

**CITY OF MANHATTAN REQUEST FOR PROPOSAL**  
**DOUGLASS ACTIVITY CENTER MURAL**  
**Project # PR1706**

**I. Background Information**

The City of Manhattan is a vibrant community of nearly 55,000 residents in northeast Kansas, two hours from Kansas City. Manhattan is home to Kansas State University, a leading academic, research, and collegiate athletics institution, as well as Manhattan Christian College and Manhattan Area Technical College. An additional asset is the adjacent Fort Riley U.S. Army installation, home of the 1st Infantry Division.

The City of Manhattan, Kansas, with the input and participation of the City's Arts and Humanities Advisory Board (AHAB) and the Douglass Center Advisory Board (DCAB), seeks proposals for a public art mural project. Artists are invited to submit a proposal for this exciting opportunity to provide a large-scale work of art to be created inside the new Douglass Activity Center, currently under construction at [925 Yuma Street](#), in Manhattan, Kansas.

**II. Douglass Center History**

Yuma Street in Manhattan is rich with Black history and culture. Beginning with the establishment of the Bethel A.M.E. Church by the Exodusters in 1879, continuing through the new Douglass Activity Center expected to open in spring of 2021, the neighborhood's buildings and activities have brought together many generations of Black families.

Founded in 1904, the Douglas School served several generations of Black students prior to desegregation. The building is now known as the Douglass Center Annex, offering community space for tutoring and mentoring programs, meetings, and public services. Built in the 1940s, the Douglass Community Center originally served as a United Service Organization for WWII soldiers. The only swimming pool open to Black residents at that time was located in Douglass Park, on the grounds where the new Douglass Activity Center is being constructed. Other notable structures are the Kaw Blue Masonic Lodge and the historic Pilgrim Baptist Church.

Today, the Douglass Center continues to be a vital and vibrant part of the Manhattan community. Its presence continues to be essential for Black students at KSU and soldiers stationed at Fort Riley, but it has evolved over the years to encompass education, recreation, fellowship, and kinship for all members of the community. The construction of the new Douglass Activity Center provides the opportunity to represent, celebrate, and honor the rich history of the Black community within Manhattan. Read more about the Douglass Center online at [www.mhkprd.com/douglasscenter](http://www.mhkprd.com/douglasscenter).

### III. Location

The mural is located on an east-facing interior wall on the second floor of the newly constructed Douglass Activity Center at 925 Yuma Street, in Manhattan, Kansas.

