



Town of Stephenville Request for Proposals RFP 2025-12

Stephenville in Colour – Recreation and Wellness Mural

Issue Date: September 26th, 2025

Closing Time: October 24th, 2025 at 2:30 p.m

Opening Time: October 24th, 2025 at 2:31 p.m

1. Project Overview

The Town of Stephenville, with funding and consideration from the Department of Tourism, Culture, Arts, and Recreation, seeks an Artist or Artist Team to design and complete a mural celebrating the diverse range of recreation and wellness activities available in the town.

The project will use a dibond panel as the substrate, and the design will be applied to the panel 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 in the lobby of the town office building on Carolina Avenue, Stephenville.

The successful Artist or Artist Team will be responsible for designing, creating, and completing the mural within the specified timeline and in accordance with the objectives and specifications outlined herein.

2. Objectives

The design concept will:

- Depict 18 different recreation and wellness activities available in the Town of Stephenville and the surrounding area, and shall be painted to resemble a colourful patchwork quilt made up of 18 patches of identical size, with each patch depicting a different activity
- Be timeless and enduring
- Contribute to a vibrant, welcoming environment
- Celebrate the diversity of recreation and wellness-related activities available in and around the Town of Stephenville

3. Example Recreation and Wellness Activities

- Walking & hiking
- Nature photography
- Camping
- ATVing
- Bicycling
- Skateboarding
- Roller blading
- Basketball
- Pickleball
- Hockey
- Softball
- Kayaking/canoeing
- Stand-up paddleboarding
- Swimming
- Snowshoeing
- Skiing

- Skating
- Picnic in the park
- Playground
- Outdoor festivals or concerts
- Pet-friendly events (dog walks/pet parade)
- Community BBQ
- Yoga
- Fitness
- Intergenerational programs

4. Project Specifications

The substrate for the mural will be one (1) 4' x 8' (1.2m x 2.4m) matte white dibond panel.

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 must not contain political imagery or content in breach of any intellectual property rights, trademarks, or brands
- The artwork must not contain images of hunting or fishing
- The artwork must not contain images of violent, offensive, or illegal activity

5. Scope of Work

The successful Artist or Artist Team will be responsible for designing, creating, and completing the mural within the specified timelines and in accordance with the objectives and specifications outlined 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 panel from the Artist or Artist Team's location to the installation site and its installation
- 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

6. Pricing

The project has a fixed budget of \$3,000 to complete the mural. 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.

7. Proposed Timeline

Deadline for receipt of proposal submissions: October 24th, 2025

Notification of successful Artist or Artist Team: November 14th, 2025

Deadline for project completion: January 9th, 2026.

8. Proposal Requirements

Please submit the following to michael.ratter@stephenville.ca with "Recreation and Wellness Mural" in the subject line. Submissions must be received by 2:30 pm on October 24th, 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/rendering of the design idea, including how they meet the project objectives (**The sketch should be of a sufficient standard to be presented for a public vote to select the artist**)
- 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 committed to inclusivity, accessibility, and transparency 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

9. Selection Criteria

To ensure the fair evaluation of all submissions, Designs will be posted

anonymously on the town's social media accounts, and members of the public will have the opportunity to vote to decide the winning design.

10. Terms and Conditions

10.1 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 consent 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.

10.2 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.

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

10.4 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.

10.5 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.

10.6 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.

10.7 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.

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

End