



City of
Saskatoon

**Request for Qualifications
Public Art Program
Call for Artists**

Issue Date: March 19, 2021

Artist Fees: In Canadian Funds (\$10,000 for temporary and \$25,000 for permanent)

Closing Date: 2:00 p.m. Saskatoon Local Time Thursday, April 23, 2021

Delivery Address:

#2021 Public Art

City of Saskatoon

Recreation and Community Development

email:

public.art@saskatoon.ca

1 INTRODUCTION

1.1 Purpose of this Request for Qualifications

The City of Saskatoon invites qualified artists specializing in Public Art to prepare and submit their proposals to work with civic administration, the Public Art Advisory Committee, the Downtown, Riversdale and Broadway Business Improvement Districts and community to submit works of arts for the 2021 Public Art Program. Applications may be submitted for either an existing work in the artist's possession or for proposed new work.

1.2 Eligibility to Participate in this RFQ

This is an open call to professional artists. Qualifications submitted by arts professionals, emerging, mid-career and established artists will be considered. The successful candidate will possess a proven record and have demonstrated abilities in designing, planning, implementing, and public art projects and will have strong organizational skills, excellent written communication skills and experience organizing public art installations of similar scope. Any interested party or parties may submit their qualifications to this RFQ. Proponents will ideally have previous experience with community engagement process and Public Art.

2 RFQ TERMINOLOGY

2.1 Throughout this Request for Proposal, terminology is used as follows:

- “RFQ” means Request for Qualifications;
- “letter of intention” means a description of the project with a possible direction or approach proposed by the artist in response to this RFQ; the 2021 Public Art Program approach must consider diversity, truth and reconciliation, inclusion, newcomers and first nations and metis stories and themes;
- “City” means the City of Saskatoon;
- “Proponent” means a party, a company or an individual that has obtained a copy of this Request for Qualification and submits, or intends to submit, a Public Art project in response to this “Request for Qualifications”;
- “Agreement” means the written contract resulting from this Request for Qualifications awarded to and/or executed by the City and the successful Proponent; and
- “Evaluation Team” means the Public Arts Advisory Committee to evaluate Qualification and select the Preferred Proponent(s).

3 THE PROJECT

3.1 General Information

The City of Saskatoon is issuing this Request for Qualification for different Public Art projects. The proponent shall present a letter of intent showing qualifications and experience including the following:

- Expression of Interest as artist of Public Art and their vision for temporary public art;
- Direction or approach to the 2021 temporary and permanent art program in Saskatoon; must consider diversity, truth and reconciliation, inclusion, newcomers and first nations and metis stories and themes;
- Knowledge of Saskatoon Public Art Program;
- Experienced in the Field of Public Art specifically temporary and permanent art;

- Research, development, production and installation of public art project;
- Writing copy and or providing information statements of the work for publicity and promotional materials;
- Collaborative approaches to public art including works with municipalities, Business Improvement Districts, community organizations, artists, and the general public;
- Community engagement and public space;
- Some experience in public speaking or public presentation

3.2 Agreement

The successful artist will be negotiating items with the Public Art Consultant in representation of the City to form the basis for an Agreement. The following are some of the key terms that the City anticipates will be included in the Agreement:

Term: The work is to be completed by December 1, 2021.

Payment Terms: Three payments will be made first at the signature of the agreement, second upon completion of work and a final payment after public presentation (meet the artist) and Maintenance Manual is provided.

Insurance: \$1 million general liability

4 PROCUREMENT PROCESS

4.1 Estimated Timeline

The following is the City’s estimated timeline for the Project:

Activity	Timeline
RFQ Issued	March 19, 2021
RFQ Closing	April 23, 2021
Award of Contract	May 14, 2021
Notification	May 21, 2021
Contract Signature	May 28, 2021
Implementation, Installation, Meet the Artist and Maintenance manual delivery	June to December, 2021

This estimated timeline is subject to change at the sole discretion of the City.

