

CALL FOR QUALIFICATIONS

City of Port Moody
Cultural Services/Public Art

Inlet Centre Fire Hall

Budget: \$29,000 CAD (maximum, all inclusive)

Installation: Fall 2013



I. Introduction

This Call for Qualifications invites professional artists, or artist team, to participate in a two-stage selection process to develop an original, public art work for Port Moody's Inlet Centre Fire Hall. This Call is open to British Columbia artists.

II. Project Vision

The Inlet Centre Fire Hall Public Art Project envisions an artwork that complements and enhances the architectural design of the new fire hall, and contributes culturally and socially to Port Moody. The artwork should engage and inspire residents, and visitors to Port Moody.

III. Project Concept

The City of Port Moody, City of the Arts, is developing public art under the auspices of the Public Art Program. This Call for Qualifications has been prepared to solicit interest from Artists or Artist Teams experienced with public art, budgeting, fabrication and installation.

Inlet Centre Fire Hall is the City's newest fire hall and is a replacement building for fire hall #1 which is located at a prominent corner on Port Moody's busy loco Road. The new fire hall location, while in the same block, is nearer to the heart of Newport Village. It's location is highly visible to both pedestrian and vehicular traffic, and situated near residential and commercial buildings.

The City is seeking an artist, or a team of artists, to create a site-specific, integrated sculpture for the exterior wall of the Inlet Centre Fire Hall stairwell. The sculptural artwork is intended to highlight the importance of fire and rescue personnel in the everyday life of Port Moody citizens, and is expected to enhance the architectural design of the fire hall building.

This Call for Qualifications does not require the preparation of a design proposal.

IV. Project Goals and Objectives

The goals of the project are:

- a. To commission one sculptural artwork
- b. To commission a public art work that is connected to the Inlet Centre Fire Hall through the metaphor of a theme – Fire, Fire Hall, Fire-fighting
- c. To engage the viewer
- d. To provide an artistic amenity for the enjoyment of residents and visitors
- e. To reflect the importance of Port Moody's fire-fighting history and culture

The objective of the art for this project is to meet the goals of Port Moody's Arts and Culture Master Plan.

The public art objective for this project is that the artwork reflects the theme Fire, Fire Hall, Fire-Fighting and highlights the unique cultural qualities of Port Moody.

V. Public Art Opportunity

The public art opportunity is limited to a sculpture attached to the exterior of the fire hall tower located at the corner of Newport Drive and Loco Road (see images on page 7). The sculpture may incorporate water features or elements; however, the sculpture must rely on captured water and channel the water to near-by landscaping. Suggested mediums could include but are not limited to steel, stainless steel, or oxidizing steel.

The artwork will be attached to the exterior wall of the fire hall stairwell. The exterior wall finish will be a “red” brick. Structural supports will be determined in consultation with the successful artist. The artwork may not protrude from the exterior wall more than one (1) metre. The artwork may weigh up to 2000 lbs. The artwork should in no way impede pedestrian entry into the facility, or cause opportunity for access to restricted areas, i.e. do not build in a manner that allows climbing to areas normally restricted to the public. The artwork should be a minimum height of three (3) metres from ground level.

The artist is expected to liaise with the construction team/architect and the project manager to determine the best way to integrate and install the artwork. The artist is expected to be flexible and collaborative when dealing with project construction timelines and construction team requirements. The artist may be expected to work with the Public Art Selection Panel and City staff during the design proposal and finalization stages of the public art project.

VI. Project Budget

An artwork budget of \$29,000.00 CAD, plus applicable taxes (maximum, all inclusive) is designated for this project. The Public Art budget must be inclusive of all project costs including but not limited to artist fees, studio overhead, travel expenses, engineering fees, architectural fees, consultant fees, artwork fabrication, artwork materials and supplies, site preparation, transportation, installation, permit fees, taxes and contingency.

The artist will be responsible for WorkSafe coverage and for obtaining a General Public Liability insurance policy in the amount of two million dollars. Premium for this coverage will be assumed as the cost of doing business and a part of studio overhead.

VII. Submission of Credentials

Artists interested in this project must prepare and submit the following:

- a. A Letter of Interest, no more than one page in length, that explains the artist’s particular interest in this project and experience working in a collaborative approach.
- b. A current resume including a portfolio of up to 10 digital photographs of the artist’s work. Each photograph must be numbered.
- c. Artists applying as a team may submit up to 15 digital photographs of their work.

- d. A numbered photograph list with the artist's name and a brief description of each piece stating its title, date, medium, size, location and, if a commissioned project, the commission contract cost.
- e. References: please list three professional references that have an intimate knowledge of your work and working methods. Include complete address and telephone numbers for all references.

