



# ARTS, CULTURE, AND HERITAGE COMMISSION - GRANT REVIEW MEETING AGENDA

December 04, 2024 at 6:00 PM

Wilsonville City Hall

---

**PARTICIPANTS MAY ATTEND THE MEETING AT:**

City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon

Zoom: <https://us02web.zoom.us/j/84477254668>

**TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:**

Register with Wilsonville Parks and Recreation:

[ACHC@ci.wilsonville.or.us](mailto:ACHC@ci.wilsonville.or.us) or 503-783-7529

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Wilsonville Parks and Recreation Department  
29799 SW Town Center Loop East, Wilsonville, OR 97070

**CALL TO ORDER [6:00 PM]**

1. Roll Call

**CONSENT AGENDA [6:02 PM]**

- [2.](#) Approval of Minutes: 11.20.2024

**CITIZEN INPUT [6:05 PM]**

**COMMISSION BUSINESS**

- [3.](#) Community Cultural Events and Programs Grant: Staff Report, Guidelines, Cover Sheet
- [4.](#) Charbonneau Arts Association: Wilsonville Music Festival, \$10K
- [5.](#) Wilsonville Rotary Foundation: Rotary Summer Concerts - 2025 \$8K
- [6.](#) Wilsonville STAGE: Pop Up Performances \$3K
- [7.](#) Boones Ferry Public Art RFQ

**ADJOURN**

**NEXT MEETING**

Wed, Jan 15, 2025 5:00 PM

**Arts, Culture, and Heritage Commission - Grant Review Meeting**

**December 04, 2024**

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting the Parks and Recreation Department at 503-783-7529 or [ACHC@ci.wilsonville.or.us](mailto:ACHC@ci.wilsonville.or.us): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-783-7529.*



# ARTS, CULTURE, AND HERITAGE COMMISSION MINUTES

November 20, 2024 at 5:00 PM

Wilsonville City Hall & Remote Video Conferencing

---

## CALL TO ORDER

A regular meeting for the Arts, Culture, and Heritage Commission (ACHC) was held at City Hall and called to order at 5:02PM

## ACHC PRESENT

Chair Deb Zundel, Vice Chair Nadine Elbitar, Susan Schenk, Joan Carlson, Benjamin Mefford, Sageera Oravil Abdulla Koya, Jason Jones

## ACHC ABSENT

Aaron Harris, David Altman

## EX OFFICIO/CITY STAFF/GUESTS

Kris Ammerman, Parks and Recreation Director  
Erika Valentine, Arts & Culture Program Coordinator  
Raziah Roushan, Consultant  
Shasta Sasser, Library Director  
Diane Imel, DEI Committee Member  
Fay Gyapong-Porter, DEI Committee Member

## CONSENT AGENDA – APPROVAL OF MINUTES

Member Schenk made a motion to approve the September 18, 2024 Minutes. Vice Chair Elbitar seconded the motion. Motion Passed.

ACHC Discussed the October 18, 2024 Joint Meeting with the DEI Committee.

## CITIZEN INPUT

None

## ARTS & CULTURE PROGRAM COORDINATOR UPDATE

Valentine provided an update on City Council adopting the ACHC 1 / 5 year plan and went over upcoming meeting and event dates.

## COMMISSION BUSINESS

### HeARTs of Wilsonville: Many Cultures, One Heart, Scoring

Staff presented the Panel with the aggregated scores of heart designs, showed in ranked list order. Goals of the deliberation were to build consensus for up to 10 artists/designs to advance and be awarded a heart. Panelists provided individual input and feedback on designs. Member Carlson made a motion approving the following artists to advance and stated the specific design when applicable (when an artist submitted multiple designs), as well as any design revisions discussed and requested. Motion approved awarding a heart to: Abhinaya Sudharsanam (Hearty Hug Design), Addie Boswell (updating design to be more reflective to Wilsonville OR more culturally relevant to recognizable landmarks), Angenette Escobar and WHS students (adding variation somehow to front vs. back of design), Cathy Rowe, Charlie Corrales (updating the anatomical heart to be less detailed/realistic), Eileen Begley, Lonnie Garcia, Michelle Knight, Triesta Zuber, and Zak Ostertag (first design with tree). Member Mefford seconded this motion. Motion Passed

### Boones Ferry Park Public Art Project, RFQ Review

Staff presented the RFQ to solicit feedback from the ACHC. ACHC discussed pros and cons of presented zone options for placement of artwork. Staff provided specifications on the site as well as limitations. Some Commissioners requested additional time to visit the park. Valentine agreed to bring the updated RFQ back to the December meeting.

### Percent for Art Ordinance Verbal Update

Kris Ammerman provided an update on Percent for Art Ordinance and clarified that funding mechanisms need to be a Council directive to staff. Ammerman clarified the ACHC's role as an advisory board.

## ADJOURN

Meeting adjourned at 7:18 PM



## Arts, Culture & Heritage Commission Staff Report

---

**From:** Erika Valentine, Arts & Culture Program Coordinator

**Subject:** Community Cultural Events & Programs (CCEP) Grant Review

### Grant Review Reminders:

#### As you review the grants you should be thinking about:

- Does the application meet the criteria of the CCEP Grant as outlined in the Grant Guidelines document?
- Does the budget provided describe how the funds will be spent?
  - Budgets should be detailed, not generalized, and clearly explain how awarded funds are going to be used.
- Does the application and project have a reasonable timeline for completion?

#### How the review process will work:

- ACHC members should read the grant application and grant guidelines prior to the meeting.
  - Applications should not be discussed with ACHC members ahead of the public meeting.
- Once the meeting begins, the applicants will have 3 minutes to tell the ACHC about their project.
- After their 3 minutes, the ACHC will have the opportunity to ask any clarifying questions they may have.
- Following the Q & A, ACHC members will have an opportunity to discuss and share their thoughts/comments.
- Once all comments are shared, ACHC members will need to decide if they want to award the available funds and how much.
- This has typically been done with one member making a suggestion, others having an opportunity to comment or suggest an adjustment.
- At a point when the ACHC appears to be on the same page, a motion to award grant funds will be needed. A “second” of that motion will also be needed. At that time an opportunity for discussion is allowed before taking a vote on the motion. If the vote passes, the process is complete. If the vote does not pass, another motion will be needed and the above process repeated until a passing vote is accomplished.

The ACHC’s recommendation by way of their motion would then get forwarded onto City Council for final approval.

#### Attachments:

1. Grant Guidelines
2. Cover Sheet
3. Charbonneau Arts Association Application
4. Wilsonville Rotary Foundation
5. Wilsonville STAGE

**Purpose**

The grant is intended to aid Wilsonville non-profit organizations to produce projects, programs, or events that promote arts, culture, history, and heritage; and for festivals and special events for the benefit of the Wilsonville community. The grant program seeks to stimulate participation in local culture.

**Types of Projects to be Considered**

- A new project or event that would further arts, culture, history, or heritage for the benefit of the Wilsonville community.
- An annual Wilsonville event with the introduction of new or expanded attractions or partners that engages Wilsonville's artists, craft persons, and creatives.
- Media advertising, public relations, or marketing campaigns/projects in support of arts, culture, history, or heritage projects or events.
- Program improvements that increase access to arts, culture, history, and heritage for special populations including newcomers to Wilsonville, low-income residents, ethnic minorities, and others that may not feel included in community life.