4.2 Inquiries

Submit questions about the meaning and intent of the Public Art Projects to Alejandro Romero, Recreation and Community Development, Arts and Culture Consultant at public.art@saskatoon.ca.

- a) responses to an Inquiry will be in writing;
- b) all Inquiries, and all responses to Inquiries from the Contact Person, will be recorded by the City;
- c) the City is not required to provide a response to any Inquiry;
- d) a Proponent may request that a response to an Inquiry be kept confidential by clearly marking the Inquiry “Commercial in Confidence” if the Proponent considers the Inquiry to be a matter of proprietary commercial interest;
- e) if the City decides that an Inquiry marked “Commercial in Confidence”, or the City’s response to such an Inquiry, must be distributed to all Proponents, then the City will permit the inquirer to withdraw the Inquiry rather than receive a response and if the Proponent does not withdraw the Inquiry, then the City may provide its response to all Proponents;
- f) notwithstanding Section 4.2(d) and 4.2(e):
 - i. if one or more other Proponents submits an Inquiry on the same or similar topic to an Inquiry previously submitted by another Proponent as “Commercial in Confidence”, the City may provide a response to such Inquiry to all Proponents; and
 - ii. if the City determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Inquiry, including an Inquiry marked “Commercial in Confidence”, the City may, in its discretion, distribute the Inquiry, response or information with respect to such matter to all Proponents.

Information offered from sources other than the Contacts listed with regard to this RFQ is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

4.3 Addenda

The City may, in its absolute discretion, amend this RFQ at any time by issuing a written Addendum. The addenda will become an integral part of the contract. Written Addenda are the only means of amending or clarifying this RFQ, and no other form of

communication whether written or oral, including written responses to Inquiries as provided by Section 4.2, will be included in, or in any way amend, this RFQ. Addenda will be issued by the City of Saskatoon. The proponent should acknowledge receipt of all addenda in the proposal submission. A form for this has been provided in Appendix B of this RFQ. An acknowledgement of Addenda issued for the RFQ is not mandatory for successful submission.

It is the responsibility of the Artist to ensure that they have received and incorporated all addenda into its letter of intent.

4.4 Provision of Information

The City does not make any representation as to the relevance, accuracy or completeness of any of the information made available except as the City may advise with respect to a specific document.

This supplied information may be supplemented or updated from time to time. Although the City will attempt to notify Proponents of all updates, Proponents are solely responsible for ensuring they check with the Contact Person frequently for updates and to ensure the information used by the Proponents is the most current, updated information.

Each Proponent shall make its own examination, investigation and research regarding the proper method of doing the work, all conditions affecting the work to be done, the labour, equipment and materials, and the quantity of the work to be performed. The Proponent agrees that it has satisfied itself by Proponent's own investigation and research regarding all such conditions, and that Proponent's conclusion to submit a Proposal is based upon such investigation and research, and that Proponent shall make no claim against the City because of any of the estimates, statements or interpretations made by any officer or agent of the City which may prove to be in any respect erroneous.

All proposals will be considered by the PAAC and selected based on the criteria stated in this call. The City of Saskatoon will only respond to successful submissions.

If a proposal is selected, the artist will be contracted to implement the artwork working closely with the City's public art team and other relevant stakeholders on feasibility and proposed budget requirements

All Projects must be installed before December 1, 2021, and maintenance manuals and other required documents must be submitted by December 31, 2021.

4.4.A) Temporary – Three Year Lease Plinth Placement: This is an invitation to artists to submit proposals for sculpture placement, for a maximum three- year term, at one or both of these locations:

1. Riversdale Business Improvement District: 20th St. and Ave B - \$10,000 for a three-year placement.

2. Broadway Business Improvement District: Broadway Ave. and 10th St. - \$10,000 for a three-year placement.

Plinth Placement: Selection Criteria

The selected proposal will have high artistic merit. The PAAC will focus on the additional criteria based on the outcome goals listed below:

The PAAC will take into account the following factors:

- Demonstrates a high standard of artistic excellence;
- Contributes vibrancy and colour; and
- Responds to the cultural, historical, and social contexts of the Riversdale, Downtown and Broadway areas;

