



REQUEST FOR PROPOSALS • CALL TO ARTISTS

KBB Traffic Control Box Art Project

Call to Artists • Proposals Due November 13, 2026

ISSUED BY	ISSUE DATE	PROPOSALS DUE
Keep Bartlesville Beautiful	Monday, October 12, 2026	Nov. 13, 2026 • 5:00 p.m. CT

QUICK NAVIGATION

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Project Overview and Schedule

Keep Bartlesville Beautiful (KBB), with support from the City of Bartlesville Community Development Department, invites artists and artist teams to submit original artwork designs for vinyl wraps on four traffic control boxes along Adams Boulevard and Washington Boulevard (see Project Site). The project turns everyday utility infrastructure into public art that reflects Bartlesville's history, people, and places.

Artists may submit up to three designs. Selected artists will receive a \$500 commission for each selected design. Artists are responsible for the design only; the City will handle fabrication and installation.

Proposals are due through the City's online submittal portal by 5:00 p.m. Central Time on Friday, November 13, 2026. An optional artist information meeting will be held Monday, October 26, 2026, at noon in the Community Development Department Conference Room at City Hall.

Request for Proposals	KBB Traffic Control Box Art Project – Call to Artists
Professional Services For	Traffic Control Box Public Art
Department	Keep Bartlesville Beautiful

RFP Schedule

EVENT	DATE
RFP / Call to Artists Issued	Monday, October 12, 2026
Informational Period Begins	Upon issuance
Optional Artist Information Meeting	Monday, October 26, 2026, 12:00 p.m. – Community Development Department Conference Room, City Hall, 401 S. Johnstone Avenue
Deadline for Questions	Monday, October 26, 2026, 5:00 p.m. Central Time
Responses to Questions Issued	Friday, October 30, 2026, 5:00 p.m. Central Time
Proposal Submission Deadline	Friday, November 13, 2026, 5:00 p.m. Central Time
Independent Review Committee Evaluation	Monday, November 16 – Friday, November 20, 2026
KBB Committee Review / Artist Selection	Tuesday, November 24, 2026
Artist Agreements Issued	By Friday, December 11, 2026
Final Artwork Files Due	Thursday, December 31, 2026
Fabrication and Installation	January – March 2027, weather dependent
Public Unveiling	To Be Announced

Questions and Communication

To provide a consistent and transparent process, all questions regarding this Call to Artists should be submitted in writing to the City of Bartlesville.

Project Contact	Community Development Department
Address	City of Bartlesville • 401 S. Johnstone Avenue • Bartlesville, Oklahoma 74003
Email	planning@cityofbartlesville.org
Subject Line	KBB Traffic Control Box Art Project – RFP Question
Question Deadline	Monday, October 26, 2026, 5:00 p.m. Central Time

Questions may also be raised at the optional artist information meeting on Monday, October 26, 2026, at 12:00 p.m. in the Community Development Department Conference Room. Responses to questions that materially clarify, modify, or supplement the RFP will be provided in writing by Friday, October 30, 2026, and made available to all prospective respondents. Artists should not rely upon oral interpretations or representations concerning the requirements of this RFP.

How to Apply / Submission Instructions

Instructions for Submitting a Proposal

Artists or artist teams interested in participating in the KBB Traffic Control Box Art Project shall submit a complete proposal through the City's online submittal portal no later than 5:00 p.m. Central Time on Friday, November 13, 2026. Proposals received after the deadline will not be considered.

Proposal Format

Each proposal shall include all required information identified under the Submission Components section. An artist or artist team may submit up to three separate artwork designs for consideration. Each design must be clearly identified and must include its own title and artwork description.

Online Submission

Submittal Portal	www.cityofbartlesville.org/kbb-traffic-control-box-art-project/
Submission Title	KBB Traffic Control Box Art Project – Artist Submission – [ARTIST NAME]

All proposals shall be submitted through the City's online submittal portal. Physical or sealed submissions will not be accepted. Artists who have difficulty uploading files should contact planning@cityofbartlesville.org before the submission deadline for assistance. The City is not responsible for submissions that are incomplete, corrupted, inaccessible, or not received by the deadline.

Submission Components

1. Artist / Artist Team Information

- Artist's full legal name.
- Artist or studio name, if applicable.
- Mailing address, telephone number, and email address.
- Names of all participating artists if submitting as an artist team.
- Website, online portfolio, or social media art portfolio, if applicable.
- Brief artist biography, not to exceed 250 words.