**Applicant Criteria**

- 1) Applicant must be a qualified tax exempt or non-profit organization.
- 2) Only one City grant per fiscal year (July – June) will be awarded to any one organization.
- 3) Project/event must take place within the Wilsonville city limits
- 4) An organization that is awarded a grant will only be considered for a grant in future funding cycles if the previously awarded grant project has been completed and complied with grant procedures, including filing a final financial statement and project evaluation.

**Funding**

Funding for this grant program is \$25,000, which is disbursed to multiple organizations. The funds are made available from the City of Wilsonville general fund.

**Process**

The online application for the City of Wilsonville Community Cultural Events and Programs Grant will be the primary way of communicating project funding intentions to the grant review committee. Be sure to include all important information you want the board to be aware of in this application.

- Applicants are strongly encouraged to attend the meeting of the City’s Arts, Culture, and Heritage Commission to make a brief presentation. The presentation will be limited to a maximum of three minutes. The best use of this time is to emphasize the importance or impact of your project, service, or program, not to recap or review your written material.

This meeting is scheduled on: Wednesday, December 4, 2024 at 6:00pm.

- Please be sure that your request satisfies the conditions of the grant and that you provide all the information requested. Incomplete applications will not be considered.

## **Evaluation Criteria**

The City of Wilsonville's Arts, Culture, and Heritage Commission will review applications and make funding recommendations to City Council according to the criteria and the intent of the grant program. Item 3.

## **Items to Address in Application**

- 1) The project must demonstrate a clear need for financial assistance. Factors such as all other available financial resources and the organization's total budget will be considered.
- 2) The project must demonstrate potential to further arts, culture, history, or heritage. Consideration will be given to the uniqueness and quality of your project.
- 3) Projects receiving grant funds must be completed by September 1, 2026
- 4) The project must provide evidence of equal matching resources other than the grant.
  - Matched resources may be in the form of in-kind donations or cash.
  - Matching funds must be documented and must be committed prior to the distribution of grant funds.
- 5) Annual events must show continued access to additional supporting funds other than City resources.

## **Important Financial Information**

- 1) The total maximum amount to be granted is limited to \$25,000. Full funding is rare due to the number of applicants competing for the available funds.
- 2) If an organization is awarded and accepts funds less than their request, they will be expected to fulfill the project as presented in their application or notify the City of alterations of the goals of the project. If a project is cancelled for any reason, any grant funds must be returned to the City of Wilsonville.
- 3) Upon receipt of grant funds, the administering organization agrees to be bound to the commitments of their application. If it is determined that grant monies are used for any item not specified within the grant application, or in the timeline specified, the funds in question must be returned to the City of Wilsonville.
- 4) The organization receiving grant funds and the officers named in the application are jointly and severally responsible for the final financial report required with approved applications.
- 5) The final report must include financial income and expense statements related to the project and a copy of any publicity or printed materials that include the statement acknowledging the source of funds. List your achievements, and accurately verify attendance and/or people served.

If you have any questions, please contact:

Erika Valentine, Arts & Culture Program Coordinator – Parks and Recreation Department

(503) 570-1629

[EValentine@ci.wilsonville.or.us](mailto:EValentine@ci.wilsonville.or.us)

**Community Cultural Events & Programs Grant  
December 4, 2024 Application/Award Log Cover Sheet**

<b>Organization/Business</b>	<b>Description</b>	<b>\$ Request</b>	<b>\$ Award</b>
<b>Charbonneau Arts Association</b>	<b>Wilsonville Music Festival</b>	<b>\$10,000.00</b>	
<b>Wilsonville Rotary Foundation</b>	<b>Rotary Summer Concerts - 2025</b>	<b>\$8,000.00</b>	
<b>Wilsonville STAGE</b>	<b>Pop Up Performances</b>	<b>\$3,000.00</b>	

<b>\$21,000.00</b>	
--------------------	--



Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleparksandrec.com>)

[Home](#) > [Community Cultural Events and Programs Grant Application](#) > [Webform results](#) > Submission #14

### Submission information

Form: [Community Cultural Events and Programs Grant Application](#) [1]  
Submitted by Visitor (not verified)  
Fri, 11/22/2024 - 12:44pm  
71.238.96.193

### Applicant Information

**Project Title**

Wilsonville Music Festival @ Charbonneau

**Applicant Name**

Charbonneau Arts Association

**Registered Tax Exempt Number (if applicable)**

47-4653404

**Applicant Street Address**

32050 SW Charbonneau Drive (PO Box 1313)

**City**

Wilsonville

**State**

OR

**Zip**

97070

**Contact (Name)**

Cathi McLain

**Title**

Board Director

**Applicant Telephone**

503-702-0216

**Applicant Email**

cathi@mclainco.com

**Project Duration: Start Date**

3/1/2025

**Estimated Completion Date**

10/1/2025

## Project Budget

**Total Project Budget**

\$ 32,000.00

**Applicant Cash Match (a)**

\$ 5,000.00

**In-Kind Resources (b)**

\$ 5,000.00

**Total Applicant Match (a+b)**

\$ 10,000.00

**Grant Request**

\$ 10,000.00

## Budget Summary

Download the [Project Budget worksheet and Organization Budget worksheet here](#) <sup>[2]</sup> (under supporting documents), complete the worksheets, and submit below.

**Project Budget**    [caa\\_project\\_budget\\_updated\\_2025.xlsx](#) <sup>[3]</sup>

**Organization Budget**    [caa\\_organization\\_budget\\_2025.xlsx](#) <sup>[4]</sup>

## Project Narrative Questions

**Provide a project description**

We are exploring potential partners, such as the Cascade Blues Association to mount our first Wilsonville Music Festival @ Charbonneau. We will work with the Cascade Blues Association to mount our first Wilsonville Music Festival @ Charbonneau. It will take place in the summer of 2025 and be held in the outdoor covered Pavilion, in the indoor Clubhouse dining room, and in other outdoor areas at Charbonneau. The project will include:

- Stipend for a professional to help us develop the annual festival program and to secure the genre specific musicians.
- Funds to support the payment of musicians.
- Advertising in area publications and on appropriate radio stations.
- Student workshops with participating professional musicians

**How will your project promote arts, culture, history, or heritage in Wilsonville**

The addition of the summer Wilsonville Music Festival @ Charbonneau brings world-class musicians to Wilsonville at an affordable cost to attendees, in a beautiful setting. As part of our mission, students will benefit from workshops with professional musicians.

**How will your project benefit the Wilsonville Community?**

Opportunities to enjoy musical events are a benefit to the community and we hope to feature world-class musicians that would otherwise not be readily accessible locally.