The following criteria are mandatory. All proposals should:

- Demonstrate appropriate consideration of public safety and the public's access to and use of the public space; and
- Indicate credible maintenance and durability requirements in respects to the proposed time on site.
- Artist or artist team must have a current CARFAC membership at the time of contract signature

Priority will be given to proposals that demonstrate at least three of the following:

- Reinforce Saskatoon's reputation as a leading city in public art;
- Reflect the City's sense of place through its people, history, culture or topography;
- Responds to the vacant plinths;
- Encourage collaborations between community, artists and businesses;
- Respects and/or encourages First Nations, Inuit and Métis participation;
- Celebrate/represent Saskatoon's diverse communities, and/or create opportunities for diverse and under-represented community groups within the context of city placemaking.

4.4.B) Traffic Boxes Downtown - \$10,000

This is an invitation to submit proposals to create five works of art on select Traffic Signal Cabinets in the Downtown Business Improvement District. The Traffic Cabinets provide a weatherproof enclosure for traffic light controls. The cabinets have an aluminum exterior finish and are mounted on a concrete base in the sidewalk (see appendix C for cabinet dimensions).

Traffic Box locations:

- *22nd Street and Pacific Avenue – NE Corner*
- *23rd Street and Idylwyld Drive – NE Corner (2 boxes)*
- *Idylwyld Drive and 24th Street – SE Corner*
- *24th Street and 5th Avenue*

Designs for projects (painted or wraps or any other appropriate material) must be installed between May and October 2021, and maintenance manuals and other required documents must be submitted by December 31, 2021.

Technical Considerations:

- include all visible sides of the traffic cabinet and pedestal, unless otherwise specified by the project team;
- indicate credible maintenance and durability requirements, especially in light of Saskatoon's varied climatic conditions; and

Traffic Box Proposals Cannot

- contain any representations of traffic lights, signals, or signs;
- advertise or promote any business, product, or viewpoint;
- contain vulgar, profane, offensive, or insensitive images or writing;
- contain any breach of intellectual property, trademarks, brands, or images of illegal activity; or
- impede access to, or the functionality of, the cabinets.

4.4.C) Permanent Acquisition \$25,000 for each sculpture

Artists are invited to submit proposals for sculptures in one or both locations:

i. Downtown BID: 2nd Ave and 23rd

Purpose: To bring colour and interest to the Downtown and to celebrate the area.

Materials – The submission should include materials that do not rust,

are not easily damaged, and are covered in an anti-graffiti coating.

Safety – The submission should not include any sharp edges or elements that would be dangerous to pedestrians.

Relocation – Due to the planned reconfiguration of 23rd Street in future this submission must be easily relocated to a new location.

ii. Riversdale BID: Ave B and 20th

Purpose: To bring colour and interest to the area and to celebrate Riversdale's diversity.

Materials – The submission should include robust materials that do not rust, are not easily damaged, and are covered in an anti-graffiti coating.

Safety – The submission should not include any sharp edges or elements that would be dangerous to pedestrians.

Functions – The piece should not encourage sitting.

Size: The width of the piece should not be more than 4 feet wider than the diameter of the plinth at any point.

5 RFQ REQUIREMENTS

5.1 A completed application form (Appendix B);

5.2 RESUME/CV

5.3 LETTER OF INTENT

5.4 An artist biography for the lead artist and additional biographies for collaborators (maximum one page each) and a Curriculum Vitae, including education and years of experience in or affiliation with the arts

5.5 Examples of past work of each team member and minimum of four high- resolution images showing previous relevant work. Images of at least two different works are encouraged. In the case of collaborators who are not visual artists relevant samples of work, such as an exhibition catalogue, writings of the work or CV.

6 SUBMISSION INSTRUCTIONS

6.1 Submission of Qualifications

All submitted credentials in response to this solicitation shall be delivered and addressed to the following:

Project Title: ARTIST for Saskatoon Public Art Program

Submissions shall be received NO LATER THAN 2:00 P.M. April 23, 2021.
Submissions received after the above due date and time will not be considered, and will not be returned to the Proponent.

