

City of Cleveland Heights, Ohio



Noble & South Taylor Roads Public Art Plan

Request for Proposals (RFP)

RFP Issued: **February 6, 2026**

Responses Due: **March 9, 2026 at 5:00 PM EST**

Questions Directed to: planning@clevelandheights.gov

CITY OF CLEVELAND HEIGHTS
NOBLE & SOUTH TAYLOR ROADS PUBLIC ART PLAN RFP
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I. INTRODUCTION

The City of Cleveland Heights is seeking proposals from qualified firms to develop a comprehensive Public Art Plan for the Noble & South Taylor Road Business Districts that reflects their values, fosters creative expression, and enhances public spaces.

BACKGROUND

The City of Cleveland Heights, Ohio (the “City”) is an inner ring suburb of the City of Cleveland. With a current population of 45,312, Cleveland Heights is the 20th largest city in the State of Ohio and the 9th densest. Among the characteristics that make Cleveland Heights a place where “All are Welcome” are its 12 business districts and diverse and historic residential neighborhoods. Highlighted by Cain Park and many professional and amateur arts organizations, Cleveland Heights has prided itself as a “Home to the Arts”.

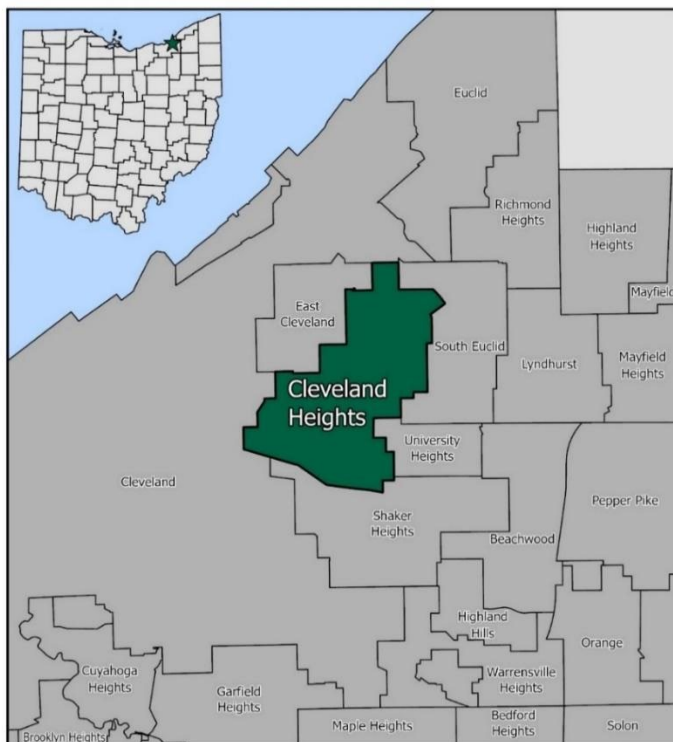


Figure 1, Cleveland Heights location map

PROJECT INTENT AND PURPOSE

Among the City’s business districts, two (2) have begun to emerge with recent efforts to organize merchants associations: 1) Noble Road (from Warrensville Center Road north to the East Cleveland border) and 2) South Taylor Road (from Mayfield Road south to Cedarbrook Road). Beyond typical merchant-related activities, each district desires to create a better sense of “place” and celebrate their unique characteristics. Among the techniques to enhance these districts and to continue to build Cleveland Heights as a Home to the Arts, public art has been identified as key to their success. To that end, the City is seeking proposals from individuals or firms to prepare a Public Art Plan for these two (2) emerging business districts within the City.

The purpose of this Plan will be to:

- Engage with the public and stakeholders regarding public art within the two (2) districts;

- Based upon that engagement, identify potential opportunities for, and potential types of public art;
- Provide cost estimates for implementation and installation;
- Provide guidelines for implementation and maintenance; and
- Establish a framework for artist selection

This initiative aims to establish a cohesive vision that integrates public art into the fabric of each of the Noble and South Taylor business districts. This Plan should also consider how the City's investment in public art can be a vehicle for addressing the City's economic, sustainability and placemaking goals. The plan should be visionary yet practical, with a focus on inclusivity, engagement, and sustainable art practices. The selected firm will work closely with city officials, community stakeholders, and local artists to develop a Public Art Plan that will shape the public art landscape in these two (2) district for the next 5-15 years.

RFP INFORMATION

One (1) electronic version of the proposal shall be received by the City no later than **March 9, 2026 at 5:00 PM**. The required electronic version of the proposal must be emailed to planning@clevelandheights.gov.

If an applicant chooses to submit hard copies in addition to the electronic copy, it should be mailed or hand delivered (to the dropbox outside of City Hall) to:

City of Cleveland Heights
Department of Planning, Neighborhoods & Development
Attn: Eric Zamft, AICP
40 Severance Circle
Cleveland Heights, OH 44118

II. SCOPE OF WORK

SCOPE OF WORK

The respondent is encouraged to be creative in developing an approach to achieve the project goals. The respondent is urged to be as specific as possible when describing the activities that will be performed to support each task. The respondent may propose additional/optional tasks to be incorporated as part of the scope of work or may, in order to decrease the cost, propose items as optional.

