WoW
World of Winter

REQUEST FOR TEMPORARY PUBLIC ART INSTALLATIONS
Deadline: April 30, 2023



DOWNTOWN
GRAND RAPIDS INC.



SCOPE

DGRI is seeking proposals for installations from qualified vendors that could be hosted within our city for January 12 through March 10 of 2024 for our annual World of Winter Festival in Downtown Grand Rapids, Michigan, United States of America.

All proposals must be able to withstand wintry weather including cold, rain, sleet, hail, snow, wind, and ice. The committee is particularly interested in interactive installations with light and that are enjoyable both day and night.

You can submit proposals for one week, two weeks, 4 weeks, 6 weeks or 8 weeks.

The selected consultant will work with a committee of individuals from DGRI, the City of Grand Rapids, and other potential stakeholders. DGRI staff will be the primary point of contact and will manage and facilitate the project.

* NEW THIS YEAR

- We are looking for two to three artists/companies to present multiple (two to four) installations for the event, so multiple submissions by one artist/ studio are highly encouraged.
- Art installations that do not require 24-hour security are preferred but not required.
- Art installations with low maintenance and care are preferred.
- We are also interested in the possibility of purchasing installations if that is an option.

OVERVIEW & HISTORY

Our goal is to remind our citizens that we are a 4-season city. In an effort to activate the downtown during the cooler months of the year, we invest in various initiatives through art, placemaking and events to get people to come downtown and experience all our city has to offer.

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

In 2023, the festival hosted well over 100 events and installations during an 8-week time-frame bringing in over 4.5 million visitors to downtown making the festival the largest winter festival in North America.

Over the years, we were able to bring in interactive displays from CREOS, LiveSpace, Hybycozo, Limbic Media, Amigo & Amigo, Parer Studio, SquidSoup, Iregular, Ilmex, Light Art Collection, OGE Group and more.

We are looking for large scale installations much like the ones from the companies mentioned above that can be hosted in our public parks, bridges, plazas, etc. with additional events and local installations. We are particularly interested in installations that incorporate light and sound as well as the ability for citizens to interact with the installation.

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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.

INSTALLATION LOCATIONS

Depending on the installation's requirements, we will be able to work with the vendor chosen to designate the best and most ideal location to host the installation based on the needs of the installation. This could be in a park, a street, an alley, etc. We are open to ideas you may have but our team will determine opportunity areas and sites and will make the ultimate decision of each location.

INSTALLATION INSTALL & DE-INSTALL

Depending on the installation's requirements, we will Depending on the needs for setup and take-down, we can work with the vendor to determine when that will need to happen. We like to have installations for the duration of the festival, but depending on cost, that will determine if we are able to host the installation for the duration of the festival or not. We like to have 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. Artists are asked to consider the winter Michigan environment, which during the months of January-March can include extreme cold (up 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, is it possible and must be accounted for as an outside event.



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 12 through March 10, 2024. When to when the installation is available for rental.

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 as described. Provide an estimate of projected hours and itemized costs for each task. The bid prices shall cover the costs of any nature, incident to and growing out of the work. In explanation but not in limitation thereof, the prices stated by the bidder shall include the cost of everything necessary for the performance and completion of this Project in the manner and time prescribed including: the furnishing of all material, tools, travel, equipment, transportation, labor, shipping, permits, and supervision; all costs on account of loss by damage or destruction of the work; unforeseen difficulties encountered; for settlement of damages; for replacement of defective work and materials; and for all else necessary, therefore, and incidental thereto.

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.

8. Submission –-A committee will review received proposals in the spring to 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 2023 for formal recommendation and approval of expenditures for the final proposal. Firms responding to all elements of the proposal will score higher during the review process. Proposals will be evaluated based on the following:

- Design elements (durability, light, interactive, aesthetics, etc.)
- Strength and diversity of project team and installations
- Rental dates
- Ability to purchase
- Security needs
- Professional fees (rental, staffing, shipping, etc.)
- Logistical needs (power, equipment, staffing, etc.)





BUDGET

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 what it would 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 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 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.



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 April 24, 2023 by 5pm EST.

Proposals are due by 11pm on April 30, 2023. 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

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GRAND RAPIDS INC.