6.2. Submission Preparation and Submission Instructions

Format

- Submission Form
- Submit a folder marked "Submission Form – Artist Name) as a PDF Adobe Acrobat DC and no larger than 10 000 KB)

Proponent Contact

The name, telephone number and email address of the artist or artist representative who may be contacted for clarification or other matters relating to the proposal should be provided.

Content

Résumés in PDF should be attached to the Content of Submission in the form of link appendices. Any other supplemental documentation that does not respond directly to the request for qualifications (RFQ). The City and evaluation team will not consider supplemental documentation submitted in the evaluation of submissions. Proponents shall assume that the evaluation team has no prior knowledge of their facilities and experience and will base its evaluation on the information presented in the proposal.

Samples of Public Art

Submit one electronic folder with a maximum of 10 files of digital images and or video/new media submissions of previous work following the submission procedure listed below. Artist teams are also to submit a maximum of 10 files. Please include link in the web form for easy download.

Proponents, who wish to include a combination of digital images and video/new media content, are to submit no more than 10 files total. For each minute of video/new media content subtract one digital image.

Materials that require specialized software, plug-ins, extensions or other executables that need to be externally downloaded or installed, or materials that are embedded in any type of presentation, such as websites or Word or PowerPoint documents, will not be accepted.

i) Digital Images:

Submit one electronic Pdf folder with “Artist Name – Digital Images ”with a maximum of 10 digital images of completed or currently in progress public art commissions. Teams are to submit a maximum of 10 images.

Digital Images must be:

- PC compatible .jpg, .tiff, or .bmp format
- 72 dpi, no larger than 2 MB each
- RGB format with a maximum of 1240 pixels (along the longest side)
- Named with a number (corresponding to the Image List) followed by title, date, medium, metric dimensions and cost, each separated by an underscore.

Examples:

01_Title_date_medium_height x width x depth cm↵_ \$cost.jpeg

02_Untitled↵↵_2015_LED and resin_1 x 4.5 x 7 m_ \$250,000.jpg

- Submitted on a downloadable link url: (no zip disks, hyperlinks, or other e-mail submissions)

ii) Video/New Media:

Submit one electronic folder with a maximum of 10 files with no more than 10 minutes of content total. The corresponding media list should include detailed cue instructions (i.e. Start watching at 1 min. 20 sec), chapter or time code, and the duration of the work.

Video submissions must be:

- PC compatible
- Viewable in Windows Media Player or QuickTime
- Named with the number corresponding to the media list number followed by title and date of completion, separating each with an underscore
Example: 01_ Title_Date.avi
- We will not accept materials that require specialized software, plug-ins, extensions or other executables that need to be downloaded or installed

You are responsible to test your submission materials to ensure readability.

iii) Image List | Media List

Submit a completed Image List and/or Media List with detailed information on samples of previous work and include in the electronic folder with the images/media files. Arrange images in order of creation with the most recent artwork first.

6.1 Closing Time and Delivery Address

Qualifications must be received at the Delivery Address before the Closing Time.

Proposals received after the Closing Time will not be considered. Proposals will not be publicly opened. Please submit proposals online directly using the form in the website:

<https://www.saskatoon.ca/community-culture-heritage/arts-creativity/community-art>

6.2 No Fax or Canada Post Mail Submission (Covid Safety restrictions)

Qualifications submitted by fax or regular mail will not be accepted. Only emailed applications will be accepted.

6.3 Language of Proposals

Proposals should be in English. Any portion of a Qualifications not in English may not be evaluated.

6.4 Receipt of Complete RFQ

Proponents are responsible to ensure that they have received the complete RFQ, as listed in the table of contents of this RFQ, plus any Addenda. A submitted Project will be deemed to have been prepared on the basis of the entire RFQ issued prior to the Closing Time. The City accepts no responsibility for any Proponent lacking any portion of this RFQ.