**What are your organization's goals for this project? (Use measurable data if possible.)  
How will you know that you succeeded in your goals?**

Our goals for the project are to mount a successful Wilsonville Music Festival @ Charbonneau that matches the success of the Festival of the Arts and helps to generate sufficient revenue from ticket sales to allow us to provide financial support and/or program support to performing arts programs at area schools. For example, in 2024 we have commissioned an original composition suitable for high school musicians, to be performed with the Big Horn Brass professionals at a holiday concert at Canby High School December 6, 2024. The professionals will rehearse with the students and provide a workshop that would be outside the normal classroom experience. We hope to be able to offer a similar experience to the Wilsonville High School band program if they respond to our offer. Band, jazz and Instrumental directors from area middle and high schools have been invited to attend the holiday event and share in the composition with their own student musicians.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

We hope to make this an annual event.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

We are an all-volunteer organization with a 10-member board of directors. The Music Stage Organizing Committee chair is a member of the board. The committee meets monthly and includes an event planner, musicians, and a member of the Charbonneau Country Club staff. We have a cadre of volunteers with the expertise needed to manage our organization and help with the music festival, including finances and budgets; a talented web administrator who donates her time and many of her costs; several event planners; and many musicians. Two of our board members are tasked with securing sponsors, which helps support expenses and allows for more donations to the high school programs. Our 2024 Festival of the Arts had 150 volunteers working in many areas to assure its success. We would expect similar volunteer support for the music festival.

Signature and Certification Letter:

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

Cathi McLain

**Date Signed** Fri 11/22/24

**I Accept**

Yes

**Final Report From Previously Awarded Grant (if applicable)**

2024\_caa\_final\_grant\_report\_.pdf [5]

Item 4.

**Source URL:** <https://www.wilsonvilleparksandrec.com/node/125928/submission/64003>

**Links**

[1] <https://www.wilsonvilleparksandrec.com/parksrec/webform/community-cultural-events-and-programs-grant-application>

[2] <http://www.wilsonvilleparksandrec.com/parksrec/page/grant-programs-0> [3]

[https://www.wilsonvilleparksandrec.com/system/files/webform/caa\\_project\\_budget\\_updated\\_2025.xlsx](https://www.wilsonvilleparksandrec.com/system/files/webform/caa_project_budget_updated_2025.xlsx) [4]

[https://www.wilsonvilleparksandrec.com/system/files/webform/caa\\_organization\\_budget\\_2025.xlsx](https://www.wilsonvilleparksandrec.com/system/files/webform/caa_organization_budget_2025.xlsx) [5]

[https://www.wilsonvilleparksandrec.com/system/files/webform/2024\\_caa\\_final\\_grant\\_report\\_.pdf](https://www.wilsonvilleparksandrec.com/system/files/webform/2024_caa_final_grant_report_.pdf)

**Project Budget**

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
Ticket Sales 1000 x \$10 (3-Days, multi venues: clubhouse & pavilion)	\$10,000.00
Sponsors & Donors	\$3,000.00
Charbonneau Arts Association: Matching Contribution (Cash)	\$5,000.00
Charbonneau Country Club: Matching In Kind (Venue, setup, stage, etc.)	\$4,000.00
Grant from City of Wilsonville	\$10,000.00
<b>Total Project Income</b>	<b>\$32,000.00</b>

Expenses - Must be specifically itemized	Amount
Advertising to promote Ticket Sales (Carpenter Media digital/print)	\$4,000.00
Online Ticket Sales Software and Transaction Costs	\$800.00
Website Programing & Digital Promotional Materials	\$1,000.00
Printing Costs for Posters, Brochures, Programs, Signage, Misc	\$1,500.00
Project Manager (Professional Event Organizer w/music experience)	\$2,500.00
Food & Beverage Services (e.g. Food Cart guarantees)	\$2,000.00
Portable Stage Rental, Setup, and Sound Systems	\$8,000.00
Musicians & Entertainment (professionals and HS students)	\$12,200.00
<b>Total Project Expense</b>	<b>\$32,000.00</b>

**Organization Budget**

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: ##### to #####

Income Sources	Amount
ARTS FESTIVAL INCOME	\$24,500.00
MUSIC STAGE INCOME	\$6,000.00
CANBY PROJECT INCOME	\$0.00
MUSIC FESTIVAL INCOME	\$32,000.00
GENERAL FUNDRAISING INCOME	\$3,500.00
ADMIN & GENERAL INCOME	\$50.00
<b>Total Organization Income</b>	<b>\$66,050.00</b>

Expenses	Amount
ART FESTIVAL	\$19,700.00
MUSIC STAGE CONCERT SERIES	\$3,500.00
CANBY PROJECT	\$0.00
MUSIC FESTIVAL PROJECT	\$32,000.00
GENERAL FUNDRAISING EXPENSES	\$500.00
ADMIN & GENERAL EXPENSES	\$2,900.00
GRANTS GIVEN to HIGH SCHOOLS	\$21,000.00
<b>Total Organization Expense</b>	<b>\$79,600.00</b>

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleparksandrec.com>)

[Home](#) > [Community Cultural Events and Programs Grant Application](#) > [Webform results](#) > Submission #11

### Submission information

Form: [Community Cultural Events and Programs Grant Application](#) [1]

Submitted by Visitor (not verified)

Sat, 11/09/2024 - 3:27pm

24.21.180.233

### Applicant Information

**Project Title**

Wilsonville Rotary Summer Concerts

**Applicant Name**

Wilsonville Rotary Foundation

**Registered Tax Exempt Number (if applicable)**

93-1114902

**Applicant Street Address**

PO Box 362

**City**

Wilsonville

**State**

OR

**Zip**

97070

**Contact (Name)**

Richard Martens

**Title**

Concert Committee Co-chair

**Applicant Telephone**

503-516-7714

**Applicant Email**

[martens.r@gmail.com](mailto:martens.r@gmail.com)

**Project Duration: Start Date**

July 17, 2025

**Estimated Completion Date**

August 07, 2025

## Project Budget

**Total Project Budget**

\$ 25,250.00

**Applicant Cash Match (a)**

\$ 17,250.00

**In-Kind Resources (b)**

\$ 0.00

**Total Applicant Match (a+b)**

\$ 17,250.00

**Grant Request**

\$ 8,000.00

## Budget Summary

Download the [Project Budget worksheet and Organization Budget worksheet here](#) <sup>[2]</sup> (under supporting documents), complete the worksheets, and submit below.

**Project Budget**    [2025\\_concerts\\_prelim\\_budget.pdf](#) <sup>[3]</sup>

**Organization Budget**    [wrf\\_2024\\_budget.pdf](#) <sup>[4]</sup>

## Project Narrative Questions

**Provide a project description**

The Wilsonville Rotary Summer Concert Series will take place the last three Thursdays in July and the first Thursday in August. (July 17 – August 07) We work with a professional booking agency to curate a series of concerts that will appeal to diverse interests. We will not book next year's bands for several more months. Last year we had Johnny Limbo and the Lugnuts who are perennial crowd pleasers with an estimated attendance approaching 1,000. We plan to book them again next year as we have for the past twenty years. We also were also fortunate to have the nationally known Curtis Salgado, as well as the Hit Machine, and Rocket Radio. This was perhaps our best ever line-up. Each band will play a 2 hour headline act with intermission. Before each headline act, a local opening artist will perform for 45 minutes, resulting in a total event window of 3 hours each evening.

This past year we were able to negotiate an agreement to co-locate the Farmers Market at the park with our concerts. With some effort, we were able to make this work and expect to do so again in 2025. In addition to booths offering merchandise, fruits and vegetables, multiple fresh food vendors were available.