Connection to Bartlesville

Applicants may identify applicable connections to Bartlesville, including current or former residence; studio or business location; attendance at a Bartlesville-area school, college, university, or vocational institution; employment in Bartlesville; or another meaningful community connection.

A connection to Bartlesville is not required unless otherwise determined by KBB, but artists with connections to Bartlesville are encouraged to apply.

2. Artwork Submission

Title of Artwork

Provide a descriptive title for each proposed artwork.

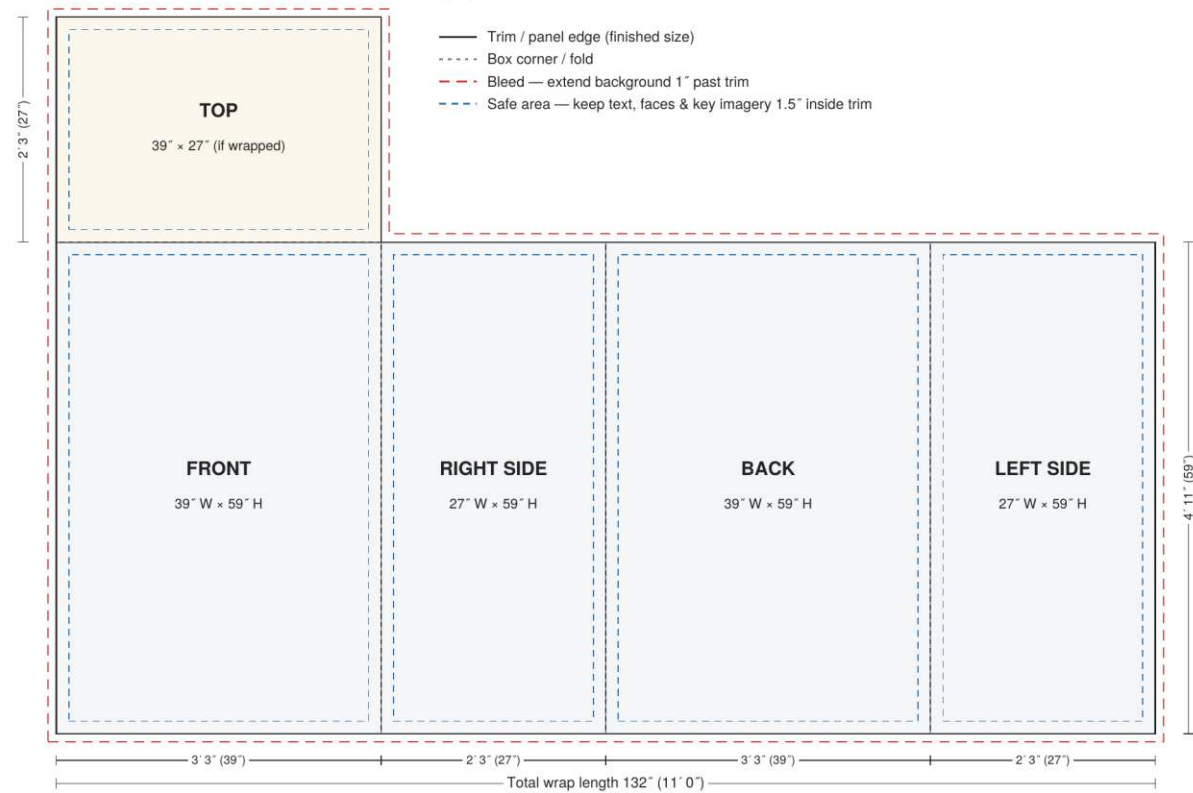
Artwork File

Submit artwork using the digital template provided with this RFP (Figure 2). The template reflects a traffic control box measuring 3' 3" wide × 2' 3" deep × 4' 11" tall: front and back panels of 39" × 59", side panels of 27" × 59", and a 39" × 27" top panel, if wrapped. Artwork should extend 1" beyond each trim edge (bleed), and text, faces, and key imagery should be kept at least 1.5" inside each trim edge (safe area). Final production files for selected designs must be at least 300 dpi at full size and provided in an accepted format such as .pdf, .ai, or .psd. A full-scale (1:1) template file is available through the submittal portal or by request to planning@cityofbartlesville.org.

FIGURE 2 TRAFFIC CONTROL BOX ARTWORK TEMPLATE

KBB Traffic Control Box Art Project — Artwork Template

Box dimensions: 3' 3" W x 2' 3" D x 4' 11" H. Unfolded wrap layout shown; not to scale on this sheet.



