

ROTARY HIDEAWAY

DESIGN / BUILD
ART COMPETITION 2026

A signature woodland
feature for the new
Children's Wing
at the Gaynor Family
Regional Library.



INSPIRE
curiosity



ENCOURAGE
a love of reading



CONNECT
with nature



ENGAGE
our community



CREATE
lasting memories

REQUEST FOR PROPOSALS (RFP)

OPEN TO MANITOBA ARTISTS, ARTISANS, AND FABRICATORS



PROPOSAL DEADLINE
JULY 14, 2026
5:00 PM CST



FINALIST INTERVIEWS
JULY 20-24, 2026



INSTALLATION
COMPLETION
SEPTEMBER 30, 2026



GAYNOR FAMILY
REGIONAL LIBRARY
806 Manitoba Avenue
Selkirk, Manitoba



PROUDLY SUPPORTED BY
Rotary
Club of Selkirk

*Building a brighter future,
together.*



GAYNOR FAMILY REGIONAL LIBRARY

REQUEST FOR PROPOSALS (RFP)

DESIGN / BUILD ART COMPETITION 2026

ROTARY HIDEAWAY

Children's Wing Signature Feature

PROJECT INFORMATION

| | |
|------------------------------|---|
| Project Name: | Rotary Hideaway |
| Project Location: | Gaynor Family Regional Library 806 Manitoba Avenue Selkirk, Manitoba |
| Project Type: | Design, Fabrication, Delivery and Installation of Permanent Public Art Feature |
| Competition Type: | Open Design/Build Competition |
| Issued By: | Gaynor Family Regional Library |
| Library Director: | Ken Kuryliw |
| Construction Manager: | VIKO- Consulting Corp. |

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EXECUTIVE SUMMARY

Project Background

The Gaynor Family Regional Library is undertaking an expansion project to enhance programming opportunities, community engagement, and literacy initiatives for residents throughout the region.

As part of the expansion, the Library seeks to create a signature artistic feature within the Children's wing known as the **Rotary Hideaway**.

The Rotary Hideaway will serve as an interactive architectural art installation that encourages imagination, creativity, discovery, and a lifelong love of reading.

The completed feature will function as:

- A visual landmark within the library
- A destination feature for children and families
- A backdrop for seasonal and educational displays
- An interactive storytelling element
- A long-term legacy project recognizing the support of Rotary Club of Selkirk and the community

ACKNOWLEDGEMENT

The Gaynor Family Regional Library gratefully acknowledges the support of community partners, donors, volunteers, and the Rotary Club of Selkirk whose contributions continue to enhance learning, literacy, creativity, and community engagement throughout the region.

1. INVITATION TO SUBMIT

The Gaynor Family Regional Library (GFRL) invites qualified Manitoba-based artists, artisans, woodworkers, fabricators, and design/build teams to submit proposals for the design, fabrication, delivery, and installation of a signature artistic feature known as the **Rotary Hideaway**.

The Rotary Hideaway will become a permanent focal point within the Children's Wing of the Library Expansion Project and is intended to inspire imagination, creativity, exploration, and literacy for generations of visitors.

The successful proponent will design and construct a large-scale three-dimensional woodland cabin façade integrated within a natural green wall environment.

2. PROJECT OVERVIEW

| | |
|------------------------------|--|
| Project Name | Rotary Hideaway |
| Location | Gaynor Family Regional Library 806 Manitoba Avenue Selkirk, Manitoba |
| Installation Location | Children's Program Area |

The feature will be installed above the children's storage cubbies at the entrance to the program space.

3. PROJECT OBJECTIVES

The Rotary Hideaway shall:

- Create a memorable and welcoming feature within the Children's Wing
- Encourage imaginative play and exploration
- Support monthly library displays and programming
- Incorporate interactive features for children
- Reflect the natural beauty of Manitoba
- Create a lasting artistic landmark for the community

4. COMPETITION SCHEDULE

| Milestone | Date |
|-----------------------------------|-------------------------|
| Competition Launch | June 10, 2026 |
| Social Media Promotion | June 10, 2026 |
| Information Session | June 22, 2026 – 6:00 PM |
| Proposal Submission Deadline | July 14, 2026 – 5:00 PM |
| Evaluation Period | July 15–19, 2026 |
| Interviews of Top Three Finalists | July 20–24, 2026 |
| Award Notification | July 31, 2026 |
| Fabrication Period | August–September 2026 |
| Installation Deadline | September 30, 2026 |

Late submissions will not be accepted.

5. ELIGIBILITY

The competition is open to:

- Manitoba residents only
- Professional artists
- Woodworking artisans
- Design/build contractors
- Fabricators
- Collaborative artist teams

The successful proponent must be capable of designing, fabricating, transporting, and installing the completed feature.

