

**CITY OF EAST LANSING DOWNTOWN DEVELOPMENT AUTHORITY  
EAST LANSING, MICHIGAN**



**Request for Proposals: Lansing – East Lansing Area Local Artists**

The East Lansing Downtown Development Authority (DDA) is seeking local artists in the East Lansing and Greater Lansing area interested in displaying their artwork in downtown East Lansing.

Payment: Your original artwork will not be displayed, rather, the DDA will cover the costs to:

- Produce a print of your original artwork
- Install the print of your original artwork in 4’ x 6’ display panels
- Market and promote your artwork on display on social media handles
- In addition, the DDA will provide you with \$250 to display a print of your artwork.

Number of Opportunities: A total of eight (8) artists will be selected under this request for proposals. Artists may submit from one to three pieces of original artwork to be considered.

RFP Response Deadline: Responses to this RFP must be submitted no later than September 16, 2022, at 5:00pm.

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Social Media Handles (if applicable): \_\_\_\_\_

Name of the piece: \_\_\_\_\_

Description of Artwork (1-2 sentences):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Artist Bio (1-2 sentences):

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I hereby state that all the information I have provided is true, accurate, and complete. I hereby state that I have authority to submit this proposal which will become a financial agreement if accepted by the City of East Lansing Downtown Development Authority.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Introduction**

The East Lansing Downtown Development Authority continues implementing creative placemaking initiatives to create a vibrant and inclusive downtown district. In 2021, and as part of its response to the COVID-19 pandemic, the DDA used the Michigan Economic Development Corporation's Public Spaces, Community Places (PSCP) crowdfunding program to finance and implement the Daytime. Nighttime. Anytime. Place Project (Place Project). The Place Project used tactical urbanism techniques and creative placemaking concepts to redesign and program underutilized public spaces. This included installation of new seating and shade infrastructure, artwork, lighting, community events, and various pilot projects. Approximately \$190,000 was raised through the PSCP crowdfunding campaign, including donations from hundreds of community members, several boards and commissions, and dozens of local businesses.



### **Rotating Artwork Display Program**

In collaboration with the East Lansing Arts Commission, Downtown Management Board, and Michigan State University Broad Art Museum, the DDA launched the Rotating Artwork Display Program (Program). The goal of the Program is to increase the number of opportunities for local artists to display and market their creative talents in downtown, as well as market and promote the MSU Broad Art Museum.

The Program installed four multi-purpose, double-sided artwork display panels at the

Division Street Garage along Albert Ave. The panels help define and enhance public spaces for social gathering areas and provide eight (8) spaces to display artwork. Original artwork is not used; instead, prints of the original artwork are produced and installed for display in the panels.

**Artwork Rotations:** The Program was designed to display artwork on a rotating basis. Artwork displayed in the artwork display panels at Division St garage is removed and then placed in

separate 4' x 6' outdoor clear anodized aluminum frames for permanent installation in downtown public parking facilities and other public property. This allows for new artwork provided by MSU Broad, East Lansing High School AP students, and local artists to be installed and displayed in the panels on a rotating basis.

Overtime, the artwork installed in public parking facilities will grow; creating more engaging and interesting public spaces for an enhanced pedestrian experience, as well as increase opportunities for local artists to display their artwork in downtown East Lansing.

**Location:** Your artwork will be displayed at the Division St Garage along Albert Avenue. The location is undergoing a transformation with the installation of lighting, security cameras, and the Groovy Opportunity Mural.



#### **Timeline:**

- RFP Release Friday, August 12, 2022
- Proposals due Friday, September 16, 2022, by 5:00pm
- Review of Proposals completed, and artists notified by Wednesday, September 23, 2022
- Artwork printed and installed by Friday, October 7, 2022

#### **Criteria:**

The artwork should embody the character of East Lansing and reflect the sense of the community that is celebrated downtown. The artwork should celebrate the City's commitment to diversity, equity and inclusion, the importance that art plays in defining a sense of place and community and the diversity of the East Lansing community. All artwork mediums accepted. Preference will be given to East Lansing artists but all artists in the Greater Lansing area are encouraged to apply.

#### **Submission Requirements:**

To be considered for the RFP, all responses must be submitted electronically to [business.support@cityofeastlansing.com](mailto:business.support@cityofeastlansing.com) and include the following:

- A signed, completed copy of this RFP document
- A high-quality photograph of each artwork submission

Electronic files are to be in .pdf, .jpg, or .png format. Other format types will not be accepted.

**Questions:**

Please contact Wendy Sylvester-Rowan at [wsylves@cityofeastlansing.com](mailto:wsylves@cityofeastlansing.com) if you have any questions.

**City of East Lansing Required Contract Terms:**

The contractual obligations contained herein are incorporated into the terms of the contract to which they are attached.

**Civil Rights Ordinance:** The Applicant agrees to comply with the City’s Civil Rights Ordinance, Article II, Chapter 22 of the Code of the City of East Lansing, which prohibits discrimination based on religion, race, color, national origin, age, sex, height, weight, marital status, sexual orientation, gender identity or expression, student status, because of the use by an individual of adaptive devices or aids, or because of an arrest record when a conviction did not result, except as allowed under Section 22-33(b)(6) of Chapter 22.

**Independent Contractors:** The parties agree that the Applicant is an independent contractor as that term is commonly used and the Applicant is not and shall not be considered subcontractors or employees of the City and has no authority to bind the City in any manner. The Applicant shall be solely responsible for the withholding and reporting of all federal, state, and local income and employment taxes. The Applicant acknowledges that it is not insured in any manner through the City for any bodily injury, personal injury, or property loss whatsoever.

**Acceptance:** This proposal is accepted by the City of East Lansing Downtown Development Authority

\_\_\_\_\_  
Michael Krueger, Chair  
Downtown Development Authority

Date: \_\_\_\_\_

\_\_\_\_\_  
Kristen Clark, Treasurer  
Downtown Development Authority

Date: \_\_\_\_\_

Certified as the sufficiency of funds:

\_\_\_\_\_  
Audrey Kincade, Acting Finance Director

Date: \_\_\_\_\_