**How will your project promote arts, culture, history, or heritage in Wilsonville**

The concerts continue to be the largest such offering in Wilsonville each year. We work to offer new groups and music styles each year. We endeavor to offer a platform for local artists for the opening acts.

**How will your project benefit the Wilsonville Community?**



The concerts provide residents and visitors with an opportunity to gather as a community for a fun evening listening to great artists, enjoying a picnic, dancing, and watching their children play in the water features. The concerts draw people from all socio-economic circumstances. We believe many of those attending, often with their children, would not otherwise be able to attend a live concert. Our opening acts provide an opportunity for local artists to perform. The concerts continue to enhance Wilsonville's image as a family friendly community.

**What are your organization's goals for this project? (Use measurable data if possible.)  
How will you know that you succeeded in your goals?**

Our goal is to entertain between 3,000 and 5,000 concert goers at the four concerts and attract visitors from other communities. We believe the concerts equally serve each of the groups listed in this question. We believe many attendees, particularly families, could not otherwise afford to attend such a concert. Additionally, we will be raising money to eradicate polio and/or in support of Wilsonville youth by passing buckets for donations during the intermissions. Our goal is to raise \$10,000 in 2025.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

As in prior years we always add new bands to the concert series in order to keep the music fresh and to make sure that past concert goers return and new ones attend. We also have increased our advertising budget to reach a broader audience and attract more visitors. Additionally, we are constantly looking for new vendors that will add new food choices or new services. We are also open to exploring with other organizations as to how we might add attractions at the concerts.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

The Wilsonville Rotary Club, with funding from our non-profit foundation, has presented the Summer Concert Series to our community every year since 2002. (Except for the Covid year). We will have some 40 to 50 volunteers working to make the events successful and enjoyable. We are currently in the process of obtaining business sponsors for this and our Heart of Gold annual fundraiser on April 18. We expect to have some 12 to 15 local sponsors again this year. These sponsorships, along with the other funds raised at the fundraiser, will provide our portion of the cost of the concerts and also fund a wide variety of projects in our community.

**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

Richard Martens

**Date Signed** Sat 11/9/24

Item 5.

**I Accept**

Yes

**Final Report From Previously Awarded Grant (if applicable)**

**Source URL:**<https://www.wilsonvilleparksandrec.com/node/125928/submission/63920>

**Links**

[1] <https://www.wilsonvilleparksandrec.com/parksrec/webform/community-cultural-events-and-programs-grant-application>

[2] <http://www.wilsonvilleparksandrec.com/parksrec/page/grant-programs-0> [3]

[https://www.wilsonvilleparksandrec.com/system/files/webform/2025\\_concerts\\_prelim\\_budget.pdf](https://www.wilsonvilleparksandrec.com/system/files/webform/2025_concerts_prelim_budget.pdf) [4]

[https://www.wilsonvilleparksandrec.com/system/files/webform/wrf\\_2024\\_budget.pdf](https://www.wilsonvilleparksandrec.com/system/files/webform/wrf_2024_budget.pdf)

## Wilsonville Rotary Foundation 2025 Concerts

	2024	2024	2025
	Actual	Budget	Proposed
City Grant	7,000	7,000	8,000
<b>Expenditures</b>			
<b>6100 Concerts</b>			
Advertising, Printing & Promotion	3,165	2,500	3,200
Fees & Rentals	980	1,250	1,050
Misc	633	350	750
Sound	5,275	5,500	5,750
Talent	13,458	13,500	14,500
<b>Total Concert Expense</b>	<b>\$ 23,511</b>	<b>\$ 23,100</b>	<b>\$ 25,250</b>
<b>Net funds from Rotary budget</b>	<b>\$ 16,511</b>	<b>\$ 16,100</b>	<b>\$ 17,250</b>

	A	B	C	D	E
1	Wilsonville Rotary Foundation				
2	Budget Worksheet				
3	January - December 2024				
4		2023			
5		Actual	Budget	over / (under)	2024 Budget
6	Revenue				
7	4200 Donations Received	1,113		1,113	\$ 750
8	4300 Grants Received	7,723	6,500	1,223	\$ 7,000
9					
10	4900 Heart Of Gold Event				
11	4910 Sponsor	29,700	27,500	2,200	\$ 30,000
12	4920 Auction	13,730	9,000	4,730	\$ 12,500
13	4930 Dinner/Tickets	9,800	11,250	(1,450)	\$ 10,500
14	4940 Donations - Heart of Gold	1,400	1,500	(100)	\$ 1,500
15	4950 Heads & Tails	1,475	600	875	\$ 1,250
16	4960 Raffle	8,500	10,000	(1,500)	\$ 8,500
17	4970 Paddle Raise	8,850	12,000	(3,150)	\$ 10,000
18	4980 Other Heart of Gold Revenue	(245)		(245)	\$ -
19	Total 4900 Heart Of Gold Event	\$73,210	\$71,850	\$ 1,360	\$ 74,250
20	Heart of Gold Expenses				\$ -
21	Auctioneer Fee	500	3,000	(2,500)	\$ 500
22	Credit Card Processing Expense	1,098	1,500	(402)	\$ 1,250
23	Facilities/Dinner Expense	12,828	11,200	1,628	\$ 14,500
24	Misc Heart of Gold Expense	3,405	2,250	1,155	\$ 3,500
25	Printing, Postage, Plaques	1,544	1,300	244	\$ 1,500
26	Publicity & Marketing	716	750	(34)	\$ 750
27	Raffle Expense / Payout	1,195	2,800	(1,605)	\$ 2,000
28	Software		350	(350)	\$ 700
29	Total Event Cost	\$21,287	\$23,150	\$ (1,863)	\$ 24,700
30	Heart of Gold - net income	\$51,923	\$48,700	\$ 3,223	\$ 49,550
31					
32	Total Revenue	\$60,759	\$55,200	\$ 5,559	\$ 57,300
33					
34	Expenditures				
35	6100 Concerts				
36	Advertising, Printing & Promotion	2,603	2,000	603	\$ 2,500
37	Fees & Rentals	1,278	950	328	\$ 1,250
38	Misc	255	250	5	\$ 350
39	Sound	5,200	4,000	1,200	\$ 5,500
40	Talent	11,250	13,450	(2,200)	\$ 13,500
41	Total 6100 Concerts	\$20,585	\$20,650	\$ (65)	\$ 23,100
42					
43	6200 Program Expense - Youth				
44	Interact Club	424	500	(76)	\$ 750
45	Scholarships	7,500	7,500	0	\$ 7,500

