



Call to Artists Functional Bicycle Racks Public Art Opportunities

The City of Calgary Public Art Program is interested in enhancing the public realm with original permanent outdoor sculptures which will function as bicycle racks. The City is seeking qualified Canadian artists who have experience in designing, constructing and enhancing functional bicycle racks. A number of opportunities may exist for an artist(s) to design and construct unique, bicycle racks for future projects located at LRT stations/transportation-oriented sites throughout the City of Calgary.

All project budgets related to this call will vary from smaller contracts of \$20,000 to up to a maximum of \$75,000 (inclusive), and as such artists with smaller budget experience are welcome to apply. If short-listed, artists will be considered for opportunities identified in 2016. Project specific budgets, goals and objectives for each opportunity will be discussed with the selected short-listed artist(s). Artist(s) may be selected for one or more opportunities, however, being short-listed does not guarantee that a contract will be provided.

Please note, all successful artists:

- Are eligible to be selected for more than one project and reserve the right to refuse any offer.
- Have an equal opportunity to be selected, however, there is a possibility they may not be contracted.
- Are expected to create new work.
- May be required to participate in or lead community involvement in the project(s).

This call is aimed at, but not restricted to, local artists. Artists from outside of Calgary are welcome to apply but must be aware that travel expenses and accommodation fees will not be included or provided for in the artist's budget for these opportunities. National artists should also be aware that some projects may require a stay in Calgary due to required community engagement.

Please note that this is a request for qualifications only, no artwork or design proposals are required at this stage.

The submission deadline is June 17, 2016 @ 4:00pm MST No extensions will be granted and incomplete or late submissions will not be considered. Please read the full call to artists to ensure compliancy with submission requirements.

Scope of Public Art Opportunities

The purpose of this call is to short list artist(s) based on qualifications. Artists should be aware that the scope of potential projects will vary depending on the location and the specific goals and objectives of the site. When selected for an opportunity, artists will have the chance to review site-specific information and may accept or decline the project within a defined timeline.

All bicycle racks are intended to be permanent and must be structurally sound, durable, functional, low maintenance, vandal-resistant and safe for public use. Materials could be stainless steel, FRP, galvanized steel, bronze, aluminum or a combination of materials.

Stamped engineered drawings will be required for any bicycle rack design/sculpture selected for potential opportunities. Artists should have experience in working with materials which are suitable for exterior exposure and Calgary's harsh environment.

Individual opportunities will vary with the required number of bicycles and must be accommodated in the design for each bicycle rack. These requirements will be reviewed on an individual basis when the opportunity is awarded. Functional requirements and bicycle details may be as follows:

- The dimensions of an average adult bicycle are approximately two feet wide at the handlebar by five to six feet long and 2.5 to 3.5 feet tall.
- With an attached trailer, a bicycle is 3.5 to 4.5 feet wide and 8.5 to 9.5 feet long. Racks with spacing 30 inches on center can accommodate bikes locked side by side.
- Allow for a minimum of two points of contact between the bicycle and the rack (i.e. support the frame and one wheel).
- Be usable by a wide variety of sizes and types of bicycle.
- Be usable by bicycles with no kickstand.
- Not have protruding or very low bars that could trip or injure cyclists or pedestrians.
- Support each bicycle upright by its frame in two places.
- Prevent the wheel of the bicycle from tipping over.
- Enable the frame and one of wheels to be secured using a standard U-lock and/or cable.
- The locking points must be between one and three feet off the ground (and allow space to adjust the lock up and down). They must be at least one inch thick to deter bicycle theft, and cannot be more than four inches thick, which would prohibit the use of small U-locks.
- All designs must take safety in account - they must not have sharp edges or other openings that would be hazardous to the touch. To prevent entrapment of fingers, openings should not be larger than three-eighths inch or smaller than one inch.
- To prevent entrapment of the head, openings should also not be larger than 3.5 inches or smaller than nine inches.
- A minimum 10 inch pedal clearance should be provided at the bottom portion of bike rack.
- Rack use should be intuitive – first time users should easily recognize a rack as bike parking, and use it as intended without need for written instructions.

Public Art Budget

Budgets for each opportunity will be discussed with the selected artist and will include (but are not limited to) the following costs associated with the public art project:

- Artist fees (including artist design, research, administration, supervision and studio and travel expenses).
- Concept.
- Community engagement (including artist talks and public events related to the project).
- Detailed design (including all stamped engineered drawings, required permits and material samples).
- Fabrication (including all materials and professional expertise).
- Installation on site (including shipping).
- Contingency.
- Documentation, video and photography.
- Maintenance manual.
- Minimum two year warranty overall, five year warranty on paint.

