

CITY OF DEL CITY

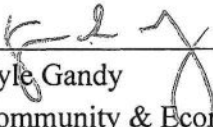
OFFICE OF COMMUNITY DEVELOPMENT



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REQUEST FOR QUALIFICATIONS CALL FOR ARTIST(S)

City of Del City



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REQUEST FOR QUALIFICATIONS

CALL FOR ARTIST(S)

Notice is hereby given that the City of Del City (CITY) (collectively the OWNER), is requesting qualified ARTIST(S) to submit their qualification for a utility box decoration project.

This Request for Qualification (RFQ) will be posted in the Oklahoman, the Journal, The Midwest City Beacon, and online at the City of Del City's webpage at [Bid Opportunities | The City of Del City](#), and at <https://facebook.com/dcokgov>.

Artist Proposal and Qualification Statements will be due by email to pm@cityofdelcity.org not later than 11:59pm (CDT) August 21, 2026 for:

REQUEST FOR QUALIFICATIONS CALL FOR ARTIST(S)

Qualification statements received more than ninety-six (96) hours, excluding Saturdays, Sundays, and City observed Holidays, before the time set for opening of qualification statements, as well as any qualification statements and Artist Proposals received after the above set date and time, shall not be considered. Qualification Statements and Artist Proposals shall be made in accordance with the requirements for qualification statement, all of which are on file and available for public examination at the City Clerk's office.

The email shall include a header line that this is an "Artist Proposal and Qualification Statement for the Call for Artist(s)".

Any correspondence, questions or requests for copies of the Request for Qualifications should be directed to Jim Studebaker, Project Manager, City of Del City, 3701 SE 15th Street, Del City, Oklahoma, 73115, pm@cityofdelcity.org, (405) 677-5741 (extension 7316)

The specifications are complete as written. No oral representations made by any agent or employee of the City or its' affiliate agencies shall be of any force or effect unless reduced to writing and submitted to all prospective artists at least twenty-four (24) hours in advance of the Artist Proposal and Qualification Statement deadline.

The intent of this Request for Qualification (RFQ) is to contract with one (1) or more artists for participation in a project to decorate one (1) to four (4) traffic control utility boxes for OWNER.

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1. Introduction

A. Requesting entity information

The City of Del City (CITY), (the OWNER), with municipal offices at 3701 SE 15th Street, Del City, Oklahoma, 73115, is the requesting entity.

B. Overview and Objective

The principal purpose of this Request for Qualification (RFQ) is to design and safely deliver positive, eye-catching public art to transform between one (1) and four (4) plain traffic control utility boxes into unique and vibrant works of art. These four (4) traffic control utility boxes are located on SE 29th St at the intersections of Sunnyslane Rd, Epperly Dr, Vickie Dr, and Del View Dr.

C. Funding

The OWNER will appropriate funds for the entire project.

D. Method of Payment

The selected ARTIST(S) will be directly awarded a \$1,500 stipend for creative design work and labor per successfully completed and accepted utility box. Additionally, up to \$500 for associated supplies, tools, materials, fees and subscriptions may be made. A City of Del City premade invoice and proper receipts to submit for payment will be used. OWNER will verify the satisfactory completion of the performed artwork before funds are disbursed.

E. Contract Terms

OWNER will own all installed artwork and reserves the right to remove, replace and adjust the artwork as it sees fit, in perpetuity, while the artist retains any existing copyright. All artwork must be original and personally created by the artist(s) applying for this project. Artists will be given appropriate credit, and may sign all completed work. No QR codes or website, social media, etc addresses may be used, however.

Individuals named as key personnel shall be expected to perform or directly manage actual work on their assigned traffic control utility box(es) throughout the course of the contract. This RFQ does not commit the OWNER to procure or award a contract for any work.

Respondents acknowledge and agree that the OWNER will not be liable for costs, expenses, losses, or damages, (including damages for loss of anticipated profit) or liabilities incurred by those responding as a result of, or arising out of, a response to this RFQ.

2. Project Requirements

A. Design and Performance

Art should be bright, bold and inviting, with content clearly visible from a distance. Extra selection credit for including or emphasizing local culture, schools, businesses and the historical aspects of Del City!

Art is to have two dimensional only design elements for all four sides of the signal box and may not involve highly textured media or attach any objects so that nothing comes off the plane of the utility box. These boxes average 4 feet high, 18 inches thick and 2 feet wide, though you should visit them as noted in the included map to get a good feel for dimensions and the actuality of your intended canvas. The tops of the boxes are also expected to be painted.

Avoid political statements or mention of political persons (though general patriotism is encouraged); religious references, symbols, or numbers; copyrighted or trademarked material; corporate or organizational branding; offensive, obscene references or imagery; images of illegal activity; or representation of traffic signals or signs.

Media used should be intended to withstand constant exposure to outdoor weather extremes of sun, temperature, moisture, nearby traffic exhaust and normal wear and tear as well as mitigating potential vandalism.