	A	B	C	D	E
5		Actual	Budget	over / (under)	2024 Budget
46	Youth Exchange - Fees	4,850	3,600	1,250	\$ 1,850
47	Youth Exchange - Stipend & Sch	4,386	2,000	2,386	\$ 2,500
48	Total 6200 Program Expense - Youth	\$17,160	\$13,600	\$ 3,560	\$ 12,600
49					
50	6250 Program Expense - other				
51	Community Projects Other	5,074	9,500	(4,426)	\$ 7,950
52	International Service Project	4,000	2,500	1,500	\$ 3,000
53	Omelet Breakfast Expense	1,003	1,200	(197)	\$ 1,200
54	RYLA	1,200	950	250	\$ 1,250
55	Total 6250 Program Expense - other	\$11,277	\$14,150	\$ (2,873)	\$ 13,400
56					
57	6700 Administration				
58	Accounting Expense	595	650	(55)	\$ 750
59	Credit Card Fees - expense		200	(200)	\$ 100
60	Fees & Licenses	641	700	(59)	\$ 700
61	Printing Postage & Supplies	206	750	(544)	\$ 750
62	Storage Rental & Insurance	3,124	3,250	(126)	\$ 3,450
63	Total 6700 Administration	\$ 4,567	\$ 5,550	\$ (983)	\$ 5,750
64	QuickBooks Payments Fees	443	150	293	\$ 500
65	Total Expenditures	\$54,031	\$54,100	\$ (69)	\$ 55,350
66	Net Operating Revenue	\$ 6,728	\$ 1,100	\$ 5,628	\$ 1,950

Published on *City of Wilsonville Oregon* (<https://www.wilsonvilleparksandrec.com>)

[Home](#) > [Community Cultural Events and Programs Grant Application](#) > [Webform results](#) > Submission #12

### Submission information

Form: [Community Cultural Events and Programs Grant Application](#) [1]

Submitted by Visitor (not verified)

Thu, 11/14/2024 - 4:31pm

204.195.121.12

### Applicant Information

**Project Title**

Helping Fund "POP UP " Performances for Wilsonville

**Applicant Name**

Wilsonville STAGE

**Registered Tax Exempt Number (if applicable)**

OR 135367498

**Applicant Street Address**

23654 KLUPENGER RD NE

**City**

AURORA

**State**

OR

**Zip**

97002-6819

**Contact (Name)**

David Niklas

**Title**

President

**Applicant Telephone**

5035720776

**Applicant Email**

dniklas@att.net

**Project Duration: Start Date**

1/1/2025

**Estimated Completion Date**

6/30/2025

## Project Budget

**Total Project Budget**

\$ 3,000.00

**Applicant Cash Match (a)**

\$ 8,200.00

**In-Kind Resources (b)**

\$ 0.00

**Total Applicant Match (a+b)**

\$ 8,200.00

**Grant Request**

\$ 3,000.00

## Budget Summary

Download the [Project Budget worksheet and Organization Budget worksheet here](#) <sup>[2]</sup> (under supporting documents), complete the worksheets, and submit below.

**Project Budget** [wvs\\_2024-2025\\_ccep\\_grant\\_project\\_budget.xlsx](#) <sup>[3]</sup>

**Organization Budget** [wvs\\_organizational\\_2024-2025\\_budget.xlsx](#) <sup>[4]</sup>

## Project Narrative Questions

**Provide a project description**

Although our quest to find a permanent venue partner continues Wilsonville STAGE has to recognize and adapt to the reality of the immediate future. With the Library only open for regular business hours, we have come up with a plan to present what we are calling "Pop-Up Performances". For the remainder of the 24-25 season, we have chosen two shows which we would like to produce with Saturday and Sunday Matinees. These are relatively small cast shows with minimal needs for costumes, props and lighting/sound. They can easily be set-up, performed, and taken down within a single business day. we will limit each show to a maximum of 6 performances. The exact dates of these shows is yet to be negotiated but we will be flexible in our requests. We have buy in from all necessary players and directors but we will have to be accommodating to all their schedules as we negotiate. We have made overtures to both the library and Charbonneau Country Club and feel confident we can partner with one or both. We are asking for the CCEP grant to cover our costs of Performance Venue and rehearsal space rental.

**How will your project promote arts, culture, history, or heritage in Wilsonville**

Wilsonville Stage is the only community theatre organization producing live theater in Wilsonville. Due to lack of partnering venues in Wilsonville proper we have been forced to perform in venues outside Wilsonville for the last few years. Although it is in our Mission Statement to provide live theater in Wilsonville and other North Willamette Valley locations it is the boards desire to produce the majority of our performances in Wilsonville proper. This grant will allow us to return to the true vision of our Mission Statement.

**How will your project benefit the Wilsonville Community?**

Wilsonville deserves live theater within the city proper. This grant will insure at least 12 performances that it's citizens could easily attend. This will be a great benefit to the Wilsonville Community.

**What are your organization's goals for this project? (Use measurable data if possible.)****How will you know that you succeeded in your goals?**

It is the goal of Wilsonville STAGE to provide a minimum of 360 citizens of Wilsonville to attend a live theater performance within the city limits. With proper promotion over 600 residents will have this opportunity.

**If this is an annual event for which you have received Community Cultural Events and Programs Grant funding in the past, what new or expanded attractions or partners have been added? (Please note: annual events must add attractions or partners in order to be eligible for grant funding.)**

We have not received funding for this in the past.

**How are you/your organization suited to produce this project/program? Provide the community resources that will be used if applicable (volunteers, local vendors, local contributions, etc.)**

Wilsonville STAGE has, with the exception of the covid lock-down years, produced 3 productions a year since 2016. The vast majority of them were staged within the Wilsonville City limits. Since the pandemic it has been harder to find venue partners within the city and this "Pop-Up" season is the boards attempt to adapt to the current venue environment. We will bring all of the talent and energy of the past 9 years to this project.

**Signature and Certification Letter:**

I hereby certify that all the facts, figures and representations made in this application, including all attachments, are true and correct. This application is made with the written approval of my board of directors, which is attached to this application.

I agree that all publicity, press releases, publications, materials and /or media advertising produced as a part of this proposed project will acknowledge the Grant Program as follows: "This project is made possible in part by a grant from the City of Wilsonville."

I agree to carry out this project as outlined within this application. Further, I understand that failure to do so will invalidate this agreement and necessitate the immediate return of all Community Opportunity Grant monies to the City of Wilsonville.

**Signature**

David W. Niklas

**Date Signed** Thu 11/14/24

**I Accept**

Yes

**Final Report From Previously Awarded Grant (if applicable)**

please\_note.docx [5]

**Source URL:** <https://www.wilsonvilleparksandrec.com/node/125928/submission/63960>

**Links**

[1] <https://www.wilsonvilleparksandrec.com/parksrec/webform/community-cultural-events-and-programs-grant-application>

[2] <http://www.wilsonvilleparksandrec.com/parksrec/page/grant-programs-0> [3]



[https://www.wilsonvilleparksandrec.com/system/files/webform/wvs\\_2024-2025\\_ccep\\_grant\\_project\\_budget.xlsx](https://www.wilsonvilleparksandrec.com/system/files/webform/wvs_2024-2025_ccep_grant_project_budget.xlsx) [4]

[https://www.wilsonvilleparksandrec.com/system/files/webform/wvs\\_organizational\\_2024-2025\\_budget.xlsx](https://www.wilsonvilleparksandrec.com/system/files/webform/wvs_organizational_2024-2025_budget.xlsx) [5]

[https://www.wilsonvilleparksandrec.com/system/files/webform/please\\_note.docx](https://www.wilsonvilleparksandrec.com/system/files/webform/please_note.docx)

Item 6.

