

**STATE of MINNESOTA  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**



**INVER HILLS COMMUNITY COLLEGE**

**REQUEST FOR QUALIFICATIONS (RFQ)  
for  
Public Art Design and Commission  
Technology & Business Building**

**July 8, 2024**

**SPECIAL NOTE: This Request for Qualifications (RFQ) does not obligate the Minnesota State Colleges and Universities system, hereinafter referred to as “Minnesota State”, its Board of Trustees, or Inver Hills Community College to award a contract or complete the proposed project and each reserves the right to cancel this RFQ if it is considered to be in its best interest. Submittals must be clear and concise. Submittals that are difficult to follow or that do not conform to the RFQ format may be rejected. Responding vendors must include the required information called for in this RFQ. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFQ by posting notice of the change(s) on Minnesota State’s website, <http://www.minnstate.edu/vendors/index.html> under FACILITIES CONSULTANT & CONTRACTOR OPPORTUNITIES.**

**For this RFQ, written questions or communications regarding this RFQ shall be submitted via email and shall include the name of the questioner and their telephone number and e-mail address. Addendum to the RFQ will be posted on Minnesota State’s website. Vendors must acknowledge receipt of any addendum when submitting qualifications.**

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- Attachment 1 - Affidavit of Non-Collusion
- Transmittal form
- Art.20 Public Art Design & Commissioning Contract Minnesota State Form
- Timeline and Budget – Exhibit A

## Section I: Introduction

The **Minnesota State** is the fifth-largest higher education system in the U.S. with 26 community and technical colleges and 7 state universities, Minnesota State is the largest provider of higher education in the state of Minnesota. Minnesota State's 54 campuses, conveniently located in 47 Minnesota communities, serving approximately 300,000 students. Fifty-eight percent of the state's undergraduate students attend a Minnesota State college or university. It is the third-largest system of higher education in the country. For more information about Minnesota State Colleges and Universities, please view its website at <https://www.minnstate.edu/>.

The **Minnesota State** Board of Trustees, on behalf of **Inver Hills Community College (IHCC)**, hereafter referred to as the "Owner," is soliciting statements of qualifications from interested, qualified artists, and intends to retain an artist to provide Design and Commissioning services for new artwork as part of the Technology & Business Building renovation project. Inver Hills Community College has convened an Art Committee to oversee the artist selection process.

### 1.1 Purpose of this Request for Qualification (RFQ)

The purpose of this RFQ is to evaluate and select a group of qualified artists to propose on the design and commission an original piece of artwork. The art will be located in the entryway of the existing building, located at 2500 80<sup>th</sup> Steet East, Inver Grove Heights, Minnesota 55076. The Art Committee will evaluate responses to the Request for Qualification (RFQ) in accordance with criteria set forth in Section IV of this RFQ. Respondents, whose proposed qualifications demonstrate, in the Art Committee's sole opinion, the qualifications that best fulfill the purposes of this RFQ, **will receive a Request for Proposal (RFP)**.

The Owner reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of the Owner. The RFQ will not obligate the Owner to award a contract or complete the proposed project and the Owner reserves the right to cancel the RFQ if this action is considered to be in the Owner's best interest. This RFQ is undertaken by the Owner pursuant to the authority contained in provisions of Minnesota Statutes §16B.35, 136F.06, 136F.581, and other applicable laws.

### 1.2 General Description of Project

The project supports the Vision of Inver Hills Community College – *We aspire to create a transformational education for every student founded on belonging, learning, support, clear pathways, and community engagement.*

The Technology and Business Building at IHCC provides over 30,000 square feet of space for classrooms, labs, offices and support spaces on two floors. The building includes ten classrooms, four engineering/technology labs and two student lounges. A feature of the project will be creating a new prominent entrance to the building on the first floor. This is one of the areas proposed for the new artwork. The atrium is open to both floors and will include and adjacent student lounge. At a wall opening between the atrium and the student seating area, is the proposed location (see Figure 1 and 2). The second floor of the building will overlook the atrium at the main stairs and connect the Technology and Business Building to Heritage Hall to the south. This new connection 'or link' will be a student lounge and is a proposed location for new artwork (see Figure 3 and 4).

