



**TO:**  
**FROM: Village of Medina, New York**  
**DATE:**  
**RE: REQUEST FOR PROPOSALS: Installation of Mural on Glenwood Ave.  
Bridge Abutment**

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### **INTRODUCTION:**

The Village of Medina ('the Village') is seeking proposals from qualified and experienced muralists interested in providing a cost quote for the Summer 2022.

### **BACKGROUND:**

The Village of Medina, NY was established in 1832 on the Erie Canal. In recent years, the Village has sought to improve and enhance its considerable canal waterfront. As part of those envisioned improvements and enhancements, appropriately themed murals in suitable waterfront locations have been considered.

### **NECESSARY INFORMATION & REQUIREMENTS:**

The following necessary information must be provided and requirements met:

- Submittal of a detailed design plan for a historic Medina, NY/ Erie Canal-themed mural to be painted on the north abutment of the Glenwood Avenue bridge in the Village.
- **Design plan must include:**
  - Artist résumé reflecting artistic experience and three (3) examples of previous mural work.
  - Evidence that demonstrates an ability to complete a project of this style and scope.
  - A detailed depiction of the mural concept to be painted, concept should be accompanied by a brief description detailing how the artist will be incorporating the theme, any historical reference to the area, etc.
  - A detailed enumeration of all work to be done, i.e. prep, priming, etc.
  - A timeline of on-site work.
  - A preliminary budget and materials list reflecting the scope of the initial concept design.

### **ADDITIONAL INFORMATION:**

The project area is approximately 528 square feet on one previously painted concrete wall. The space is identified in photographs attached to this RFP.

The selected artist must properly prime and prepare any area approved for painting and a high quality exterior varnish will be required to secure the longevity of the mural.

The budget for each artist/artist group must not exceed \$3,460. It will be the responsibility of the artist group to allocate, dispense and document funds accordingly. Funds will be distributed in two to three sections. Funds must be distributed to an account with a tax ID number. The project must be completed by September 30, 2022.

## **Administrative Requirements**

**Two (2) hard copies and one (1) electronic copy (PDF) of the proposal must be submitted in a sealed envelope by 9:00 a.m., Monday, June 6, 2022, to:**

Jada Burgess  
Medina Village Clerk  
119 Park Avenue  
Medina, NY 14103  
E-mail: [jburgess@villagemedina.org](mailto:jburgess@villagemedina.org)

Proposals shall be printed on portrait-oriented 8 1/2- x 11-inch paper.

Proposals shall include the name, address, phone number and email address of the artist.

The Village reserve the right to reject any and all proposals which do not comply with these instructions. Proposals shall not be returned to respondents once submitted and the Village may dispose of them in any way they see fit.

### **Questions regarding the requirements of this RFP must be presented to:**

Hon. Michael Sidari, Mayor  
Village of Medina, NY  
119 Park Avenue  
Medina, NY 14103  
Email: [msidari@villagemedina.org](mailto:msidari@villagemedina.org)

Responses to all questions regarding the RFP will be emailed.

### **Additional Information:**

It is recommended that interested artists provide a brief description of:

- Prior experience with similar projects with municipalities.
- Any unique qualifications or expertise that you may have.
- Two (2) references of municipalities to whom similar services have been provided.

### **SELECTION PROCESS:**

The submitted proposals will be evaluated on the basis of ability to meet the requirements set forth in this request, relevant experience, qualifications, quality of design plan and the ability to meet the requirements of the RFP in a cost effective manner.

### **MISCELLANEOUS:**

This RFP does not obligate the Village of Medina to select a muralist provider at this time. Furthermore, the Village can at their sole discretion revise the project and/or its requirements, selection process, etc, for this project at any time before the award.

