

**Town of Gate City**  
156 E. JACKSON ST.  
GATE CITY, VA 24251  
276-386-3831 OFFICE  
276-386-7789 FAX

**Town Manager – Greg Jones**  
townmanager@mygatecity.com



Mayor  
Jamie Lawson  
Vice Mayor  
Tyler Kilgore

Council Members  
H. Pat Elliott  
Dexter Harmon  
Wallace W. Ross Jr.  
Michele Rusek

## **REQUEST FOR PROPOSALS**

### **Mural Creation for Gate City**

July 10, 2024

The Town of Gate City, Virginia, is seeking proposals from experienced mural artists to create a culturally significant mural. This mural must comply with the guidelines provided and reflect the unique cultural heritage of Gate City and Scott County, VA.

Mural location will be on Retaining Wall at 390 Kane Street.

#### **CONTACT PERSON:**

Greg Jones, Town Manager  
Town of Gate City  
156 East Jackson Street  
Gate City, VA 24251  
(276) 386-3831  
townmanager@mygatecity.com

#### **PROPOSAL DUE:**

Proposals must be marked "Sealed-Bid Kane Street Mural Project" and are due at the Gate City Town Hall by August 9, 2024, by 3:00 p.m. Facsimile and Email proposals will not be accepted.

#### **SITE VISIT:**

It is highly recommended that artists visit the project site to understand site conditions and constraints prior to submitting a proposal.

#### **MURAL REQUIREMENTS:**

- No text legible from a public roadway.
- No logos or trademarked symbols.
- No outdoor advertising or commercial messages.
- Must not include any picture, symbol, or device related to a commercial business, product, or service on the premises.
- Must be culturally significant to Gate City and/or Scott County, VA.

**PERMITS AND APPROVALS:**

Artists are responsible for obtaining all necessary permits and approvals at their own expense. Proposals must include all permit fees, material costs, and other direct charges related to the work as part of the stated flat fee in the proposal.

Permitting process includes the 'Line of Site' permit from VDOT.

The Gate City Town Council will conduct a Public Hearing on the final mural design prior to approval.

**PROPOSAL REQUIREMENTS:**

1. Artist Information: Name, address, and brief history of the artist or company.
2. Portfolio: Examples of past mural work, preferably similar in scope and style.
3. Design Concept: A detailed design proposal including sketches or mockups.
4. Budget: Itemized budget including all costs for the project.
5. Timeline: Estimated number of days from notice of award to project completion.
6. References: Contact information for at least three references from previous mural projects.

**PROJECT PROCESS:**

1. Meet with Town staff for site evaluation.
2. Obtain necessary permits and approvals.
3. Develop and present a final design for recommendation by the Gate City Planning Commission and final approval by the Gate City Town Council.
4. Execute the mural according to the approved design and within the agreed-upon timeline.
5. Ensure the mural adheres to all specified guidelines and quality standards.

**PROJECT AWARD:**

A recommendation for selection will be based upon each artist's prior experience, project knowledge, and bid price. The Gate City Planning Commission will review proposals and make recommendations to the Gate City Town Council. Town Council hold a Public Hearing prior to final approval.

The Town of Gate City reserves the right to accept or reject any or all proposals.