

**NOTICE – REQUEST FOR PROPOSALS:**

**Tree Donation Recognition Art Installation**

**Scope of Proposals**

The Town of Mahone Bay is seeking Proposals from local artists interested in designing and fabricating an outdoor art installation that would recognize donors of trees to the community under the Town’s tree donation program.

**Submissions**

All Proposals must be submitted as outlined herein. Any Proposal that is not submitted in accordance with the process outlined herein may be rejected by Town staff.

Proposals must be received no later than 4pm on Tuesday September 5, 2023 and must be submitted in a sealed envelope clearly marked “Art Installation Proposal”. Proposals can be dropped off to the Mahone Bay Town Office at 493 Main St. or mailed to Town of Mahone Bay, PO Box 530, Mahone Bay, NS B0J 2E0.

Proposals will be opened immediately following the closing date detailed above and will be provided to the Town Council for review.

**Project Background**

The Town of Mahone Bay is a municipal unit located in Nova Scotia, Canada. The Town is seeking Proposals from artists interested in designing and fabricating an outdoor art installation. The installation will be placed outside in a Town-owned park and will acknowledge individual donors of trees planted in various locations within the community under the Town’s tree donation program.

The installation will be updated as donations are confirmed but should be able to accommodate at a minimum recognition of one hundred (100) donations. Proposals are to include the proposed design approach and how this will appropriately recognize donations including tree type and location as well as the name of the donor / parties to whom the donation is to be dedicated.

Mahone Bay’s Town Council has budgeted $5,000 for this project which is intended to include installation costs in addition to design and fabrication. Installation will be the responsibility of Public Works. Proposals should reflect all costs associated with design and fabrication including updates required to reflect new donations following installation.

Proposals will be evaluated on their own merit. The Town reserves the right to:

* Seek clarity on proposals provided during this process
* Accept or reject any or all Proposals
* Conduct further selection processes at its discretion

**What to Include**

The Town is expecting Proposals to include:

* Depiction or illustration of installation including measurements;
* Described approach to design reflective of the requirements laid out herein;
* Estimated completion / “installation ready” date;
* Costing inclusive of design, fabrication and updates as required for the recognition of new donations subsequent to installation.

**Questions/Inquiries**

All questions and inquiries regarding this Expression of Interest should be directed to:

Eric Levy

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(902)624-8327