Following is an Architectural Renderings of the finished exterior of the renovated building (not to scale):



Southeast Elevation



Northeast Elevation



Photos of the existing building entrance and proposed location of Atrium Artwork:



Figure 1 – Existing wall elevation with proposed location of new artwork highlighted

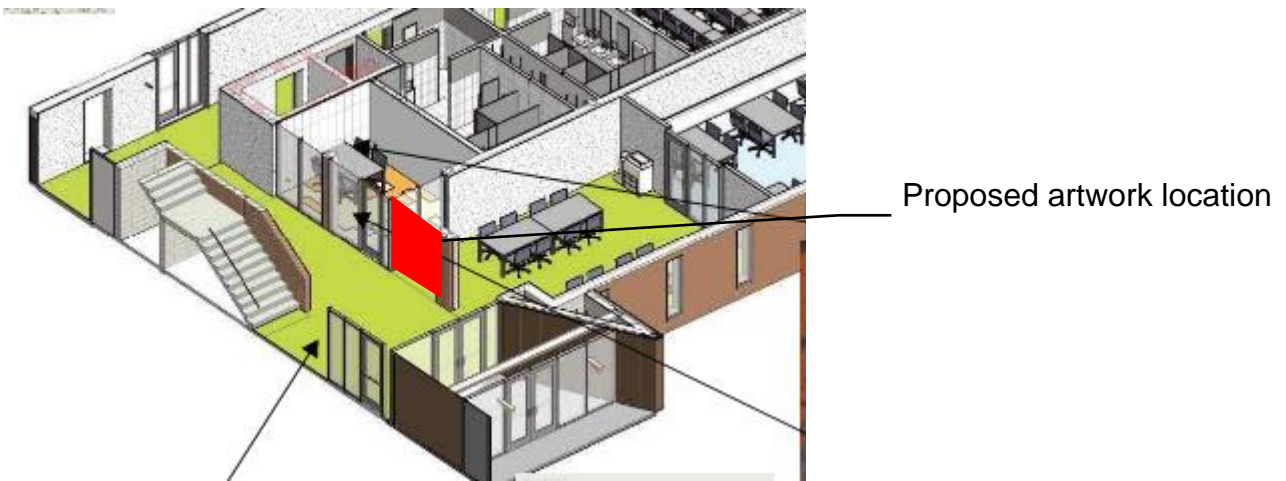


Figure 2 – Architectural rendering of entrance area with proposed location of new artwork highlighted

Photos of the existing Heritage Hall and area of student lounge (will be enclosed) and proposed location of Link Artwork:



Figure 3 – Existing wall elevator with proposed location of new artwork highlighted



Figure 4 – Architectural finishes and furniture in the new student lounge (colors and furniture not finalized)

### 1.3 Description of the Art Opportunity

The Art Committee desires a timeless piece of art that will be designed by the Artist and in whichever medium they select. Thematic examples may include the following:

1. **Place, past, present, and future matters:** The college's historical connection of the land to our indigenous community as well as current efforts for ecosystem restoration through the [Unity Trail Project](#), and commitment to creating equitable access of spaces and education for all—we aim to foster student success and a culture where all are able to show up as their whole self.
2. **People matter:** We aspire to create a transformational education for every student founded on belonging, learning, support, clear pathways, and community engagement—we are a place where all students belong.
3. **Bridges matter:** The success of our college is intertwined to the interdisciplinary projects and initiatives of the Arts/Humanities to Business/Engineering/Technology—we celebrate and encourage collaboration and perspective taking across disciplines.

Elements within the theme should be harmonious with the new building design and complement the campus elements, its vision, mission and values.

Students, faculty and guests will experience the artwork upon entering and exiting the building, seated in the lounge space and while passing through on the way to class.

The Art committee has identified two highly visible areas to be consider for Art installations:

1. First Floor, entrance atrium, infill a wall opening. (Figure 1 and 2)
2. Second Floor, student lounge space, mounted on a brick wall. (Figure 3 and 4)

The intent of the committee is to obtain artwork at one or both spaces, as funds allow.

### 1.4 Art Project Budget and Artist Compensation

The project is anticipated to be constructed from Aug. 2024 – July 2025, with the art installation in July 2025.

Current funding provides for the Art Design and Installation with a budget of \$50,000.

Compensation will be negotiated with the selected artist. The total Art Project budget includes:

#### I. Artist(s) stipend for proposals

#### II. Artist Compensation

Fees

Travel

Insurance

Installation supervision & Material

Studio and operating costs

#### III. Other Project Costs

Dimensioned Drawings

Installation

Labor, material and taxes

Public Notice plaque

## 1.5 Selection and Implementation Timetable

The following is the Owner’s intended schedule for the RFQ, RFP, and procurement process to select and contract with an Artist. The Owner reserves the right to modify this schedule if necessary.

