

Organization Name: Windham & Windsor Housing Trust

Addendum Number: Addendum #1

Date of Issue: April 23

Project Title: Public Place Based Mural

This Addendum is issued to modify the **RFQ issued on April 20, 2026**. The following revisions take precedence over the original language. All other terms remains unchanged.

The changes made reflect shifts that will

- make the application more accessible to emerging artists (see requirements and weighting in scoring rubric)
- correct an assumption about proof of insurance, and
- push the project timeline out by approximately 4 days

Eligibility

Artists with experience in community engaged design and experience in fabrication ready design

Change: These are preferred but **not required**.

Submission

Letter of Interest to include description experience collaborating with fabricators, architects and engineers

Clarification: These are preferred but **not required**.

Insurance

Proof of insurance required at time of submission.

Change: This is **deferred**. Insurance *may* be required during the fabrication phase.

Phased Scope of Work

4/27/2026 RFQ response deadline

4/30/2026

4/29/2026 Community Art Advisory Team Response

5/4/2026

Selected artist(s) will

Review community stories, collected media, resident survey, existing mounting plan, site images, WWHT Alice Holway Drive FAQ page, Putney, VT sign ordinance (links below)

Review fabrication information

Observe Putney Sign Ordinance (acceptable submissions will not trigger)

5/11/2026 Submit 2-3 Concept Sketches

5/15/2026

Include: Written narrative describing artistic intent, identifying themes, motifs/ resonant visual vocabulary, and conceptual directions

Selected artist will (coordination by WWHT):

Meet with CAAT via Zoom or in person for questions and comments on

selected sketch include review of view shed, impacts
Review technical comments by town manager, and project
development team

5/14/2026 Contract to proceed executed

5/19/2026 Begin 1- 2x weekly communication with WWHT representative via email or zoom for timely progress updates, and to assist with troubleshooting as needed.
Address feasibility re: weight(s) and mounting in consultation with fabricators prior to submitting Revision 1

5/21/2026 Revision 1 CAAT response will be collected, reconciled by WWHT staff

5/26/26

5/28/2026 Revision 2

6/1/2026

6/1/2026 **Final Approval** by WWHT staff in consultation with CAAT

6/5/2026 Consultation as needed with fabricators- WWHT rep may be looped in.

June 22, 2026 **'Shovel ready' plan for fabrication submitted**

6/26/2026 Will include detailed rendering of image, fabrication production plan, technical drawings as needed (sheet metal prep, finishing layers), production schedule, mounting specification and cost quotes from fabricators, artist direction methods, and mural delivery time frames required.

Date TBD Prior to Contracting - Fabrication with remote and onsite artist direction

Date TBD Prior to Contracting - Mural mounted to building by development team.

Selection Criteria & Scoring Rubric

Criteria	Weight	Description
Artistic Quality	30% 50%	Strength, originality, and relevance of past work, ability to work at scale potential for work to translate at scale
Community Engagement Experience	25% 10%	Demonstrated ability to work collaboratively and with sensitivity with community engagement
Project Management	20% 15%	Ability to meet deadlines, communicate clearly, and manage workflows work collaboratively
Local/Emerging Talent/Equity	15% 20%	Connection to community, contribution to equity goals

Considerations

Technical Feasibility	10% 5%	Experience with technical collaboration with fabricators and/or consultants
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Q&A

Q: Is this open to artists without public art experience?

A: Yes. The addendum serves to adjust eligibility criteria to be more in line with this possibility. **Emerging artists are encouraged to apply.**

Q: Is the artist responsible for facilitating public engagement sessions?

A: No. WWHT has already completed the community engagement phase. We have gathered an archive of stories, feedback, and local insights. The artist's role is to act as a creative translator, focusing their energy on how to interpret and integrate this collected material into the final work.

Q: Must the final artwork be completed and installed by June 26, 2026?

A: No. June 26 marks the deadline for a finalized fabrication and implementation **plan**, only. This milestone ensures that the vision is ready for production. The subsequent schedule for fabrication and physical installation will be co-created through a collaborative process involving the artist, the fabrication specialists, and the development team to ensure a realistic and successful rollout. **The due date for a shovel-ready plan is tied to an important funding milestone.**

Q: Is the artist responsible for sourcing their own fabrication partners?

A: No. WWHT has already begun identifying and vetting **local fabrication partners** to ensure the project benefits from area expertise and proximity. That said, if an artist has a specific fabricator they prefer or a specialized process in mind, we may be open to exploring those alternatives to ensure the best possible result for the project.

Required: Acknowledge receipt of this Addendum by signing below and including this page with their submission.

Name of Artist/Team: _____

Signature: _____ Date: _____