

WoW
World of Winter

2025

REQUEST FOR TEMPORARY PUBLIC ART INSTALLATIONS

Deadline: May 19, 2024

DOWNTOWN
GRAND RAPIDS INC.



SCOPE & ELIGIBILITY

Downtown Grand Rapids Inc. (DGRI) is seeking proposals for installations from qualified vendors that could be hosted within our city from January 10 through March 2 of 2025 for our annual World of Winter Festival in Downtown Grand Rapids, Michigan, United States of America.

All local, regional, national and international artists, teams, architects, designers, placemakers and multimedia specialists are invited to submit a proposal and may submit as many ideas, projects, installations as they like.

OVERVIEW & HISTORY

This two-month long Festival aspires to make Grand Rapids more active year-round as a four-season city by hosting all activities outdoors in public spaces. All programming, events, installations, and activities are FREE for the public to enjoy and experience.

In 2024, the festival hosted well over 130 events and installations during an 8-week time-frame bringing over 4.7 million visitors to downtown Grand Rapids making World of Winter the largest and longest winter festival in North America.

Over the years, World of Winter has hosted interactive displays from CREOS, LiveSpace, Hybycozo, Limbic Media, Amigo & Amigo, Parer Studio, SquidSoup, Iregular, Ilmex, Light Art Collection, OGE Group, Fisheye, and Chalk River Labs.

DOWNTOWN GRAND RAPIDS INC. (DGRI)

DGRI is the organization responsible for city building and place-management in the urban core of Grand Rapids, Michigan, the state's second largest city.

Established in 2013, DGRI serves as the singular management entity for the combined operations of the Downtown Development Authority (DDA), the Downtown Improvement District (DID), and the Monroe North Tax Increment Finance Authority. More details can be found at www.downtowngr.org.

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INSTALLATION LOCATIONS

Depending on the installation's requirements, we will work with the chosen vendor to designate the most ideal location based on the needs of the installation. This could be in a park, street, bridge, alley, etc. We are open to ideas but our team will determine opportune area sites and will make the final decision of each installation location.

INSTALLATION INSTALL & DE-INSTALL

Depending on the installation's requirements for setup and take-down, we can work with the vendor to determine timing. We prefer to have installations for the duration of the festival, but cost will determine if we are able to host the installation for the duration of the festival or not. We prefer to host as many installations as we can.

WEATHER

WoW is an outdoor event. Artwork must be durable and able to withstand weather conditions for the duration of the installation. Vendors must consider the winter Michigan environment, which during the months of January-March can include extreme cold (down to -20°F), wind (up to 60mph), and heavy rain/sleet/snow.

The consideration of temperature variations and moisture is important as it can impact the functionality of electronics. Harsh weather is common in Grand Rapids, MI from the lake effect at this time of year and must be accounted for as an outside event.

BUDGET

We will accept proposed budgets for installations between $5,000-$40,000 (USD) unless it is a permanent installation available for purchase. That will be discussed on a case by case basis depending on the proposal and budget for a purchase option specifically.

Applicants should prepare the budget based on implementing the scope of services; cost is one of the items that will be used to evaluate the proposals. The successful applicant will be paid in accordance with the agreed upon contract and services. A budget should be provided for cost to host the installation for one week, two weeks, one month and two months including all expenses (shipping, staffing, etc.). Please also include cost to purchase the installation if that is an option.

*Vendors outside of the U.S. will need to consider the costs associated with receiving payment in the form of a check in U.S. dollars, as this is the only payment option available.

PAYMENT

All consultants will be required to register with the City of Grand Rapids as a vendor prior to receiving payment on any contract. All payments, foreign and domestic, will be sent in the form of a check mailed to the payment address provided in the Vendor Self Service (VSS) portal during registration.

Payment can only be made after the vendor registration is fully approved, a contract is fully executed, and a formal invoice is submitted. Additionally, the payment process may take up to 30 business days. Each contract, unless otherwise stated, will be paid in two equal installments with a 50% deposit paid after contract is received and signed by both parties and the final 50% after installation is received and installed.

Each vendor will be required to submit one invoice for the full contract amount at least two weeks prior to the first payment due date. Although vendor registration is only required once, vendors must keep contact information up to date to avoid delays in payment. Please be sure the "Payment Address" in the VSS matches the requested remittance address on the invoice.

Each invoice should include: the legal name of vendor or business, remittance address, description of services or items purchased, date(s) of service, and a unique invoice number. Under no circumstances will foreign payment be made by wire transfer or EFT (electronic fund transfer). Vendors may also be subject to an income tax clearance (to ensure previous city income tax liabilities have been paid) prior to payment approval.



