 03

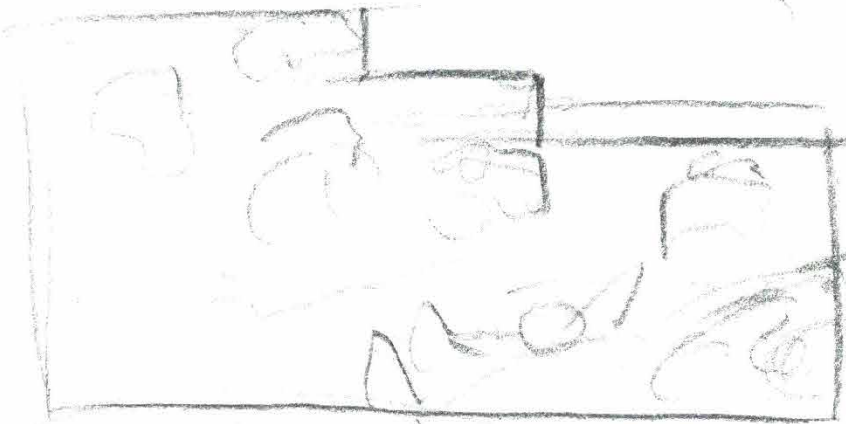
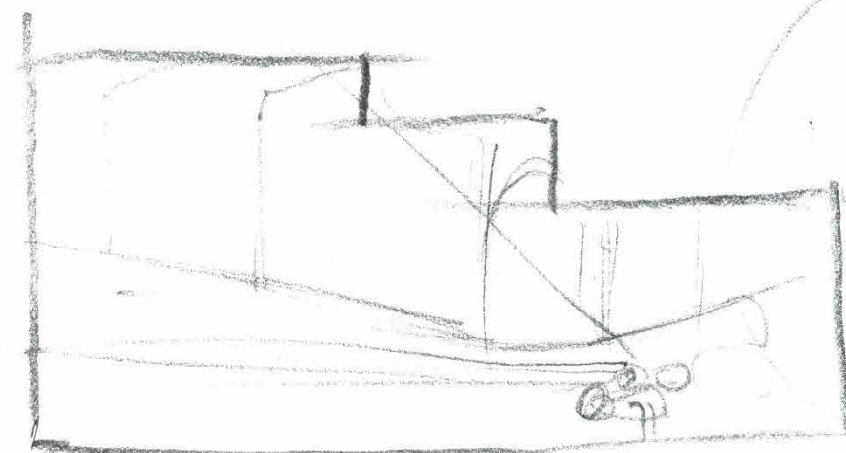
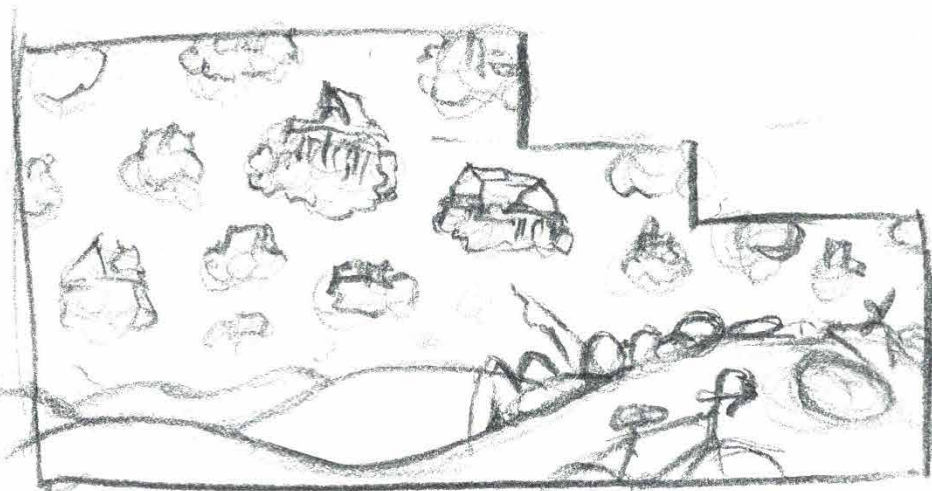
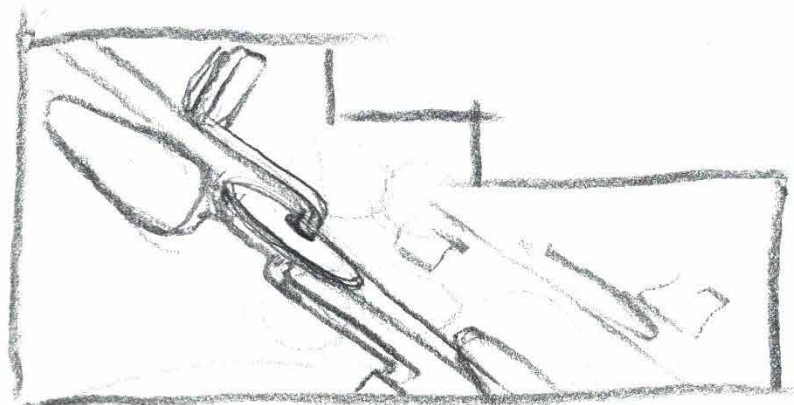
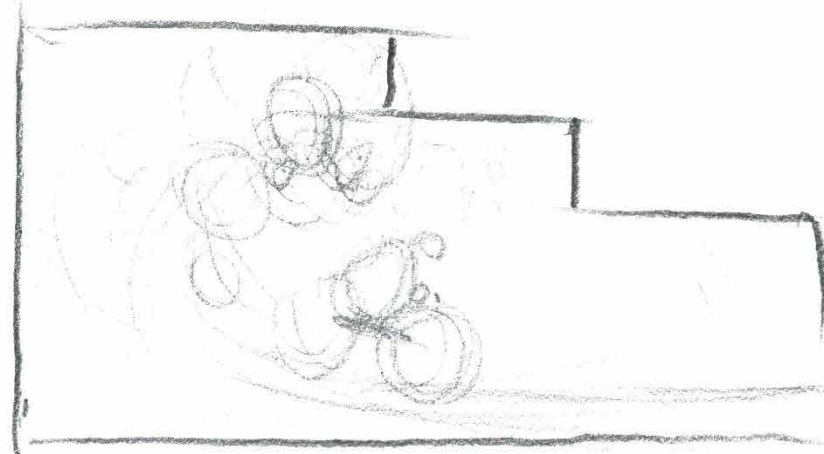
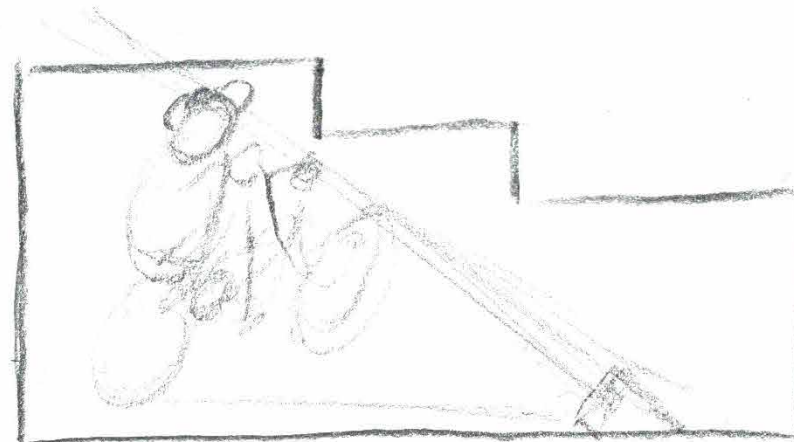
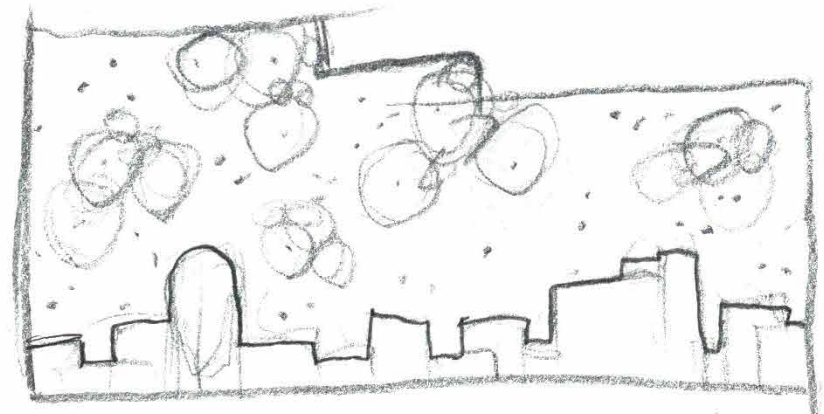
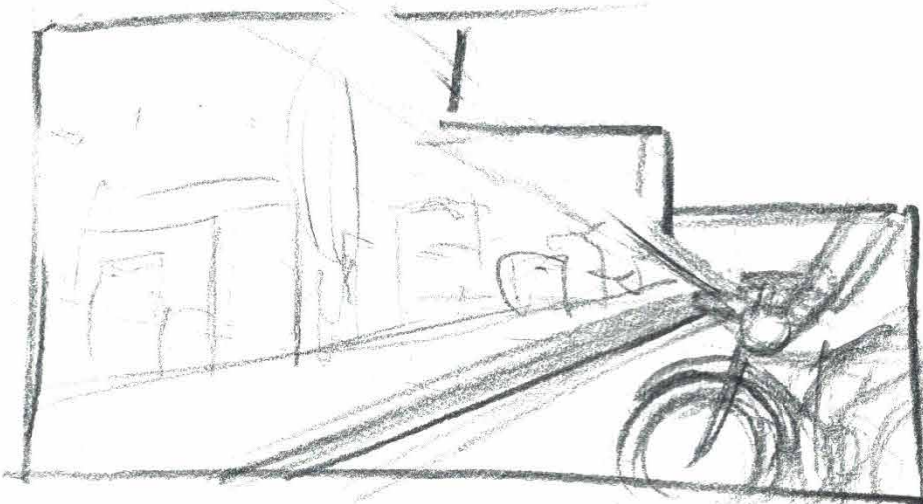
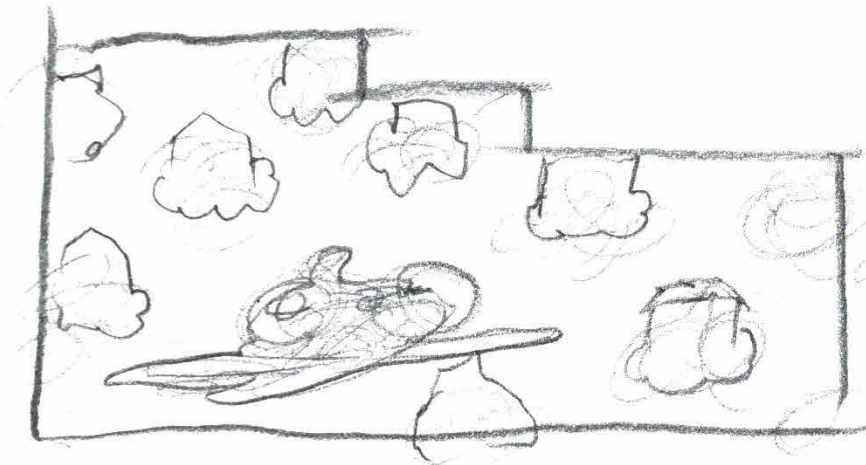
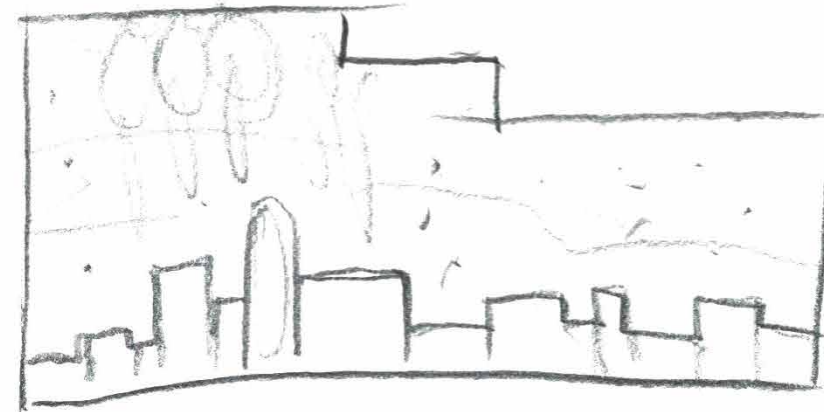
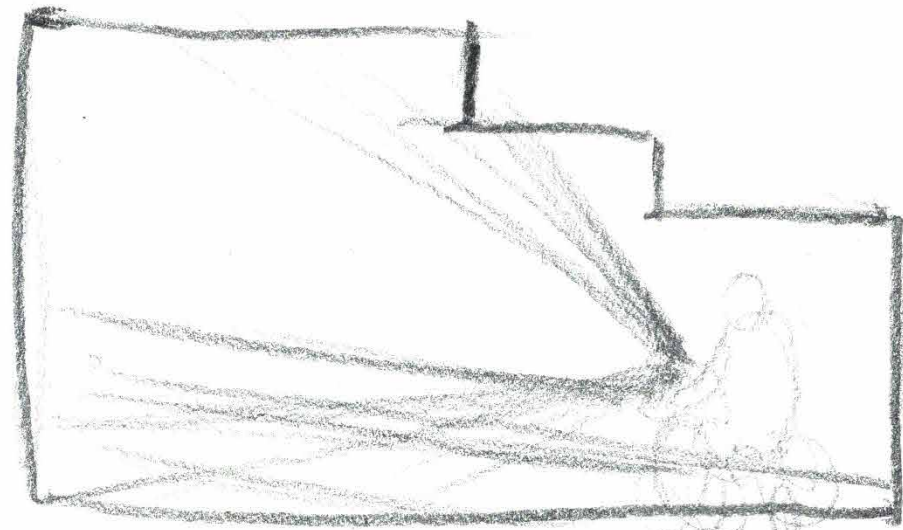
Two young adults have parked their bikes on a grassy hill. They watch clouds shaped like historic Meridian buildings.