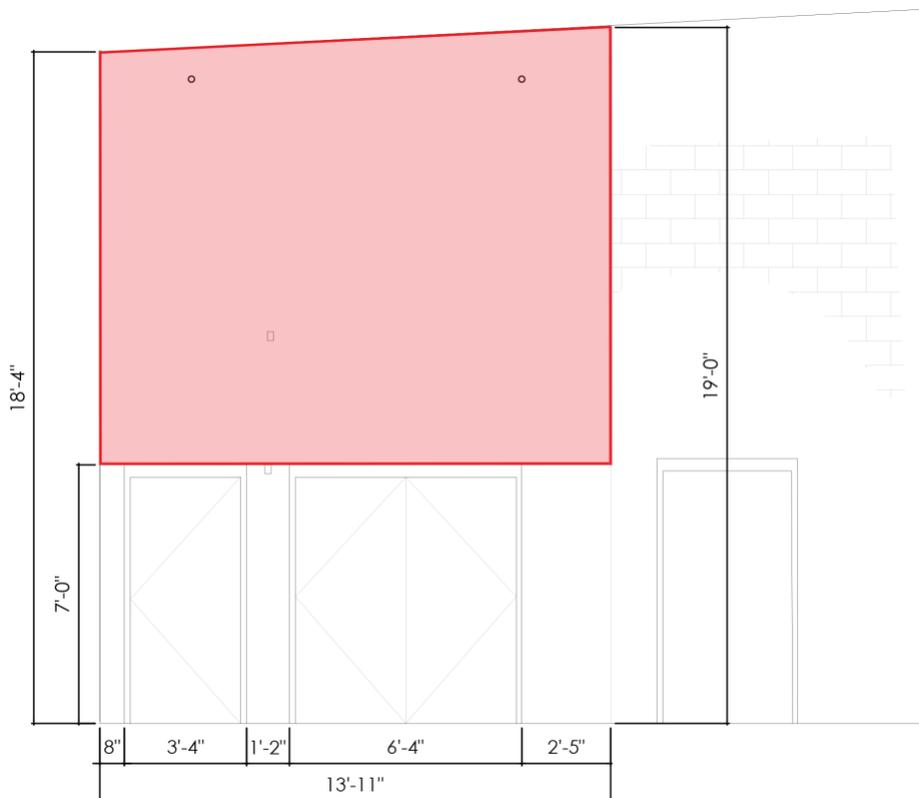
### IV. Design & Themes

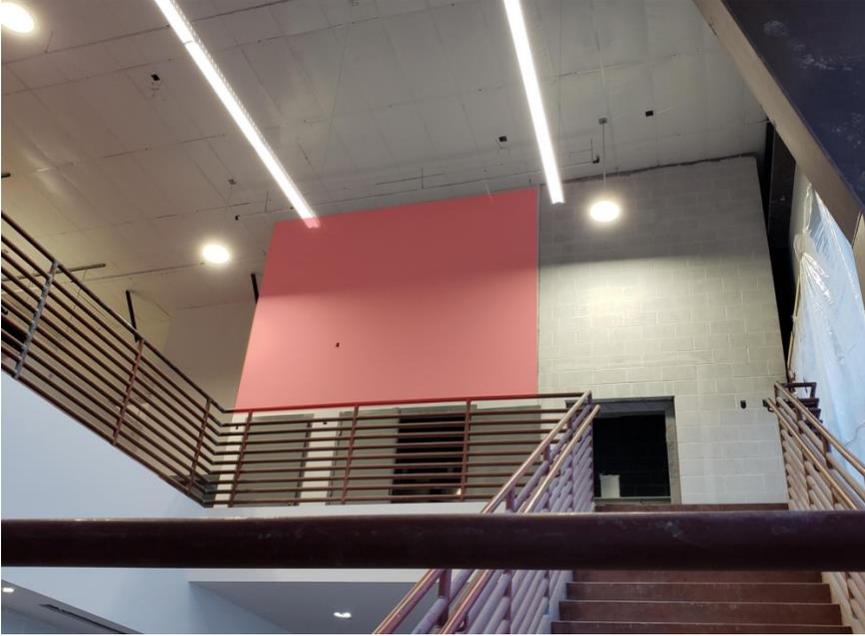
The City is invested in the area, with recent investments in the Douglass Community Center and Annex, and the new Douglass Activity Center to be completed in spring of 2021. This mural project represents a unique opportunity for the selected artist to create a piece of public art representing the Black community in Manhattan.

The mural's theme should speak to the cultural and historical legacy of the area while celebrating and honoring the strength and resilience of the Black community. The mural should celebrate social justice, the creative cultural landscape, and changing attitudes toward racial equality. This mural will be the pinnacle of the Douglass Activity Center and will instill a sense of pride for the City's diverse demographic.

### V. Site Photos & Dimensions

The mural area is highlighted below in red. The area measures approximately 14-feet wide by 11.5-feet high.





*Mural area from main entrance*



*Mural area from 2nd floor*

**VI. The City of Manhattan shall be responsible for the following:**

- Preparing the wall surface (level-4 drywall finish, painted with “Ceiling Bright White,” Sherwin Williams color SW 7007)
- Providing a secure storage space for any materials (paints, brushes, rollers, etc.)
- Access to the building
- Artist plaque to be installed on site

**VII. The selected artist(s) shall be responsible for the following:**

- Materials and supplies (paint, brushes, rollers and the associated accouterment),
- Design, fabrication, and installation of the mural
- Preparing and safeguarding the site each day of work for safety and cleanliness
- Required clean-up of installation site at end of each workday, leaving site clean and free of any obstacles
- Proof of liability insurance coverage

**VIII. The selected artist(s) will be required to:**

- Agree to participate in interviews, videos, photographs, social media, and other media related to the mural. Agree to allow the City of Manhattan to use artist(s)’ name and likeness for educational and promotional purposes related to the mural, the Douglass Center, or the City of Manhattan.
- Share multimedia content, produced by the City of Manhattan, over the artist’s social networks tagging @ManhattanParksAndRec, @CityofMHK, @DouglassCenterMHK @and using the hashtags #mhkprd, #mhkart #dcstrong, #historicdouglasscenter, #douglassmural.
- Execute the contract provided by the City. If a contract is awarded to a proposer, the contract will require the assignment of the artist’s copyright interest in the mural to the City of Manhattan, and further require a waiver of rights pursuant to 17 U.S.C. § 106A. All persons awarded and or entering into contracts with the City of Manhattan shall be subject to and are required to comply with all applicable City, State, and Federal provisions pertaining to nondiscrimination, equal employment opportunity, and affirmative action on public contracts.

**X. Budget**

The proposal must include a total project budget breakdown not to exceed \$13,500 to complete the mural. Total budget should include artist fees, travel-related expenses, materials and supplies, fabrication, installation, and other associated costs.

## **XI. Criteria, Selection, and Grading Process**

All entries must be the original work of the submitting artist. Artist's proposals will be evaluated based on artistic merit, community impact, and managerial capability. The City of Manhattan will convene a diverse Selection Panel including Douglass Center Advisory Board members, AHAB board members, community and business members, City staff, and arts administrators. The Selection Panel will review each applicant's work samples and proposal based on the "evaluation criteria" listed below.