<u>Event</u>	<u>Day and Date (2024)</u>	<u>Time</u>
RFQ Release Date	Monday, July 8	-
Informational Meeting (Heritage Hall Room 203)	Thursday, July 18	11:00 am (CST)
RFQ Questions Due	Monday, July 22	5:00 pm (CST)
RFQ Questions Answered	Wednesday, July 24	-
<b>Deadline for RFQ Submittal</b>	<b>Monday, July 29</b>	<b>2:00 pm (CST)</b>
Notify Artists to receive RFP/Presentation Information	Friday, August 16	-
Tentative RFP Presentation	Tuesday, September 10	TBD

It is expected that the art design process will begin immediately after contract award. It is hoped that the evaluation and selection will be completed within 45 business days after the RFQ deadline.

## 1.6 Contract

A contract or any part hereof entered into as a result of this RFQ and future RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of **Minnesota State**. A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. The Artist scope of services will be based upon **Art.20 Public Art Design - Commissioning Contract Form**. The successful Respondent will be required to enter into this contract. A sample of this contract is included in the Appendix. If you have questions about the contract, please ask at the informational meeting.

The artist is required to use Minnesota State’s internet-based enterprise project management system, e-Builder, in the participation or administration of the project. The functionality of this software may include, but is not limited to, the electronic filing and processing of:

- a) Contracts and contract modifications,
- b) Design documents,
- c) Invoices, and other financial correspondence,
- d) Submittals, schedules, product data, shop drawings, samples, and
- e) other Project related information.

Minnesota State will provide the artist with access to the software and initial training at no cost to the artist. Training can be done virtually or at the Minnesota State system office in downtown St. Paul, Minnesota. Except for electronic access and initial training, Minnesota State assumes no responsibility for any real or potential costs associated with the use of e-Builder by the artist.



## Section II: Submission Materials

### 2.1 General Information

Qualifications that are difficult to follow may be rejected. Respondents must include all the required information called for in this RFQ. The Owner reserves the right to reject incomplete submittals. However, when such omissions or deviations are innocent or inadvertent in the opinion of the Owner, the Owner further reserves the right to waive them as informalities. The Owner reserves the right to change the evaluation criteria or any other provision in this RFQ provided all vendors are notified of the change.

This document, including attachments, constitutes a formal Request for Qualifications (RFQ) and is a competitive procurement. Therefore the Respondent shall carefully follow the instructions herein in order to be considered fully responsive to the RFQ.

All costs incurred by a Responder in replying to this RFQ shall be borne by the Responder.

### 2.2 Informational Meeting

Inver Hills Community College will hold an informational meeting on Thursday, July 18, 2024, at 11:00 (CST) in Heritage Hall Room 203 at Inver Hills Community College, 2500 80<sup>th</sup> Street East, Inver Grove Heights, MN.

It is recommended all potential or interested responders attend the meeting. Please register your attendance in advance by sending an email to Jeanne Qualley at [JQualley@AFOconsultants.com](mailto:JQualley@AFOconsultants.com). Because the building is an active construction site, we will tour the area together. Answers to questions from the meeting will be posted as Addenda #1 to <http://www.minnstate.edu/vendors/index.html>.

### 2.3 Information Contact

The Owner's agent for purposes of responding to inquiries about the RFQ is:

Name:	Jeanne Qualley
Title:	Owner's Representative
Email:	JQualley@AFOconsultants.com
Phone:	(763) 202-9273

Other persons are not authorized to discuss RFQ requirements before the submittal deadline and the Owner shall not be bound by and Responders may not rely on information regarding RFQ requirements obtained from non-authorized persons. From the date of release of this RFQ until an artist is selected and a contract executed, Respondents must not communicate with the Owner's staff concerning the RFQ except through the above Owner Contact.

Requests for information or clarification by Respondents must be received no later than 5:00 PM (CST), Monday, July 22, 2024. Written questions or communications with the Owner regarding this RFQ must be submitted via email and shall include the name of the artist and email address. When emailing questions, please include the following in the subject line: "RFQ question from (Artist's name)". Responses (in the form of an addenda) will be posted at <http://www.minnstate.edu/vendors/index.html>

## 2.4 RFQ Response Delivery

Qualifications must be emailed to the following addresses no later than **2:00 PM CST, on Monday, July 29, 2024:**

Email: jqualley@AFOconsultants.com  
Name: Jeanne Qualley

AND

Email: lynne.weierke@dctc.edu  
Name: Lynne Weierke

**Late Responses will not be considered. Submitting via email with a 'Read Receipt' is recommended.**

A Respondent's response received after the deadline will not be accepted or considered. Receipt by the Owner of a proposal received after the closing date and time as stated herein shall not be construed as acceptance of their qualifications. Late submittals will be logged as to date/time received and thereafter returned to the late Respondent.

