



**The Arts Center, a 501(c)(3) NONPROFIT ORGANIZATION**  
**Administrator, Art Selection Process (ASP Project)**  
**Dr. Martin Luther King, Jr. Park Enhancement Capital Improvement**  
**Integrated Interpretive Design Plan**

**What:** Request for Applications (RFA) for Contractor to provide consulting, advising, and mentoring services over a two-year contract period to The Arts Center, Corvallis, Oregon, in their administration Art Selection Process (ASP) of Dr. Martin Luther King, Jr. Park Enhancement Capital Improvement, [Interpretive Design](#) Plan. The Interpretive Design Plan integrates public artworks with natural and built features and suggests opportunities for embedding art design elements within a number of infrastructure elements. Art Infrastructure Budget: \$425,000

**Who:** Corvallis Arts Center, Inc., DBA The Arts Center, Administrator

**Where:** Dr. Martin Luther King, Jr. Park, Walnut Blvd, Corvallis, Oregon

**When:** Two-year contract period beginning July 2022 through June 2024

**Goal:** Build The Arts Center’s organizational capacity to manage future public art projects of similar size and scale.

**Contract Amount: Compensation not to exceed \$7,500.**

**Timeline and Scope of Work:**

<b>Dr. Martin Luther King, Jr. Park, Public Art Selection Project is administered by The Arts Center (TAC) on behalf of City of Corvallis Parks &amp; Recreation</b>	
<b>PROJECT ACTIVITIES AND EFFORTS</b>	<b>ESTIMATED DATES</b>
<b>TAC Services Contract with City of Corvallis Parks &amp; Recreation</b>	<b>May 2022 - December 2024</b>
Meet as needed to seek approval, provide status updates, and/or solicit support w/ City Council, MLK Park Ambassadors, Advisory Boards or Committees and/or Architectural or Landscape Design Team staff	<b>July 2022 - June 2024</b>
Administer and facilitate the Art Selection Process (ASP) for the MLK Park Enhancement Capital Improvement Project, ASP Project detailed as follows	<b>July 2022 - June 2024</b>
<b>Consult - Seek Approval, Provide Status Updates, and/or Solicit Support</b>	<b>July 2022 - June 2024</b>
Review plans, actions, processes, timeline, other ASP Project benchmarks	July 2022-Dec 2022
Meet/mentor TAC Board, ED, Curator-ASP Project Mgr, Staff	July 2022-June 2024
Meet w/ city, ambassadors, architects, selection committee, others	July 2022-June 2023
<b>Advise - Engage Community, Arts Selection Committee, Other Stakeholders</b>	<b>July 2022 - Dec 2022</b>
Prioritize arts/design elements of master plan	July 2022-Dec 2022
Identify infrastructure needs for priority elements	July 2022-Dec 2022
Consensus on art pieces and types to meet plan, priorities, budget	July 2022-Dec 2022
Scope selection committee criteria-representativeness	July 2022-Dec 2022

<b>Mentor - Selection Arts/Artist - Committee, Processes, Oversight</b>	<b>July 2022 - June 2024</b>
JET-centered selection committee member criteria/recruitment/work scope	July - August 2022
Incorporation of collected design committee & Park Ambassador visioning	July - August 2022
Establish art selection criteria, key points draft/review RFQ	August - September 2022
Finalize terms/marketing of RFQ	September - October 2022
Utilize consultant-input RFQ marketing/outreach public arts DB	October-November 2023
Receive, compile, review RFQs by public arts type	November 2023
Art Selection Committee review instructions	December 2022 - January 2023
Select top RFQs for Project Design Finalist Proposals by arts type	January - February 2023
Support Finalists' orientation/communication/contracting with City	February - March 2023
Evaluate RFP-design w/ city (engineering sustainability/maintenance	March - June 2023
Selection (by ASC & City) of RFP design finalists (launched at TAC)	<b>June - July 2023</b>
Art Selection Committee Final Review Instructions	June - July 2023
Selected public art/artist finalists selected, notified, contracted, announced, awarded	<b>July - August 2023</b>
Installation of awarded art contracts Initiated and Completed	August 2023 - June 2024
TAC collaborate to market-communicate (w/ city)	July 2022 - June 2024
TAC collaborate to brand/support (w/ city)	July 2022 - June 2024
TAC collaborate in solidarity w/ JET park-public arts to engage community	July 2022 - June 2024
<b>Evaluation-Participatory Progress, Outcome, and Impact Reports</b>	<b>July 2022 - June 2024</b>
Inform ASP Project formative (plan) and summative evaluation and success measures	July 2022 - June 2024
Advise ASP Project process-formative (ongoing) evaluation and JET success measures	Jan 2023 - June 2024
Produce quarterly invoice reporting efforts, activities, and outputs	July 2022-June 2024
Produce midterm and final report of contracted services and deliverables	June 2023; June 2024
<p><b>Additional City of Corvallis Support:</b> Direct costs to support the project include, but are not limited to, finalist honorariums, site visit travel costs, graphics design work and marketing support for the RFQ and Marketing the Finalist Proposals. City agrees that should contingencies necessitate a Contract Addendum, one can be extended.</p>	