Disbursements will be made throughout the project as per a negotiated schedule of deliverables.

Public Art Goals and Objectives

The City of Calgary Transportation department supports the integration of public art into their future and existing capital projects. Each site awarded from this call will have goals and objectives specific to the area where the artwork will be integrated. Artists are responsible for interpreting and supporting these goals and objectives in order to create an original work of art with context, theme and comfort.

All works should:

- Promote a unique and stimulating cultural environment to enhance the experience of the site for the public.
- Engage people and capture the essence, personality or history of the site.
- Provide a rich and dynamic character for the site through the creation of a strong visual identity.
- Integrate with the site design and its surrounding elements.

To support the attainment of the above goals, the public art designed and installed through this project will:

- Enliven the visual experience through colour, texture and content.
- Support the Transportation Department's guiding principles.
- Consider future maintenance requirements and costs to minimize expense.
- Ensure the artwork conforms to applicable design standards and codes.

Transportation Departments Guiding Principles

- **CONTEMPORARY** - A fresh, engaging and contemporary approach.
- **REFLECTIVE** - Art that is community and site-oriented, and that provides a distinct expression of the people and communities in which it exists.
- **RESPONSIVE** - Art that is developed in an open and informed atmosphere and is founded on community input and engagement.
- **INCLUSIVE** - Supports a wide range of participatory and experiential opportunities for a demographically diverse audience, the local arts community and interested Calgarians.

Design Considerations:

- The artist must design an artwork which can be created and installed within a fixed budget amount.
- The artist will be expected to work with experts, such as engineers, to take their approved concept into the detailed design, fabrication and installation phases.
- All professional experts will be contracted by the artist and must be registered to practice in the province of Alberta.
- Designs cannot contain advertisement or promotion for any business, product or viewpoint.
- Designs shall not include any breach of intellectual property, trademarks, brands or images of illegal activity.
- Consideration should be given to the fact that the finished artwork will be in the public domain and therefore may be vandalized.
- Project specific details, such as number of bicycles the bike rack will need to accommodate, may vary. Details will be provided to artists awarded a contract for specific opportunities.

When chosen for a contract, the selected artist's concept will be reviewed and approved by a selection panel, and must meet the criteria listed in this call and in any supplementary site information requirements provided by The City of Calgary.

Community Engagement

The artist may be required to fulfill community engagement activities as part of their scope of work for City staff and the general public. At a minimum, the artist should be prepared to conduct research into the site and the communities which surround it.

Project Team

Artists will work closely with members of The City project team, which includes Public Art Program staff and Transportation Department staff. Additional team members may include, but are not limited to, general contractors, corporate engineering, communications, Engage and other sub-contractors as required.

Stakeholders

The stakeholders involved with these public art projects include, but may not be limited to the following:

- 1. Community association representatives.**
- 2. The City of Calgary business units.**
- 3. Council.**

4. **Public Art Board.**
5. **City of Calgary Culture Division: Public Art Program.**
6. **Capital Project Team.**
7. **Local businesses.**
8. **The travelling public, pedestrians and cyclists.**
9. **Design consultants.**

NOTE: Artists are not to contact stakeholders at this time.

Submission Deadline

Deadline for submissions is **June 17, 2016@4:00 PM MST**. No extensions will be granted and late submissions will not be considered.

Submission Requirements

Artists are responsible for ensuring that submissions are **received** by the deadline. **Any submission not received by the closing date and time will not be considered.** Do not send any materials not specifically requested (i.e. transparencies, DVDs/videos, etc.) as they will not be reviewed by the selection panel.

Submissions must contain:

- A current CV;
- A letter of interest detailing:
 - Interest in the project.
 - Availability over the projected timelines.
 - Description of past project work of a similar scope.
- No more than ten images which demonstrate related experience and ability to undertake this project. Images should be identified with title, date, medium, and location/context and budget.
- Load the images into a Microsoft PowerPoint slide show presentation. Macintosh users should test their presentations on a PC before sending.
- Submit images with maximum dimensions of 800 x 600 pixels and minimum dimensions of 720 x 480 pixels via PowerPoint compatible software.
- Number each image one to ten and include the following annotations on a **separate sheet**:
 - Artist(s) name.
 - Title of artwork.
 - Date of completion.
 - Dimensions.
 - Location and medium.
 - Public art budget.
 - Brief description of goals of the project.
- Two professional references, with up-to-date contact information, including email and phone numbers.