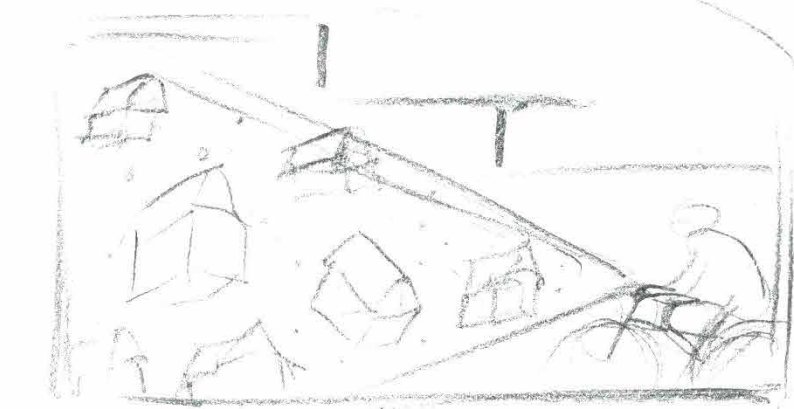
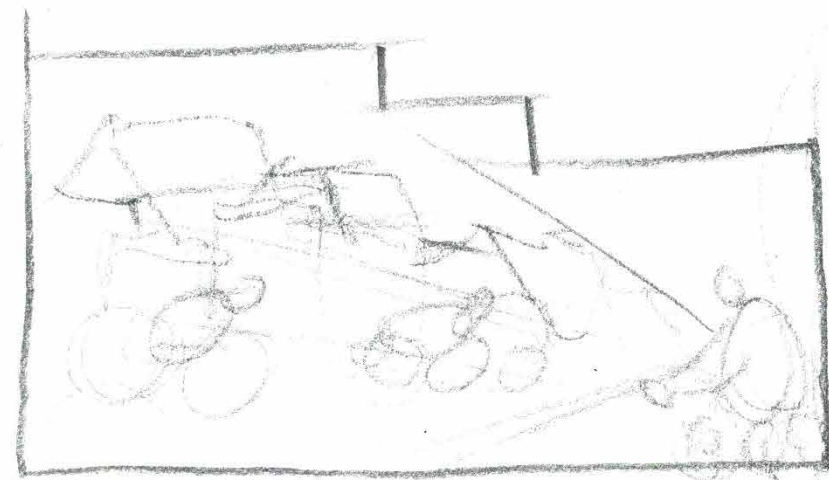
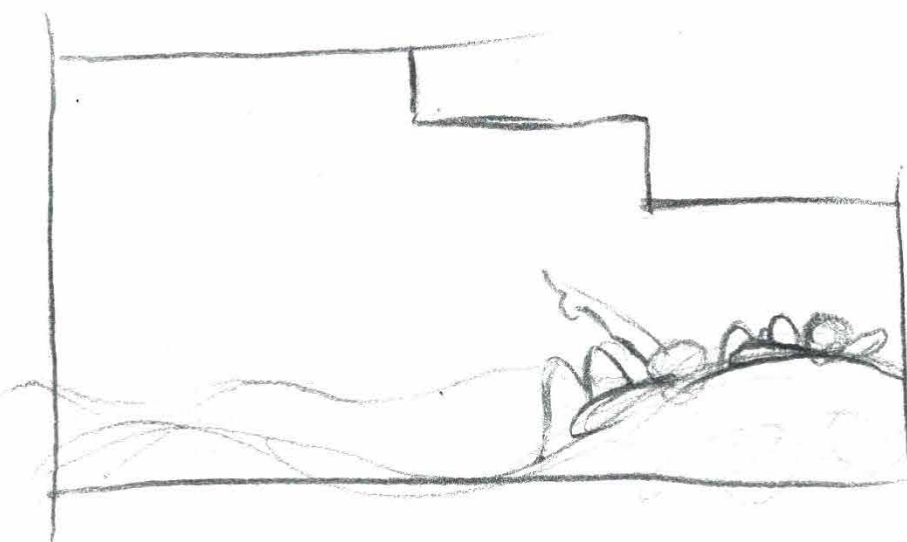


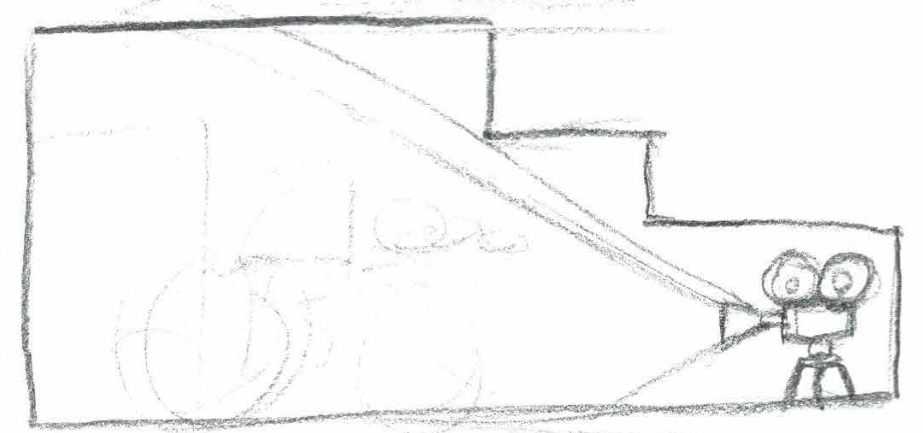
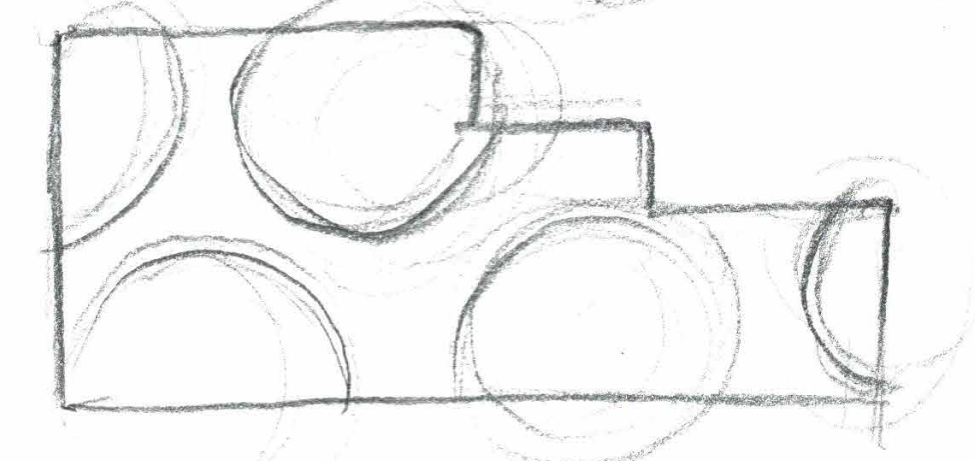
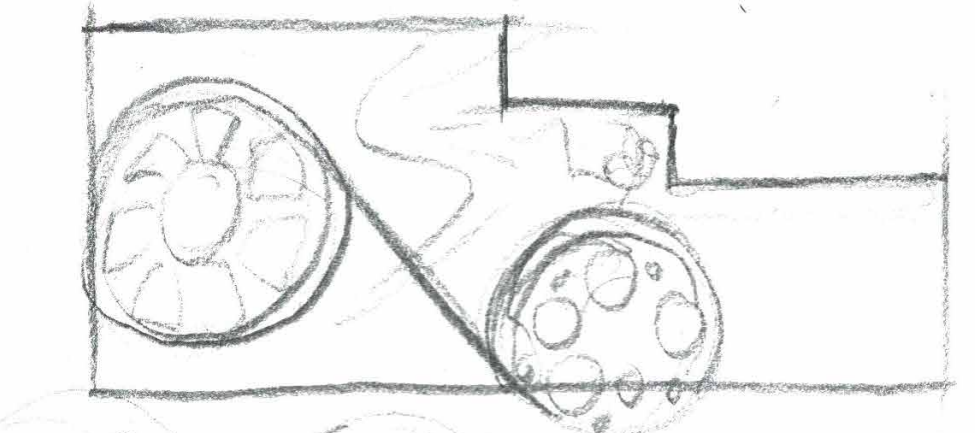
# APPENDIX