**Project Budget**

This budget provides the detail of the project that the grant funds will be applied to. This should include how the funds from this grant will be spent. Expenses must be explicitly defined. Please include in-kind and cash match.

Income Sources	Amount
CCEP Grant	\$3,000.00
Total Project Income	\$3,000.00

Expenses - Must be specifically itemized	Amount
Performance Space Rental	\$2,000.00
Rehearsal Space Rentals	\$1,000.00
Total Project Expense	\$3,000.00

**Organization Budget**

This budget shows how this project fits into your organization. The project should be shown as a line in this budget.

Fiscal Year: 7/1/2024 to 6/30/2025

Income Sources	Amount
Donations	\$1,500.00
Box Office (Includes 15% reduction for comp tickets)	\$6,000.00
Concessions	\$700.00
CCEP Grant	\$3,000.00
<b>Total Organization Income</b>	<b>\$11,200.00</b>

Expenses	Amount
Royalty/Rights/Scripts	\$2,100.00
Performance Space Rental	\$2,000.00
Rehearsal Space Rental	\$1,000.00
Costume	\$500.00
Props	\$300.00
Insurance	\$750.00
Office Expense(USPS Rental/Printing/Design and Social Media)	\$1,750.00
Storage	\$1,980.00
<b>Total Organization Expense</b>	<b>\$10,380.00</b>



## Arts, Culture & Heritage Commission Staff Report

---

**Date:** December 4, 2024

**From:** Erika Valentine, Arts & Culture Program Coordinator  
Raziah Roushan, Consultant

**Subject:** Boones Ferry Park Public Art Project RFQ

### **Recommended Action:**

Review the attached Boones Ferry Park Public Art Project Request for Qualifications (RFQ) Draft. The RFQ will be posted to the public the week of December 9 to begin soliciting artists.

### **Background:**

At the October 18, 2023 ACHC meeting Erika Valentine did a presentation about the Boones Ferry Park Project as it relates to the Boones Ferry Park Master Plan (adopted in 2018). Staff explained why this site was a desirable future location for public art, to which the ACHC motioned to approve staff moving forward on pursuing this. The City's FY 23/24 budget now contains a Public Art CIP with a budget of \$110,000.

The theme for this Public Art Project is "The Essence of the River" based on the language and intent of the site found in the Boones Ferry Masterplan.

When reviewing the RFQ draft, the ACHC should keep in mind that a RFQ is a way to collect applications from artists to evaluate their qualifications for the project. Artists that advance through the process, would be asked to develop a proposal during the later stage request for proposals (RFP) stage.

At the November 20, 2024 ACHC meeting Staff presented the RFQ Draft. There was a discussion on location zones and staff agreed to return to a future meeting (Dec 4, 2024) to re-present the RFQ with updated locations. Following the November 20 meeting, staff sent the ACHC an E-mail about the project and RFQ and again solicited feedback via E-mail.

The intent with the current draft is to not add any additional zones, or remove any – since this was done following the last ACHC meeting. Artists will be able to determine which zone(s) they want to create artwork for. These details can be found in the draft.

### **Attachments:**

Boones Ferry Park Public Art RFQ Draft



CALL  
TO  
ARTISTS

## City of Wilsonville Seeks Artist or Artist Team to Create a new Artwork(s) for Boones Ferry Park – *The Essence of the River*

**Application Deadline: February 12, 2025** at 2:00pm

**Budget:** To not exceed: \$100,000

**Contact:** Erika Valentine, Arts & Culture Program Coordinator, [EValentine@ci.wilsonville.or.us](mailto:EValentine@ci.wilsonville.or.us), 503-570-1629

### Project Description and Background

The City of Wilsonville, Oregon is requesting qualifications from talented artist(s) and/or artist team(s) to create a new and engaging public artwork(s) for Boones Ferry Park, a ~15-acre park adjacent to the Willamette River. Also located at this park is the historic Tauchman House, formerly the home to the operator of the historic Boones Ferry. A large new inclusive playground, installed in 2024 has reactivated and enlivened this space. The playground design includes themes of the City’s History and the significance of the Willamette River.

This park is intended to serve the larger community as well as the local neighborhood.; The [2018 Boones Ferry Master Plan](#) is the result of an extensive public process involving members of the general public, City Council, Parks and Recreation Advisory Board, Planning Commission, as well as Wilsonville Parks and Recreation staff. Within the plan, a desire for a greater connection to the river was a common theme. The plan takes this to heart and combines it with a desire to retain aspects that make Boones Ferry Park special today, including its quiet greenness, relaxed atmosphere, and connection to the historic past.

The theme for this Public Art Project is “*The Essence of the River.*” The Willamette River flows from west to east through town and was historically the site of a ferry and sternwheeler landing.

### Desired Outcomes

It is desired that the artwork(s) celebrates and pulls inspiration from the river and surrounding natural areas in the park. The artwork(s) should be site-specific and engaging for users of all ages, backgrounds,

---

and abilities. Universal design can be thought of as an intersection of inclusivity, accessibility, and usability for community members regardless of age, disability, or other factors.

The awarded artist/ team should display a strong portfolio of engaging, complex, and interactive public art projects depicting experience and effectiveness working with a variety of stakeholders to receive and implement feedback. The project awardee should be capable of managing their fabrication and installation, while coordinating and communicating effectively with City Staff.

### **About the City**

Located at the southernmost end of the Portland metropolitan area, Wilsonville is the gateway to the Willamette Valley. Once a small farming community, Wilsonville is now a thriving city of more than 26,000 residents who enjoy the small-town charms of ‘country living’ just 17 miles from downtown Portland.

### **Total Budget**

This is an all-inclusive budget, not to exceed \$100,000. The selected artist/ team are responsible for their own items, as well as fabrication and installation beginning to end. This may include, but is not limited to travel, costs associated with the design such as engineering approvals, materials, fabrication, delivery, site preparations, physical installation, and liability insurance.

### **Site Information**

The Boones Ferry Park Site was an important stop on what was a busy thoroughfare around the turn of the 20<sup>th</sup> century. With the development of highways and freeways, like Interstate 5 in the 1950’s, it changed from a stop along the road to the end of the road—a quiet and somewhat forgotten place left to be rediscovered by local residents, dogwalkers, and those seeking access to the river for fishing, paddling, or a break from the normal routine of life.

The park today has several distinct areas with their own special characteristics. South of Tauchman Street, which borders a portion of the park’s northern side is an expansive lawn sloping gently down to a wall of trees that occupy the steep bank next to the Willamette River. A natural wooded area divides the old and new sections of the park and pulls the wildness of the river bank up and through the park and into the adjacent neighborhood to the north.

A new playground was completed in 2024 with river-inspired elements aligning with the Boones Ferry Master Plan, such as a blue winding ‘river’ throughout the turf, depictions of local wildlife, and signage depicting historic events. The playground emphasizes universal design, which gives community members of all abilities from across Wilsonville and the region a place to play, explore, and grow. The new playground replaced the former one which was 26 years old.

---

In addition to the new playground are new restrooms and new landscaping. New parking and a new walking path will be installed in the parallel progression of park improvements.