6.5 Revisions Prior to the Closing Time

A Proponent may amend or withdraw its curatorial intention at any time prior to the Closing Time by delivering written notice to the Delivery Address prior to the Closing Time.

6.6 Validity of Proposals

By submitting interest, each Proponent agrees that its approach, will remain irrevocable and open for acceptance from the Closing Time until midnight at the end of the 90th calendar day following the Closing Time (the intention Validity Period).

6.7 Material Change after RFQ Closing Time

A Proponent will give immediate notice to the City of any material change that occurs to a Proponent after the Closing Time, including a change to its membership or a change to financial capability.

7 PROPOSAL EVALUATION

7.1 Mandatory Requirements

The City will review all candidate artists on a preliminary basis to determine whether they comply with the Mandatory Requirements. Candidate artists which do not comply with the Mandatory Requirements will be rejected and not considered further in the evaluation process.

The City has determined that the following are Mandatory Requirements:

- a) the Submission must be received at the e-mail Address no later than the Closing Time; and
- b) the Submission must include the completed Appendixes A and B and proponent to include any other Appendices that may be considered mandatory for successful

submission.

The other requirements of this RFQ, even if stated in mandatory terms, are not included in the Mandatory Requirements.

7.2 Evaluation Team

The City will surrogate authority to the Public Arts Advisory Committee (PAAC) to evaluate artist and identify the Preferred Proponent(s). The PAAC may be assisted by other persons as the Evaluation Team may decide it requires, including technical, professional, legal and other advisers or employees of the City.

7.3 Evaluation of Proposals

The PAAC Evaluation Team will evaluate Candidates in the manner set out in Appendix A and may consider any criteria it considers relevant.

The PAAC may, in its sole and absolute discretion, but is not required to:

- a) conduct reference checks relevant to the Artist with any or all of the references cited in their qualification materials, or with any other person not listed, to verify any and all information regarding the Individual.
- b) conduct any background investigations that it considers necessary in the course of the Competitive Selection Process;
- c) seek clarification or rectification of an artist Resume/CV or supplementary information from any or all Artists;
- d) request interviews or presentations with all of the Artists to clarify any questions or considerations based on the information included in their project package during the evaluation process, with such interviews or presentations conducted in the discretion of the City, including the time, location, length and agenda for such interviews or presentations; and
- e) the PAAC may in its sole and absolute discretion rely on and consider any information received as a result of such reference checks, background investigations, requests for clarification or supplementary information and interviews/presentations in the evaluation of Candidates.

The PAAC may decide not to complete a detailed evaluation of an Artist if PAAC concludes having undertaken a preliminary review of the Artist as compared to other Artists, the Artist is not in contention to be selected as the Preferred Proponent.

The PAAC may reject an Artist if any information presented is not clear or not able to be corroborated.

8 SELECTION OF PREFERRED Artist(S) AND CONTRACT AWARD

8.1 Selection Criteria

The evaluation team (PAAC) will review all submitted material and rank the proposals for the proposed Artist based on the following criteria. Refer to Appendix A for a detailed list of proposal requirements.

Resume - CV	5
Project and concept proposal aligns the mandatory criteria with the specific site for the art	35
Demonstrated artistic and technical experience	40
Public Art Portfolio	20
TOTAL	100

8.2 Selection and Award

If the City selects an Artist(s), the City will invite the Artist(s) to enter into discussions to settle all terms of the Agreement, based on the Artist timelines, including any clarifications that the Artist(s) may have provided during the evaluation of Qualifications. The City reserves the right to negotiate changes to the project approach as discuss with stakeholders.

If for any reason the City determines that it is unlikely to reach final agreement with the Artist(s), then the City may terminate the discussions with the Artist(s) and proceed in any manner that the City may decide, in consideration of its own best interests, including:

- a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other Artist; or
- b) inviting one of the other Artists to enter into discussions to reach final agreement for completing any of the Public Art Projects.

