

# REQUEST FOR QUALIFICATIONS

## DOWNTOWN MORRISTOWN POSTCARD MURAL PROJECT

AUGUST 29, 2025

SUBMISSIONS DUE SEPTEMBER 12, 2025

SUBMITTED QUALIFICATIONS MUST BE MAILED OR EMAILED TO:

Beccy Hamm, Executive Director  
Rose Center & Council for the Arts  
PO Box 1976  
Morristown TN 37816  
[director@rosecenter.org](mailto:director@rosecenter.org)

The City of Morristown, Tennessee, in partnership with Rose Center and Council for the Arts, is seeking a qualified artist/s or art team to create a postcard style mural to be located at 135 W First North Street in accordance with the included scope of work.

## SCOPE OF WORK

### PROJECT GOAL

The goal of this project is to create a postcard style mural welcoming locals and visitors to the downtown district. It will feature local cultural, physical, and symbolic references honoring our hometown and setting the tone of welcomeness and friendliness throughout the district. The Morristown Public Art Committee seeks a mural that is lively, colorful, and inspiring, and considers the historic nature of the surrounding neighborhood.

### LOCATION & INSTALLATION

This mural will be located on the east side of the Massengill-McCrary building at 135 W First North Street in downtown Morristown. This property, included in the Morristown Main Street Historic District, is next door to the Henry Street Post Office. The structure was built in 1923 for Moore Motor Co. Later, TVA had offices there, followed by an office supply store. The current realty business has been in this building since 1998.

### MURAL DIMENSIONS

The entire side of the building is to be painted, with the postcard image taking up as much space as possible, as appropriate to the size of the building. The size of the wall is approximately 160' x 16', or 1800 square feet. Suggested size for the "postcard" image is 60' x 12'.

### SURROUNDING AREA

Downtown Morristown is the historic core and heartbeat of the community, serving as a seat of government, business, and service for Morristown and Hamblen County. Morristown's Main Street area, with an approximate area of a square mile, continues to see preservation and revitalization efforts, and hosts a number of community events. Anchored by the Downtown Green and Farmers Market pavilion on the south and Rose Center & Council for the Arts on the north, Morristown's downtown area is home to a diverse variety of specialty, antique, clothing and gift shops, a taproom, restaurants, and service businesses. Featured along Main Street are the unique overhead sidewalks known as the Sky Mart. The Downtown Green and Farmers Market Pavilion are the location of the First Friday Concert Series & Night Market held April–October. The pavilion is also the location of the annual Lakeway Food Festival, Arts in the Park, and pop–up vendor markets. The Hamblen County Courthouse, and the Morristown–Hamblen Public Library are also located in the downtown area.

## PROJECT BUDGET

The artist/s will receive \$10,000 for their services. These services include providing all of the materials and supplies to complete the project. This payment will include artist/s fees, design fees, travel expenses, lighting, insurance costs, site-prep costs (if any), engineering expenses, any applicable permit, fees & taxes, and sealing the artwork. The artwork and all rights to it shall be owned by the City of Morristown.

## SITE PHOTOS



## ELIGIBILITY

This opportunity is open to all professional artists over the age of eighteen (18). Applicants must reside within the United States.

## ARTWORK REQUIREMENTS

- No logo or advertising is permitted.
- Selected artis/s or art team needs to be aware final artwork and materials must be approved by the Public Art Committee and the building owners.

## REQUIRED QUALIFICATIONS

To be considered for this Request for Qualifications, the artist/s or art team must meet the following criteria:

- Experience in design and installation of artwork in the public realm
- The ability to furnish all supplies, materials and equipment necessary for the design of the mural project
- The ability to provide the necessary proof of required insurance and naming the City of Morristown and 135LLC as additional insured for the duration of the project. Coverage shall include but is not limited to:

	<b>Statutory Limits</b>
Workers Compensation	\$100,000 Accident
Commercial General Liability	\$1,000,000 each occurrence
Automotive Liability Insurance	\$500,000 each accident

## REQUEST FOR QUALIFICATIONS SELECTION PROCESS

The Morristown Public Art Committee will review all Request for Qualifications submittals, and will select no more than five (5) finalists to move on to the Request for Proposals process. While all artists are welcome to respond, local artists are especially encouraged.