Phase 1: Public Art Plan

- Task 1: Kick-Off Meeting and Project Management
 - Hold kick-off meeting with City staff to discuss the scope of the project, confirm the project schedule, establish the plan for engagement, and designate points of contact
 - Hold at least monthly meetings with the City's Project Manager
- Task 2: Research and Data Collection
 - Review geographic areas and conduct asset mapping, including identifying any existing public art; provide video and photo documentation
 - Review recent plans/projects including:
 - The Taylor and Noble Streetscape projects, which both include map of the districts and identify potential locations of placemaking
 - The Noble Roanoke Park redesign, which includes potential gateway elements that could be public art installations
 - Prepare precedent research regarding public art programs
- Task 3: Engagement
 - Conduct meetings with key district stakeholders; provide regular communication with those stakeholders
 - Lead public engagement meetings, including preparation, materials, presentations. The City is anticipating at least four (4) meetings; state in your proposal how many you intend to conduct
 - Conduct public art online survey to evaluate the community's attitudes, interests, and preferences regarding public art
- Task 4: Prepare Public Art Plan
 - Prepare a draft of the Public Art Plan for staff review. The Plan should, at a minimum:
 - Identify potential locations for public art
 - Identify the potential types of public art
 - Cost estimates for the implementation and installation of the identified public art, including estimates of artist fees
 - Guidelines that should be followed for implementation and maintenance of the public art
 - Revise plan based upon staff comments
 - Present the plan to stakeholders and the public at a City Council meeting
 - Finalize plan based upon stakeholder, public, and Council comment

Deliverable(s):

- Public Art Plan for the Noble & South Taylor Roads Business Districts

Phase 2: Establish Framework for Artist Selection

- Task 1: Establish a framework for the City to follow for artist selection based specifically on the type of project (e.g., sculpture, mural, etc.). The approach to the framework (e.g., RFQ, call for artists) will be informed from engagement efforts listed in Phase 1. In your proposal indicate how that decision-making may take place.
- Task 2: Participate in selection process on an as-needed basis

Deliverable(s):

- Framework for artist selection

Additional Services

Note, a future role of the Consultant may be to manage the public art projects. Please provide in your response an indication if your firm is able to provide such services and how that service would be invoiced (e.g., on an hourly rate, lump sum, not-to-exceed). The City may utilize this RFP selection to retain such Consultant on an “on-call” basis, whereby Task Orders would be issued for specific public art projects.

REQUIRED FORMS AND COPIES

Based on the Scope of Work described above, the selected Consultant will deliver one (1) storage device containing all images, drawings, plans, and documentation developed as part of the project.

III. PROJECT SCHEDULE & BUDGET

PROJECT SCHEDULE

Work is expected to begin in mid-2026 after consultant selection, Council approval, and issuance of a Notice-to-Proceed. It is anticipated that the project will be completed within eight (8) months. The City is open to alternative timelines so long as the proposal provides a rationale for why a shorter/longer timeline is desired.

PROJECT BUDGET

\$100,000 has been set aside by City Council in the 2026 budget for this project. Respondents, however, are strongly encouraged to show cost savings, as proposed budget will be a selection criteria considered.

IV. SUBMITTAL REQUIREMENTS

All proposals submitted for consideration shall include, but not be limited to, the following components.

1. **Cover Page:** Submit RFP cover page on letterhead, signed by a duly authorized officer, employee, or agent of the responding party submitting the proposal. The cover page should include a statement that the proposal is submitted in response to the *“City of Cleveland Heights Noble & South Taylor Road Public Art Plan RFP”*. The cover page should contain the name, address and contact information, including email, of the main contact for the proposal.
2. **Statement of Qualifications and References:** Responding parties should include in their proposal with a Statement of Qualifications that includes the information below:
 - a. General description of the responding party or team, including size and length of time in business;
 - b. A summary of the responding party’s or team’s background and specific experience on similar projects;
 - c. List of completed public art plans, particularly within the context of a similarly sized city or neighborhood; and
 - d. Any qualifications not previously described that make the responding party or team unique.
3. **Personnel:** List key personnel and the anticipated roles which said personnel are expected to play on this project. Resumes for key personnel should be provided and include work location, education and licenses or certifications.
4. **Proposed Project Understanding and Approach:** Provide a written narrative describing the respondent’s understanding of the City’s request to prepare a public art plan, along with the respondent’s approach.
5. **Proposed Scope of Services with Deliverables:** The proposal should include a description of the scope of services and a list of the specific deliverables to be provided; this should include a work plan that identifies the major tasks to be completed, as well as any optional work tasks that the respondent thinks would be valuable in conducting.
6. **Proposed Timeline:** The proposal should include a timeline for the tasks noted above. The City anticipates a timeline of eight (8) months, but is open to alternative timelines so long as the proposal provides a rationale for why a shorter/longer timeline is desired. The timeline should also include provisions for City staff and other reviews, revision of draft deliverables, and preparation of the final documents.
7. **References:** Provide three (3) references from other clients, especially public agencies, with whom the responding party or team currently works or worked in the past and has established a contract on a project of this nature, of same or similar size as that called for by this RFP. Provide the name of the agency, contact name, address, telephone number/email, project name, and dates the services were provided.
8. **Cost Proposal:** Provide a cost proposal, including fees and/or number of billable hours and hourly rate of all named team members, and total cost. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total

anticipated expenses to be claimed and nature of the expenses (e.g., office supplies, travel/lodging/meals, etc.).