## 2.5 RFQ Response Preparation

### A. Quantities

Provide **one (1)** electronic copy emailed in a combined .pdf format with a size less than 10 MB.

### B. Format

The qualifications submission body shall be submitted in 8 ½ x 11 format. **The entire qualifications package cannot exceed ten (10) single sided pages excluding the Transmittal Form and mandatory attachment.**

### C. Contents

1. **Transmittal Form.** Complete the transmittal form provided in the appendix. The transmittal form will identify all the materials being forwarded collectively and must be signed by the artist
2. **Artist's Biography, Statement, and Capacity.** Include an outline of your background and experience with particular emphasis on local, state, and federal government work. Include a brief artist statement. Describe your ability to complete the required tasks.
3. **Narrative Description.** Describe your artistic approach to the work and how you will develop the design with the Art Committee. Describe your plans for campus and community engagement, if applicable. Elaborate on your understanding of the project and what technical design considerations you think are important. Share your insights with preparing commissioned works of art.
4. **Experience/Design Management.** Include project examples, explanations, photographs, titles, materials information, or similar information showing a body of

your original work relevant to the theme and the project. Include information regarding project size and budget. Label all images. Provide a website address, if available.

5. **References.** Include name of contact, title, daytime telephone number, and email address of a minimum of **one** reference from past projects. Explain relation to project.

6. **Required Attachments**

a. Attachment 1 - Affidavit of Non-Collusion

## Section III: Artist Responsibilities

### 3.1 Selected Preliminary Design Proposals

1. The Art Committee may invite two or three artists to provide a Preliminary Design Proposal or just select a single artist.
2. Preliminary Design Proposal stipend – The stipend for the preliminary design proposal is **\$1,000** per artist. The design proposal will be presented to the Art Committee. Teleconferencing may be considered.
3. Preliminary Design Proposal will consist of the following:
  - Drawing or model to convey a meaningful representation of the design concept.
  - Estimated Timeline and Budget - Exhibit A  
A detailed account of the schedule for the work as well an estimated summary of all the anticipated expenses. The Timeline and Budget – Exhibit A is included in the Appendix. Additional information will be provided to the artist in the Request for Proposal.
4. Final selection of the Artist will be made after presentations of the Preliminary Design Proposals to the Art Committee for Inver Hills Community College.

### **3.2 Artist Duties and Responsibilities after Contract Award:**

1. Design Development – The Artist shall finalize the preliminary design proposal in cooperation with the Art Committee. The Artist shall take direction from the Art Committee as necessary and modify the design to meet to the project budget. The artist shall submit an updated Timeline and Budget – Exhibit A to the design presentation. The design must be presented to the Owner at a formal meeting of the Art Committee at Normandale Community College.
2. Commission of the Work – Once the design has been **approved by the Art Committee**, the Owner will inform the Artist and production may begin on the commissioned work.
3. Provide documentation of the work in progress.
4. Coordinate major elements of design and/or construction with the campus’ schedules and activities to minimize disruptions.
5. Provide for the design and fabrication of the public notice plaque in an area appropriate for identification. The Owner will arrange for installation.
6. Provide a final updated Timeline and Budget – Exhibit A showing actual costs.
7. At the option of the artist, attend a grand opening event or dedication ceremony.

### **3.3 Documentation and Records:**

1. A written technical description and photos of the Work and any maintenance instructions or recommendations.
2. The completed Timeline and Budget final report form.
3. A full written narrative description of the Work.
4. An updated resume of the Artist.

## **Section IV: Submittal Evaluation**

### **4.1 Criteria**

The criteria described below will be used to evaluate Respondents’ qualifications. The Art Committee may request additional information or clarification. In general, submittals will be evaluated for completeness, detail, and thoughtfulness.