6. PROJECT BUDGET

Proponents shall submit a complete lump-sum proposal including:

- Design
- Shop drawings
- Engineering (if required)
- Materials
- Fabrication
- Transportation
- Installation
- Site coordination
- Labour
- Equipment
- Contractor overhead and profit

The submitted price shall represent the total project cost.
Applicable taxes shall be shown separately.

7. DESIGN REQUIREMENTS

Overall Space

Maximum display area:

Width: 14'-0"

Height: 14'-0"

Depth: As proposed by the artist

Cabin Requirements

The design shall include:

- Rustic cabin façade
 - Rough-sawn cedar cladding
 - Aged or weathered appearance
 - Traditional cabin detailing
 - Operable windows
 - Decorative door
 - Shallow porch
 - Partial railing
 - Rustic lighting features
-

Interactive Features

The design shall include:

Mouse Door

A small interactive door accessible to children. The mouse door shall:

- Open manually
 - Reveal a miniature illuminated scene with a glass partition
 - Support changing themes/displays
-

Window Displays

Windows shall:

- Open outward
- Include decorative hinges
- Accommodate books, displays items and small lamps
- Provide approximately 12 inches minimum depth

Electrical Coordination

Artwork shall provide:

- Outlet access locations in the windows
- Wiring pathways where required
- Roof electrical cut-out for holiday lighting

Final electrical installation should be performed by a licensed electrician.

Green Wall Feature

Background treatment shall include one of the following:

Option A - Preserved moss wall

Option B - Painted mural

Option C - Artist-designed combination system

The intent is to replicate a natural forest environment representative of Manitoba's four seasons.

8. ARCHITECTURAL FEATURES

Cabin Exterior

- Rough-sawn western red cedar cladding
 - Weathered grey finish to create an aged cabin appearance
 - Decorative cedar trim and fascia
 - Rustic cedar shake roof appearance
 - Integrated electrical outlet cutout in roof area for seasonal lighting
-

Porch

- Shallow display porch
 - One to two rustic steps
 - Partial cedar railing
 - Decorative lantern-style porch lights
 - Book display opportunities on porch deck
-

Windows

Two operable windows featuring:

- Cedar frames
- Black forged-style hardware
- Leaf strap hinges
- Functional opening capability
- Interior display shelf approximately 12" deep

Each window will accommodate:

- Lamps
 - Seasonal displays
 - Books
 - Decorative props
-

Main Door

- Rustic plank door appearance
 - Decorative forged hardware
 - Non-operable unless approved by Library
-

9. INTERACTIVE CHILDREN'S FEATURE

Hidden Mouse Door

A miniature door integrated into the porch stair assembly.

Features:

- Functional opening door
- Small illuminated vignette space
- Miniature woodland scene
- LED lighting
- Accessible viewing height for children

The display can be updated seasonally to support library programming themes.

10. GREEN WALL FEATURE

The background surrounding the cabin will replicate a natural forest wall.

Materials:

- Preserved moss
- Reindeer moss
- Sheet moss
- Artificial ferns
- Woodland vegetation textures

Seasonal colour transitions may include:

Spring - Bright greens

Summer - Deep Forest greens

Autumn - Golds and reds

Winter - Silvers, whites and muted greens

The green wall will provide/create visual depth and the illusion that the cabin exists within a woodland environment.

11. STRUCTURAL REQUIREMENTS

Artwork shall:

- Be durable
- Be safe for public environments
- Be suitable for long-term indoor use
- Be constructed in transportable sections
- Be capable of installation within an occupied public building

All mounting systems must be concealed wherever possible.

12. MATERIAL REQUIREMENTS

Materials shall be durable and low maintenance. Preferred materials include:

- Cedar
 - Reclaimed wood
 - Preserved moss
 - Decorative forged hardware
 - Sustainable materials
-

13. SUBMISSION REQUIREMENTS

Proposals shall include:

A. Cover Letter

Including:

- Artist name
- Business name
- Contact information

B. Design Narrative

Maximum three pages.

Describe:

- Design intent
- Artistic inspiration
- Interactive elements
- Materials
- Construction approach

C. Concept Drawings

Required:

- Front elevation
- Perspective rendering
- Detail sketches
- Colour presentation board

D. Preliminary Shop Drawings

Including:

- Dimensions
- Structural approach
- Installation concept

E. Material List

Identify:

- Wood species
- Hardware suppliers
- Green wall materials
- Finishes

F. Project Schedule

Demonstrate ability to complete installation by **September 30, 2026**.

G. Pricing

Provide:

- Total project price
- Taxes
- Optional enhancements

H. Portfolio

Submit examples of:

- Similar artistic work
- Public art projects
- Fabrication projects
- Woodworking projects

Maximum 10 pages.