ART OF INTEREST & PROPOSAL HIGHLIGHTS

We are seeking large-scale installations much like the ones from the companies mentioned prior that can be hosted in our public parks, bridges, plazas, etc. with additional events and local installations. Preferred criteria include:

- Installations must be able to withstand wintry weather including extreme cold, rain, sleet, hail, snow, and wind.
- Interactive installations.
- Installations with light and sound.
- Installations that are enjoyable both day and night.
- Installations that do not require 24-hour security.
- Installations with low maintenance and care are preferred.
- You may submit as many installations in the proposal as you would like.
- You can submit proposals for one week, two weeks, 4 weeks, 6 weeks or for the full duration of the festival.
- We are also interested in the possibility of purchasing installations if that is an option. If it is, please provide that cost as well.

ART SELECTION

A committee will review received proposals in the spring for which they will make a recommendation for contracting with a submitted firm. This recommendation will then go to the Downtown Development Authority (DDA) Board in the early summer of 2024 for formal recommendation and approval of expenditures for the final proposal. Selected works will be based on availability, price, diversity of installations, location sites, equipment, and areas of interest.

PROPOSAL REQUIREMENTS

Proposals submitted should include the following information:

1. Description of Approach and Design -- A summary of your installation(s) including detailed concept design drawings to scale, images, link to videos of how it works and descriptions of installation.

2. Team -- description of the team assigned to this project. Staff listed must be the same working on the project.

3. Schedule -- Provide options of availability for the installation from January 10 through March 2, 2025. i.e. when to when the installation is available for rental. Please include weekly, monthly and full event duration pricing.

4. Equipment -- Install and de-installation requirements, logistics, security needs, signage, storage needs, electrical needs, equipment needs, maintenance and any staffing plans. List out all vendor obligations and responsibilities, as well as the responsibilities and obligations of DGRI. List out any accreditation requirements of the installation.

5. Project Costs and Budget -- An outline of your professional fees for completing the work shall include the cost of everything necessary for the installation including: rental fees, travel, transportation, food, accommodations, flights, labor, shipping, permits, and supervision. All of this should be included in the final cost.

6. Purchasing – Is the installation available for purchase? If so, please provide details on costs and fees associated with purchasing the installation.

7. Insurance – Insurance requirements that are needed to be able to host the installation on public property in the City of Grand Rapids, MI.

9. Travel -- Artists and companies need to be responsible for their own food planning, travel and accommodations.

10. Shipping -- The artist and company will need to organize the installation delivery and de-installation delivery with transportation, shipping, and customs.

REGISTRATION & INTENT ON APPLYING

All interested consultants are encouraged to send an email to DGRI's Director of Public Space Management, Kimberly Van Driel, registering their intent to respond to this proposal.

All applicants expressing interest will be added to an email distribution list and will be notified if additional information related to the proposal becomes available. Applicants failing to register in this manner may not receive all information relevant to the preparation of their proposals.

Any questions regarding the proposal may be submitted by email to DGRI's Director of Public Space Management, Kimberly Van Driel. Questions must be submitted by May 15, 2024, by 5pm EST.

Proposals are due by 11:59pm (EST) on May 19, 2024. The DDA may waive any informalities or minor defects or reject any and all Proposals.

Deliver to:

Downtown Grand Rapids Inc.
Attn: Kimberly Van Driel / kvandriel@downtowngr.org
29 Pearl St. Suite 1, Grand Rapids, MI 49503

DOWNTOWN
GRAND RAPIDS INC.



SCHEDULE

APRIL 8: RFP open

MAY 15: Questions due

MAY 19: Proposals due (11:59pm EST)

MAY 20-31: Proposals review and follow up questions

MAY 27-JULY 9 Final selection and notification of selected proposals with location proposals and meetings with artists

JULY 10: DGRI's Downtown Development Authority Board approval

JULY 11-15: City of Grand Rapids approvals

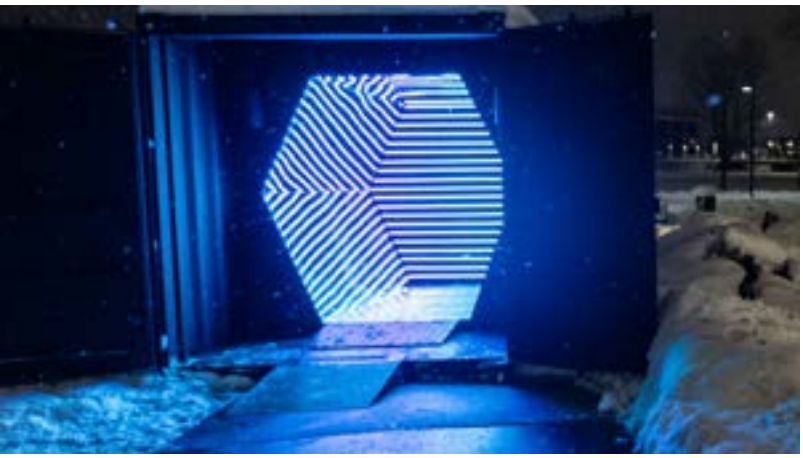
JULY 16: Contracts to be sent over for review

AUGUST - SEPTEMBER: Contracts to be finalized and site meetings, logistics conversations

WE THANK YOU FOR YOUR CONSIDERATION FOR BEING A PART OF THE WOW FESTIVAL FOR 2025

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