



**Panorama Park  
Call to Artists  
Qualifications &  
Community Engagement Proposal**



*Informal RFP# R22-026NS*

## **Summary**

Working cooperatively with The Trust for Public Land and RISE Southeast Colorado Springs the City of Colorado Springs Parks, Recreation, and Cultural Services Department is seeking an artist for a permanent outdoor art installation at Panorama Park (4540 Fenton Road, Colorado Springs, CO 80906). Through a collaborative design process with the community involving project partners, an expert panel, and a community selection panel we seek to improve the park experience for all users through artistic and cultural expression.

Located in Southeast Colorado Springs, Panorama Park will be used frequently by an engaged community that desires to instill a sense of pride and ownership in the park through artwork which is reflective of the community that surrounds it.

### **Primary Project Partners include:**

- [City of Colorado Springs Parks, Recreation, and Cultural Services Department](#)  
The Parks, Recreation and Cultural Services Department is the steward of a diverse park system that enriches the community through healthy, active opportunities that engage and inspire.
- [The Trust for Public Land](#)  
The Trust for Public Land's Parks for People Program seeks to ensure that everyone—particularly every child—lives within a 10-minute walk to a park, playground, or protected open space. We focus our efforts on low-income, historically underserved neighborhoods by working with a diverse group of stakeholders to create livable, healthy, and resilient communities.
- [RISE Southeast Colorado Springs](#)  
With the mission to enhance the southeast from within through resident led change, RISE Southeast Colorado Springs has led in partnership with TPL and the City of Colorado Springs, in the outreach and community participation, design and re-development of Panorama Park through setting community driven goals to include public art and placemaking.

### **Expert Panel**

The City of Colorado Springs Parks, Recreation and Cultural Services has assembled a panel of outside reviewers to assist in the artist selection process. This panel of reviewers includes representatives from the arts community, to include: Downtown Ventures - Art on the Streets

program, the Cultural Office of the Pikes Peak Region, Inside Out Youth Services, The Fine Arts Center, and two local artists. The panel will assist The City of Colorado Springs and the project partners in creating the short list of final artists and will also be available as advisors to the community selection panel, who will make the final selection.

### **Community Selection Panel**

The City of Colorado Springs Parks, Recreation and Cultural Services has assembled a small community selection panel comprised of southeast community stakeholders. The panel will assist the City of Colorado Springs and its partners to select the final artist.

### **Artwork Location/Context**

The artwork will be incorporated into the park's new design ensuring it's a part of the park experience. It is important to the community that the artist respect the process that has taken place to implement the community's vision in the park design. The artwork must complement the new park and aesthetics. The artist will work with The Trust for Public Land's landscape architecture consultant, Stream Landscape Architects, to integrate the artwork into the design of the park. At time of the Pre-application meeting, our partner team will provide a list of what we see as acceptable opportunities and locations for this future art piece. Feel free to ask questions at one of the two pre-application meetings. These locations will also be listed in the pre-application packet posted on the webpage. We expect to post this packet right after the second pre-application meeting occurs. You may also submit questions by the proposal question deadline found in the procurement posting.

### **Media Style/Size**

- The media style, size, and location of the artwork is open to the artists vision, with size and scale to be fitting of the park context; and at concept presentation will be reviewed in a collaborative fashion by and between the artist, landscape architecture consultant, and key stakeholders.
- The artwork will conform to all City requirements and standards.
- The artwork must reflect and enhance the cultural and/or environmental context of the park and the surrounding neighborhood.
- The artwork must be made of durable, permanent media that is safe and requires little maintenance.
- The artwork must be site-specific and properly scaled to its surroundings.
- The installation must also include an applied graffiti-protective surface, to facilitate easy clean-up in the event of any tagging that may occur.

### **Guidelines**

- Artists must be prepared to work with the City of Colorado Springs to install the artwork as part of the overall construction process. Either as park construction is ending or just finished, which is expected in early Summer 2022.
- Artists is expected to get familiar with the community; and must include the community in the artistic process either through a visioning exercise, hands on creative experience, and or

installation of the art, etc. It is up to the artist to define this process; however, the artist should conduct at least two workshops with the community.