Rough Thumbnails

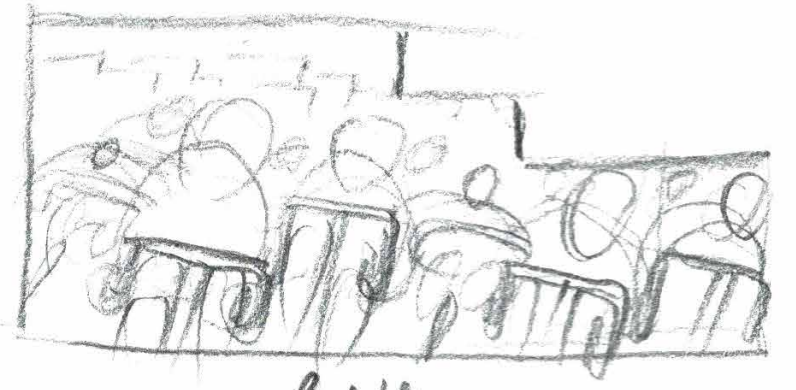


early morning clouds

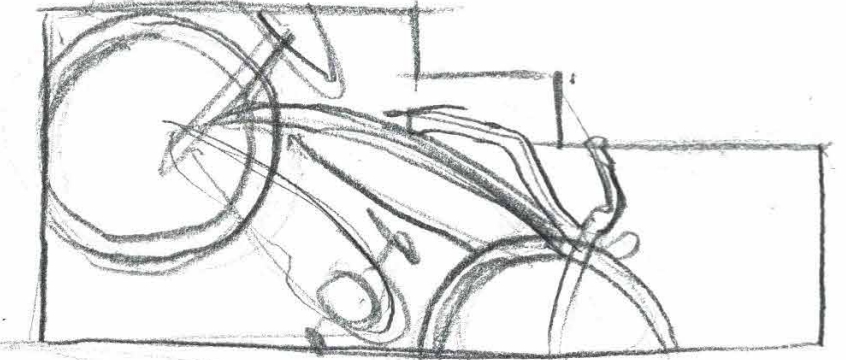




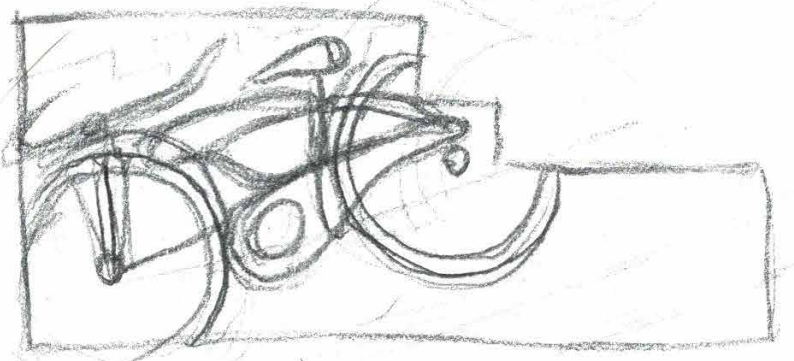
Projecting Bikes



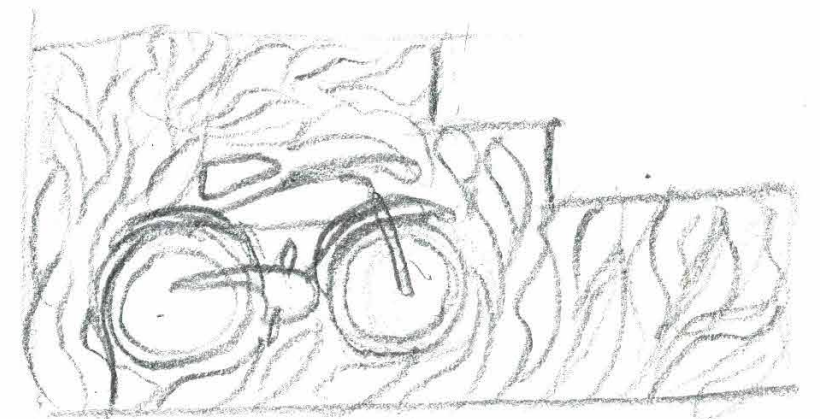
Race



Graphical



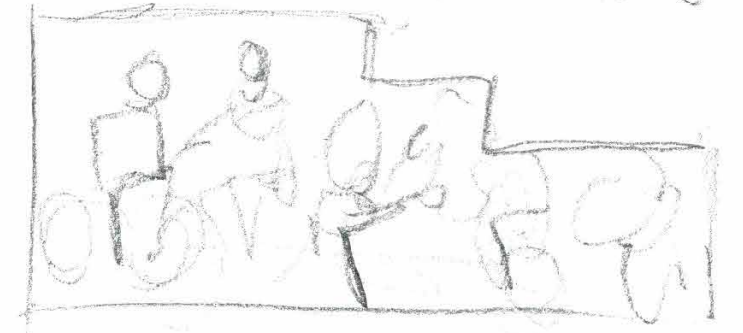
Graphical



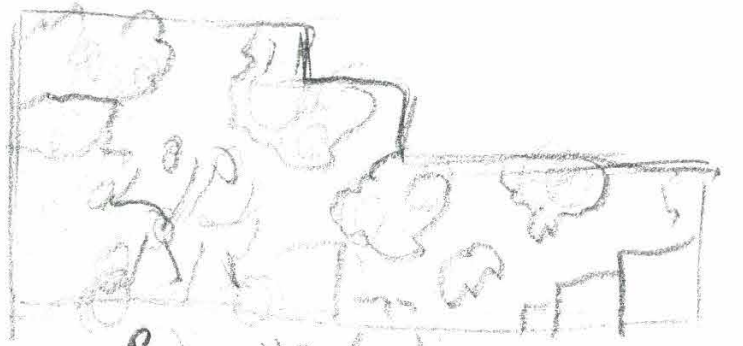
Plant Knockout



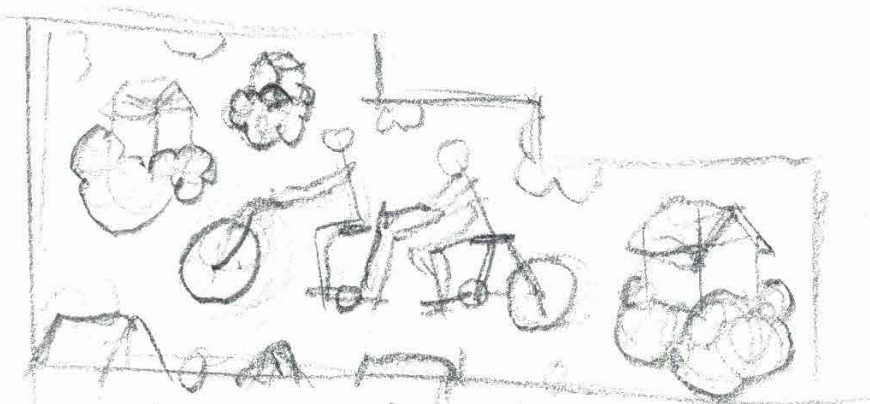
Tandem / Narrative



Basket Cloud



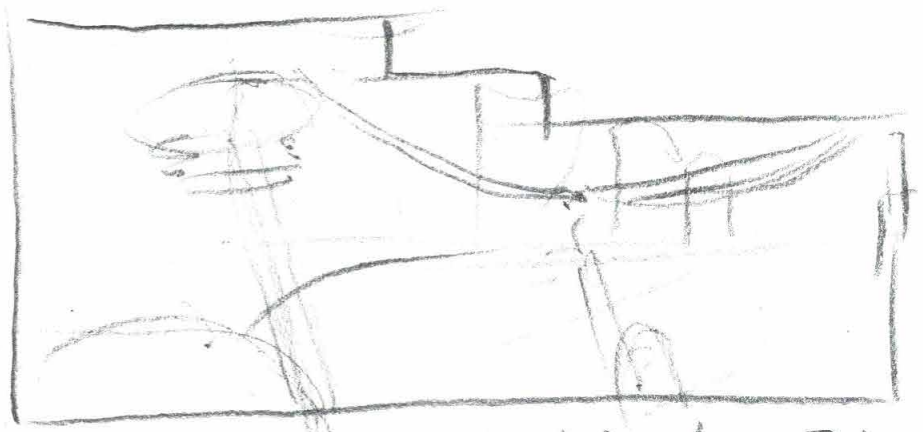
Ride through town



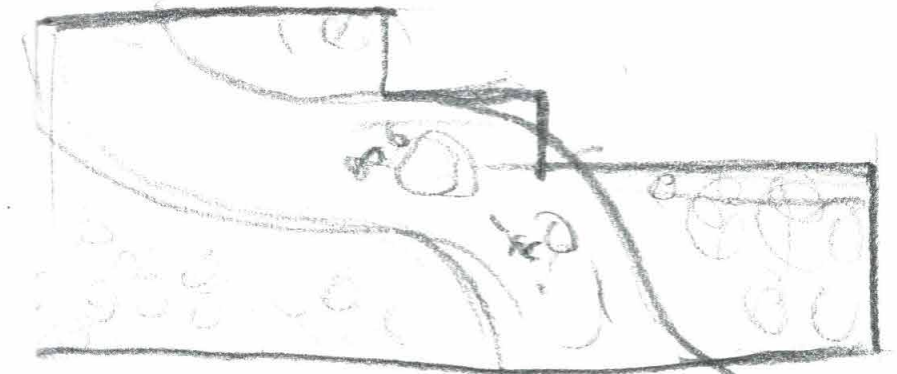
SKY Bike / meridian clouds