9 RFP TERMS AND CONDITIONS

9.1 No Obligation to Proceed

This RFQ does not commit the City to select an Artist(s) or enter into an Agreement and the City reserves the complete right to at any time reject all Proponents, in whole or in part, or to otherwise terminate this RFQ and proceed with the Project in some other manner.

9.2 Reservation of Rights

The City reserves the right, in its discretion, to:

- a) amend the scope of the Project, modify, cancel, or suspend the RFQ at any time for any reason;
- b) accept or reject any Proposal based on the evaluation of the Proposals in accordance with Appendix A, and in particular the City is not obliged to select the Proposal with the highest rankings;
- c) waive a defect or irregularity in an Artist;
- d) reject, disqualify, or not accept any or all Artists without any obligation, compensation, or reimbursement to any Artist or any of its team members;
- e) re-advertise for new Qualifications, call for Artist, or enter into negotiations for any of this Public Art or for work of a similar nature;

- f) make any changes to the terms of the business opportunity described in this RFQ;
- g) negotiate any aspects of an Artist approach; and
- h) extend, from time to time, any date, time period or deadline provided in this RFQ, by way of Addendum.

9.3 Confidentiality

All Qualifications submitted to the City become the property of the City and will be received and held in confidence by the City, subject to the provisions of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) and other applicable legislation.

9.4 No Collusion

Nothing in this section will prevent any interested party from talking to other interested parties for the purpose of forming a team to submit qualifications to this RFQ.

9.5 Conflict of Interest

Each Respondent must make full disclosure of any commitments, relationships, or financial interests that could be seen to exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement.

Disclosure, if any, must be made in writing and accompany the Respondent's qualification submission. The City requires disclosure from partners and the personnel assigned to the Respondent's Artist team.

If, in the sole discretion of the City, an Artist or its team member is determined to have a Conflict of Interest that, in the City's sole discretion, cannot be managed, mitigated, or minimized, the City may, in addition to any other remedies available at law or in equity, disqualify the curator submitted by the Respondent.

9.6 No Lobbying

Artist or Artists Team members and the Key Individuals, and their respective directors, officers, employees, consultants, agents, advisers or any other representatives will not engage in any form of political or other lobbying whatsoever in relation to any Public Art or Placemaker Project, this RFQ, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. The use of the media for these purposes is also prohibited. Further, no such person (other than as expressly contemplated by this RFQ) will attempt to communicate in relation to the Public Art or Placemaker, this RFQ, or the Competitive Selection Process, directly or indirectly, with any representative of the City (including any member of the Council), or any employee of City, any Restricted Parties, or any director, officer, employee, agent, adviser, consultant or representative of any of the foregoing, or the media, as applicable, for any purpose whatsoever, including for purposes of:

- a) commenting on or attempting to influence views on the merits of the Artist, or in

- relation to other Artists approaches to Public Art or Placemaker;
- b) influencing, or attempting to influence, the evaluation, scoring and ranking of candidates, the selection of the Preferred Artist, or any negotiations with the Preferred Artist;
- c) promoting the Artist or its interests in the Public Art or Placemaker Project, including in preference to that of other Artists; and
- d) criticizing the Qualifications of other Artists.

In the event of any lobbying or communication in contravention of this Section, the City in its discretion may at any time, but will not be required to, reject any and all qualifications submitted by that Artist without further consideration.

9.7 Limitation of Damages

Each Artist on its own behalf and on behalf of the Proponent Team and any member of a Proponent Team:

- a) agrees not to bring any Claim against the City or any of its employees, advisers, or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Artist in preparing its qualifications for any matter in respect of this RFQ including:
 - i. if the City accepts a non-compliant proposal or otherwise breaches (including breach of material terms) the terms of this RFQ; or
 - ii. if the Public Art or Placemaker Project is modified, suspended, or cancelled for any reason (including modification of the scope of the Project or modification of this RFQ or both) or the City exercises any rights under this RFQ; and
- b) waives any and all Claims against the City or any of its employees, advisers, or representatives for loss of anticipated profits or loss of opportunity if no agreement is made between the City and the Consultant for any reason, including:
 - i. if the City accepts a non-compliant qualification or otherwise breaches (including breach of material terms) the terms of this RFQ or;
 - ii. if the Project or RFQ is modified, suspended, or cancelled for any reason (including modification of the scope of the Public Art or Placemaker Project or modification of this RFQ or both) or the City exercises any rights under this RFQ.