All completed project submissions will be evaluated on a 100-point scale based on the criteria outlined below. Each member of the Selection Panel will grade each proposal individually and the aggregate score will be used to determine merit and advancement in the selection process:

- Success in addressing the project theme and intent in the mural design (0-10 points)
- Concepts and ideas in the artist's mural design show creativity, originality, and uniqueness (0-20 points)
- Inherent artistic quality, skill, and craftsmanship exhibited by proposed and past work (0-20 points)
- The design is responsive to the physical site dimensions and location (0-20 points)
- Artwork is appropriate for placement in a diverse, family-oriented site (0-10 points)
- Demonstrated knowledge and experience of public art creation and the collaborative process of public art design (0-10 points)
- Artist's proven track record/ability to complete the work on time and within the budget (0-10 points)

Based on the above grading criteria, the top three (3) highest scoring artists will be selected as semi-finalists. In the event of a tie in the top three scores, each of the tying artists will be selected as semi-finalists. Members of the Douglass Center Advisory Board will review the semi-finalists at a public meeting and make a final recommendation that is in the best interests of the Douglass Center and the City. The City Commission will have final approval and authorize the City to enter into a contract with the selected artist.

## **XII. How to Apply**

The following must be submitted via online form, in-person, or mailed submission:

- A project statement describing your approach and intention for this mural project, how your proposal relates to the desired mural themes, and project budget. Please include (1-4) images of your proposal (sketches, digital design, and/or mock-ups).
- Artist Statement of Interest: Submission must include an Artist Statement of Interest (no more than one page in length) that specifically addresses your perspective on, and interest in, participating in

the Douglass Activity Center Mural Project for the City of Manhattan, and your personal connection to the Black community and the proposed mural themes.

- Resume/CV: Submission shall include a current resume or CV that outlines your professional accomplishments as an artist. If submitting as a team, individual resumes should be submitted for each team member.
- Professional References: Minimum of three (3), but no more than five (5), references familiar with your work and working methods. This list should include the reference's name, address, email, and phone number.
- Work Samples: Applicants are required to submit (3-6) visual representations (no larger than 1 MB each) of your past artwork appropriate to this project. Please include a list of the submitted project images with descriptions that clearly explain both the projects and images. Acceptable files types include .PDF, .TIFF, .JPEG, .JPG, .PNG, and .GIF. Artists applying as a team should include samples of each artist's work.

Interested applicants may apply with the above information:

Online at [www.mhkprd.com/douglassmural](http://www.mhkprd.com/douglassmural) no later than **Monday, March 1, 2021, at 5:00 PM CST.**

OR

In-person or delivered to the following address in a sealed envelope, no later than **Monday, March 1, 2021, at 5:00 PM CST:** City of Manhattan Parks & Recreation Department, Attn: Theresa Mueller, 1101 Poyntz Avenue Manhattan, KS 66502, and must be clearly named/labeled "City of Manhattan Parks & Recreation – Douglass Center Art Mural Proposal."

### **XIII. Eligibility**

- This proposal is open to all U.S. artists or artist teams
- All applicants must be at least 18 years of age and have all necessary documentation and permits to work in the United States at the time of submittal of qualifications
- Artist must have availability to complete the mural by June 12, 2021, for unveiling at the Juneteenth Celebration on June 19, 2021

### **XIV. Timeline**

- Announcement of RFP: January 2021
- Application Deadline: March 1, 2021

- Semi-Finalist Notification: March 2021
- Final Selection and Contract Award: April 2021
- Mural Installation: April-June 12, 2021
- Mural Unveiling at Juneteenth Celebration: June 19, 2021

## **XV. Contact**

For more information regarding the mural project, or for additional questions, please contact:

Theresa Mueller

Marketing and Community Relations Officer

City of Manhattan Parks & Recreation Department

1101 Poyntz Avenue

Manhattan, Kansas 66502

[theresa.mueller@cityofmhk.com](mailto:theresa.mueller@cityofmhk.com)

785.587.2761.

## **XVI. Terms and Conditions**

- A. All materials submitted shall be subject to the laws and regulations pertaining to public information. No guarantee of privacy or confidentiality is offered or implied by the City.
- B. Proposals may not be modified after submission. However, proposers may withdraw themselves from the selection process at any time prior to selection.
- C. The City reserves the right to eliminate any proposer that submits an incomplete or inadequate response, is not responsive to the RFP requirements, or is otherwise deemed to be unqualified during any stage of the selection process.
- D. The City reserves the right to reject any and all proposals and to waive any defect, technicality, and any other minor informality or irregularity therein.
- E. The City reserves the right, for any reason whatsoever, to terminate this selection process or decide not to make any selection, by providing written notice to the proposers.