

Request for Artist Qualifications – Bookmobile Exterior Graphics

Call for Artists

The North Olympic Library System (NOLS) is seeking to hire an artist to design an exterior vehicle lettering and graphic design for the new Bookmobile Sprinter Van.

Vehicle lettering includes a combination of lettering and or decals that are digitally printed wrap vinyl and then cut into a shape or cut out of standard solid colored vinyl. The keyword here is CUT, meaning the shapes or letters or combo of all vinyl is cut and then applied individually.

About the Bookmobile Service and the North Olympic Library System

NOLS is a rural county library district with four primary service sites: the Main Library located in Port Angeles, and branches located in Sequim, Forks, and Clallam Bay. In 2022, the Library will be expanding to include a Bookmobile serving additional areas of the county.

The Bookmobile will make regular stops throughout the county and allow the library to be at special community events. Promoting library services at community events, through community partners and their base, and with NOLS' strong communications and social media presence, positions NOLS to connect resources and needs throughout Clallam County while fostering relationships between school districts, and other community agencies.

Project Timeline

Call for Artists RFQ Published: **February 2, 2022**

Call for Artists RFQ Deadline for Submissions: **February 23, 2022**

Artists Selected: **February 28, 2022**

Initial Design Concepts Submitted: **March 14, 2022**

Completed Design Submitted: **March 28, 2022**

Eligibility

Local artists from the North Olympic Peninsula are encouraged to apply. All artists are welcome to apply and will be considered.

Application Process

Artists who are interested in being considered for this project must submit their response to bookmobile@nols.org. Submissions must be received by 4pm on February 23, 2022.

Artist responses must include:

1. Brief statement about your work and why you're interested in designing the Bookmobile exterior lettering graphics, including any similar vehicle design experience (200 words max). Include your email, phone, and mailing address.
2. Portfolio images demonstrating your work as it relates to this project. A link to an online portfolio or website can be provided, or files can be attached. Accepted image file types: PDF, JPG, PNG, TIF, IMG.
3. Statement of nonprofit or government pay rates, if applicable.

Note: A confirmation email will be sent for all submissions received.

Selection Criteria

Evaluation of submissions received in response to this RFQ shall be based on a combination of factors including, but not limited to:

- The completion of all information requested in this RFQ
- Ability to meet established deadlines
- Any other factors considered to be in the best interest of NOLS

Budget

NOLS will work with the selected artist to determine payment terms, agreeable to both parties. A contract covering timeline, deliverables, and payment will be agreed to before work begins.

Final Design Requirements

Design requirements will be communicated in more detail with selected artist.

- Must include NOLS logo
- Provide two sets of files, one showing only the design itself, and the other showing where the designs should be placed on the vehicle.
 - [NOLS Bookmobile Exterior Layouts with Labels](#)
 - [Example – Vehicle Lettering Graphics](#)
- Use a TIFF file format, scaled to 25% OR use an Adobe Illustrator or Photoshop file format, scaled to 10% (file needs to be flattened so that there are not multiple layers in the drawing)

Questions

All questions should be directed to Troi Gale, West End Library Manager, at 360-374-6402 ext. 7793 or bookmobile@nols.org