



REQUEST FOR QUOTES (RFQ)

Project Title:	Children's Room Mural Installation
Issuing Agency:	Wayland Free Public Library
Issue Date:	August 6, 2026
Quote Submission Deadline:	September 25, 2026 @ 5 PM
Project Budget Range:	\$10,000 – \$25,000
Primary Contact:	Chris Lindquist, Library Director

1. Project Overview & Objective

The Wayland Free Public Library, located at 5 Concord Rd. in Wayland, Massachusetts, is seeking written quotes and portfolios from qualified professional artists or artist teams to design and install an original, engaging interior mural in the Library's Children's Room. The goal is to create a vibrant, welcoming, and imaginative space that inspires a love for reading and the natural world.

2. Scope of Work & Specifications

- **Location:** Wayland Free Public Library Children's Room, 5 Concord Rd., Wayland, MA 01778.
- **Preliminary site visit:** Prospective muralists are encouraged and welcome to schedule a preliminary site visit prior to submitting a proposal in order to see and measure the space and get a better understanding of the layout, the lighting and logistics. Please contact Head of Youth Services Pam McCuen at pmccuen@minilib.net to schedule a site visit.
- **Wall and Room Dimensions (Phase 1):** The wall in the activity space where the main mural will be installed is a curved wall that is approximately 30.5 feet wide by 83 inches high. There are also two (2) side panels on either side of the curved wall. One panel measures 78.25 inches wide by 83 inches high and the second panel measures 77.25 inches wide by 83 inches high.
- **Wall and Room Dimensions (Phase 2):** The decorative elements in the main body of the Children's Room that are part of Phase 2 of the project might include the two ceiling soffits that measure 11.25 inches on the face of the soffits and run along two walls of the main part of the Children's Room. There are also 10 boxed-in supporting columns in the main body of the Children's Room that measure approximately 16.25 inches on each side by 90 inches in height. Some of the ten (10) columns could possibly be included in Phase 2.
- **Theme/Style:** Whimsical, children's literature-inspired, with images of the natural world and local wildlife, with possible references to Wayland's diverse community and local landmarks. Must be durable, easy to clean, non-toxic, and safe for a high-traffic children's environment.
- **Surface Preparation:** All of the walls in the activity space and the main body of the Children's Room were freshly painted with off-white paint last year. Any additional surface preparation should be included in the quote.

- **Timeline:** Work must begin no later than **November 30, 2026** and be fully completed by **April 1, 2027**. Work hours, including work before or after the Library is closed, must be coordinated with library staff to minimize disruption.

3. Submission Requirements

To be considered transparent, responsible, and responsive, artists must submit the following items by the deadline:

1. **Cover Letter & Contact Info:** Name, address, phone, email, and website, if applicable.
2. **Artist Statement:** A brief description of your artistic approach and experience with public or community spaces.
3. **Portfolios/Past Work:** 3 - 5 high-resolution images of previous relevant murals or large-scale artwork.
4. **Price Quote (Section 5):** A flat-fee, all-inclusive price breakdown for both Phases 1 and 2. We plan to break the project into two (2) phases in order to take some time to see the completed mural in the activity space (Phase 1) and get feedback from community stakeholders before proceeding to Phase 2.
 1. **Phase 1:** Main mural on the wall in the activity space.
 2. **Phase 2:** Decorative elements and images that relate to the main mural in the activity space could possibly be installed on some of the ten (10) supporting columns, the soffit near the ceiling around two sides of the main body of the Children's Room, as well as on other flat wall surfaces in the main body of the Children's Room.
 3. **Optional design element:** Decorative elements on one or more walls in the hall on the lower level leading into the Children's Room that relate to the mural can also be included in Phase 2.
 4. **Optional design element:** A permanent outdoor sign along the sidewalk leading to the outdoor entrance into the Children's Room that relates to the mural can also be included in Phase 2.
 5. **Note:** Artists who we invite to submit preliminary design concepts **will be paid** for their preliminary design concepts & sketch revisions based on the cost included in section 5, line 1 in the table below.
 6. Following the selection process, we reserve the right to select the vendor who best meets the evaluation criteria below.
5. **References:** Names and contact information of at least three (3) past clients.

4. Evaluation Criteria

In accordance with municipal procurement standards, the contract will be awarded to the most responsive and responsible vendor who submits a proposal within the stated budget range and who meets the following minimum quality criteria:

- Demonstrated experience executing large-scale interior wall paintings, particularly in public libraries, museums or similar public institutions.
- Successful interview with the Mural Committee in order to discuss the proposal and answer questions. Note: Can be remote, but preferably in-person.
- Positive references validating professional conduct and timeline adherence.
- Ability to complete the project within the required deadline.

5. Price quote to be completed by applicant

Line Item	Description	Cost
1	Phase 1: Design concept & sketch revisions	\$
2	Phase 2: Design concept & sketch revisions	\$
3	Materials & supplies (paint, primers, sealers, drop cloths)	\$
4	Surface prep & painting labor	\$
5	Equipment (ladders, safety gear)	\$
Total	All-Inclusive Not-To-Exceed Project Cost	\$

Artist Signature: _____

Date: _____

Mailing address: _____

Phone: _____

Email: _____

Website (if applicable): _____

- **Public Record:** As a municipal library, the Wayland Free Public Library is a public institution; therefore, all submitted quotes, portfolios and communications will become part of the public record.

Please send your completed application electronically to Library Director Chris Lindquist at clindquist@minlib.net.

If you prefer to submit your application by mail, please send it to:

Chris Lindquist
Library Director
Wayland Free Public Library
5 Concord Rd.
Wayland, MA 01778