## SELECTION CRITERIA

- Quality of work based on portfolio
- Experience in large scale mural installations
- Understanding of local Morristown history and culture

## REQUEST FOR PROPOSAL PROCESS (for selected finalists)

- Selected finalists will receive a Request for Proposal by the Public Art Committee. Those artists will receive an honorarium of \$100 to create and present a design proposal, as required.
- In-person or virtual interviews will be required.
- Finalists will receive a packet for detailed specifications regarding the site location, design criteria and any design limitations or requirements to create a conceptual project proposal.
- The selection committee and property owner/s will select the final proposal based on the above listed.

**NOTE: PROOF OF INSURANCE WILL BE REQUIRED FOR THE SELELCTED ARTIST/S.**

## PROJECT TIMELINE

- Request for Qualifications issued: August 29, 2025
- Submission deadline: September 12, 2025
- Finalists notified: September 15, 2025
- Request for Proposal issued to Finalists: September 17, 2025
- Request for Proposal submission deadline: October 1, 2025
- Award artist/s notified: October 3, 2025
- Final design review: October 8, 2025
- Mural Project start date: when contract is signed
- Mural Project target completion date: December 1, 2025

## SUBMITTAL PROCEDURE

To be considered, respondents shall submit on or before September 12, 2025, 5:00 pm EDT. Each item listed below must be submitted as a separate document.

Submissions shall include:

- Submission Form (Must be signed by the artist)
- Letter of Interest (one page max)
- CV/Resume
- Contact information from three (3) professional references
- Five (5) images of previous artwork (images demonstrating an ability to design, create and install large-scale, mural artwork is preferred but not necessary)
- Completed W9 Form

Please Note: Art Teams shall submit qualifications under the name of one (1) lead artist. In the LOI, the lead artist must indicate that he/she plans to work as part of a team and must list the name/s of the artist/s within the team. Art teams shall submit at least five (5) images of previous artwork, but they may submit up to five (5) images for each member of the team if desired.

## PROCEDURE FOR SUBMITTAL QUESTIONS

Questions regarding this request will be accepted until September 10. Questions must be emailed to [director@rosecenter.org](mailto:director@rosecenter.org).

**Please do not contact the staff of the City of Morristown, Rose Center, or Massengill-McCrary Realty, other than the designated contact person listed below.**

**Please note: Submitted materials will not be returned and incomplete or late applications will not be considered.**

Mail or email Request for Qualifications materials to:

Beccy Hamm, Executive Director  
Rose Center & Council for the Arts  
PO Box 1976  
Morristown TN 37816  
[director@rosecenter.org](mailto:director@rosecenter.org)

City of Morristown Public Arts Committee  
Postcard Mural Installation

## SUBMISSION FORM

The undersigned proposes and agrees, if their proposal is accepted, to contract with the City of Morristown to provide services as described herein that meet the requirements of the solicitation.

Name of Artist \_\_\_\_\_

Artist's EIN or SS# \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

THIS FORM MUST BE SIGNED AND RETURNED WITH REQUEST FOR QUALIFICATIONS TO BE CONSIDERED.

SUBMISSIONS MUST BE RECEIVED BY 5:00 PM ON SEPTEMBER 15.

### APPLICATION CHECKLIST

\_\_\_ Application form

\_\_\_ CV/Resume

\_\_\_ Letter of Interest

\_\_\_ 4-6 images of previous work

\_\_\_ Description of each image: title, date, size, material, location (if public art)

\_\_\_ Three (3) professional references

\_\_\_ Completed W9 form