- Artists are encouraged to create an interactive or dynamic experience through the artwork. The artist's vision is not limited to a singular piece and can function across the park site. If the art is interactive (climbable, touchable, or otherwise designed to engage the public in a physical way) the artist will work closely with the City of Colorado Springs Parks, Recreation, and Cultural Services Department to ensure public safety and accessibility requirements are met.

### **Artist Eligibility**

- Artists must have and be able to demonstrate prior experience working on public art projects of similar scale and budget.
- Artists must have and be able to demonstrate experience and enthusiasm for engaging the community in the creative process.
- Artist must be able to travel to Colorado Springs to perform in-person community engagement as part of the artistic process as outlined in the project guidelines.

### **Selection Process**

The Parks, Recreation, and Cultural Services Department with The Trust for Public Land will appoint an expert panel made up of no more than five (5) project stakeholders. The expert panel will review the initial applications, and send on 2-4 finalists to the Community Selection Panel; who will in turn make a final recommendation to the Colorado Springs Parks, Recreation, and Cultural Services Department, The Trust for Public Land, and the RISE Southeast Colorado Springs, who will then forward the finalist concept to the Public Arts Commission. The City of Colorado Springs reserves the right to accept or reject any and/or all submissions, and to alter the make-up of the Panel or to re-issue this call.

Phase 1: Pre-application meetings will be held to introduce artists to the project and answer questions that might clarify the proposal process. This meeting is not mandatory to submit however attendance is recommended. Artists who are interested in submitting a proposal will do so by the date and time identified in the schedule as reflected in the Call to Artist posting.

Phase 2: The expert panel with project partners will review the RFP: Call to Artists submissions, identify the top-most qualified applicants based on the selection criteria listed below. From this pool of submissions, up to four finalists will be selected.

Phase 3: The finalists will present their proposals including their interest in this project, proposal for community engagement, and past examples of their work to the Community Selection Panel. Finalists will be given the opportunity to ask detailed questions and participate in discussions with the Community Selection Panel and project stakeholders. It is expected that finalists present in person; however, we acknowledge the COVID-19 pandemic is not over and virtual meetings may be necessary. If asked to present in person, a stipend may be requested by finalists outside of the front range to reimburse travel and lodging expenses not to exceed \$500.

Phase 4: The Community Selection Panel will make a recommendation to the project partners: City of Colorado Springs Parks, Recreation, and Cultural Services Department, The Trust for Public Land, and the RISE Southeast Colorado Springs. The project partners will then select the artist based on this recommendation.

Phase 5: Public Arts Commission: The selected artist presents their process and approach to creating the art as the selected candidate – this may be in-person or virtual depending on the finalist ability to present in-person. **(Presentation #1 - Informational)**

Phase 6: The City of Colorado Springs will enter into a contract with the selected artist to complete the work and will serve as the primary manager of the project.

Phase 7: Artistic Process

- a. Artist will get to know the Southeast Colorado Springs community and engage the community in their artistic process.
- b. Artist will hold a minimum of two community workshops during their process. The artist will determine when these workshops take place in the process.
- c. Artist will meet with local Artist and The Trust for Public Land Fellow Jeresneyka Rose to gain a better understanding for the other public artwork already underway for the site.
- d. Artist will work with Stream Landscape Architecture to technically coordinate and locate the artwork into the park site design.
- e. Artist will create a concept for the artwork that they present back to the community including the community selection panel and project partners for feedback.
- f. Artist will refine concept based on feedback and present a final concept for approval by the City and project partners.
- g. Artist will evaluate the need for and be responsible to create technical and/or engineered artwork drawings. The City and project partners are available to assist the artist with local building code regulation and what may be required for the final art concept.

Phase 8: After the community engagement, and before the art is fabricated, the artist with the City staff will present the final art concept to the Public Arts Commission as another informational update where questions can be asked by the Commission. This presentation may be in-person or virtual depending on the artist's ability to attend in-person. **(Presentation #2 – Informational)**

Phase 9: Plans submitted to Pikes Peak Regional Building Department (PPRBD), if required.