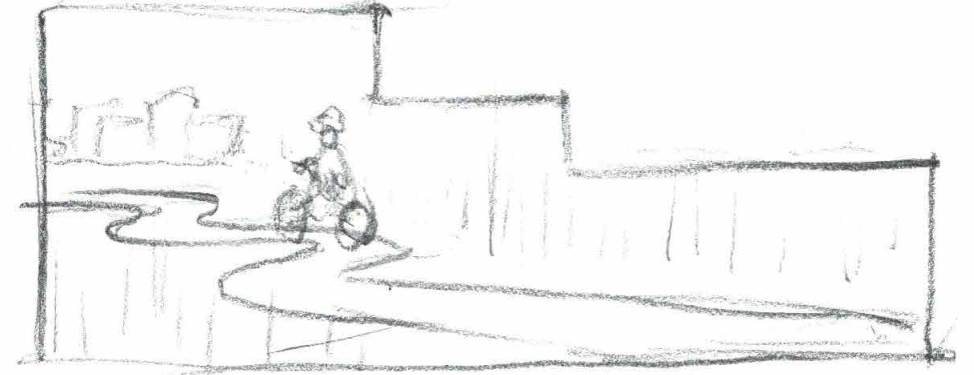
Cecilia  
Sarah  
Julia



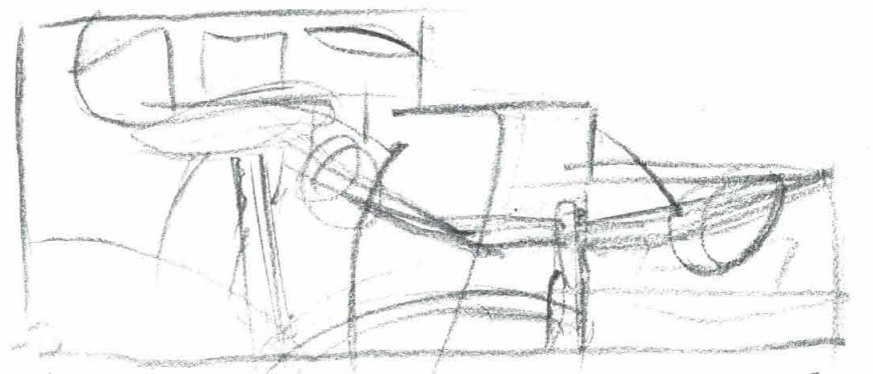
Huge Bike w/ meridian BG



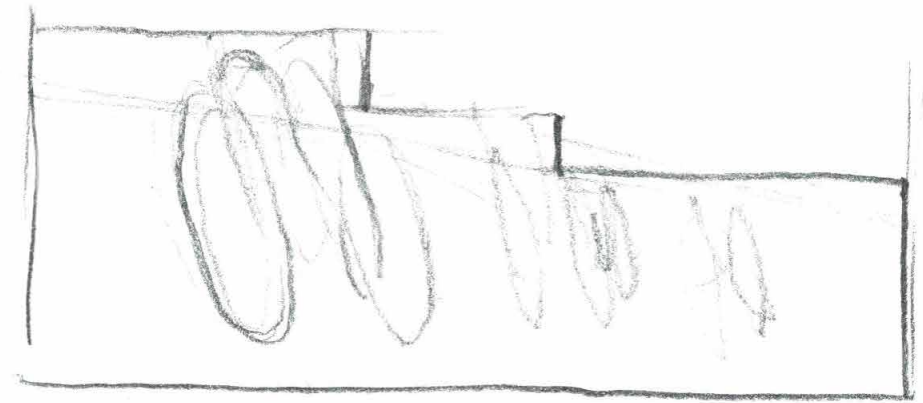
Riding - overhead view



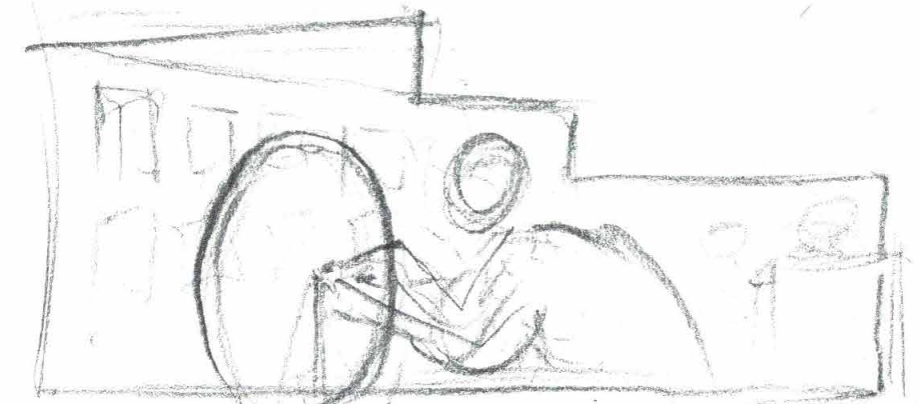
Farmer rides through wheat fields to the edge of town



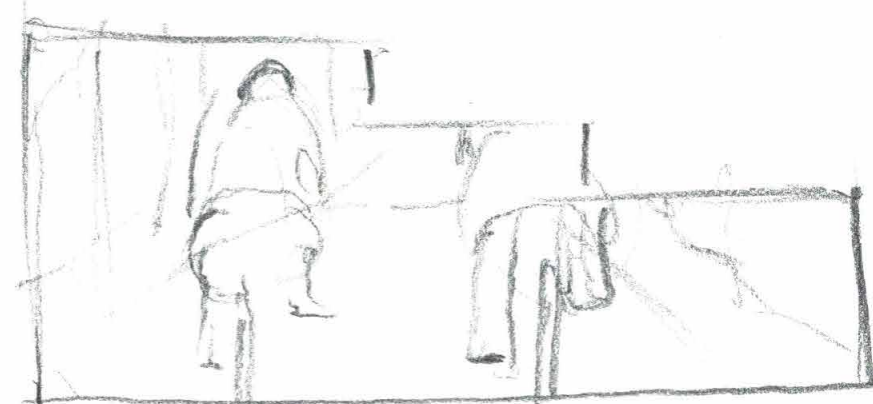
Huge bicycle w/ Meridian BG



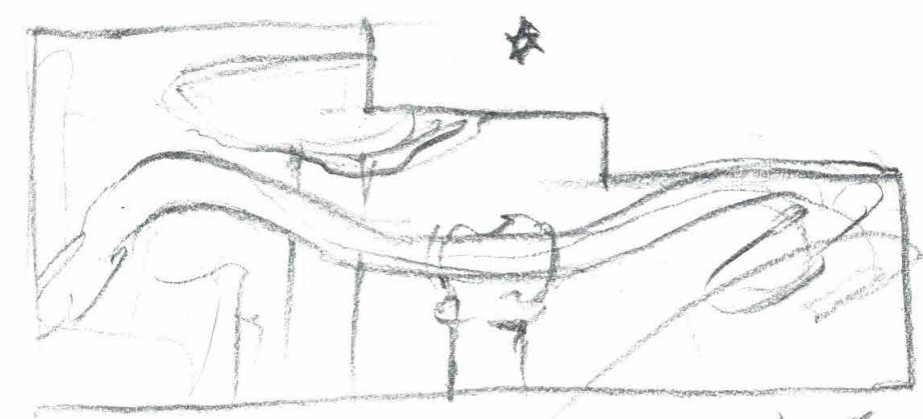
Bike Race - Feet



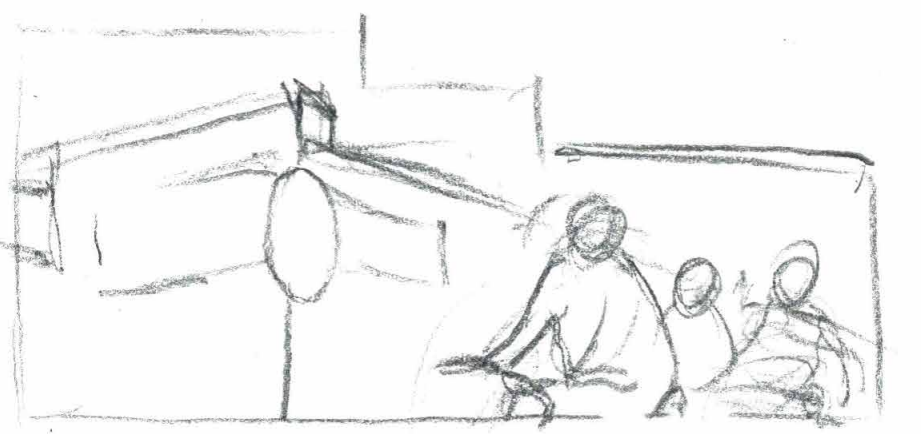
Bike Repair



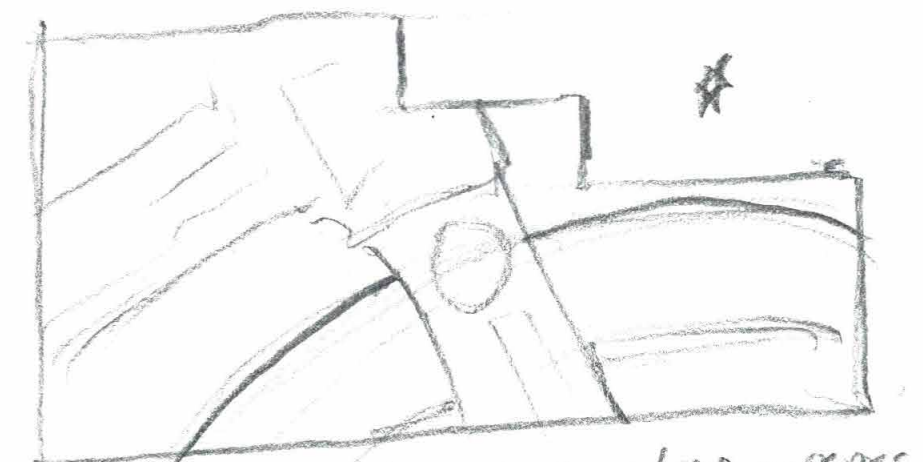
2 cyclists riding down main str.