The City reserves the right to contact references without prior notification. The City reserves the right to contact only the references of the short-listed artists. References from City of Calgary staff members will not be counted as part of the required two references.

Submission Process

Submissions must be sent electronically via email in PDF format to publicart@calgary.ca with “**Functional Bicycle Racks**” in the subject line. Complete submission package must be smaller than 10MB.

Selection Process

In accordance with The City’s standard commissioning process, a selection panel consisting of three community members, three local arts professionals and one City representative will be assembled to review submissions. The panel will evaluate compliant submissions. If short-listed, artists will be considered for projects identified in 2016.

Incomplete submissions will be deemed ineligible and disqualified.

Evaluation scores and rankings are confidential, and apart from identifying the top-ranked applicant(s) no details of the score or ranking of any applicant will be released to any other applicant.

Applications will be evaluated on:

- Letter of interest – stated interest.
- Qualifications – i.e. previous experience with public art projects.
- Demonstrated excellence of past work in conceptual, aesthetic and technical terms.
- Ability to create artwork that meets project goals – i.e. successful execution of projects with similar scope and context.

Evaluation Matrix

Submissions will be evaluated as per the table below:

Item	Evaluation Criteria	Weight	Rating	Score
A	Letter of Interest	15		
B	Qualifications	20		
C	Demonstrate Excellence of Past Work in Conceptual, Aesthetic and Technical Terms	30		
D	Ability to Create a Work(s) of Art that Meets the Project Goals	35		
MAXIMUM POSSIBLE TOTAL SCORE				/1000

Proposals will be evaluated and ranked according to the outline below. The evaluation will be based on a 0 to 10 scale.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; high probability of success
6	Meets expectations; Proponent has good understanding of requirement, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

Intention of Award

Depending upon the results and outcome of the deliverables of the project, expressed herein, additional related work unforeseen at this time that may come into existence whereupon The City reserves the right to either utilize the services of the successful Proponent for additional related work, subject to the successful Proponent performance and successful negotiation or return to the market with a Request for Proposal document when in The City’s best interest.

Working with The City

Private Individuals

To comply with Canada Revenue Agency (CRA) requirements, regarding employee/employer concerns and issues, this is to advise that it is a policy of The City not to enter into contracts with individuals. To be considered for this project, you must already operate under a business name, or be willing to establish a business name.

Artist Master Agreement

The Artist Master Agreement is a blanket agreement, renewable for up to five (5) years, and is not contract specific. The selected artist(s) will be required to sign this agreement prior to award. Artists should review prior to submitting - <http://www.calgary.ca/CA/fs/Pages/Bid-and-Vendor-Information/Supply-Management-Terms-and-Conditions.aspx>

Insurance Requirements

As per Clause 7 of the Artist Master Agreement, proof of insurance will be required **prior** to award of any contract with The City. Please review prior to submitting.

Proponent Performance

The successful artist(s) may be evaluated throughout the course of the project. Any evaluation will be shared with the artist(s), with the goal of immediate and permanent resolution to problems and concerns. The City reserves the right to terminate the contract if it is deemed that mutually agreeable remedies cannot be reached.

Cancellation and The City's Right to Terminate a Contract

The City may, at any time during the term of a contract, upon giving 30 days notice to the successful artist(s), terminate a contract if The City is of the opinion that the services supplied by the artist(s) are not of a standard satisfactory to The City or that the artist(s) no longer has the financial capability to perform obligations under the contract. Further, The City in its sole discretion may terminate the agreement for reasons including but not limited to unethical or criminal activities immediately upon written notice.

Questions and Clarifications

All requests for clarification and questions regarding this call to artists can be directed to Public Art Program via email to publicart@calgary.ca. All clarification and questions must be received no later than 72 hours prior to the submission deadline. Although every attempt will be made, The City cannot guarantee that questions received beyond this time period will be answered prior to the submission deadline.

Attachments

City of Calgary Public Art Policy

<http://www.calgary.ca/CSPS/Recreation/Pages/Public-Art/Reports-and-policies.aspx>

Artists Master Agreement (AMA)

The Artist Master Agreement can be obtained by visiting www.calgary.ca/smtc and clicking on "Supply Management Terms and Conditions".

Applying to a City of Calgary Public Art Project

<http://www.calgary.ca/CSPS/Recreation/Pages/Public-Art/Community-and-Artist-Resources.aspx>