Phase 10: Fabrication and Installation. The artist will provide a general timeline for fabrication once the art concept has been approved by the City. Artist will be required to coordinate with the city on artwork installation, expected after the park opening, in late 2022.

Phase 11: Upon completion of the installation, the artist will make a final presentation to the Public Arts Commission for acceptance of the piece into the City's Public Arts Collection. This presentation may be in-person or virtual and may be accompanied by an on-site artwork dedication ceremony. **(Presentation #3 - Action Item/Ceremonial).**

## Project Budget

The budget available for use is \$70,000 which will support: design (includes artist community process, workshop(s), design refinement based on stakeholder input), fabrication, materials, engineering review, shipping, contract labor, installation, insurance, travel expenses necessary to complete the project, final documentation, and incidental expenses. Local housing and other incidental costs are being supported through in-kind donations, so this does not need to be a part of your proposal. There will be no funds available to support project overruns, and the artist is responsible for delivering the proposed artwork within the budget and should build their budget accordingly.

## Selection Criteria

The selection of the finalists will be based upon the following:

- Artistic merit, originality, and creativity as evidenced by prior or proposed artwork.
- Professional experience delivering projects of similar scale, scope and budget.
- Artists must have and be able to demonstrate experience and enthusiasm for engaging the community in the creative process. Demonstrated ability to undertake the design, creation, and installation of the artwork within the timeline.
- Artwork that requires little or no maintenance.
- Artistic style that is complimentary of community and stakeholder values.
- Appropriateness of materials, style, scale and concepts in relation to the site and to the City of Colorado Springs.

## Proposal Requirements

Please label your attachments with **your name**, not the name of the project.

*Example:* Smith, John Reference 1.pdf

Please include the following in your submittal:

A) **Letter of Interest:** The letter should articulate the artist's interest in this project. The artist should describe how his/her work, process, and experience relate to this project. The artist should explain how the proposed artwork will engage the community, is timeless in nature and will appeal to diverse audiences. Please limit the letter to 500 words or less.

B) **Resume:** A two-page (maximum) current, professional resume. Artist teams should submit resumes for each team member compiled into one document with no more than two pages per team member.

C) **References:** Please submit three (3) current references. Check to make sure the contact information is up-to-date. Please include the reference's name, phone, alternate phone, email, title and a brief (no more than one sentence) description describing the reference's professional association.

D) **Images of Work:** Please provide up to five (5) images of previous site-specific art in public places or of existing art by you and/or your team that relates to this opportunity. Submit JPEG format, 1920 pixels maximum on the longest size, 72 dpi, and with compression settings resulting in the best image quality where the file size remains under 2MB.

E) **Community Engagement Proposal:** Please provide a summary (no longer than one page in length) of how you intend to engage the community in the creative process. Funding for up to two workshops will be provided by the City and The Trust for Public Land who will also work with the selected artist to plan these events and will assist as needed with the community engagement process.

**Milestones** (*Below is a tentative schedule and is subject to change.*)

Although these dates are not set, please utilize the schedule below for the purpose of your proposed schedule. A final schedule can be settled with the City contract and is anticipated to be similar to the overall timeframe below.

**2022**

***Call Procurement Process***

- January 31, 2022 Post Call to Artists to City of Colorado Springs webpage.
- February 14, 2022 Pre-Application Meeting #1 - On-Site with Artists, 10:00 am  
Pre-Application Meeting #2 – Virtual Meeting, 2:00 pm
  - A Pre-Application packet will be posted to the website for those that can not attend.
- February 21, 2022 Questions due to City by 10:00 am M.S.T
- February 28, 2022 Proposals Due by 2:00 pm M.S.T to [Nicole.spindler@coloradosprings.gov](mailto:Nicole.spindler@coloradosprings.gov)

***Selection (some dates may be subject to change)***

- March 1 - 9 Expert Panel & Partner Review Period, 2-4 Finalists Selected.
- March 10 – 11 Notify Finalists, and schedule Selection Panel Presentation date.  
*Artist makes travel plans, if out of state.*
- March 21 – 25 Community Selection Panel Presentations  
2-4 Finalists, approx. 1 hour each.
- **March 28 – April 8 City Contract Executed with selected artist.**