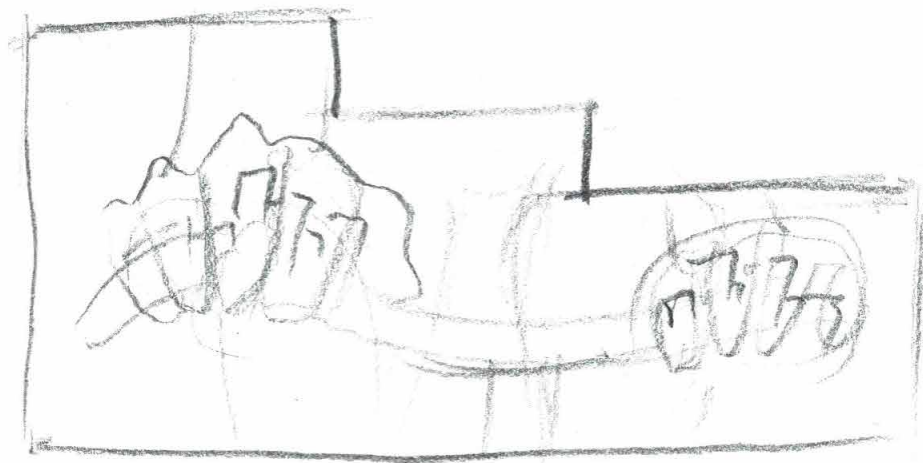
Huge Bike Handlebars



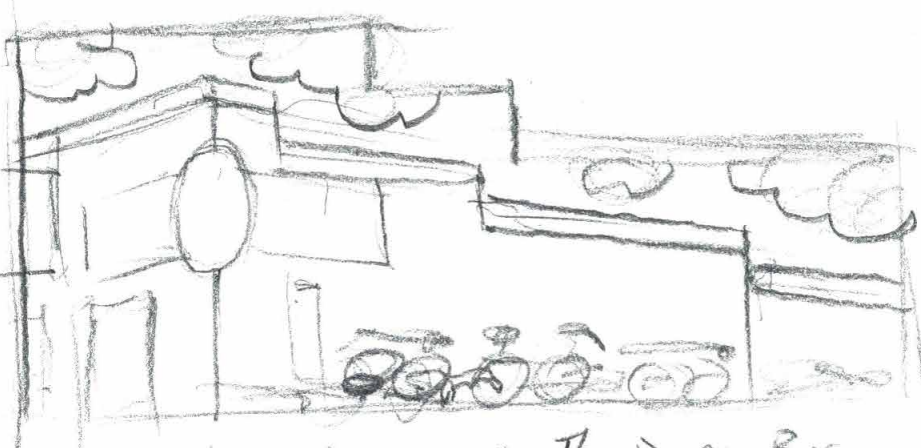
Cyclists riding past the Dory Bar



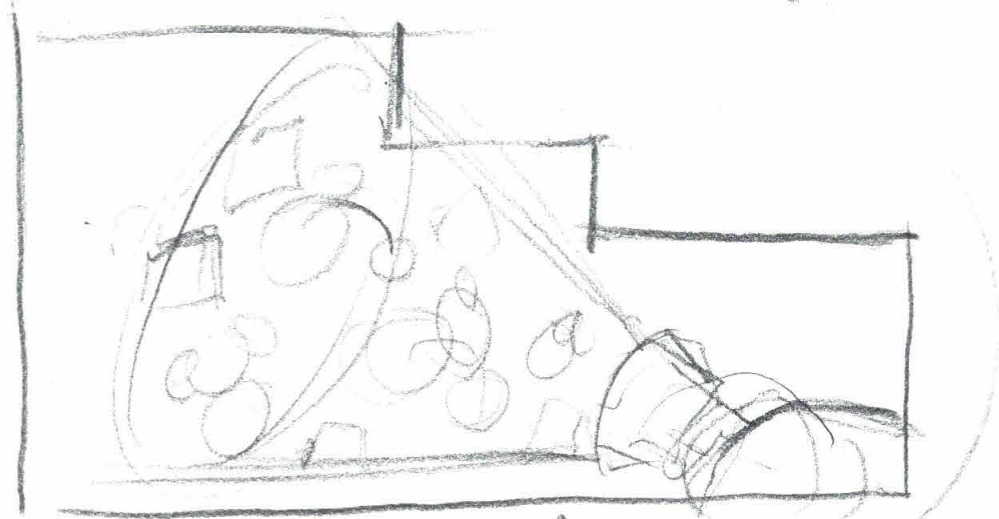
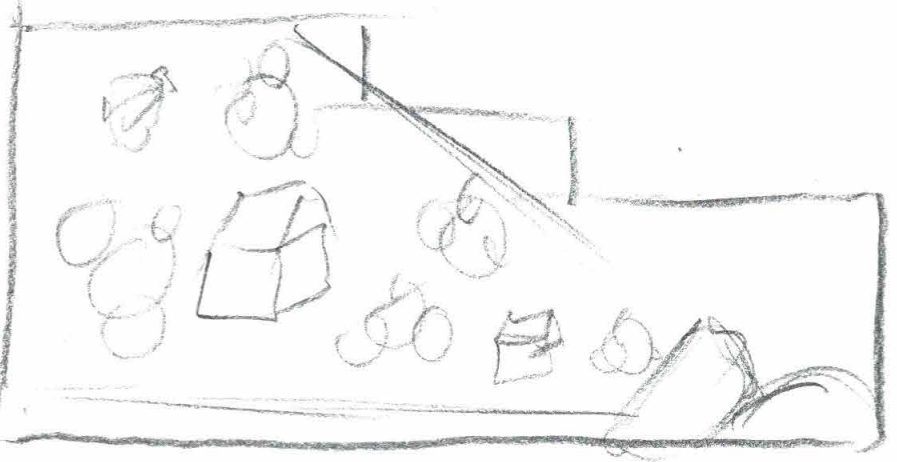
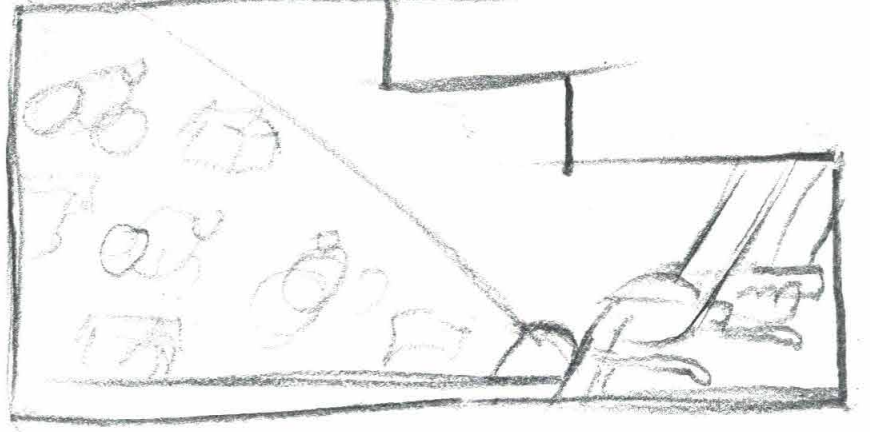
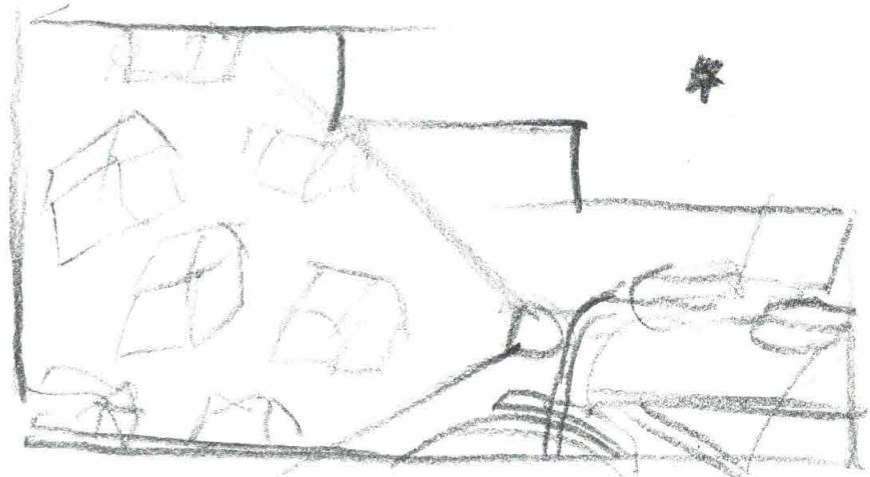
Huge cycle w/ meridian markings



