



Town of Stephenville Request for Proposals RFP 2025-05

Acadian Heritage Mural

Issue Date: May 26, 2025
Closing Time: June 10, 2025 at 2:30 p.m
Opening Time: June 10, 2025 at 2:31 p.m

1. Project Overview

The Town of Stephenville, with funding and consideration from the Fédération des francophones de Terre-Neuve et du Labrador, 28 Main Street Limited, and the provincial government's French Services Grant Program, seeks an Artist or Artist Team to design and complete a mural celebrating its Acadian heritage and culture.

The project will use dibond panels as the substrate, and the design will be applied to the panels using exterior-grade latex or acrylic paint. Materials and installation will be provided at no cost to the Artist or Artist Team.

The work will be installed on the building at 30 Main Street, Stephenville.

The successful Artist or Artist Team will be responsible for designing, creating, and completing the mural within the timeline and according to the objectives and specifications herein.

2. Objectives

The design concept will:

- Be timeless and enduring
- Celebrate the Acadian culture, heritage, and history of the Town
- Include imagery representing the Acadian flag
- Contribute to a vibrant, welcoming streetscape
- Celebrate the unique characteristics of the Town of Stephenville

3. Project Specifications

The substrate for the mural will be two (2) 4' x 8' dibond panels butted together to form a square of approximately 8' x 8' (2.44m x 2.44m). Upon completion, a UV and graffiti-resistant transparent film will be applied over the artwork.

The artwork shall adhere to the following requirements:

- The artwork must be original and created by the submitting Artist or Artist Team
- The artwork should be colourful, as bright and bold colours are less prone to fading over time
- The artwork should contain appropriate levels of detail and scale for viewing by pedestrians, motorists, and cyclists
- The artwork must not contain political imagery or content in breach of any intellectual property rights, trademarks, or brands
- The artwork must not contain images of vulgar, offensive, or illegal activity

4. Scope of Work

The successful Artist or Artist Team will be responsible for designing, creating, and completing the mural within the timelines and according to the objectives and specifications herein. Responsibilities will include, but are not limited to:

- If required, further develop and refine the design to ensure alignment with the project's objectives and specifications
- Coordinate the purchase, ordering, delivery, and storage of all materials and supplies
- Provide regular progress updates to the Town
- Complete the mural at an off-site location to be provided by the Artist or Artist Team
- Coordinate transportation of the completed panels from the Artist or Artist Team's location to the installation site, their installation, and the application of the UV and graffiti-resistant film
- Prepare a specifications document detailing materials and supplies used and their associated costs, as well as maintenance recommendations to extend the lifespan of the mural
- Work with the town and other funding entities to communicate, showcase, and promote the project's development and final results

5. Pricing

The project has a fixed budget of \$7,500. This fee is all-inclusive and must include all labour, travel, other Artist overheads, and applicable taxes.

Proposals must agree to this amount or be excluded from consideration.

6. Timeline

Deadline for receipt of proposal submissions: Tuesday, June 10, 2025

Notification of successful Artist or Artist Team: Tuesday, June 17, 2025

Deadline for project completion and unveiling: Friday, August 15, 2025

The mural will be unveiled at a ceremony marking National Acadian Day on August 15, 2025. The artist may attend the event and give a brief speech describing the project and its themes if they are comfortable doing so.

The artwork must be completed in time for the paint to cure to the degree required for the anti-graffiti film to be safely applied before August 15th, 2025.

7. Proposal Requirements

Please submit the following to michael.ratter@stephenville.ca with "Acadian Heritage Mural" in the subject line. Submissions must be received by 2:30 pm on Tuesday, the 10th of June, 2025:

- Full name and contact information for the Artist or Artist Team Lead

- Link to the Artist or Artist Team’s website or portfolio (if available)
- C.V. and biography for the Artist or Artist Team members.
- Five (5) images showing past relevant work, including title, date, medium, size, and a brief description of each artwork
- Description and detailed sketch/draft of the design idea, including how it meets the project objectives
- The Artist or Artist Team’s agreement to the project budget as stated in section 5
- Letter of intent and comprehension demonstrating the Artist or Artist Team’s interest in and approach to the project, planned project timeline, and their availability and capacity to complete the project within the established timeline

Although experience in completing large-scale public murals will be a consideration, it is not an absolute requirement. We encourage Artists and Artist Teams at all stages of their careers to apply.

The Town of Stephenville is dedicated to inclusion, accessibility, and openness in the application process. We encourage submissions from Artists and Artist Teams that are typically underrepresented, including BIPOC (Black, Indigenous, and People of Colour), LGBTQIA2S+ identifying individuals, women, and persons with disabilities.

If you have any questions or require assistance with your application, please email michael.ratter@stephenville.ca

8. Selection Criteria

To assist with the fair evaluation of all submissions, proposals will be evaluated by a committee made up of representatives from the Town, the other funding entities, and other stakeholders according to the following criteria:

Criteria	Weighting	Related Proposal Requirements
Experience of the Artist or Artist Team	20%	Artist or Artist Team C.V. Portfolio of Previous Work
Artistic merit and the relevance of the design concept	40%	Description and sketch of design idea, including how it meets the project objectives
Understanding of the project and capacity to complete it within the required timeline	40%	Letter of Intent and Comprehension

9. Terms and Conditions

9.1 The successful Artist or Artist Team retains all rights to the work except ownership and possession. Given the intention that the work in its final dimension shall be unique, the Artist or Artist Team shall not make any additional exact duplicate reproductions of the final work, nor shall the Artist or Artist Team grant permission to others to do so, except with the written permission of the Town as Owner. The successful Artist or Artist Team shall grant to the Town of Stephenville and their successors an irrevocable license to make two-dimensional reproductions of the work for promotional purposes, including but not limited to reproductions used in advertising, brochures, media publicity, and catalogues or other similar publications.

9.2 The Town of Stephenville reserves the right to accept or reject any or all proposals received in response to this Request for Proposals and to cancel or reissue it at any time.

9.3 Proposals may not contain any qualifications or conditions. All proposals and supporting documents shall become the property of the Town of Stephenville.

9.4 Neither the Town of Stephenville nor any of its associated entities shall be obligated in any way to the Artist or Artist Team's response to this document. The Artist or Artist Team's costs related to preparing a response to the document shall be entirely the responsibility of the Artist or Artist Team. Expenses of any nature incurred by the Artist or Artist Team before signing an agreement or contract shall be the sole responsibility of the Artist or Artist Team. They may not be charged to or claimed from the Town of Stephenville or its associated entities in any manner, shape or form.

9.5 The award of a contract from this Request for Proposals is conditional upon the successful Artist or Artist Team agreeing to meet all obligations as required by the Request for Proposals. The Town of Stephenville is under no obligation to award a contract.

9.6 The selected mural design concept may require an amendment to ensure suitability with the materials, site, etc. As outlined above, the successful Artist or Artist Team's compensation will include any extra work required to amend the selected design. The final design is subject to acceptance by the Town of Stephenville.

9.7 Before submitting a proposal, the Artist or Artist Team shall carefully examine these terms of reference and fully inform themselves of all aspects of the project.

9.8 This procurement process is not intended to create a formal, legally binding bidding process, commonly known as Contract A.

End