

## **Request for Proposal**

### **Call for Project Manager: Birds of Mission Hills Wayfinding and Placemaking Art Project**

The **Mission Hills Parking Advisory Committee (MHPAC)** is seeking qualifications from experienced Project Managers to serve as a consultant overseeing artists creating wayfinding and placemaking markers with original art on up to twenty San Diego Gas & Electric (SDG&E) utility boxes using water proof, UV resistant exterior paint, topped with graffiti resistant coating, upon completion by artists of an initial concept design for the spaces.

**Location:** Throughout Mission Hills Parking District (See attached map of area and list of identified utility boxes) which includes West Washington Street, Brant Street, Dove Street, Goldfinch Street, and Hawk Street.

**Scope of Work:** Manage the wayfinding project by initially creating a narrative introducing each artist, on a weekly basis create and update marketing photos and narrative of the project for posting on social, as well as weekly written progress reports. Within an established budget, oversee approval process for all art supplies and artist payments. Meticulously maintain all receipts for which reimbursement has been authorized. Oversee work product of the selected artist/s who will create figurative or abstract Birds of Mission Hills centric original art on each of the identified utility boxes. Ensure the MHPAC and SDG&E requirements (attached), to guide pedestrians through their physical environment (wayfinding) and connect them to the space (placemaking) are being followed. Ensure artists do not paint over SDG&E stickers. Based on the closest bird named cross street, each box will have a predetermined “bird” for it, without exception. Work with artists to maintain a tidy and safe environment. Consult with chairperson of the Mission Hills Parking Advisory Committee.

#### **Submittal Requirements:**

1. Include examples of your prior experience managing art and design projects and artists
2. Describe your approach to managing the artist/s and ensuring the project is completed on time.
3. Describe management techniques which you have successfully used.
4. Indicate your general timeframe of availability to manage this project which we anticipate to take 4 – 6 months.
6. How will you ensure SDG&E requirements are being followed?

7. Include your Project Management compensation requirements.
8. Submit relevant links to your professional qualifications.

**Process:** All submittals will be reviewed by the Mission Hills Parking Advisory Committee (MHPAC). Finalists may be invited to present to the MHPAC and possibly other community groups. Final selection will be made by the MHPAC.

**City Permit:** The Uptown Community Parking District will take the lead in preparing and submitting the required application package with assistance from the selected artist/s, should any City Permits be required.

**Submittal Deadline:** All submittals must be by electronic mail and are due on or before **Friday, May 31, 5:00 pm** to: **MHPACWayfindingArt@gmail.com**. Use Subject Line: **Art Project Manager**

The Mission Hills Parking Advisory Board reserves the right to reject any and all proposals.

**Mission Hills Wayfinding and Placemaking Art Project Attachments:**

**FAQ:** A list of questions and answers about this project which artists may have prior to submission

**SDG&E Requirements:** Equipment beautification project painting guidelines

**Mission Hills Utility Box Map:** The attached list identifies addresses nearest the SDG&E utility boxes with aerial photos of some of the available “canvases” for the proposed original artwork over a **one** mile area of Mission Hills