Artists are expected to maintain a safe working environment and to clean up after the end of every work session with no materials or equipment left behind. No materials or equipment may be staged on or near the site. Neighboring businesses and properties may not be impeded in any way by vehicles, equipment, materials, or bystander traffic. Neither ladders nor power equipment may be used. No media application equipment with the potential to overspray or otherwise contaminate nearby greenery, sidewalks, vehicles, pedestrians, pavement, etc may be used.

Unused media or equipment may not be disposed of in storm drains, on lawns, on pavement or roadways, or in neighboring property trash containers.

Representatives of the OWNER may call a halt to work at any time in the event of perceived safety or environmental contamination issues.

Adjustments may be made to the finished pieces for technical or installation challenges, and no guarantee is implied for the location or longevity of display. Dates are subject to change or project cancellation at the discretion of the OWNER.

B. General Requirements

The ARTIST(S) must be over 18 years old at the time of submission (to be able to legally contract with the City) or have a parent of the artists or duly authorized official of the ARTIST(S) firm sign the qualifications. Del City will own all installed artwork and reserves the right to remove, replace, copy, reproduce, publish and adjust the artwork as it sees fit, in perpetuity, while the artist retains any existing copyright. All artwork must be original and personally created by the artist(s) applying for this project.

The chosen ARTIST(S) (s) must meet all terms and conditions of the CONTRACT awarded.

The qualifications must be submitted in electronic format to pm@cityofdelcity.org. No reimbursement will be made for any cost incurred in preparing the qualifications or any cost prior to formal award of contract.

Any and all calls or intended postings for journalistic or social media exposure must be coordinated with the City of Del City's Project Manager or Public Information Officer with adequate advance notice.

C. Prohibited Interest

No member, officer or employee of the OWNER, or of its governing body during his or her tenure, or one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

D. Insurance Requirements

The ARTIST(S) will be responsible for obtaining their own insurance and will protect and hold harmless all city employees, contractors and the OWNER from liability in case of accident or injury to persons or property. All work is at your own risk, and all participants are expected to sign a liability waiver.

E. Qualification Content

Artists can submit up to four (4) design proposals in their Qualification Statements and Artist Proposals by email to pm@cityofdelcity.org by 11:59 p.m. (CDT) August 21, 2026. Applications considered incomplete will not be reviewed.

In addition to digital images or scans of physical art, submissions must include a brief (750 word maximum) artists' statement that addresses:

How Del City has influenced their interest in this project,
their experience (if any) creating public art,
a description of the work;
and how this art beautifies Del City.

3. Selection Process

A. Right to Reject.

OWNER reserves the right to reject any or all Qualification Statements and Art Proposals.

B. Criteria.

Qualification Statements and Artist Proposals must be received by email to pm@cityofdelcity.org not later than 11:59pm (CDT) August 21, 2026.

The selections of the ARTIST(S) will be made solely based on the review of the Qualification Statements and Artist Proposals received which fully respond to the information requested herein.

Selections will be made by the City of Del City's City Manager and the Beautification Committee on the evening of September 15 at the City of Del City's city hall.

All information submitted in response to this RFQ shall become the property of the OWNER, and as such, may be subject to review as public records.

The OWNER reserves the right to cancel, alter or amend this RFQ. In such an event, all persons or firms who have received the RFQ and have registered with the OWNER will be notified in writing.

The OWNER reserves the right to request clarifications from any or all submitters; however, the OWNER shall not be required to request missing information from the respondents that may cause the submittal to be non-responsive.

Any protest of the award of this proposed contract shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City of Del City City Clerk within three (3) business days after the award of the contract by the governing body. The governing body reserves the right to review all Qualification Statements and Artist Proposals and make the awards to the best Qualification Statements and Artist Proposals. All other provisions of the specifications shall also apply.

C. RFQ Review Process

Selected artists will be invited to a City of Del City City Council meeting for formal recognition and acknowledgement of selection on the evening of Monday September 21, 2026, as well as assignment of traffic control utility box(es), after which work may begin.

All work is expected to be completed by 5:00 pm (CDT) Friday, October 23. However, the OWNER reserves the right to terminate the contract prior to the completion of the contract term at their discretion.

D. Proposed Schedule. The services sought by the OWNER shall meet the following schedule:

Artist Proposal and Qualification Statements will be due by email to pm@cityofdelcity.org not later than 11:59pm (CDT) August 21, 2026.

July 22: Submission opening.

August 21: Submissions closed.

September 15: Submissions reviewed and finalists selected at the Beautification Comte

September 21: Selected artists recognized at City Hall and utility box location assignments will be made.

September 22: Utility box artwork begins

October 23: Utility box artwork finishes

November 30: Media Announcement(s), project closed

E. Inquiries

Any correspondence, questions or requests for copies of the Request for Qualification should be directed to pm@cityofdelcity.org.

Any questions regarding this RFQ will be handled as promptly and directly as possible. If a question is only a clarification of instructions or specifications, it will be handled verbally. If any questions result in changes or additions to the RFQ, the changes and additions will be forwarded to all applicants as quickly as possible by addendum.