Design as one continuous 360° image or as coordinated panels; the artwork will be seen from all sides.

Doors, hinges, locks, vents, and required warning / identification labels must remain uncovered or will be cut around; exact locations vary by box and will be confirmed by the City.

Final production files: minimum 300 dpi at full size, .pdf, .ai, or .psd. A full-scale (1:1) template is provided separately.

Description of Artwork

Provide a description, not to exceed 250 words per design, explaining the concept or inspiration, relationship to Bartlesville, relevant history or community characteristics, relationship to the proposed box location if applicable, and significant colors, imagery, themes, or artistic elements.

Artificial Intelligence Disclosure

If artificial intelligence or generative artificial intelligence was used in any manner in developing the proposed artwork, the artist shall disclose that use in the artwork description and briefly describe how the technology was used.

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Artwork Certification

By submitting artwork for consideration, the artist certifies that:

1. The artist has the legal right to submit the artwork and authorize its use for this project.
2. The artwork does not knowingly infringe upon the copyright, trademark, or intellectual property rights of another person or entity.

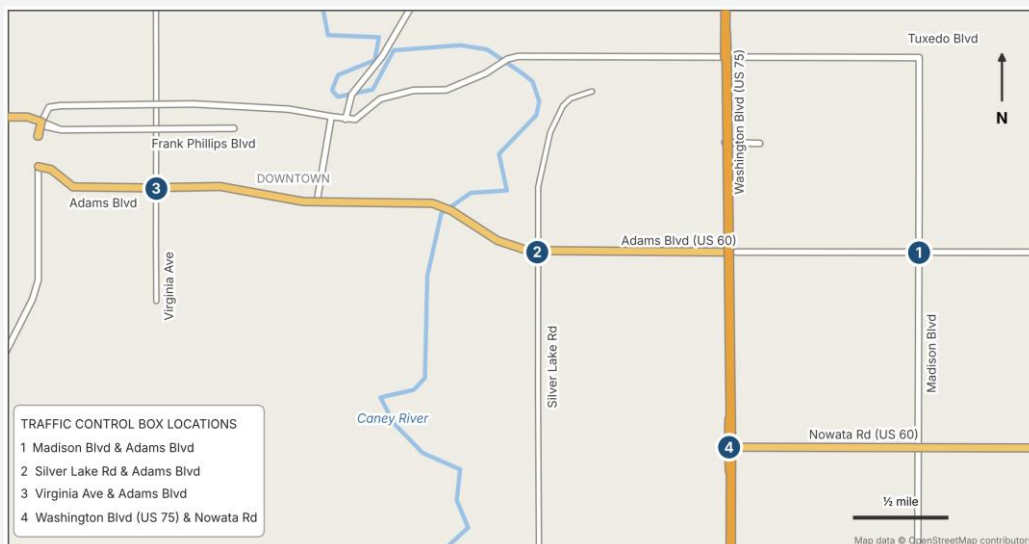
3. The artist has identified any third-party material incorporated into the design.
4. The information contained in the submission is accurate to the best of the artist's knowledge.
5. If selected, the artist agrees to provide production-quality artwork files and execute the City's artist agreement before payment is issued.
6. The artist understands that submission does not guarantee selection or compensation.

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Project Site

The project consists of selected traffic control boxes located throughout the City of Bartlesville. For this Call to Artists, the City intends to consider traffic control boxes at the locations identified on Figure 1 – Traffic Control Box Locations for This RFP. Four traffic control boxes are included in this round.

FIGURE 1
TRAFFIC CONTROL BOX LOCATIONS FOR THIS RFP



BOX NO.	INTERSECTION / LOCATION	NOTES OR NEARBY FEATURE
1	Madison Blvd & Adams Blvd	East of US 75
2	Silver Lake Rd & Adams Blvd	Adams Blvd is US 60
3	Virginia Ave & Adams Blvd	West of downtown; US 60
4	Washington Blvd & Nowata Rd	US 75 / US 60

Artists are encouraged to consider the physical location and surroundings of the traffic control box when developing artwork, including nearby neighborhoods, landmarks, businesses, public spaces, history, community activities, and other characteristics relevant to the site.

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Helpful Context

Keep Bartlesville Beautiful

Keep Bartlesville Beautiful (KBB) is a committee that works to support and encourage community beautification projects within the City of Bartlesville. For purposes of this project, the KBB Committee will provide project guidance, participate in the review and selection process, and make final selections as provided in this RFP.