More information about the park and its amenities can be found online at [www.wilsonvilleparksandrec.com/parksrec/page/boones-ferry-park](http://www.wilsonvilleparksandrec.com/parksrec/page/boones-ferry-park)

**Site Details (Images, measurements, etc.)**

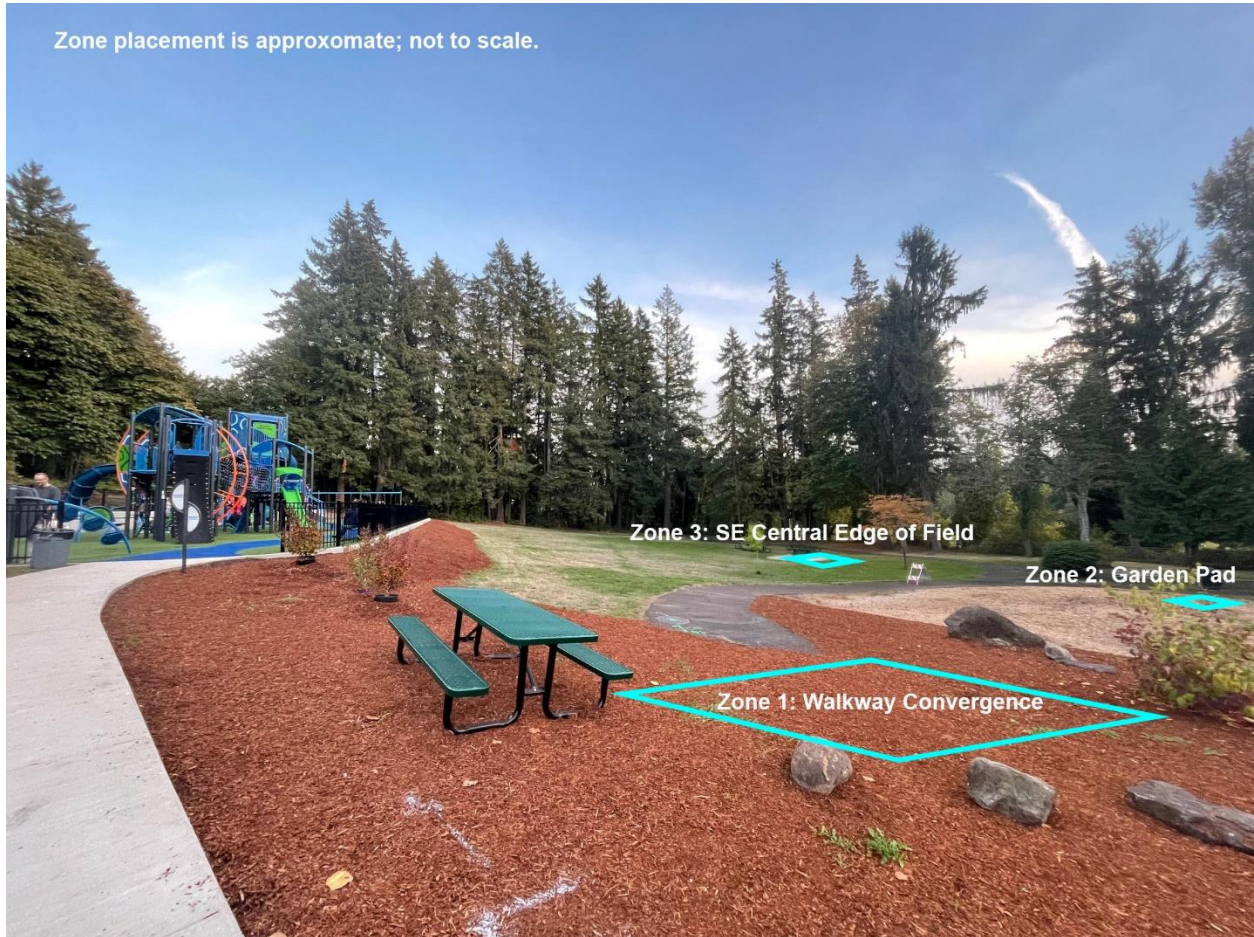
There are three (3) Zones or location options for Public Art at this site. Artist(s) may choose to create either separate works for multiple locations; OR choose to only focus entirely on one of the zones. The project budget of \$100,000 awarded to the selected artist/ team does not change based on if an Artist is installing works at one or multiple zones. Artists/teams are encouraged to consider Zone 1 as the priority placement then expand concept(s) to the additional zones if desired.

Each zone can accommodate approximately a 10-ft x 10-ft (or 10 ft in diameter) base, and a height limit of 18-feet. Please note that the exact locations of outlines are approximate, and the selected artist/ team will have some flexibility on exact placement.

Oregon has shorter Autumn and Winter days. Artists/teams are encouraged to incorporate a lighting plan for their finished work(s) as a system for viewer enjoyment and vandalism deterrent. The City may consider moving electrical access to any of the identified zones for the awardee(s). If the artist/team chooses not to include their own lighting system, the City may add uplighting at their determination.

**Zone 1**

Description: This zone is the most visible of the zones upon entering the park. It is off the main pathway past the restrooms and on the way to the playground. Artists should expect interaction with the work, especially by children, due to its close proximity to the playground. While the area is sloped, grading can be done by The City.





**Zone 2**

Description: This zone is in a large circular ‘planter’ like space that has future plans for landscaping. Landscaping on the top half of the circle will be taller and larger, in order to create a barrier between the rentable Tauchman House (below) and the Playground (above). Landscaping on lower half of circle and in the center is flexible based on artwork specification.





**Zone 3**

Description: This zone is off the pathway on the lower half of the park which runs parallel to viewpoints of the river. It is on the side of a very large, open grass area. Artists should note the City will plan to excavate the existing concrete shown. A new concrete pad and/or footings suitable for public art would be necessary.



## Aerial View



**\*\*Drone footage video showing entire park and proximity to the river can be viewed [HERE](#).**

### Submittal Instructions

Artists/Artist teams replying to this Request for Qualifications (RFQ) are required to submit the following to be used in the evaluation process:

- 1.) Contact Information Form and Signed Acknowledgement Letter (found on last page)
- 2.) Letter of Interest (maximum 2 pages)
  - Include header with full contact information (name, address, phone, email, and online portfolio)
  - Identify which Zone you are most interested in, or if you would like to do multiple Zones
  - Share what interests you about this opportunity
  - Briefly describe your methodology and approach to public art works and design
- 3.) Artist Bio – (maximum 2 pages)
- 4.) Past Work Samples – (5 – 7 images)
  - Visual representations of successfully installed and/or final round renderings of past public art pieces
  - Multiple photos of the same site should be bundled as 1 .pdf file and submitted as one example
  - Please label each image file Artist's Last Name\_Artwork Title\_number of image (I.e Valentine\_Title\_1.pdf, Valentine\_Title\_2.pdf, etc.)



## 5.) Image List

- A separate document including the following details for Image:
  - Artwork Title
  - Year Completed
  - Materials
  - Dimensions
  - Budget/Cost
  - Additional Comments (Not to exceed 200 words per entry)

Incomplete submissions will not be accepted.

Submit your application directly through the **Call For Entry (CaFE) portal** at: [www.callforentry.org](http://www.callforentry.org)

Key words **“Essence of the River, Boones Ferry Park, Wilsonville, OR”**

There is no fee to establish a CaFE profile, nor to apply for this opportunity.