9. **Statement on Minority, Women-Owned, Veteran-Friendly, Disadvantaged Business Enterprises, or Encouraging Diversity Growth and Equity Program (MBE/WBE/VBE/DBE/EDGE) Inclusion; Prevailing Wage and Local Hiring:** Include a statement regarding the participation of Minority, Women-Owned, and Veteran-Friendly, Disadvantaged Business Enterprises or Encouraging Diversity Growth and Equity Program certified businesses, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.
10. **Statement of Non-Discrimination:** Include a statement that the respondent will comply with all applicable federal, state and local laws with regard to fair employment practices and will not discriminate on the basis of the protected classes identified in Section 749.01 of the Cleveland Heights Codified Ordinances (e.g., age, race, color, religion, sex, familial status, national origin, disability, sexual orientation, or gender identity or expression) in connection with the Project.

V. EVALUATION CRITERIA

For all proposals deemed acceptable by the City, the evaluation criteria may include but not be limited to the following considerations:

- Completeness and quality of the proposal
- Project Approach / Understanding of Scope of Work / Understanding of Cleveland Heights
- Qualifications, Experience, and Relevant Knowledge
 - Public art plans
 - Artist calls
- Cost Proposal
- (If required) Interviews

VI. PROPOSAL SCHEDULE

1. **Issue Date:** The issue date of this RFP is **February 6, 2026**.
2. **Questions and Responses:** Questions and inquiries will be accepted by the City, but must be submitted **via email** to planning@clevelandheights.gov. The closing date for submitting written questions is **February 20, 2026**. A summary of all substantive questions and answers will be distributed via email to all responding parties and posted on the City's website. If necessary, amendments to the RFP will be posted on the City's website.
3. **Proposals Due:** To be eligible for consideration, all responding parties must submit:

ONE (1) ELECTRONIC VERSION OF THE PROPOSAL RECEIVED BY THE CITY NO LATER THAN MARCH 9, 2026 AT 5:00 PM.

Responding parties who choose to submit hard copies of their proposals by mail or delivery service in addition to the required electronic copy should allow sufficient mailing and delivery time to ensure receipt on or before the time and date stated above. There will be no exceptions granted.

4. **Where to Submit Proposals:** The required electronic version of the proposal must be emailed to planning@clevelandheights.gov.

If an applicant chooses to submit hard copies in addition to the electronic copy, it should be mailed or hand delivered (to the dropbox outside of City Hall) to:

City of Cleveland Heights
Department of Planning, Neighborhoods & Development
Attn: Eric Zamft, AICP
40 Severance Circle
Cleveland Heights, OH 44118

Both the hard and electronic copies should indicate that the proposal is in response to the ***"City of Cleveland Heights Noble & South Taylor Road Public Art Plan RFP"***.

5. **Interviews:** Certain responding parties may be invited to present their proposal at a follow-up interview.

VII. ADMINISTRATIVE INFORMATION

1. **Insurance:** The respondent shall provide any insurance protection required by the contract. This shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City, its officers, officials, employees, volunteers and agents related to the Project.
2. **Addenda and Supplements to Proposal:** In the event that the City requires additional information, responding parties will have the opportunity to further respond to any questions asked and to clarify any points by submitting a written addenda and supplement to their proposal.
3. **Expenses Incurred by Responding Respondent:** The City will NOT be responsible for any cost or losses incurred by any responding parties at any time in preparing and submitting a proposal or requested supplemental information in response to this RFP.
4. **Rights Reserved by the City:** The City of Cleveland Heights reserves the right to determine appropriateness and merit of all submissions. Issuance of this RFP does not obligate the City to enter into negotiations with any responding party. All information provided by responding parties and written correspondence will be considered public records.
5. **Minority, Women-Owned, Veteran-Friendly, Disadvantaged Business Enterprises, or Encouraging Diversity Growth and Equity Program (MBE/WBE/VBE/DBE/EDGE) Inclusion; Prevailing Wage and Local Hiring:** The City strongly encourages the participation of Minority, Women-Owned, and Veteran-Friendly, Disadvantaged Business Enterprises or Encouraging Diversity Growth and Equity Program certified businesses, as well as the use of commercially reasonable efforts to ensure that those employed on the project are local and paid at a prevailing wage rate to an extent reasonably practicable.