14. EVALUATION SCORE SHEET

Rotary Hideaway Design/Build Competition

Proponent Information

Proponent Name: _____

Reviewer: _____

Date: _____

Technical Evaluation

Manitoba Artist/Artisan

Pass

Fail

| Category | Weight | Score Awarded |
|-------------------------------|--------|---------------|
| Creativity and Artistic Merit | 30 | ____ / 30 |
| Alignment with Library Vision | 20 | ____ / 20 |
| Interactive Features | 10 | ____ / 10 |
| Construction Feasibility | 10 | ____ / 10 |
| Structural Integrity | 5 | ____ / 5 |
| Durability and Maintenance | 5 | ____ / 5 |
| Material Quality | 5 | ____ / 5 |
| Sustainability Considerations | 5 | ____ / 5 |
| Schedule Compliance | 5 | ____ / 5 |
| Budget Value | 5 | ____ / 5 |

Total Technical Score

TOTAL: ____ / 100

Interview Evaluation (Top Three Finalists)

| Category | Weight | Score |
|--------------------------|---------------|--------------|
| Presentation Quality | 20 | _____ |
| Understanding of Project | 20 | _____ |
| Response to Questions | 20 | _____ |
| Installation Approach | 15 | _____ |
| Schedule Confidence | 10 | _____ |
| Team Experience | 15 | _____ |

Total Interview Score

TOTAL: _____ / 100

Reviewer Comments

Strengths:

Areas for Improvement:

Final Recommendation:

- Highly Recommended
- Recommended
- Recommended with Conditions
- Not Recommended

Reviewer Signature:

15. INTERVIEW PROCESS

The top three ranked proponents will be invited to present their concepts to the Library Building Committee.

Presentations may include:

- Renderings
- Material samples
- Models
- Digital presentations

Final selection will occur following interviews.

16. OWNER AND COPYRIGHT

Upon award and execution of contract:

- Ownership of the completed artwork transfers to the Gaynor Family Regional Library
 - The Library retains rights to display, reproduce, photograph, and promote the artwork in any and all formats (digital/print).
 - When credit is given for the work in print or digit the artist will be recognized
 - The artist may reference the project within portfolios and promotional materials.
 - The artist warrants that all submitted work is original and free from copyright infringement.
-

17. INSTALLATION REQUIREMENTS

The successful proponent shall:

- Coordinate with Parkwest Projects Ltd., if the contractor is still on site/working in the area.
- Deliver artwork in modular sections
- Protect adjacent finishes
- Complete final assembly on site
- Meet all applicable safety requirements

Installation shall be completed no later than **September 30, 2026**.

18. SUBMISSION DELIVERY

Submit proposals electronically in PDF format.

Attention:

Ken Kuryliw

Library Director

Email: kkuryliw@gfrl.org

Subject Line: "Rotary Hideaway Design/Build Competition Submission"

Submission Deadline: July 14, 2026 at 5:00 PM CDT

19. RIGHTS OF THE LIBRARY

The Gaynor Family Regional Library reserves the right to:

- Reject any or all submissions
- Cancel the competition
- Request clarification from proponents
- Negotiate with the preferred proponent
- Modify project requirements prior to contract award

The Library is not obligated to accept the lowest-priced submission.

20. SAFETY AND INSURANCE REQUIREMENTS

General Requirements

The successful proponent shall be responsible for all safety requirements associated with fabrication, transportation, delivery, and installation of the Rotary Hideaway.

All work shall comply with:

- Manitoba Workplace Safety and Health Act
 - Manitoba Workplace Safety and Health Regulations
 - Applicable Building Codes
 - Applicable Fire Codes
 - Manufacturer requirements
 - Site-specific safety requirements established by the Library and Parkwest Projects Ltd.
-

Site Safety

The successful proponent shall:

- Maintain a safe work area at all times
 - Protect library staff, contractors, visitors, and the public
 - Maintain housekeeping throughout the installation
 - Remove all waste materials daily
 - Coordinate work with Library staff and Parkwest Projects Ltd.
 - Comply with all site access restrictions
-

Personal Protective Equipment

Workers shall wear PPE appropriate to the task being performed, including:

- Hard hats (where required)
 - Safety footwear
 - Safety glasses
 - Hearing protection
 - Fall protection equipment
 - Gloves
 - Respiratory protection as required
-

Work at Heights

Where installation activities involve ladders, scaffolds, lifts, or elevated work platforms, all applicable Manitoba safety regulations shall be followed.