9.8 No Partial Compensation for Participation in this RFQ

The City will not provide any compensation to Artists for participating in this RFQ Competitive Selection Process.

9.9 Debriefs

The City will, following Contract Award, upon request from an unsuccessful artist, conduct a debriefing for that Artist. In a debriefing the City may discuss the relative strengths and weaknesses of that Artist qualifications, but the City will not disclose or

discuss any Confidential Information of another Artist.

9.10 Interpretation

In this RFQ:

- a) the use of headings are for convenience only and are not to be used in the interpretation of this Agreement;
- b) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of or Appendix to this RFQ;
- c) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- d) the word "including" when used in this RFQ is not to be read as limiting; and
- e) each Appendix attached to this RFQ is an integral part of this RFQ as if set out at length in the body of this RFQ.

APPENDIX A
PROPOSAL GUIDELINES

The Public Arts Advisory Committee will evaluate the Artists submissions in accordance with this Appendix A.

GUIDELINES

Proposals should:

- a) Include all of the information requested in this Appendix A;
- b) Be submitted as follows:

Content	Number of Copies
1. Submission Form (see Appendix B) signed by the Proponent	One (1)
2. Letter of intent	One email copy marked 'Master Copy'

RFQ REQUIREMENTS

Artist's submissions should include the following information:

Understanding of temporary Public Art:

- The 2021 Public Art and Placemaker Program approach must consider diversity, truth and reconciliation, inclusion, newcomers and first nations and metis artists and themes;

Training and/or certification in Public Arts

- Include CV/resume that clearly lists formal education/training/certification in areas such as Public Art experience, community engagement, collaborative experience

Demonstrated experience in Public Art practices:

- 3 Samples of Temporary or Permanent Public Art
- Community engagement projects and collaborative projects

Public Art portfolio

- List of past projects – with photos
- **Reviews and or arts publications**

APPENDIX B

ARTIST SUBMISSION FORM

(Please print, sign and send with online forms as
an attachment w the CV link)

(To be submitted by the Authorized Representative of the Proponent)

REQUEST FOR Qualifications

#2021- Public Art and

Placemaker Projects

Closing Time: 2:00 p.m. Local Time, Friday April 23, 2021

In consideration of the City's agreement to allow the undersigned (Artist) to participate in the Request for Qualifications (RFQ), issued _____, the Artist hereby agrees that:

1. Understanding of RFQ Call Process

The Artist acknowledges and agrees:

- a) This is not a tender process. An RFQ has been issued seeking an Artist. The preferred Artist will be selected based on mandatory and non-mandatory criteria detailed in the RFQ;
- b) The RFQ call process will include opportunities to discuss aspects of the Artist with professionals and representatives that are either employed, or appointed, by the City;
- c) That it will commit to providing a RFQ which includes the full scope of services required for this Public Art and Placemaker Project as indicated in the RFQ; and
- d) That it will comply with the procedures and process detailed in the RFQ.

2. Limitation of Damages

The Artist:

- a) agrees not to bring any claim against the City or any of its employees, advisers, or representatives for damages in excess of an amount equivalent to the reasonable costs incurred by the Artist in preparing its qualifications for any matter in respect of this RFQ, including:
 - i. if the City accepts a non-compliant qualification or otherwise breaches (including breach of material terms) the terms of this RFQ; or