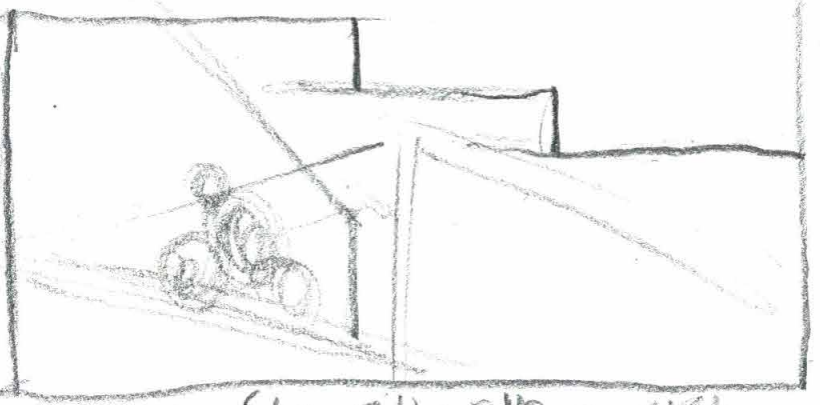
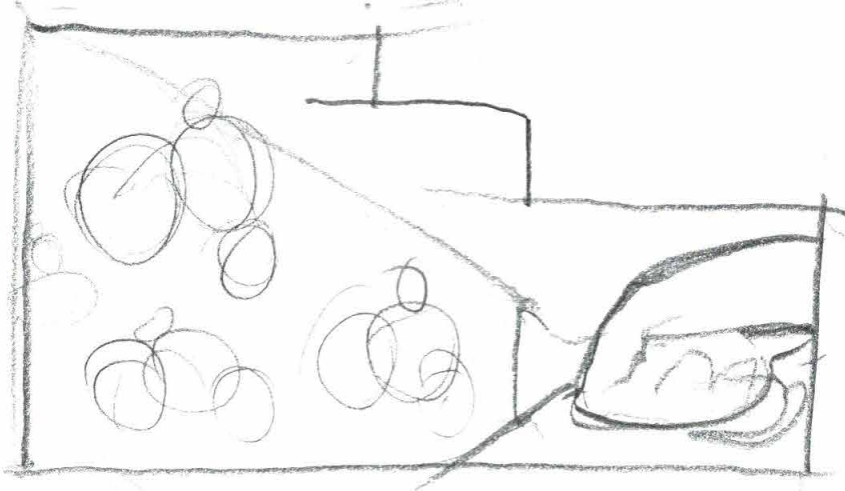
Huge view of cyclist w/ early meridian finger tattoos



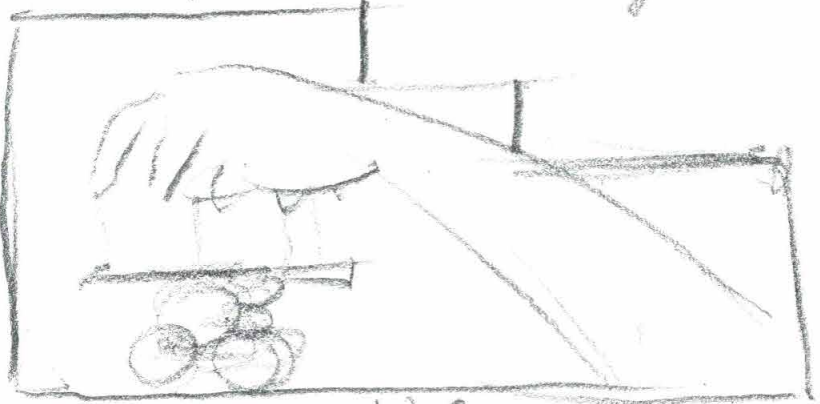
Bikes leaning against The Dory Bar



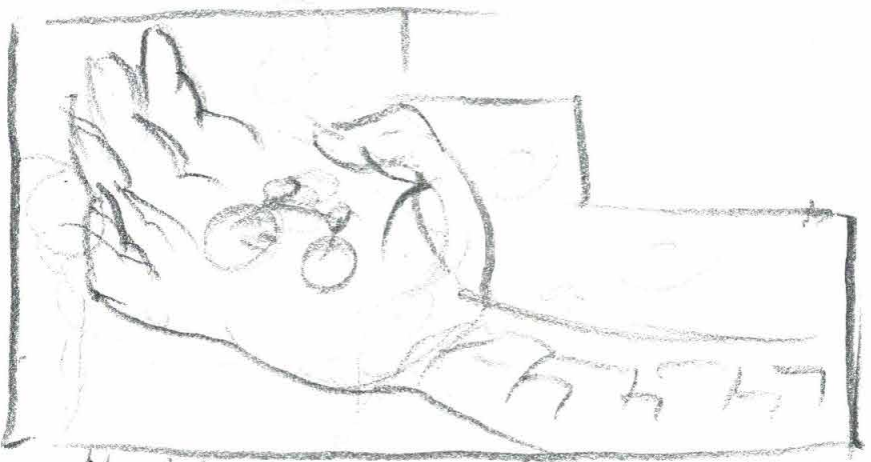
Buildings in bikes



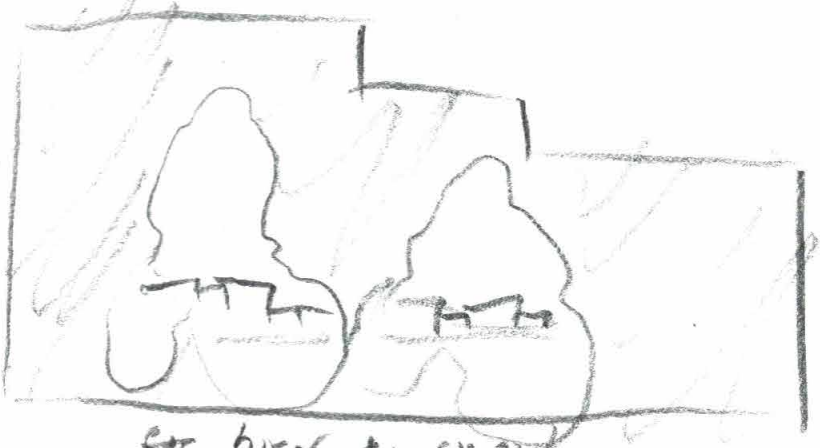
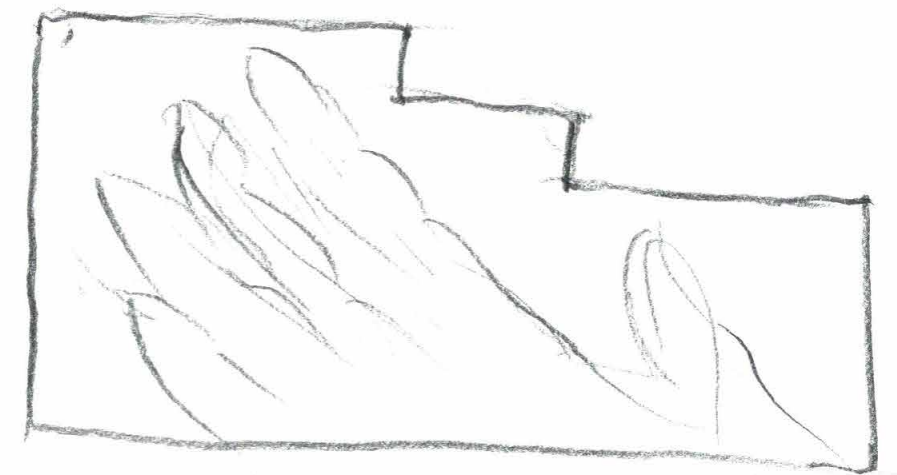
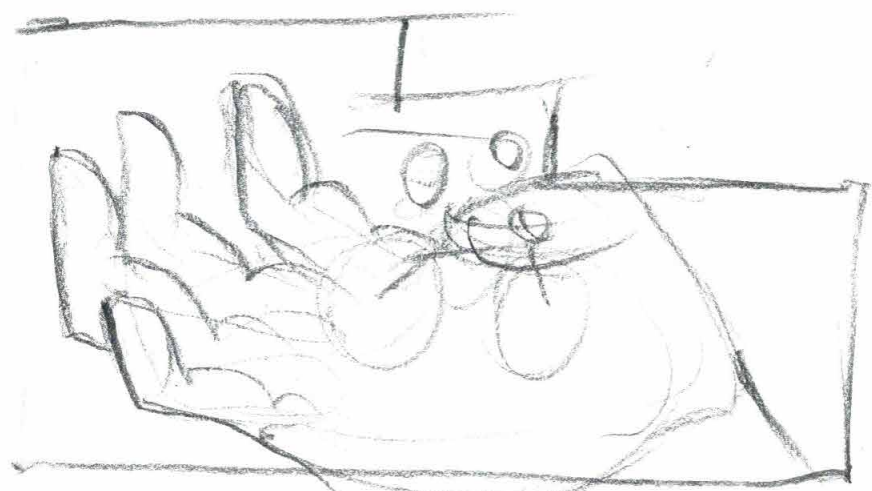
Rooftop silhouette cyclist