City of Bartlesville Community Development Department

The Community Development Department will assist KBB with administration of the Call to Artists, coordination of submissions, contracting, project implementation, and coordination with other City departments and community resources.

City of Bartlesville Public Works / Engineering

Appropriate City departments will assist in confirming traffic control box locations, physical and operational requirements, access considerations, and technical requirements applicable to installation of vinyl artwork.

Bartlesville History Museum

When proposed artwork incorporates specific historical persons, events, buildings, locations, or other historical information, selected artists may be asked to coordinate with City staff and/or the Bartlesville History Museum to verify factual accuracy before final approval.

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Scoring Guidance

An independent review committee will evaluate each submission using the criteria below, rather than individual artistic or stylistic preference. The committee is looking for artwork that is visually compelling, suitable for public display, connected to Bartlesville, appropriate to the specific site, and technically feasible as a traffic control box vinyl wrap. Submissions are scored out of 120 points.

1. Artistic Merit & Visual Impact — 30 POINTS

Consider originality, composition, visual clarity, creativity, overall artistic quality, and effectiveness as a 360-degree design viewed from multiple directions.

25-30	Exceptional design; highly original, visually compelling, well composed, and effective from multiple viewing angles.
18-24	Strong design with clear artistic merit, composition, and visual impact.
10-17	Adequate design but may rely on familiar concepts or lack a strong visual composition.
0-9	Limited artistic development, weak composition, or minimal visual impact.

2. Historical & Cultural Context — 25 POINTS

Consider whether the artwork demonstrates an informed and meaningful connection to Bartlesville's history, community, culture, landmarks, institutions, people, industries, environment, or other defining characteristics.

21-25	Thoughtful engagement with Bartlesville's history or cultural context and a clear understanding of the community.
15-20	Meaningful contextual awareness, though the interpretation may be somewhat general.
8-14	Limited contextual grounding or primarily generalized community imagery.
0-7	Little or no discernible historical or cultural connection to Bartlesville.

3. Narrative Richness & Representation — 20 POINTS

Consider whether the artwork communicates a meaningful story and reflects the range of people, places, experiences, activities, or influences that contribute to the Bartlesville community.

17-20	Compelling and thoughtful community story.
12-16	Recognizable community narrative but may lack depth or specificity.
6-11	Minimal narrative elements or primarily familiar/generalized themes.
0-5	No discernible narrative connection.

4. Student Participation / Collaboration — 20 POINTS

Consider the degree and quality of participation by high school, college, university, vocational, or other eligible students.

17-20	Substantial student participation or meaningful collaborative involvement.
12-16	Clear student contribution supported through collaboration.
6-11	Minor or limited student participation.
0-5	No student participation.

5. Place-Based Insight — 15 POINTS

Consider whether the artwork reflects a meaningful understanding of the specific area, neighborhood, intersection, landmark, activity, or environment associated with the traffic control box.

13-15	Strong location-specific understanding or well-informed research.
9-12	Moderate connection to the location or surrounding community.
4-8	Limited or generalized connection to Bartlesville or the project location.
0-3	No discernible place-based connection.

6. Technical Feasibility — 10 POINTS

Consider whether the proposed design can reasonably satisfy technical requirements and be reproduced as a traffic control box vinyl wrap.

8-10	Fully responsive to technical and production requirements.
5-7	Generally responsive; minor revisions may be necessary.
2-4	Significant technical adjustments appear necessary.
0-1	Design does not appear capable of meeting project requirements.

Scoring Summary

EVALUATION CRITERION	POINTS POSSIBLE
Artistic Merit & Visual Impact	30
Historical & Cultural Context	25
Narrative Richness & Representation	20
Student Participation / Collaboration	20
Place-Based Insight	15
Technical Feasibility	10
TOTAL	120

Commission and Payment

ARTIST COMMISSION	\$500 per selected design
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The City of Bartlesville will separately be responsible for materials, fabrication, site preparation, installation, and other project-related costs.

Payment Schedule

Payment of the artist commission will be made after all of the following have occurred:

1. Selection of the artwork by the KBB Committee.
2. Execution of the required artist agreement.
3. Completion of any required revisions.
4. Delivery and acceptance of the final production-quality digital artwork file.
5. Installation of the artwork on the assigned traffic control box.
6. Submission of any documentation required by the City for payment.

Fabrication and installation are City responsibilities. Installation is anticipated between January and March 2027 but may be affected by weather, contractor availability, or other factors outside the artist's control. The City will notify selected artists of the anticipated installation date.