Submittal materials should be submitted in one (1) PDF format file, or one (1) Microsoft Word file format, of no more than 16 pages and no more than 5MB. A CD may also be mailed or delivered as a back-up for the PDF and Word format file submission. All CD submittal materials will be retained by the City of Port Moody. CDs must be labelled with the artist's last name and the title Port Moody Inlet Centre Fire Hall Project.

Submissions are due by 12 noon on January 30, 2013.

VIII. Selection and Commissioning Process

The Public Art Selection Panel will review submittal materials. Three artists, or artist teams, will be shortlisted on the basis of the following components:

- a. Compliance with qualification submission requirements
- b. Artistic excellence, innovation and creativity of approach as demonstrated in past work and shown in submitted materials
- c. Artist(s)/team previous experience working in the field of public art, including artistic achievements
- d. Previous experience working efficiently and collaboratively with civic agencies
- e. Availability to begin design work in spring of 2013 and install artwork in the fall of 2013.
- f. Residency in British Columbia

The shortlisted artists, or artist teams, will be invited to attend an orientation meeting with City staff during the week of March 4 to 7, 2013. This will allow the artists to review the site and to discuss project opportunities and constraints with the City. A honorarium of \$100.00 CDN plus applicable taxes (maximum, all inclusive) will be provided to the artist(s)/teams following attendance at the orientation meeting.

The Design Proposal Contract phase of the project will include delivery and presentation of drawings and/or maquettes which sufficiently convey the scope of the artist's vision together with a list of proposed sub-consultants, preliminary maintenance considerations, a completion schedule and a preliminary budget showing estimated fees, materials, fabrication and contingency. Artist(s)/teams will be expected to deliver an *Artist's Specifications of Work for Proposed Public Art* form (see sample, attachment #1) by 12 noon on April 3, 2013 and will also be expected to present a design proposal to the Public Art Selection Panel in the evening of April 25, 2013. Artist(s)/teams will be paid \$600.00 CDN, plus applicable taxes (maximum, all inclusive) for delivery of the Artist's Specification form and for the presentation of the design proposal.

Although the Public Art Selection Panel reserves the right not to award the commission at the time of the Design Proposal review, a selected artist or artist team may enter into a Fabrication and Installation Services Contract with the City of Port Moody following the review.

The Fabrication and Installation Services Contract phase of the project will constitute the completion of the public art project. When the chosen artist or artist team is commissioned to fabricate and install the artwork they are expected to complete a *Contractor Compliance* form (see sample, attachment #2). A copy of this form is attached for reference purposes only. The artist or artist team is also expected to attend the unveiling of the commissioned artwork. The exact unveiling date is to be determined, but most likely will occur in the fall of 2013.

IX. Project Schedule

December 19, 2012	Request for Qualifications Posted
January 30, 2013	Qualification submissions due at 12 noon
February 25 - 28, 2013	Short-listed artist(s)/teams notified
March 4 – 7, 2013	Shortlisted artist(s)/teams orientation meetings
April 3, 2013	<i>Artist's Specifications of Work for Proposed Public Art</i> form due
April 22, 2013	Design Proposals due
April 25, 2013	Artists or artist teams present design proposals to Public Art Selection Panel
May 15, 2013	Selected Artist or Artist Team notified
May – October 2013	Fabrication and Installation of public art piece
October 2013	Installation inspection
Fall 2013 (date to be determined)	Unveiling TBD – artist(s)/teams expected to attend

All submittal materials must be delivered to the address below by January 30, 2013:

Email submissions:
ktracey@portmoody.ca

CD submissions:
Kristin Tracey
Public Art Coordinator, Cultural Services
City of Port Moody
100 Newport Road
Port Moody, B.C. V3H 5C3

All questions regarding this call should be directed to:

Kristin Tracey
Public Art Coordinator, Cultural Services
Ph: 604-469-4605
Email: ktracey@portmoody.ca

Notice to Artists

Interested artists and artist teams are advised that neither the City nor the Public Art Selection Panel are obliged to review or accept any of the Qualification Submissions, and may reject all responses. Each artist or artist team is advised, and by submission of Qualifications, agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by artists and artist teams as a result of or arising out of submitting Qualifications or due to the City's acceptance or non-acceptance of their Qualifications or arising out of any contract award not made in accordance with the expressed or implied terms of the Qualification call. Until a written contract, in a form satisfactory to the City, is executed by both the City and the artists and artist teams, no legal rights or responsibility shall be created between the artists and artist teams and the City.

Artists and artist teams and their agents will not contact any member of the City Council or City staff with respect to this Call for Qualification, other than the contact person named in this Request for Qualification, at any time prior to the award of any contracts or cancellation of the Call for Qualification.

An artists and artist teams must disclose in its Qualification submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

All submissions will be held in confidence by the City unless otherwise required by law.



Loco Road and Newport Drive Intersection Perspective



Loco Road Perspective and Elevation

Artist’s Specifications of Work for Proposed Public Art

Artist

Public Art Project Title

1. Design Drawings

Attach drawings of the project or note pages of Construction Drawings that describe project.

