

REQUEST FOR QUALIFICATIONS (RFQ)  
**Artwork Banners**  
**Suitland, Maryland**

Issue Date: February 4, 2026

Due Date: March 5, 2026

**PROJECT DESCRIPTION**

The Prince George's County Planning Department of the Maryland-National Capital Park and Planning Commission (M-NCPPC) is seeking an artist or artist team (collectively, Artist) to lead a collaborative public art opportunity with a cohort of visual arts students from Suitland Creative Visual and Performing Arts (CVPA) High School. Through mentorship with the selected Artist, the 10-student cohort will create 8 designs that will be produced in a series of banners for installation on the Suitland Water Tower, 4211 Suitland Rd, Hillcrest Heights, MD 20746 (Artworks).

The selected Artist will collaborate with students in a series of (6) six studio sessions on a bi-weekly basis from April 8-June 10, 2026. The selected Artist must demonstrate proficiency in community engagement through artmaking and/or co-creation practices involving community stakeholders, and candidates should ideally provide examples of prior successful co-design experiences that incorporated community engagement and input.

The selected Artist will be responsible for the design and creation of the Artwork, including all conceptual development, design refinement, and preparation of final digital files suitable for banner fabrication. The Artist's full scope of services will be provided under **one contract and one all-inclusive fee**, which extends through completion of the artwork installation. The Artist will be supported in this effort by staff from both the M-NCPPC, Designing Local, and Suitland CVPA High School.

During the fabrication and installation phase, the Artist will be retained in a **consultative role only** to support coordination activities such as file transfer, confirmation of compatibility with production requirements, and review of final production details. **The Artist will not be responsible for fabrication or installation of the Artwork.** Fabrication and installation will be administered separately by the M-NCPPC under a different contract and are outside the Artist's scope of work and fee.

The selected Artist anticipated scope of services includes:

- Mentor youth artists who are designing the 8 banners for the Suitland Water Tower during the (6) six studio sessions

- Register as a volunteer with Prince George's County Public Schools, undergo a fingerprint background check, and complete online Safe Schools training
- Support co-creation and co-design efforts with the youth artists to achieve a cohesive, complementary visual experience
- Provide guidance to youth artists as they develop and refine concepts
- Produce the necessary digital files with the youth artist's designs included for banner production, fabrication, and installation
- Meet with the M-NCPPC and other members of the project team on a bi-weekly basis until the project is completed
- Be prepared to interface with all promotional activities for the project as required

## **PROJECT BUDGET**

The selected Artist will receive a fee of ten thousand dollars (\$10,000.00) for their services engaging with Suitland CVPA High School students, co-creating the artwork and producing the necessary files for banner production, fabrication, and installation. This stipend will be paid in three installments: 25% upon contract execution; 50% following successful artwork submission; and the remaining 25% following banner installation.

The \$10,000 fee does not include banner fabrication, installation, and ongoing maintenance of the artwork, all of which are outside of the scope of this RFQ.

## **PROJECT THEME**

The most successful application will demonstrate a willingness and desire to uplift the community of Suitland's shared values, histories, and themes within their work. As an ultimate outcome, the community seeks to have an iconic work of art that acts as the gateway into the Suitland Cultural Arts District and communicates to those who pass by that they are entering a creative community.

The Artist will also demonstrate an enthusiastic approach to co-creation with the Suitland community, particularly young aspiring artists. The Artist acknowledges that their digital design will be reproduced for production on a vinyl or similar material banner, which may be removed, replaced, or repaired for maintenance purposes, at the discretion of the M-NCPPC. The design must be suitable and acceptable for public viewing of all ages.

## **ANTICIPATED TIME COMMITMENT**

This project requires (6) six in-person sessions with Suitland CVPA High School students following the school day. Virtual and in-person meetings with the M-NCPPC Project Manager will be required. The total time requirement for this project between April 1, 2026 and July 31, 2026, is approximately 30 hours.