### **ARTIST'S BIOGRAPHY, STATEMENT, and CAPACITY – 20 points**

Factors favorable to the artist are:

- Breadth of education and life experience that would contribute to the overall stability of the artist
- Clear artist statement
- Clear statement of commitment to the project and artist's availability
- History of completed commissioned works, timely execution of work

### **NARRATIVE DESCRIPTION – 50 points**

Factors favorable to the artist are:

- Clear acknowledgement of the required responsibilities
- Creative approach to the project
- Understanding of college mission, theme of project, and architectural influence (See RFQ Section 1.3)

### **EXPERIENCE/DESIGN MANAGEMENT– 30 points**

Factors favorable to the artist are:

- Participation in public art projects
- Relevant graphic, architectural, and multi-media design
- Works of similar theme and subject matter (education)
- Appropriateness of past work to Minnesota State needs

## **4.2 Eligibility**

Members of the Art Committee are ineligible. This solicitation is open to experienced artists or artist-led collaborations. Inver Hills Community College students, faculty, and alumni are encouraged to respond to the RFQ.

## **Section V: General Requirements**

### **5.1 Owner's Rights**

The Owner reserves the right to amend any segment of the RFQ prior to its announcement of a successful Respondent and award of contract. If a change occurs resulting in a modification to the RFQ, an addendum will be prepared and posted to the Owner's website at <http://www.minnstate.edu/vendors/index.html>. Respondents will be responsible for meeting the requirements of all addenda and must acknowledge receipt of all addenda on the RFQ Transmittal form.

This RFQ does not obligate the Owner to award a contract or complete the project, and the Owner reserves the right to cancel the solicitation if it is considered to be in its best interest.

Notwithstanding anything to the contrary, the Owner reserves its right to:

- Reject any and all submittals received in response to this RFQ.
- Select any proposal for contract negotiation.
- Waive or modify any informalities, irregularities, or inconsistencies in proposals.
- Negotiate any aspect of the proposal with any Respondent and negotiate with more than one (1) Respondent at the same time.
- If negotiations fail to result in an agreement, terminate negotiations and select the next most responsive Respondent, prepare and release a new RFQ, or take such other action as the Owner deems appropriate.



## 5.2 Affidavit of Non-Collusion

Each Responder must complete the attached Affidavit of Non-Collusion (**Attachment 1**) and include it with the RFQ response. Failure to submit a correctly executed Affidavit of Non-Collusion shall be grounds for rejection of a vendor's response to this RFQ.

## 5.3 Insurance Requirements

The selected artist will be required to obtain insurance as required by the contract. Please refer to the sample contract included in the appendix for insurance requirements. The artists must submit a Certificate of Insurance to **Minnesota State** prior to execution of the contract.

## 5.4 State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) shall be available for audit purposes to **Minnesota State** and the Legislative Auditor's Office for six (6) years after the termination/expiration of the contract.

## 5.5 Conflicts of Interest

A Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this RFQ. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

## 5.6 Disposition of Responses

All materials submitted in response to this RFQ will become property of **Minnesota State** and will become public record in accordance with Minn. State. §13.591 after the evaluation process is completed and an award decision is made. All materials submitted by responders are subject to the provisions of Minnesota Statutes section 13.591, subd. 3(b), which reads as follows:

Data submitted by a business to a government entity in response to a request for proposal, as defined in section [16C.02](#), subdivision 12, are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a request for proposal are private or nonpublic data until completion of the evaluation process. For purposes of this section, "completion of the evaluation process" means that the government entity has completed negotiating the contract with the selected vendor. After a government entity has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in section [13.37](#). A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. If all responses to a request for proposal are rejected prior to completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-solicitation of the requests for proposal results in completion of the evaluation process or a determination is made to abandon the procurement. If the rejection occurs after the completion of the evaluation process, the data remain public. If a resolicitation of proposals does not occur within one year of the proposal opening date, the remaining data become public.

## 5.7 Contingency Fees Prohibited

Pursuant to Minnesota Statutes Section 10A.06, no person may act as or employ a lobbyist for compensation that is dependent upon the result or outcome of any legislation or administrative action.