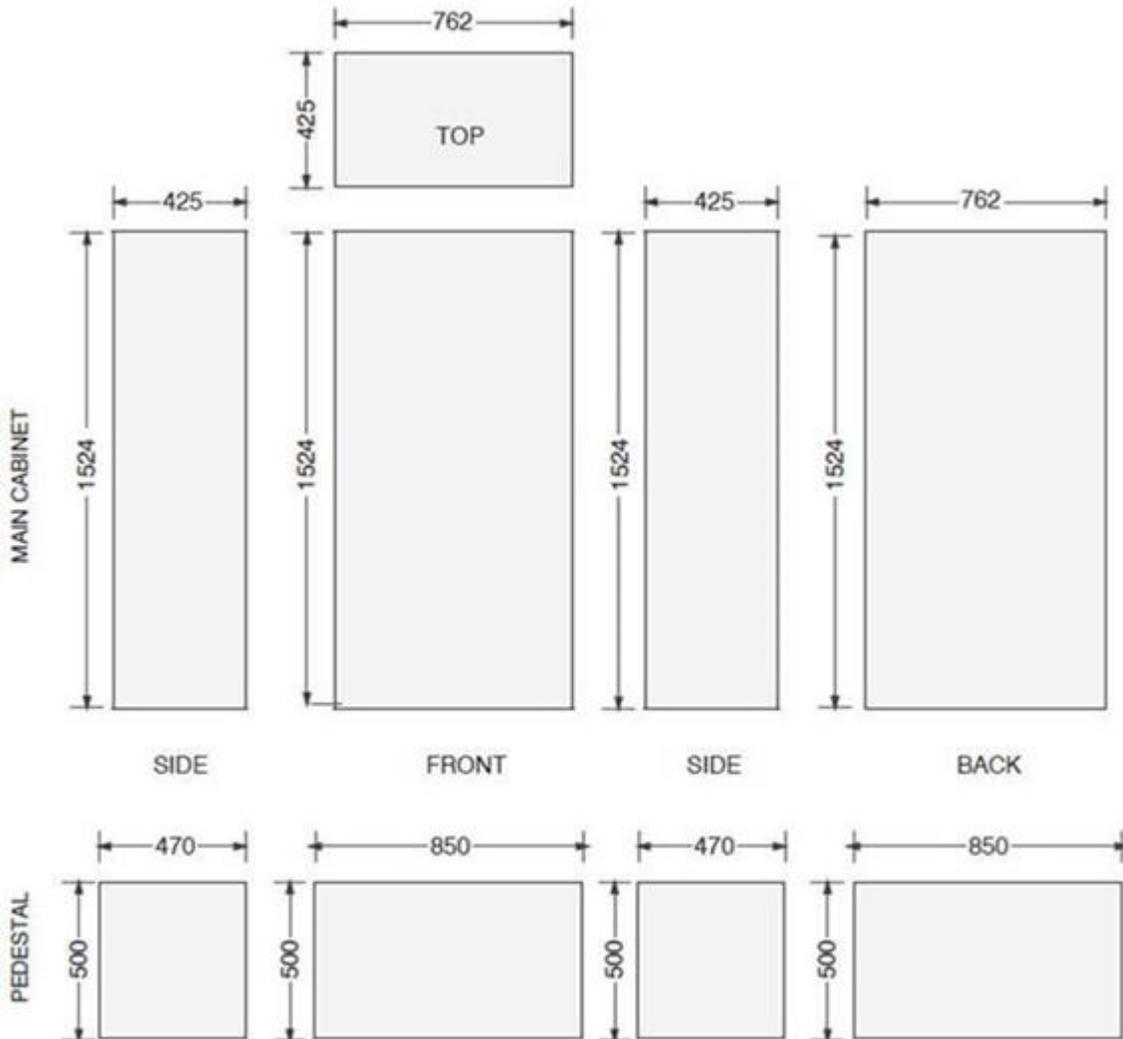
We acknowledge receipt of the following addenda which shall be considered as part of the qualifications Package:

Addendum # _____ Date: _____

An Acknowledgement of Addenda issued for the RFQ is not mandatory for successful submission.

APPENDIX C

Traffic Cabinet Boxes Dimensions



All dimensions are in millimetres unless otherwise noted.

Please note that artists are responsible to confirm dimensions on-site prior to installation.

*