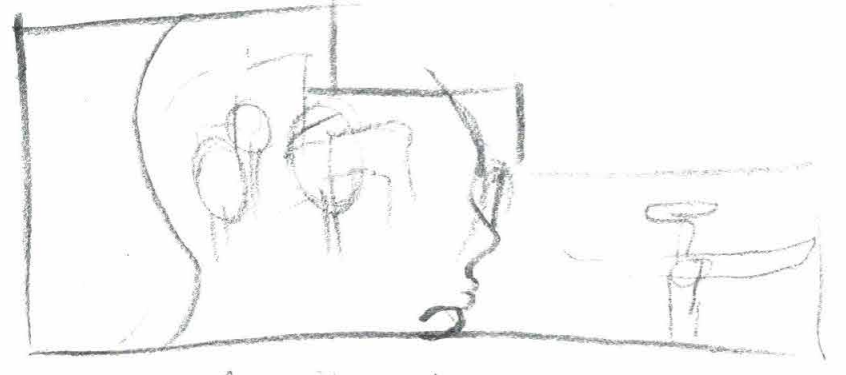
Man on bike



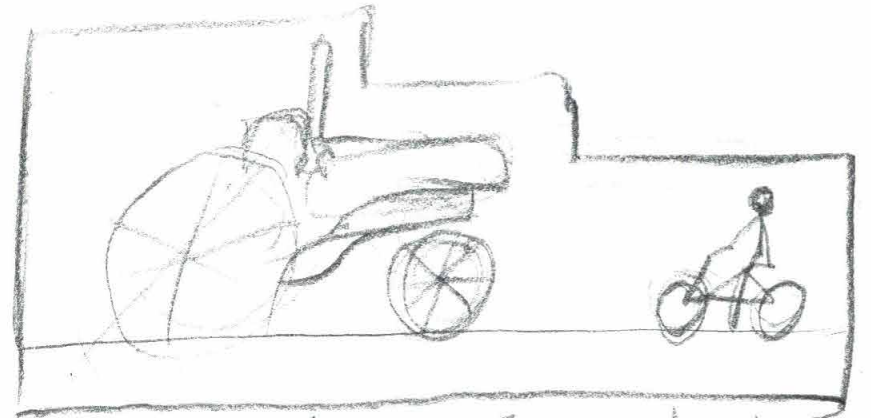
Hand holding bike - meridian tattoo



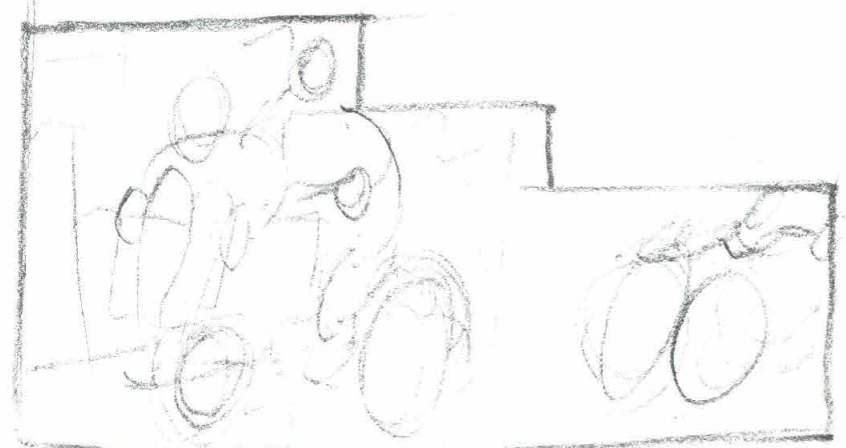
Hand holding bike



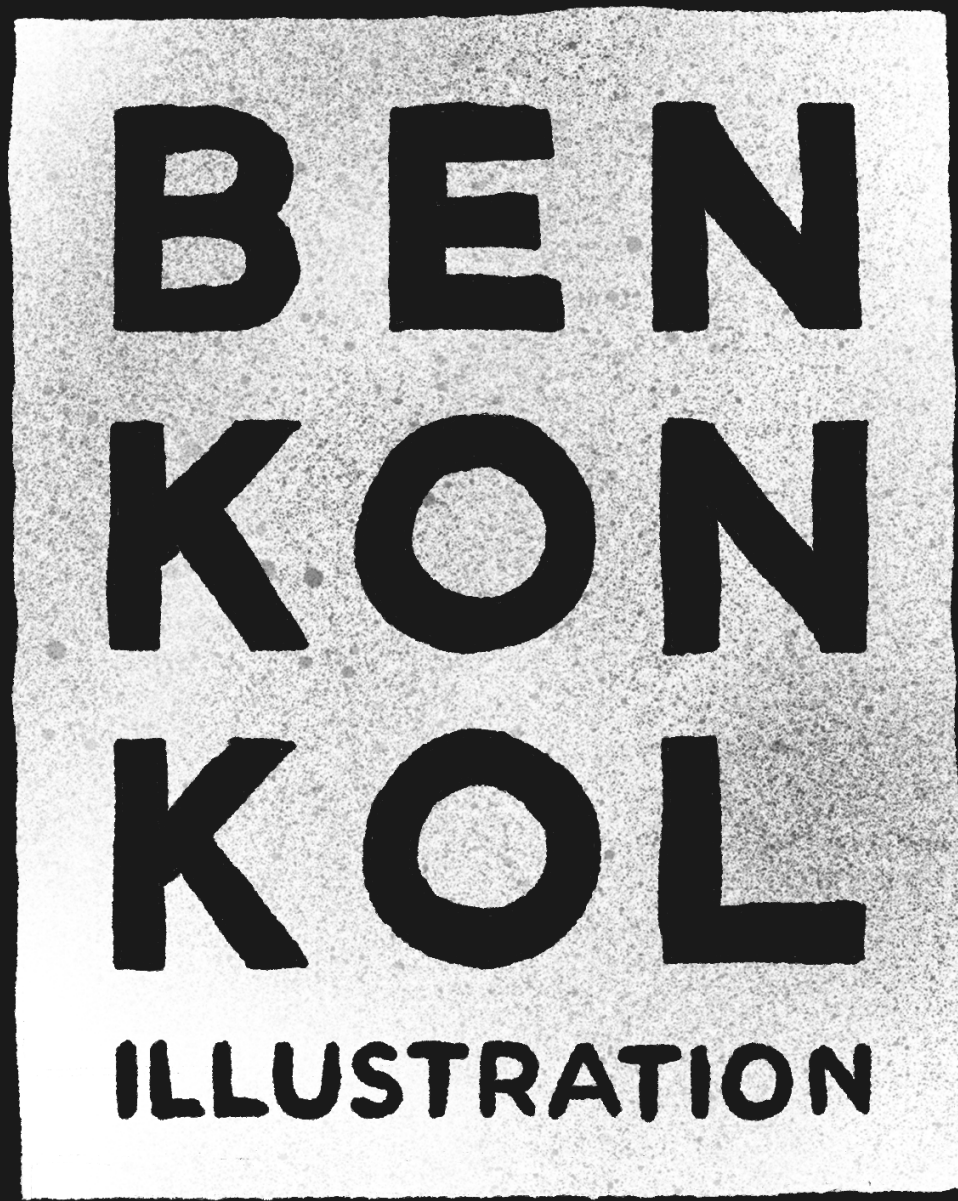
Meridian line



Woman on bike facing back (old meets new)



person riding in basket



# THANK YOU

Our work together is important to me, and I value the time and resources of my clients. In the spirit of protecting the integrity of our creative engagement, I encourage an open dialogue surrounding this project, and I welcome any feedback you'd like to provide.

Sincerely,

*Ben Konkol*  
Ben Konkol



**PROCUREMENT DIVISION**  
**Keith Watts, Procurement Manager**  
33 East Broadway Ave., Ste. 106  
Meridian, ID 83642  
Phone: (208) 489-0328  
Fax: (208) 887-4813

Item 7.

# REQUEST FOR PROPOSALS

## RFP NO. PKS-2116-11260

### CONTRACT SPECIFICATIONS FOR: CALL TO ARTISTS – PARK IDENTITY TEN MILE TRAILHEAD

PROPOSALS MUST BE RECEIVED NO LATER THAN  
4:00 P.M. MAY 19, 2021

**Proposals must be submitted through the City's Bonfire portal  
(<https://meridiancity.bonfirehub.com>) prior to the due date and time**

**Pre-Proposal Meeting  
Not Mandatory**

**Date:** March 31, 2021 4:00 PM  
**Location:** On-site Ten Mile Trailhead  
3430 N Ten Mile Rd. Meridian, ID

### PROJECT DESCRIPTION

The City of Meridian, Idaho is seeking proposals from respondents currently on the Park Identities Art Roster to create theming element(s) that give Ten Mile Trailhead functional pieces of artwork.

## **QUESTIONS**

The Q&A period for this opportunity as stated in the attached starts March 19, 2021. The Q&A period for this opportunity ends April 26, 2021 12:00 PM MST. Questions must be submitted through the City's Bonfire website. You will not be able to send messages after the Q&A period.

Your proposal submission must be uploaded, submitted, and finalized prior to the Closing Time listed above. We strongly recommend that you give yourself sufficient time and at least **ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

## **ANTICIPATED PROJECT SCHEDULE**

The following is an outline of the anticipated schedule for the proposal review and contract award. Schedule is subject to change.

March 19, 2021	Issue Request for Proposal (RFP)
March 31, 2021	Pre-Proposal Meeting
April 12, 2021	Intent to Propose Due
April 26, 2021 12:00 PM	Question Period Ends
April 30, 2021	Addendum Issued (if needed)
May 19, 2021 @ 4:00 PM	Proposals Due
May 20-26, 2021	Evaluation Period
June 10, 2021	Make Recommendation
TBD	NTP

## **CITY'S REPRESENTATIVE**

### **Procurement Representative**

Sandra Ramirez, Buyer  
33 E Broadway Ave. Ste. 106  
Meridian, ID 83642  
(208) 489-0416  
Fax (208) 887-4813  
[sramirez@meridiancity.org](mailto:sramirez@meridiancity.org)

Dated: 3/19/2021

CITY OF MERIDIAN

  
Sandra Ramirez, Buyer

**PROJECT SPECIFICS & SCOPE OF WORK**

**CITY OF MERIDIAN  
Meridian, Idaho 83642**

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**BACKGROUND / PURPOSE**

The City of Meridian is soliciting proposals from respondents for a public art project(s) that create and/or enhance the overall park identity at the Ten Mile Trailhead.

The objective of the project is to create a theming element, or elements, that give the trailhead a true identity and sense of place. Panelists are interested in seeing proposals that can be functional pieces in the park and/or that are highly visible to both park users and passersby. The Ten Mile Trailhead is a new trailhead facility located at 3430 N Ten Mile Road (north of Ustick Rd, across from the City wastewater treatment plant). The Trailhead, which is partially constructed and scheduled for completion this spring, will serve as the first ever ‘gateway’ to the Five Mile Pathway, one of the City’s priority pedestrian routes. When complete, this 1.5-acre property will offer amenities such as bike parking and repair facilities, drinking water and restrooms, plaza space, benches and site furnishings, and both traditional and low-water landscape.

**SCOPE OF SERVICES / SPECIFICATIONS**

The successful proposer will be required to create and/or enhance the overall park identity at the Ten Mile Trailhead by creating a theming element, or elements, that give the trailhead a true identity and sense of place. Meridian Arts Commission (MAC) and Meridian Parks & Recreation Commission (MPRC) are interested in elements that can be functional pieces in the park and/or that are highly visible and appropriate to both park users and passersby. Pieces that contain nudity, inappropriate language or other objects unsuitable for public viewing may be deemed unresponsive.

The selected artist will be responsible to fabricate and install the artwork, in accordance to an executed Task Order with the City and within the project’s final budget and timeline.

A stipend of \$500 will be available to artists who submit an Intent to Propose. The stipend is for the development of the maquette. The projects overall budget totals \$35,000, which includes all costs for engineering, materials, fabrication, permitting, travel, contingencies, and installation of the artwork.

**GUIDELINES / CONTENT**

To be considered responsive, proposals should address all items identified in this section. Please note: Some items require that the Proposer provide a detailed response and/or attachment. Failure to provide a complete response may be grounds for rejection of proposal. Furthermore, proposals should be prepared in such a way as to provide a straightforward and concise

discussion of the Proposer's ability to provide the services that can best satisfy the requirements herein and the needs of CITY.

Elaborate or unnecessarily lengthy documents are discouraged. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and on completeness and clarity of content.

In order to facilitate evaluation and comparison, proposals should be submitted in the format described in this section. Format instructions must be adhered to. All requirements and requests for information in the proposal must be responded to. All requested data must be supplied. Failure to comply with this requirement may be cause for rejection.