**Performance Period Goal: April 1<sup>st</sup> through November 18, 2022**

- April                                      Public Meeting Updates (Informational – Artist Introduction):
  - April 14<sup>th</sup>                              PRCS Advisory Board Meeting #1
  - April 19<sup>th</sup>                              Public Arts Commission Presentation #2
  
- April - May                                Community Workshop Engagement  
    Artwork Design Development.  
    *(Includes meetings with Jeresneyka Rose & Stream LA)*
  
- June (early)                                Initial Concept Presentation:  
    Community and City Project Partner Feedback
  
- June (Mid)                                 Refine into Final Concept
  
- Late June/Early July                    Final Artwork Concept Presentation:  
    Community and City Project Partner Feedback
  
- July-Aug                                    Engineered Drawings and Submissions, as necessary
  
- July                                         Public Meeting Updates (Informational):
  - July 14<sup>th</sup>                                PRCS Advisory Board
  - July 19<sup>th</sup>                                Public Arts Commission Presentation #2 (Informational)
  
- July - Sept                                 Artwork Fabrication & Confirmation Site Walk
  
- August - October                         Artwork Installation (no later than these months)
  
- October                                     On-site Public Art Dedication Ceremony
  
- October (18)                              Public Arts Commission Action  
    City Public Art Collection - Acceptance/Stewardship  
    (Option #2: Nov 15<sup>th</sup>)

**PROJECT CONTACT (Phases 5-11):**                      Connie Schmeisser  
   Parks, Recreation, and Cultural Services  
   City of Colorado Springs  
   1401 Recreation Way  
   Colorado Springs, CO 809005

**Legal Comments**

The Community Selection Panel and the City of Colorado Springs Parks, Recreation, and Cultural Services Department reserve the right to reject any or all applications, proposals, applicants, or projects, and to modify or terminate the application process or the selection process for any reason and without prior notice. Submission of entry constitutes agreement of conditions set forth. A Contract for artwork will be executed after an Intent to Award and/or a Notification of Award has been made.

### **Procurement Comments:**

Our procurement regulations allow for an informal selection process if the total amount does not exceed \$149,999 USD per project. Language from the standard City contract will be issued to the selected awardee (a copy of the City's standard services contract is available for review on [www.coloradosprings.gov](http://www.coloradosprings.gov)).

If you choose to submit a proposal, you should do so in a thorough yet concise fashion. Proposals should be 15 pages or less and prepared at your own expense.

Proposals will be evaluated on the basis of advantages and disadvantages to the City that might result from offers received. The City reserves the right to reject any or all proposals and to waive formalities and/or irregularities in the offer.

The (non-mandatory) pre-application meetings are scheduled as follows:

**Pre-application Meeting #1** (In Person/On Site) February 14, 2022 at 10:00 am M.S.T. If you are interested in attending, please email [Nicole.Spindler@coloradosprings.gov](mailto:Nicole.Spindler@coloradosprings.gov) to RSVP by February 11, 2020 by 5:00 pm M.S.T.

**Pre-application Meeting #2** (Virtual/MS Teams) February 14, 2022 at 2:00 am M.S.T. (reservations not required)

The link to that meeting can be accessed here:

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 720-617-3426,794406543#](tel:+17206173426794406543) United States, Denver

Phone Conference ID: 794 406 543#

[Find a local number](#) | [Reset PIN](#)

Please email any questions to [Nicole.Spindler@coloradosprings.gov](mailto:Nicole.Spindler@coloradosprings.gov) no later than February 21st, 2022 by 10:00 am M.S.T. Questions and their responses will be posted as an addendum to this solicitation for all to review.

Proposals must be submitted to [Nicole.Spindler@coloradosprings.gov](mailto:Nicole.Spindler@coloradosprings.gov) no later than **February 28, 2022** 3:00 pm M.S.T. Please call 719-385-5265 or email [Nicole.Spindler@coloradosprings.gov](mailto:Nicole.Spindler@coloradosprings.gov) to confirm receipt if you do not receive an email acknowledging receipt.