Artists/teams are encouraged to apply early so CaFE staff and Wilsonville City staff can support any technical issues. Artists/teams who miss the deadline will not have an opportunity for late submission.

### Selection Process

#### **Stage One: RFQ Process**

A team consisting of City Staff, Public Art Experts, and 1-2 members from the ACHC will review and score the initial RFQ submissions. This phase of review will be based on a variety of factors, including previous body of work/design aesthetic and relevant experience with large-scale public art projects. Other contributing considerations will be the narrative responses to what interests [you] about the project and explanation of methodology. The team will also have an opportunity for discussion.

Through the review process, the top 6 – 12 RFQ submissions will be selected to advance onto Stage Two: Selection Panel Review.

#### **Stage Two: Selection Panel Review**

The top RFQ's will then be forwarded onto the Selection Panel which consists of the 9 member Arts, Culture and Heritage Commission (ACHC) and additional relevant project stakeholders.

The Selection Panel will independently score each RFQ based on a variety of factors, including previous body of work/design aesthetic and relevant experience with large-scale public art projects. Other contributing considerations will be the narrative responses to what interests [you] about the project and explanation of methodology. The team will also have an opportunity for discussion.

The top three (3) artists or artist teams will then be selected to advance and engage in a Request for Proposals (RFP) process.

### **Stage Three: Request for Proposals (RFP)/Finalist Phase**

Up to three (3) artists/ teams will be provided with a \$1,500 design stipend. Artists may invoice for ½ deposit prior to developing designs and prior to a scheduled site visit for this phase. Remainder to be paid on successful submission of completed Proposal as outlined.

The mid-May 2025 site visit will be two parts. Part one will include a walk through the Boones Ferry Park grounds, description of soil and erosion conditions, and staff onsite to answer specific questions. Part two, held after the staff walk, is an invitation for the community to meet and greet.

Please consider that light site prep such as removal of soil, removal of landscaping, grading, etc. can be accomplished by the City's Parks Maintenance Staff. However, the awarded Artist/Team to advance to Contract will be responsible for management and direction over necessary concrete pad(s)/footings. The City may be able to award additional funds to contribute to installation infrastructure such as concrete pad(s)/footings, dependent on City budget allocations which would be discussed with finalists during the RFP phase.

Artists will be expected to submit the following as part of their RFP Package Materials:

1. **Description of Concept, including:**
  - a. Inspiration behind the design such as: imagery, narrative, symbols, and colors (300 words max)
  - b. If applicable to your design, research process specific to this site and community (150 words max)
  - c. Summary of proposed project materials, longevity, maintenance (150 words max)
2. **A to-scale design concept for the Zone(s) you are applying for**, including any necessary footings and/or concrete pad(s)
3. **Competitive Budget** itemizing the cost of labor and materials, and lodging if applicable. Reminder: This project is an all-inclusive budget whether applying for one or multiple Zones.
4. **Timeline**, with breakouts for fabrication, site prep, installation, and clean-up. Installation should take place between October 2025 to October 2026.
5. **Any special requests of the City**. Examples may include access to power and water, restrooms, on-site storage, etc.
6. **Confirmation to provide a maintenance and color palette packet** upon project completion.
7. **Invoice** addressed to City of Wilsonville, attn: Erika Valentine, Admin Building, 29600 SW Park Place, Wilsonville, OR 97070 in the amount of \$750 as ½ deposit for RFP Stipend on "Boones

Ferry Public Art RFP Phase”. Invoice to include Artist’s full contact information (name, business name, mailing address, phone number, email).

The design concept proposals, once submitted, will become publicly available and eligible for community commentary during regular ACHC meeting(s). The Selection Panel may take feedback into consideration when reviewing.

After reviewing design proposals, the Selection Panel will determine the final artist/team and design to advance onto contract.

**Stage Four: Contract, Fabrication, and Install**

The Artist/Team selected for Contract will be awarded on the most favorable RFP, caliber of past works, dynamic design concept, and explanation of inspiration, timeline, budget, and materials. Their completed Proposal will be included as a Contract Attachment. There may also be Panel feedback and requests for design changes.

Once officially on contract, they will be required to provide approved engineering designs to be reviewed by City's Public Works and/or Engineering Departments to ensure the concept has accurately calculated wind load, seismic safety standards, and balance given the public nature. City staff will assist through this process and absorb City permitting review fees as needed. However, Artists should budget for their own Oregon-licensed engineers to draft and review their design schematics and provide stamped drawings prior to City reviews.

Upon completion, the selected artist/artist team will also need to supply a maintenance and conservation report to City staff.

**Timeline (subject to change)**

RFQ Issued	<b>December 13, 2024</b>
Questions Deadline	<b>January 22, 2025</b>
Application Deadline	<b>February 12, 2025 at 2:00pm</b>
Initial Evaluation Team Review (Stage One)	<b>Late February 2025 (date TBD)</b>
Notice to Artists regarding being forwarded onto Selection Panel (Stage Two)	<b>Mid-March 2025 (date TBD)</b>
First Selection Panel Review Meeting (Stage Two)	<b>April 16, 2025</b>
Notice to Artists advancing to RFP Stage (Stage Three)	<b>End of April 2025</b>
Finalists’ Site Visit	<b>Mid-May 2025 (date TBD)</b>
Finalist RFP/Design Concepts due	<b>August 20, 2025</b>
Final Selection Panel Meeting (stage Three)	<b>September 17, 2025</b>
Notice of Project Award – contracting, engineering, fabrication, site prep, install, etc.	<b>October 2025</b> *Project must be completed by end of October 2026

**Contact Information Form**

**Legal Name of Applicant** \_\_\_\_\_

**Registered Business Name** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**Social Media** \_\_\_\_\_

**Website** \_\_\_\_\_

**ACKNOWLEDGEMENT LETTER**

*City of Wilsonville Artwork(s) for Boones Ferry Park – The Essence of the River (RFQ)*

The undersigned artist (“Artist”) has responded to the Request for Qualifications for the City of Wilsonville Artwork(s) for Boones Ferry Park – The Essence of the River (the “RFQ”). By signing and submitting its response materials (“Artist’s Work”) to the City of Wilsonville (the “City”), Artist certifies and agrees as follows:

1. Artist’s Work is Artist’s own work, and does not include any components (e.g., design elements, images, or parts) that have been created by another person (i.e., the Artist’s Work has not been plagiarized, or duplicated without modification).
2. Artist’s Work does not contain any material misrepresentations (i.e., false or misleading statements of fact).
3. If invited to advance and submit a proposal (RFP) to the City, the City will pay Artist a \$1,500 stipend (the “Stipend”). Artist understands that Stipend may be deemed taxable income to Artist, and that Artist may owe taxes in connection with Artist’s receipt of the Stipend; further, the City is not responsible or liable for any such taxes. Artist further understands that Artist is not entitled to any additional payments, or reimbursement of any costs and expenses, in connection with Artist’s Detailed Proposal beyond the Stipend. Artist understands there is no stipend attached to responding to the RFQ.

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

\_\_\_\_\_ Print

\_\_\_\_\_ Date