

REQUEST FOR PROPOSAL
For Mural Artist Services

As of **December 18, 2025**, the **Jefferson County Commission** is seeking written proposals from qualified artists to design and install a commemorative mural (or series of murals) in recognition of the America250 celebration. The goal of this project is to enhance public spaces within the County Commission building with artwork that reflects local heritage, community identity, and the spirit of America's 250th anniversary. Completed proposals must be received by January 9, 2026.

1. Entity name and address:

Jefferson County Commission
PO Box 250
124 E Washington Street
Charles Town, WV 25414

2. Contact email address and phone number:

info@jeffcowv.gov, 304.728.3284

3. Eligible mural locations:

All mural locations are located at: 393 N Lawrence St, Charles Town, WV, 25414

Artists may propose to create artwork in **one** of the following designated spaces:

- Commission Meeting Room
- Hallways outside the Commission Meeting Room
- Classroom
- Entry to the Assessor's Office
- Entry to the County Clerk's Office
- Entry to the Rotunda
- Third Floor Meeting Space
- Entryway to the County Commission Building

Artists may select the location they feel best suits their proposed concept. Photos of each location are attached.

4. Available Funding:

A total of **\$5,000** is available for this project. This amount must cover all costs associated with the design, materials, labor, and installation of the mural.

5. Scope of Work:

- The selected artist will be responsible for:
- Designing an original mural concept aligned with America250 themes.
- Preparing and priming selected surfaces as appropriate.
- Executing the mural using durable, professional-grade materials.
- Incorporating the official West Virginia America250 logo in the mural design.

- Completing all installation work within the approved timeline.
- **Developing a mural concept that may include:** local or national historic figures; significant places, communities, or landscapes that have impacted history; key advancements in technology, industry, and the arts; significant local or national historical events; a vision of America over the next 250 years; or other themes that reflect the spirit of America250.
- Ensuring that the mural is fully completed no later than **April 1, 2026**.

6. Proposal Requirements:

Interested artists must submit the following:

1. **Draft Graphic / Concept Design**
 - o A visual draft or mock-up of the proposed mural, including notes on style, colors, and intended message.
 - o Include the official [West Virginia America250 logo](#) in the draft.
 - o Concepts may focus on local or national historic figures; significant places, communities, or landscapes; key advancements in technology, industry, and the arts; significant events; a vision for America over the next 250 years; or other relevant ideas.
2. **Preferred Location**
 - o Identification of which of the eligible areas the artist proposes to use (located at the end of this document.)
3. **Project Timeline**
 - o Estimated start date, duration of work, and expected completion date.
 - o **All murals must be completed by April 1, 2026.**
4. **Artist Background**
 - o Brief biography or résumé
 - o Examples of previous mural or large-scale artwork (links or images accepted).
5. **Budget Statement**
 - o Confirmation that the full project can be completed within the \$5,000 available.
 - o Cost estimate including all fees, materials, and purchases.

7. Submission Instructions:

Proposals must be submitted to the Jefferson County Commission at: info@jeffcowv.gov

Submission Deadline: January 9, 2026

8. Additional Information:

- The Jefferson County Commission reserves the right to request modifications to selected concepts, negotiate final terms, or decline all submissions.
- Selected artists will be required to coordinate scheduling and access with County staff.
- **Information, concepts, or materials submitted in response to this RFP may be retained and used by the Jefferson County Commission for consideration in future public art projects or opportunities.**
- This will be a competitive negotiation process. The County reserves the right to reject all bids and issue another Request for Proposal (RFP). This RFP does not commit Jefferson County to reimburse vendors for proposal submission costs. During the evaluation process, the County reserves the right to request additional information or clarifications from the respondents or to allow corrections of errors or omissions.
- Proposals shall not be available for inspection by responders to this RFP until interviews and field visits are completed and a contract has been awarded and accepted. After contract award, all proposals become matter of public record and are available for inspection by the general public.

- Jefferson County reserves the right to obtain clarification of any point in a vendor's quote or to obtain additional information necessary to properly evaluate a particular quote. Failure of a vendor to respond to such a request for additional information of clarification may result in rejection of a vendor's quote.
- Potential vendors are solely responsible for their own expenses, if any, in preparing a response to this Request for Proposal. This would include any costs incurred during functional demonstrations or subsequent negotiations.
- The County does not anticipate providing any work space or equipment to the Respondent. Respondents should identify any work space, equipment, or general supplies needed to perform the work related to this RFP in their response.
- In the event that the selected Respondent shall for any reason or through any cause be in default of the terms of the contract, The County may give the Respondent written notice of such default by certified mail/return receipt requested. Unless otherwise provided, the Respondent shall have ten (10) days from the date such notice is received to cure the default. Upon failure to cure the default, The County may immediately cancel and terminate the contract as of mailing date of the default notice, and the vendor shall be responsible for all damages resulting from such default. Upon termination, the Respondent shall cease performance of any further work under the contract and turn over to The County any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, the contract may be immediately cancelled and terminated by The County and provisions herein with respect to opportunity to cure default shall not be applicable.
- The County may at any time, and for any reason, terminate the contract by written notice to the Respondent specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to the Respondent by certified mail/return receipt requested.
- In the event of such termination, the Respondent shall be paid such amount as shall compensate the Respondent for work satisfactorily completed and accepted by The County at the time of termination. If The County terminates the contract, the Respondent shall withdraw its personnel and equipment, cease performance of any further work under the contract, and turn over to The County any work completed or in process for which payment has been made.
- This proposal and any resulting contract shall be governed in all respects by laws of the State of West Virginia without regard to its choice of law rules, and any litigation with respect thereto shall be brought in the Circuit Court of Jefferson County, West Virginia. The contract shall comply with all applicable Federal, State, and Town laws, rules, ordinances, and regulations, which may in any manner affect the performance of the Contract.
- The proposal of any contractor or contractors who engage in collusion shall be rejected. Any contractor who submits more than one proposal in such manner as to make it appear that the proposals submitted are on a competitive basis from different parties shall be considered a collusive contractor.
- Except as otherwise permitted by law, proposals shall remain irrevocable for a period of one hundred and twenty (120) calendar days pursuant to receipt of the proposal. No Respondent who is permitted to withdraw a proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.
- After the date and time established for receipt of proposals by the County, any contact, in regard to the proposal initiated by any Respondents with any County official, other than the Purchasing Agent and the County staff acting at the direction of the County Commission is expressly prohibited. Any unauthorized contact may be deemed grounds for disqualification of any Respondent from further review.
- The County reserves the right to modify the scope after reviewing the proposals, and may request such a modified scope for the top proposal(s).
- **Equal Opportunity**
The County complies with all federal and state Equal Opportunity Laws, orders and regulations and shall not discriminate against any applicant on the basis of age, race, color, religion, sex, disability, national origin, marital status, veteran status or sexual orientation.

9. We require the following number of copies of the issued report be sent to the following individual to disseminate to officials within the entity:

No. of copies: six (6)

10. We would like the proposal delivered via:

Email: Yes

To the following email address: info@jeffcowv.gov



Commission Meeting Room
20 feet x 12 feet



Hallways outside of Commission Meeting Room (2)
24 feet x 9 feet



Classroom
23 feet x 8 feet



Entry to the County Clerk's Office
17 feet x 8 feet



Entry to the Assessor's Office
17 feet x 8 feet



Entry to rotunda (2)
32 feet x 8 feet



Third Floor Meeting Space
4.5 feet tall x 35 feet x 34 feet (square portion on the top of the ceiling)



Entryway to County Commission Building
25 feet tall x 35 feet x 34 feet (rectangular portion on the top of the ceiling)