**ATTACHMENT 1**

**Affidavit of Noncollusion**  
State of Minnesota  
Request for Proposals/Qualifications

Firm Name: \_\_\_\_\_

**Instructions:** Please return your completed form as part of the Response submittal.

**I swear (or affirm) under the penalty of perjury:**

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation).
2. That the attached proposal submitted in response to the \_\_\_\_\_ Request for Proposals has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit fair and open competition.
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals.
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

**Authorized Signature**

Responder

Firms Name: \_\_\_\_\_

Print name of

Authorized Representative \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

(mm/dd/yyyy)

**Notary Public**

Subscribed and sworn to before me this:

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Commission Expires (mm/dd/yyyy)

**Transmittal Form**  
**Inver Hills Community College**  
**Request for Qualifications (RFQ) for**  
**Public Art Design and Commissioning**

**Responses are due by 2:00pm (CST), Monday, July 29, 2024**

Name:  
Date:  
Street Address:  
Phone Number:  
Email:

**Response includes:**

- Transmittal Form** - this page printed and signed with the following attached
- One (1) Copy of RFQ Submittal documents below:**
  - Artist’s Biography, Statement and Capacity  
Narrative Description  
Experience  
References (minimum of one)
- Attachment #1 – Affidavit of Non-collusion**
  - Signed and notarized
- One (1) electronic copy**
  - Include all information listed above
- Acknowledgment of \_\_\_\_\_ addenda**

By signing below, \_\_\_\_\_ agrees:

1. The RFQ Submittal contents are accurate to the best knowledge of the undersigned.
2. \_\_\_\_\_ is committed to entering into the work promptly in order to meet the requirements of the work.
3. The undersigned is familiar with the terms of Minnesota State’s contracts, and is willing to sign contract(s) should they be offered.

\_\_\_\_\_  
Signature of the Artist

\_\_\_\_\_  
Date

STATE of MINNESOTA  
MINNESOTA STATE COLLEGES & UNIVERSITIES



**Public Art Design and Commission  
TIMELINE AND BUDGET  
EXHIBIT A**

Project: Inver Hills Community College, Technology and Business Bldg

Artist:

Date:

**Part 1 - TIMELINE** - The following dates are estimated key points in the completion of the commission:

Phase	Date
<b>I.</b> Preliminary Design Proposal	December 2024
<b>II.</b> Design Development	
Design Presentation to Art Committee	
Approval by Art Committee	
<b>III.</b> Studio and Production Dates	
- Begin	
- Halfway	
- Completion	
Dimensioned Drawings	
Shipping to Site	
<b>VI.</b> Installation	
- Pre-installation conference attendance	Estimated April 2025
- Site visit	
- Site visit	
<b>V.</b> Delivery of Public Notice plaque	
Dedicate ceremony or grand opening	

**Part 2 – BUDGET**

#	Category	Description	Quantity	Unit cost	Amount
0.0	Donated Supplies and Services	Assign fair market value			
0.1	Item				\$0.00
0.2	Item				\$0.00
	<b>TOTAL DONATIONS</b>				

**Part 2 – BUDGET continued**

#	Category	Description	Quantity	Unit cost	Amount
1.0	<b>Preliminary Design proposal</b>		1	800	\$800.00
2.0	<b>Materials and Supplies</b>	Include all sales and excise taxes.			
2.1	Item				\$0.00
2.2	Item				\$0.00
2.3	Item				\$0.00
3.0	<b>Production or Fabrication</b>	Indicate assistant or subcontractor if used			
3.1	Item				\$0.00
4.0	<b>Travel and Lodging</b>				
4.1	Design Presentation				\$0.00
4.2	Pre-installation conference				\$0.00
4.3	Site Visit				\$0.00
4.4	Site Visit				\$0.00
5.0	<b>Documentation</b>	Required			
5.1	Work in progress				\$0.00
5.2	Final				\$0.00
6.0	<b>Studio Time or Rental</b>	Include utilities			\$0.00
7.0	<b>Tools and Equipment</b>				
7.1	Purchase				\$0.00
7.2	Rental				\$0.00
8.0	<b>Dimensioned Drawings</b>				\$0.00
9.0	<b>Insurance</b>				
9.1	General Liability				\$0.00
9.2	Work while in studio				\$0.00
9.3	During shipment/installation				\$0.00



**Part 2 – BUDGET continued**

#	Category	Description	Quantity	Unit cost	Amount
10.0	<b>Shipping and Postage</b>				\$0.00
11.0	<b>Public notice plaque</b>	Required			\$0.00
12.0	<b>Misc. office expenses</b>				\$0.00
13.0	<b>Other</b>				
13.1	Item				\$0.00
13.2	Item				\$0.00
14.0	<b>Artist’s Fee</b>				\$0.00
	<b>TOTAL</b>				\$0.00

**AN AMENDED COPY OF THIS BUDGET ESTIMATE SHOWING ACTUAL COSTS WILL BE SUBMITTED AS A FINAL REPORT AFTER THE ARTWORK IS COMPLETED AND INSTALLED.**

**Insert Contract as PDF**