

Request for Proposal: Exhibition Design

Introduction

In September 2025, the National Museum of Women in the Arts (NMWA) will present the first exhibition to explore the collective contributions of Dutch and Flemish women working in the seventeenth and eighteenth centuries. This multi-artist, multi-media exhibition introduces the work of multiple women who lived and worked in similar cultural environments and demonstrates that they helped to shape and define the visual culture of the time. Women participated in nearly every artistic medium and genre in Dutch and Flemish art, making vital contributions in a variety of areas of artistic production, including painting, drawing, printmaking, and textiles. They were vital participants in the artistic economy, involved in the manufacturing and sale of goods that were essential to the unprecedented economic success of the Low Countries during this period, formerly referred to as the "Golden Age."

About the Museum

NMWA is the first museum in the world solely dedicated to spotlighting the achievements of women artists of all periods and nationalities by exhibiting, preserving, acquiring, and researching art by women and by teaching the public about their accomplishments. Through all its activities, the museum seeks to inspire dynamic exchanges about art and ideas. NMWA advocates for better representation of artists and serves as a vital center for thought leadership, community engagement, and social change.

Exhibition Specs

Number of objects: 100 to 120 (paintings, prints, sculptures, antique books, textiles, paper cutting, graphic elements)

Square footage: 5500 sq ft.

Scope of Service

NMWA seeks to contract with a firm possessing experience in fine art exhibition design as well as graphic design for this upcoming exhibition with potential for continued work on future projects. The exhibition is divided into four different thematic sections and will feature an array of objects, including paintings, prints, books, textiles, and more. The contractor will work closely with the exhibition curator to design a visually unified layout, including displays, lighting, wall colors, and graphic elements. More detailed information about the exhibition is available upon request.

Requested services include:

- Exhibition design with object layout, including specs for any construction of wall, casework, pedestals, etc.
- Graphic design of data related to market value of artwork.

Proposed Timeline

The exhibition will open to the public on September 26, 2025. This means that all installation will need to be completed no later than September 19, 2025. To allow time for review, revisions, and then mount construction, painting, and object installation, finalized plans and any related files from contractor are needed **no later than May 1, 2025**. A mutually agreeable working timeline for deliverables and review will be finalized during the contractual negotiations.

Proposal Submission

Proposals should include the following information:

1. A short introductory description of the individual or entity (company), including the structure of the company or resume for individuals, the length of time the contractor has been in business, and the type of graphic design services provided. This section should address the contractor's qualifications as outlined in the scope and summarize their relevant background and experience.
2. Examples of relevant past projects and a portfolio of prior work and materials pertinent to providing the services.
3. Clearly stated proposal fees and expenses to be charged in the performance of all services.

If based on an hourly rate, provide the hourly rates to be charged for the contractor and optionally for each individual assigned to provide services. Alternatively, provide a blended rate for the delivery of all services. Project budget for total amount for fees is \$40,000 to \$60,000.

Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which the contractor would seek reimbursement.

4. A list of at least three references, including client name, organization, email, and telephone number for similar work performed by the applicant.

Submission timeline:

- RFP issued September 4, 2024
- Contractor questions/information requested by September 9, 2024
- Questions/information to contractor by September 13, 2024

- Proposals due September 20, 2024
- Decision made September 27, 2024
- Contract signed week of September 30, 2024

Send inquiries and proposal to project curator Ginny Treanor at vtreanor@nmwa.org.