The contractor shall provide:

- Fall protection plan
 - Equipment inspections
 - Operator certifications
 - Safe work procedures
-

Insurance Requirements

Prior to commencing work, the successful proponent shall provide evidence of:

Commercial General Liability Insurance

Minimum Coverage: \$5,000,000 per occurrence

Coverage shall include:

- Bodily injury
- Property damage
- Products and completed operations
- Contractual liability
- Personal injury

The Gaynor Family Regional Library and VIKO-Consulting Corp. shall be named as Additional Insureds.

Automobile Liability Insurance

Minimum Coverage: \$2,000,000 per occurrence

For all owned, leased, rented, or operated vehicles.

Workers Compensation Coverage

The successful proponent shall maintain Workers Compensation Board (WCB) coverage in good standing throughout the project.

Proof of WCB clearance shall be provided before commencing work.

Indemnification

The successful proponent shall indemnify and hold harmless:

- Gaynor Family Regional Library
- Library Board Members
- Staff and Volunteers
- VIKO-Consulting Corp.

From any claims, damages, losses, liabilities, costs, or expenses arising from the performance of the work.

Damage to Property

The successful proponent shall be responsible for any damage caused to:

- Existing library finishes
- Furniture
- Equipment
- Building systems
- Adjacent construction work

Any damage shall be repaired at the contractor's sole expense.

Final Acceptance

The installation shall not be considered complete until:

- Installation is finished
 - Deficiencies are corrected
 - Site is cleaned
 - Documentation is submitted
 - Final inspection is completed
 - The Gaynor Family Regional Library issues written acceptance
-

Appendix "A"

FORM OF PROPOSAL (BID FORM)

**ROTARY HIDEAWAY
DESIGN / BUILD ART COMPETITION 2026
GAYNOR FAMILY REGIONAL LIBRARY
Selkirk, Manitoba**

PROPONENT INFORMATION

Legal Name of Proponent:

Business Name (if different):

Primary Contact:

Mailing Address:

Telephone:

Email:

Website:

GST Number:

WCB Account Number:



PROPOSAL PRICE

The undersigned proposes to provide all labour, materials, equipment, transportation, fabrication, installation, supervision, coordination, overhead, profit, and all other costs necessary to complete the Rotary Hideaway project in accordance with the Request for Proposals.

Lump Sum Bid Price

Base Bid Amount (excluding GST):
\$ _____

GST:
\$ _____

Total Bid Price (including GST):
\$ _____

OPTIONAL ENHANCEMENTS

Proponents may submit optional enhancements for consideration.

| Description | Cost |
|----------------------------|----------|
| Optional Enhancement No. 1 | \$ _____ |
| Optional Enhancement No. 2 | \$ _____ |
| Optional Enhancement No. 3 | \$ _____ |

PROJECT SCHEDULE

The Proponent confirms that the project can be completed in accordance with the RFP schedule.

Proposed Shop Drawing Completion Date: _____

Proposed Fabrication Completion Date: _____

Proposed Installation Date: _____

Final Completion Date: _____

DECLARATION

The Proponent certifies that:

1. The proposal has been prepared without collusion.
 2. All information contained within the submission is accurate.
 3. The proposed design is original work.
 4. The Proponent has reviewed all RFP requirements.
 5. The Proponent possesses the resources necessary to complete the project.
 6. The Proponent agrees to maintain required insurance coverage.
 7. The Proponent agrees to comply with all applicable laws and regulations.
 8. The Proponent acknowledges that the Gaynor Family Regional Library is not obligated to accept the lowest-priced or any proposal.
-

ADDENDA ACKNOWLEDGEMENT

The Proponent acknowledges receipt of the following addenda:

| Addendum Number | Date Received |
|-----------------|---------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

SIGNATURE

Authorized Signing Officer:

Title:

Signature:

Date:

Company Name:

SUBMISSION CHECKLIST

- Completed Form of Proposal
 - Cover Letter
 - Design Narrative
 - Colour Concept Rendering
 - Preliminary Shop Drawings
 - Material List
 - Project Schedule
 - Portfolio of Similar Work
 - Insurance Confirmation
 - WCB Confirmation
 - References
 - Pricing Submission
-

END OF FORM OF PROPOSAL

Appendix "B"
INSPIRATION SAMPLES



POSSIBLE PRESERVED MOSS INSPIRATION



POSSIBLE CABIN INSPIRATION



https://ofreertu.click/product_details/16790643.html



<https://www.outdoortoys.com/products/rebo-5ft-x-5ft-childrens-wooden-garden-playhouse-sparrow>



<https://tinyhouseblog.com/stick-built/rustic-way-whimsical-house/>



<https://www.dreamstime.com/whimsical-fairytale-wooden-shack-woods-cabin-woods-image371960875>



<https://www.pinterest.com/brode0061/>



<https://ar.pinterest.com/pin/569283209162001104/>