



## **Request for Qualifications: Visual Artist for Adams County Mural Project**

**Stories Past, Present & Future: A County-wide mural and community engagement project to celebrate America/PA250**

**Facilitated by Adams County Arts Council in collaboration with Adams County Historical Society Beyond the Battle Museum**

Issued: May 9, 2025

Application Due: June 16, 2025

For more information: [lcadigan@adamsarts.org](mailto:lcadigan@adamsarts.org)

### **Collaborators:**

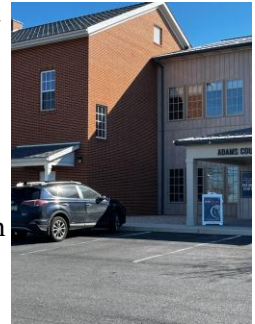
ACAC's Executive Director and Board President are leading community stakeholders to develop a County-wide mural and public art program. This project will serve as the kickoff of the program. The steering committee is comprised of:

- Adams County Commissioner Marty Qually
- Chris Lauer, Creative Director and Artist, Waldo's & Co.
- Jeff Rioux, Director, Center of Public Service, Gettysburg College/Project Gettysburg/Leon
- Robin Fitzpatrick, Executive Director, Adams Economic Alliance
- Tinsy Labrie, Community Projects Leader, Destination Gettysburg
- Andrew Dalton, President & CEO, Adams County Historical Society
- Cynthia Salisbury, Board Chair, Adams County Community Foundation
- Jessica Dean, Publisher, *Celebrate Gettysburg* & *Celebrate Hanover* magazines

**To submit an application, interested artists/teams should complete the questions outlined in this request at the form on our website: <https://adamsarts.org/murals-and-public-art/>**

## 1. Introduction

The “Adams County: Stories Past, Present, and Future” project will result in a large mural on the brick entryway wall of the Adams County Historical Society's Beyond the Battle Museum, to be dedicated and celebrated in conjunction with a storytelling and performance event on the same theme. Beginning in 2025, this project will engage Adams County residents, collect their unique stories, and invite them to contribute to creation of smaller works of public art to serve as inspiration for the contracted mural artist’s conception and design of the larger ACHS mural. Community engagement events throughout the year leading to the reveal of the mural will be part of Adams County’s schedule of celebrations for PA/America 250.



## 2. About the Project

The PEOPLE Project will serve as a vehicle to collect stories to inspire the concept of this mural. The People Project 2026 will collect stories from Adams County residents about past history, present notable happenings, and future plans through a series of community engagement workshops and events throughout 2025 and 2026. Stories and workshop deliverables will serve as inspiration for the design of a large mural (approximately 26’ x 15’) on the side of the Beyond the Battle Museum in Gettysburg and shared at a mural dedication event.

## 3. Scope of Work, Budget and Schedule

### Engagement, Design and Approval Phase

#### A. Participate In / Lead Workshops

The artist/team will join the project as community meetings, surveys, and workshops are underway.

- Participate in at least four workshops/community meetings
- Design and lead workshops, train other artists in leading workshops (optional)

#### B. Design Signature Mural

The artist/team’s core responsibility will be to design and produce the mural.

**These are core scope items:**

- Review stories/materials developed during community engagement events
- Undertake additional research as necessary
- Develop mural concept based on the theme “Adams County Stories Past, Present, & Future”
- Create a physical maquette (a rendering or a print) of the mural concept
- Present mural design to the Adams County Mural Program Steering Committee
- Prepare any design revisions, and final mural design, suitable for translation to installation scale

#### C. Collaborate on Public Programming Around Development and Completion of Mural and PEOPLE Project Storytelling Event

The artist/team is expected to support programming and public communications related to the project.

**These are core scope items:**

- Develop artist statement and related material

- Participate in announcement and presentation of finalized mural design (ACAC Annual Meeting, March 2026)
- Participate in dedication and other public events
- Participate in general promotion of 2026 public art initiatives

## **Production and Installation Phase**

### **D. Produce and Install Signature Mural**

#### **These are scope items:**

- Confirm feasibility of materials – cloth, paints, primers, sealers
- Plan for materials, supplies and equipment necessary for installation
- Build installation team – arrange for supporting labor, including assistant artists
- Plan and facilitate community paint days
- Manage installation – schedule work and oversee installation team
- Translate design to wall and install mural

## Adams County Arts Council Responsibilities

- Contract with and pay artist/team
- Support research, stakeholder engagement and design development
- Lead design review process and assist with permissions
- Lead or support production and installation process including paint days
- Securing venues and finalizing agendas for any public programming
- Manage project budget
- Coordinate marketing and documentation

## Editions

We recognize that for many artists, a core aspect of their work is the art and craft of making editions, whether limited editions of fine art prints, larger runs of poster-type prints, postcards, etc. We will encourage the artist/team to consider how their mural design concepts can also be produced as editions, and collaborate on developing strategies for how those editions can be sold, exhibited, installed as temporary public art, and otherwise made accessible to the public.

## Budget

Artist/artist teams should submit a proposed, itemized budget that reflects the scope of work in Section 3. If artist/artist teams do plan to lead (optional) workshops during the design phase, in addition to the community paint days already noted as part of the scope, they should include this in their itemized budget.