## PROJECT SITE

Suitland Water Tower - 4211 Suitland Road Suitland, MD 20746



## SUBMISSION PROCESS AND GUIDELINES

All application materials below are required for submission to this RFQ. Submittal materials will not be returned, and incomplete applications will not be considered.

Please send (1) PDF file addressing the following:

- **Cover Letter (1 page)**
  - Contact Information
  - Statement of interest, including narrative description(s) of the proposed concept(s)
- **Artist(s) Qualifications (1 to 3 pages)**
  - Participating artist(s)
  - Lead artist(s) profile
  - Relevant teaching experience with graphic design
  - Relevant project experience with murals and large-scale public art
  - No fewer than three professional references

- **Up to 10 Images of Past Work (Up to 10 pages), including examples of work similar to the scope of this project.**
  - The following information should be included for each image:
    - Title of the Work
    - Artwork medium
    - Year Completed

### **Submission Format**

Responses shall be submitted as a single PDF file via email to **Jasmine Metcalf** at [jasmine@designinglocal.com](mailto:jasmine@designinglocal.com). An acknowledgement of receipt will be sent upon submission. If the items are too large for email, please contact Jasmine Metcalf for transmittal. Files may also be zipped and reduced so that the email attachments are no larger than 15 MB. The selection committee may reach out to request higher resolution images.

**Due Date:** 11:59 PM EST on March 5, 2026

### **Who May Apply**

Interested artists or artist teams must be 18 years old or older and currently live, work, or study in Prince George's County or the National Capital Region to be eligible for consideration. Artist Selection Committee members and their family members are not eligible to apply. Please refer to the "Anticipated Time Commitment" section above, as only those able to meet the schedule expectations should apply.

## **ARTIST SELECTION PROCESS**

M-NCPPC staff will conduct an initial review of submissions to ensure RFQ requirements have been met. A selection committee has been assembled for the artwork project. Members of the selection committee include community members, M-NCPPC staff, and representatives from various public and private partners on the Suitland Cultural Arts Implementation Strategy Team.

### **Artist Selection Criteria**

The following criteria will be used in the RFQ selection process:

- Submittal of all required application materials as outlined in this RFQ.
- Artistic Excellence: The aesthetic quality of the artwork, including distinctive qualities in the work and the overall visual impact of the Artist's practice.
- Quality and craftsmanship of product as exhibited by past work.
- Connection to the Community: The successful Artist will demonstrate a relationship to the Prince George's County community or the ability to honor and uplift local themes through their artwork.

- **Technical Feasibility:** The Artist must provide convincing evidence of his or her ability to complete the artwork as proposed.
- **Past Performance:** The Artist Selection Committee will consider the artist's or artist team's performance under previous contracts, including success in meeting the established project goals and timeline.

### **Artist Selection Process and Timeline**

The timeline for the full process is below:

February 4, 2026	RFQ Released
March 5, 2026	RFQ submissions due
March 10, 2026	Selection Committee Review
March 17 or 18, 2026	Interviews of Semi-Finalists (Up to 5 artists)
March 20, 2026	Artist Selected and Notified, Contracting
April 8, 2026	Studio Session #1: 5-6 pm
April 22, 2026	Studio Session #2: 5-6 pm
May 6, 2026	Studio Session #3: 5-6 pm
May 20, 2026	Studio Session #4: 5-6 pm
June 3, 2026	Studio Session #5: 5-6 pm
June 10, 2026	Studio Session #6: 5-6 pm
June 30, 2026	Draft Artwork Submission Due
July 15, 2026	M-NCPPC Review & Approval of Design
Late Summer 2026	Banner Fabrication Begins

### **Budget**

The selected Artist will receive a **\$10,000** fee for their work engaging with Suitland CVPA High School students, co-creating the artwork and work, producing the necessary files for banner production, fabrication, and installation.

### **Questions?**

Inquiries about the program or the project should be made by sending an email to: David Moore at [david.moore@ppd.mncppc.org](mailto:david.moore@ppd.mncppc.org)