2. Location or Placement of the Work

The location of the work is in accordance with the attached drawings.

3. Dimensions of the Work

Provide overall dimensions of the Work per:

Length _____
Height _____
Width _____
Weight (approximate) _____

4. Materials, Finishes, and/or Colours

Provide a complete list of the materials, their finishes and/or colours, which will be used in the fabrication of the Work

The list of materials and finishes and colours must include all raw materials including all metals, stone, primers, paints, adhesives, grouts, epoxies, fabrics, plant materials, special lighting, etc. Alternatively, attach specifications sheets provided by manufacturer or supplier.

5. Studio Fabrication/Field Fabrication

The following is a description of the Work which will be studio fabricated, shop fabricated or field fabricated:

a. Studio fabrication by Artist

Location of Studio: _____

Description: _____

b. Shop Fabrication

By: _____

Description: _____

c. Field Fabrication

Not included in general contractor construction contracts

By: _____

Description: _____

d. Field Fabrication

Included in general contractor construction contracts

By: _____

Description: _____

6. Installation

The following features are noted by incorporation of the labour by the General Contractor into the supporting structure to which the Work is fixed. (Attach the necessary drawings or reference appropriate drawings in documents).

7. Maintenance and Cleaning Provisions

The following are design provisions and instructions for the maintenance and cleaning of the Work upon final acceptance by the Public Art Sub Committee. Provide detailed instructions which include the following:

- a. Special features included in the design for maintenance of the Work.
- b. Special Preservation features included in the Work.
- c. Maintenance and repair instructions.
- d. Special cleaning instructions.

8. Protection

Provide a complete list or requirements for the protection of the Work when such labor is being performed in the field (on construction site). These provisions must be incorporated into the Construction Specifications of work Documents where applicable:

9. Schedule for Completion of Work

Provide a schedule for completion of labour as per Line Item 5A, 5B, 5C and 5D above.

Please use additional sheets as required to provide the information requested.

Attachment #2 – Contractor Compliance Form– FOR REFERENCE ONLY



CONTRACTOR COMPLIANCE FORM

Project Name:	Location:
City Contract Administrator:	Department:
Pre-Start Meeting Location:	Meeting Date:

Contractor Firm Name:	Prime Contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor Address:	
Phone Number:	Fax Number:
Email:	
24 Hour Emergency Phone Number:	WCB Registration Number:
Notice of Project Completed (WCB Regulation 20.2) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	
Contractor Representative Name:	Phone Number:

The Contractor:

<ul style="list-style-type: none"> • Acknowledges the appointment of contractor • Understands that in any conflict of directions, Workers Compensation Act and OH&S Regulations shall prevail • Has been informed of any known designated substances and other known pre-existing workplace hazards (Pre-Contract Hazard Assessment Form) • Will communicate hazards to anyone who may be effected and ensure that appropriate measures are taken to effectively control or eliminate the hazards • Will immediately report to the City any known hazards that are found during the contract • Understands that written documentation (e.g. safety program, notes, records, inspections, meetings etc.) on all health and safety issues must be available upon request to the City and/or to a WCB Officer at the workplace • Will ensure all equipment to be used on the project complies with OH&S Regulations and is maintained in a safe working order and all necessary personal protective equipment is made available and used by employees. • Will ensure that all workers are suitably trained and competent to perform the duties for which they have been assigned • Will provide safety orientations for all new workers • Will assess and coordinate the first aid requirements • Will provide MSDS for all controlled products brought into the workplace • Assumes responsibility for the health and safety of their workers and for ensuring compliance by their workers with the Workers Compensation Act and OH&S Regulations • Understands any WCB violation by the Contractor may be considered a breach of contract resulting in possible termination or suspension of the contract and/or any other actions deemed appropriate at the discretion of the City • Understands that the City may inspect the project and direct the contractor regarding design, timeliness or quality. The City may also randomly inspect health and safety activities as part of its due diligence • Understands any penalties, sanctions or additional costs levied against the contractor (prime) will be the responsibility of the contractor (prime) • Ensure that all documentation provided to the City is accurate and up to date (e.g. WCB Clearance Letter)
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Contractors must deliver the following documentation when returning this document:
<input type="checkbox"/> Completed <i>Contractor Compliance Form</i> <input type="checkbox"/> WCB Clearance Letter <input type="checkbox"/> COPM Business License <input type="checkbox"/> Completed <i>Hazard Assessment Form</i> <input type="checkbox"/> Certificate of Insurance

By signing this I agree as a representative of the contracted firm noted in this document to assume responsibilities of the Contractor for this project
Contractor Representative (Prime): _____ Date: _____ (Signature)

City Contract Administrator: _____ Date: _____ (Signature)

Contractor Coordination Program
Updated: June 2005