## Schedule

This is our best estimate of the schedule:

- Q&A Session for prospective artists/teams:  
**Thursday, May 22, 2025 at the ACHS Beyond the Battle Museum 6 p.m.**
- **Letter of Application due June 16**
- **Finalist notifications sent by July 7**
- **Artist interviews and selection: July- August 2025**
- **Artist contracting: August 2025**
- Community workshops: August through November 2025 (Dates/Locations TBD)
- Mural Design: 1st draft due December 1; Review/Approval January 2026
- Public Presentation of Final Design: March 10, 2026 (ACAC Annual Meeting)
- Pre-production planning: March-April
- Paint Days/Production/Installation: Beginning in June 2026; smaller community engagement projects installed throughout the summer
- Installation at ACHS Beyond the Battle Museum: September-October 2026
- Dedication/Celebration of ACHS Mural: October 2026

## 4. Artist Selection Process

### Eligibility Criteria

This opportunity is open to any artist who meets the Eligibility Criteria listed in this section and the Qualifications listed below.

- We are open to working with an artist or artist team with experience in painting, graphic design, printmaking, mural-making or related creative fields. Experience with community engagement is not required, but welcome. We welcome collaborative teams.
- The artist(s) should have a strong personal or professional connection to Adams County, enabling them to be a voice for the stories of the people that are collected throughout this project. Collaborations, including collaborations with artists from outside Adams County, are welcomed.
- Artists must be U.S. citizens or have U.S. work authorization.

### Process

Artists/teams are requested to submit a letter of interest and portfolio by June 16 that addresses qualifications listed in the project scope and includes a proposed budget for services, including any necessary materials and equipment.

Artist submissions will be reviewed by the Mural Program Steering Committee, who will identify a short list of finalists according to the review criteria outlined below. This committee will interview finalists and make recommendations based on the interviews, the qualifications that have been submitted, and conversations with references.

The Executive Director of the Adams County Arts Council will review the recommendation and make the final determination of the selection.

### Qualifications and Review Criteria

Artist/team letters of interest will be reviewed using the following criteria:

- Artistic quality, style, and relevance of submitted portfolio samples
- Ability to distill large and complex information streams into succinct and memorable themes and visual representation
- Experience with community-based practice and interest in incorporating community engagement into this project (even if their overall practice is not always centered in community-based practice)
- Experience working with topics of deep significance and complexity in public dialogue and public space
- Visual aesthetic that reflects the spirit of the artistic processes and goals this project embodies
- Visual aesthetic appropriate for a large-scale mural in a highly visible location

Artists/teams invited to participate in an interview will be evaluated according to the following additional criteria:

- The artist's vision for creating a compelling artwork, melding their own aesthetic approaches with a process for synthesizing the contributions of workshop participants

## 5. How to Apply

### Preliminary Consultation / Information Meeting

Artists/teams who are interested in submitting their qualifications are encouraged to contact us with any questions about the project, its scope or requirements, or how to complete an application.

Artists/teams can obtain more information in the following ways:

- Attend the Q&A session on May 22 at 6 p.m.
- Submit a question via email. Questions will be answered directly. Questions and answers will be posted in an addendum to the RFQ on the ACAC's website.
- Contact us for a preliminary consultation at: [development@adamsarts.org](mailto:development@adamsarts.org)

### Submission Requirements

For the initial submission, please provide the following information on a single **PDF**:

- An application checklist including the names and contact information for the artist, or all artists on the team, and an inventory of all material that is being submitted.
- A letter of interest that addresses:
  - **What is your perspective on the significance of the people of Adams County in our nation's history?**
  - How will your fine arts experience be reflected in a mural design?
  - Why would it be important to you to do this project?
- An itemized proposed budget for services, including necessary materials and equipment for installation
- A CV or resume for each artist (up to 2 pages).
- Images of past completed work that help us understand your qualifications for this project.
- A list of the images provided, including the following information:
  - Image name, Artist's name
  - Title of artwork, Location (if a public artwork), Date of Completion, Budget or Price
  - Medium and Dimensions
  - Brief description
- Professional references who can speak to your creative practice and ability to work on a project of this nature. Please include contact info such as email and/or phone number.

### Submission Instructions

**To submit an application, interested artists/teams should complete the questions outlined in this request at the form on our website: <https://adamsarts.org/murals-and-public-art/>**

ACAC will reply with an acknowledgement of all submissions it receives.

## 6. Questions?

For more information, contact: [lcadigan@adamsarts.org](mailto:lcadigan@adamsarts.org)

**To receive information about our artist information session May 22, please send your contact information to [lcadigan@adamsarts.org](mailto:lcadigan@adamsarts.org)**

## Miscellaneous

### Proof of Insurance

Prior to performing any Works or Services, or entering into a contract with ACAC, the selected artist(s)/artist team(s) must show proof of the minimum insurance as indicated below. This insurance must be maintained during the term of this Agreement:

- a. Workers' Compensation Insurance (including without limitation coverage for Artist, its officers, owners, principals, directors, employees, volunteers, guests, and/or agents) if applicable.
- b. Employers Liability Insurance, if applicable, with minimum limits of the greater of \$100,000 E.L. each accident, \$100,000 E. L. disease-each employee, \$500,000 E.L. disease-policy limit or as required by the law of the state in which the Project is located.
- c. Commercial General Liability Insurance, Insurance Services Office (ISO) form Commercial General (CG) 00 01 (12/07) or equivalent occurrence policy which will provide primary coverage to the additional insureds (Owner) in the event of any occurrence, claim, or suit with limits of the greater of: (1) Artist's actual coverage amounts or (2) One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. Artist's insurer will add Owner as an additional insured on this policy using ISO endorsement CG 2010 (07/04) or its equivalent.
- d. Automobile Liability Insurance (1) having a combined single limit each accident in the amount of Three Hundred Thousand Dollars (\$300,000) or in the amount of Artist's actual coverage, whichever is greater, and (2) coverage applying to "any auto", including hired and non-owned auto liability.

Artist may satisfy the insurance amounts by an umbrella / excess insurance coverage policy.

**Contracted artist(s) without proof of insurance/sufficient coverage may negotiate with ACAC to be added to organization's liability insurance policy for a reduction in artist fees.**