Criteria necessary to evaluate the proposals in relation to the service being sought are included in the RFP documents and will be established and weighted. At a minimum, criteria will include, experience, references, compliance to the specifications and requirements for the service provided that the City may use to award contracts to the Proposer it determines appropriate.

## **SUBMITTAL REQUIREMENTS**

### **Letter of Introduction and References:**

Generally describe your business experience. To include past work experiences on similar projects. Provide a list of two references to include; name, address, phone number, and email whom the City could contact to verify previous related work experience.

### **Artwork Description:**

Include digital images (.jpg format) or drawings of the proposed conceptual designs or projects to be considered, and related maquettes. Provide details of materials to be used, dimensions, anticipated maintenance, and any other significant information.

### **Projected Timeline and Pricing:**

Proposer shall provide a timeline/schedule of work for the project artwork.

### **Presentation:**

Present proposals and maquettes in front of evaluation panelists. Presentations to be no more than 10 minutes in length and will be followed by Q&A from panelists.

## **BASIS FOR SELECTION**

This Request for Proposals will be evaluated utilizing the criteria listed below. History from the current and previous projects and customers of the respondent may be used to evaluate some of the criteria.

- a. Adherence to RFP (**10 Points**)
- b. Prior Experience and References (**20 Points**)
- c. Understanding of Project Objectives (**50 points**)
- d. Timeline and Cost (**10 points**)
- e. Presentations (**10 Points**)

**BONFIRE SUPPORT**

The City uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>



## GENERAL INFORMATION AND INSTRUCTIONS TO PROPOSER

CITY OF MERIDIAN  
Meridian, Idaho 83642

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### **PRE-PROPOSAL MEETING**

The Pre-Proposal meeting, if contemplated on the cover of this solicitation, will be on-site.

### **DEFINITIONS, TERMS & CONDITIONS AND SPECIFICATIONS**

Additional Terms & Conditions – See separate document titled Sample Agreement

### **COMMUNICATIONS**

The City will use the BonfireHub website (<https://meridiacity.bonfirehub.com>) for the following activities:

- To post the RFP
- To receive any questions or inquires
- To issue any associated addenda
- To post award notice (including value of award)

To contact the Organization or ask questions in relation to this RFP, respondents must register through the City’s public procurement portal at **meridiacity.bonfirehub.com** (the “Portal”) and initiate the communication electronically through the Opportunity Q&A. The City will not accept any respondent’s communications by any other means, except as specifically stated in this RFP.

### **ADDENDA**

All new information to respondents by way of addenda.

This RFP may be amended only by addendum in accordance with this section. If the City of Meridian, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addendum posted on the City’s public purchasing portal at meridiacity.bonfirehub.com. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Respondents are responsible for obtaining all addenda issued by the City.

### **BONDING AND INSURANCE**

A successful Proposer shall acquire and maintain, at his/her own expense, all insurance and bonds described in accordance with the City of Meridian Standard Contract document found included in this solicitation.

## **CONDITIONS AFFECTING THE WORK**

Before submitting a proposal, each respondent must (1) examine the Request for Proposals documents thoroughly and satisfy themselves as to their sufficiency, and shall not at any time after submission of the Proposal, dispute such specifications and the directions explaining or interpreting them, (2) visit the site to familiarize themselves with the layout of the downtown and the concept plan site, (3) familiarize themselves with Federal, State and Local laws, ordinances, rules and regulations that may, in any manner, affect cost, progress or performance of the work; and (4) study and carefully correlate respondent's observations with the Request for Proposal's. Failure to do so will not relieve respondent from responsibility for estimating properly the difficulty or cost of successfully performing the work. **The City will assume no responsibility for any understanding or representations concerning conditions made by any of its officers or agents prior to the execution of the contract, unless included in the Request for Proposal's, or any addendum.**

## **AWARD OF CONTRACT DOCUMENTS**

Award will be made to the Proposer proposing the most advantageous and qualified proposal after considerations of all evaluation criteria set forth herein. The criteria are not listed in any order of preference. CITY will establish an evaluation committee. The committee will evaluate all proposals received in accordance with the evaluation criteria. The evaluation committee may also contact and evaluate the Proposer's and subcontractor's references (if any), contact any Proposer to clarify any response, contact any current users of an Proposer's services, solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process.

CITY reserves the right to establish weight factors that will be applied to the criteria depending upon order of importance. Evaluation scores will not be released until after notice of intent to award is issued. CITY shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of CITY after all factors have been evaluated.

While CITY intends to enter a contract for these services, it will not be bound to do so. CITY reserves the right to reject any or all proposals.

CITY shall be the sole judge of the successful offers hereunder. Proposers are advised that it is possible that an award may be made without discussion or any contact concerning the proposals received. Accordingly, proposals should contain the most favorable terms from a price and technical standpoint, which the vendor can submit to CITY. **DO NOT ASSUME** that you will be contacted or afforded an opportunity to clarify, discuss, or revise your proposal.

Award will be by means of a written agreement with the successful Proposer. A Notification of Intent to Award may be sent to all Proposers. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure until an agreement is reached. If contract negotiations cannot be concluded successfully, CITY may negotiate with the next highest scoring Proposer or withdraw the RFP.

## **PROPOSER'S COST**

The Proposer will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of the City and will not be returned.

### **RIGHTS TO PERTINENT MATERIALS**

All responses, inquiries, and correspondence relating to the Request for Proposals and all reports, charts, coverage maps, displays, schedules, exhibits, and other documentation produced by the proposer that are submitted as part of the proposal shall become the property of the City after the submission deadline.

### **PUBLIC RECORDS**

The City of Meridian is a public agency. All documents in its possession are public records. Proposals are public records and, except as noted below, will be available for inspection and copying by any person. If any Proposer claims any material to be exempt from disclosure under the Idaho Public Records Law, the Proposer will expressly agree to defend, indemnify and hold harmless the City from any claim or suit arising from the City's refusal to disclose any such material. No such claim of exemption will be valid or effective without such express agreement. The City will take reasonable efforts to protect any information marked "confidential" by the Proposer, to the extent permitted by the Idaho Public Records Law. Confidential information must be submitted in a separate envelope, sealed and marked "Confidential Information" and will be returned to the Proposer upon request after the award of the contract. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any Proposal is subject to potential disclosure.

### **EVALUATION**

Before a contract will be awarded, the City may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the top ranked Proposer(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize the City to conduct reference investigations as needed. Proposals will be evaluated by a selection committee comprised of City of Meridian employees, and may include citizens of the City.

### **PRESENTATIONS**

The City may choose to invite those respondents, which are determined to be best qualified, to make a presentation to the City. If it is determined that presentations will be required, an additional evaluation will be conducted and incorporated into the final scoring. Further information may be provided to the prospective respondents after the initial selection.

### **FINANCIAL STATEMENT**

Proposers may be requested provide a current financial statement or the latest annual report. Proposers shall make a definitive statement regarding their financial ability to perform the requirements hereunder.

**WARRANTY / GUARANTEE**

Contractor delivering equipment / goods against this specification shall guarantee that the equipment / goods meet the minimum requirements set forth herein. If it is found that the equipment / goods delivered do not meet the minimum requirements of this specification, the Contractor will be required to correct the same at the Contractor's expense.

**BRAND NAME**

Brand names and numbers, when used, are for reference to indicate the character and quality desired. Contractors may offer comparable "EQUAL" products unless expressly prohibited herein. If necessary, the burden of proof and cost on analysis to determine equality shall be that of the Contractor. If proposing an "EQUAL", please state name of manufacturer, model, and part number, if applicable, and enclose descriptive literature.

**BONFIRE SUPPORT**

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## ARTS INCLUSIVITY MERIDIAN SUBCOMMITTEE MEETING

Meeting Room A, 33 East Broadway Avenue Meridian, Idaho

Wednesday, April 14, 2021 at 5:00 AM

### MINUTES

#### VIRTUAL MEETING INSTRUCTIONS

Limited seating is available at City Hall. Consider joining the meeting virtually:

<https://bit.ly/3mDmTcr>

#### ROLL-CALL ATTENDANCE

Tom Vannucci, Chair

Natalie Schofield

Leslie Mauldin

Jessica Peters

#### APPROVAL OF MINUTES [ACTION ITEM]

1. Minutes from AIM Subcommittee Meeting on March 10, 2021

J. Peters made motion to approve minutes, seconded by N. Schofield

All ayes

#### DISCUSSION ITEMS

2. Create Actionable Goals Aligned with the AIM Manifesto

T. Vannucci started by talking about the AIM Manifesto. Overall, the purpose is to work on fostering unity through inclusion. He referenced Tim Cook/Apple on becoming a force for good by focusing on representation, inclusion and accountability and make sure we are including everyone we can - be accessible.

J. Peters brought up Americans for the Arts Cultural Center tool kit. J. Peters mentioned that for our Call to Artists she made sure to reach out to as many groups as she could. We can and should be inviting specific groups to our events. We could also partner to plan an event or gallery opening.

Macro Goal - systemic change

Micro Goal - Sub committee involvement...What are we each doing to support AIM?

We are wondering if AIM will become politicized. We discussed how it is ok to be uncomfortable when making change.

J. Peters brought up a Land Acknowledgement before a meeting and A. Belnap thought that might be better suited if we have an art installation. Something to think about.

### **ACTION ITEMS**

**NEXT MEETING - May 12, 2021**

### **ADJOURNMENT**

N. Schofield made motion to adjourn, seconded by J. Peters  
All ayes

# 2021 Traffic Box Art Selections

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# Joyce Green, *Jerseys in Idaho*

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# Lupe Galvan, *Deer at Dusk*

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# Miguel Almeida, *Somos Idaho*

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# Ameerah Bader, *Still Life Still Here Week 24*

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# Lisa Flowers Ross, *Indian Summer*

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# Tisha Johnson, *She Took Time*

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# Catherine Crews, *Bluebird*

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# Stephanie Inman, *High Desert*

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# Dave English, *Brock*

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# Cindi Walton, *Into the Blue*

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# Tran Tran, *Drama Sky*

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# April Davis, *Crashing Waves*

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# Marne Elmore, *Billy*

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# Mary Gardiner, *Splash*

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# Rachel Linquist, *At the Keys*

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# Rosa Cruz, *Cocoon of Inclusion*

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- Your design must be submitted in this layout to show 2 sides, front, back, and top views.
- Actual dimensions are different for each cabinet; you will be required to adjust your design for a specific cabinet if your proposal is accepted.



# Hallie Maxwell, *Sunset on the Seine*

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