



SMALL COMMEMORATIVE ELEMENT/PLAQUE ADDITION TO UTAH STATE CAPITOL GROUNDS

Request for Proposals – Guidelines

Capitol Hill was designed to honor the State Capitol building and its role as the *People's House*. The surrounding land and future commemorations placed upon it illustrate Utah's rich history, impactful events, persons and/or cultures of historical significance, and values of the State of Utah.

The Capitol Preservation Board is **now accepting proposals for one Small Commemorative Element/Plaque addition** to be placed upon the Utah State Capitol grounds prior to December 31, 2024.

The proposal must meet the terms, qualifications, and process, set forth in the **Utah State Capitol Grounds Commemorative Element Plan & Placement Guidelines**, as part of the Capitol Master Plan. The Guidelines include commemoration specifications and funding requirements, the selection and implementation processes, as well as the timeline for future additions.*

Additions to the grounds are intentionally infrequent to allow future generations the opportunity to contribute to the Capitol Hill landscape. After this addition, the next additions of a Small Commemorative Element/Plaque will be in **2031, a Medium Commemorative Element will be in **2039**, and a Large Commemorative Element will be in **2027**.*

Once selected, all phases of the element creation and installation, including its design, material, finish, and text, must be approved in advance by the Capitol Preservation Board contact. The selected applicant must agree to abide by the **Capitol Hill Complex Facility Use Rule R131-2** and agree to sign the **Small Commemorative Element/Plaque Agreement** that includes the **Artist Release Form** and the **Design-Build Contract**.

**Please see attachments on Capitol website.*



SUBMISSION:

Please submit the **Application Form** and required attachments to Stephanie Angelides, Capitol Curator, by e-mail: sangelides@utah.gov.

There is a **\$10 Administrative Fee** that is to be satisfied before the application is complete. Payments can be made with cash, check payable to Capitol Preservation Board, Visa, MasterCard, or American Express, either by phone to Capitol Scheduling tel. 801-538-3074 or in person in the Capitol Preservation Board office suite 120 of the State Capitol.

Both the Application Form and Administrative Fee must be received by **5pm MST on November 28, 2023** to be eligible for consideration.

All applicants and finalists will be notified of their proposal status after **November 30, 2023**. Finalists will present their proposals to the Capitol Preservation Board's **January, 2024** meeting. Once selected, the Small Commemorative Element/Plaque is to be approved, completed, installed by **December 31, 2024**.

We look forward to receiving your proposals!

Thank you kindly,
Capitol Preservation Board