

Donor Recognition Wall Request for Proposal

February 17, 2021

A. Objective

1. Schaumburg Township District Library seeks an artist to create an original work for a donor recognition wall.

B. Deadline for Receipt

1. Proposals must be received via email by 4 p.m. Monday, March 15, 2021. Proposals should be addressed to Schaumburg Township District Library Executive Director Annie Miskewitch, and emailed to amiskewitch@stdl.org.

C. Inquiries

1. Inquiries must be made via email, sent to amiskewitch@stdl.org. Telephone inquiries will not be addressed. All inquiries will be addressed within 3 business days. All questions must be received not later than Thursday, March 11, 2021.

D. Background

1. Schaumburg Township District Library serves the approximately 130,000 residents of Schaumburg Township, located about 30 miles northwest of Chicago, IL.
2. Our Township diversity is rising with increases in Asian and Latino populations. Work performed by Rob Paral and Associates in August 2019 noted our Township makeup is 57% white, 22% Asian and 14% Latino. Paral and Associates also noted 43,000 residents speak a language other than English at home. Schaumburg Township has a significant senior population.
3. Mission statement: We are committed to providing relevant information, books, media, technology, and programs for all ages in a safe and friendly environment through the service of well-trained staff.

E. Scope of Work

1. Schaumburg Library is seeking a Chicagoland area artist to create an original work of art to serve as a donor recognition wall.
2. The art should capture the aesthetic of the Schaumburg Library, showcase the artist's talents and serve as a surface to mount plaques to recognize individuals, families and organizations which donate to the Library.
3. The art must fit in a set location, to be determined by Library administration and trustees.
4. Incorporating stakeholder input may be a part of the process.

F. Proposal Content Requirements

1. A cover letter providing a brief description of the artist, including information such as previous works, preferred medium and how to view work, along with artist's name, phone number and email address.
2. A brief statement of the artist's vision for the work, including information such as inspiration, process and any concepts for the work.
3. Exclusion or exceptions. Please note any parts of the proposal that are beyond the abilities of the artist.

4. A schedule of costs including estimates for supplies, time to meet with Library staff and work time.
5. References and contact information for three individuals (not related to the artist) or organizations that can speak to the artist's work and experience.

G. Standards and Selection Criteria

1. Schaumburg Library reserves the right to cancel the award of contract any time before the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation of the proposal.
2. No Library board or staff member shall have a financial interest in this proposal.
3. In cases of disputes over differences of opinions as to the services in the proposal, the decision of the Library shall be final.
4. Schaumburg Library reserves the right to ask for clarification in the proposal if the need arises, and to select a planning consultant based directly on the proposal or to negotiate further with one or more respondents.
5. Schaumburg Library reserves the right to reject any or all responses to this RFP.
6. The proposal will be evaluated by the Library and will include the following criteria:
 - i. Responsiveness of the written proposal to the purpose and scope of the project.
 - ii. Demonstrated artistic experience and skill.
 - iii. Methodology and timeline for carrying out tasks in the scope of work.
 - iv. Cost to complete the process.
 - v. Ability to meet deadlines and operate within budget.
 - vi. Positive work experience and satisfactory performance record (references).
7. Responses will be evaluated by the Executive Director who will present her recommendations to the Board. Interviews may also be scheduled as part of process.

H. RFP and Planning Process Timeline

1. Proposals must be received via email before 4 p.m. Monday, March 15, 2021.
2. All questions must be received no later than 4 p.m. Thursday, March 11, 2021.
3. Artist selected and confirmed no later than Friday, April 30, 2021.
4. A draft/sketch and artist statement are to be submitted to the Library Director one month in advance of the final deliverable due date.
5. Final work of art to be presented in person Wednesday, June 30, 2021.