



## **Call to Artists**

### **Open AiR – a community-based public art residency pilot project**

The City of Calgary Public Art Program is seeking up to three professional or emerging artists for a 12-week community-based public art residency from Aug. 8 to Oct. 30, 2016. Of the three studios available two will be reserved for local and regional artists and one will be open to artist on the national level. For this pilot year, only Canadian resident artists are eligible.

The Open AiR program aims to provide time and space for artists to research and develop their ideas and allow them to explore issues of community, geography and place through a public art lens in a way that encourages and supports active involvement of the community throughout the process. The artists will have the opportunity to information share and work together; they will also have the support of the public art program and the community liaison in order to assist them in deeper research for their practice.

The residency will be located in the historic Fire Hall #6 (1101 Memorial Dr, N.W.) in the Hillhurst Sunnyside community next to the Louise Bridge connecting to the West Downtown community. Artists are welcome to consider both communities in their exploration.

The first week of the residency will be programmed in a way that will facilitate exploration of the neighborhoods by providing exclusive access to elements that make it unique such as spaces, local people or events. The programming will be tailored to the selected artists and developed in collaboration with the host community, the advisory team and the project team. Further programming and access to special equipments may be negotiated.

Artists are invited to propose their own approach to best meet the needs of their practice within the established structure of the Open AiR residency.

The all-inclusive artist budget for this project is up to \$21,000 per artist or collective, travel and accommodation assistance is available to artist living outside of Calgary please see budget details bellow.

The intention of this Call to Artists is to select an artist(s) based on qualifications, experience and references. Design concepts and prices are not required.

**The submission deadline is Tuesday, May 24<sup>th</sup>, 2016 at 4 p.m. MST.**

Info Session: For local artists and community members interested in learning more about the program a [Public Art 101 session](#) will be held at the Fire Hall #6 (1111 Memorial Dr. N.W.) on Wednesday, May 11, 2016 from 6 to 8:30 p.m.



## **Program Background**

In consultation with the local art community, the public art program has been working towards developing an artist in residence program that will meet the needs of local artists by providing space and time to practice their art form, while being inspired by the unique qualities of communities in Calgary. This opportunity would allow connection and engagement between the artist community and neighborhoods while exploring social engagement and site specific public art based practices.

Following the direction of the recently developed Public Art Master Plan, the Open AiR program will support local artists to gain skills and develop a stronger practice while stimulating interest, advocacy and support for public art. The residency is open to the regional and national level to allow exchange of skills and ideas as well as create bridges between artistic communities.

Citizens will be engaged in the development of the program and will be invited to various artist-led activities. The program will also be an occasion to build communities or to reinforce them through the artists' explorations with the participation of The City, community associations, grassroots organizations and citizens and other stakeholders.

### **Vision:**

To place artists within communities where they can explore, create and share public art experience together.

## **Public Art Project Goals**

1. To provide time and space for artists to research and develop their ideas;
2. To support artists to explore public art ideas, while allowing community to be a part of the artistic process;
3. To support artists to explore community cultural development;
4. To provide the community the opportunity to witness and be a part of an artistic process by embedding the residency in Calgary neighborhoods ;
5. To allow artists and communities to learn from each other; and
6. To explore the unique character of a geographic community through the production of new works.

## **Public Art Project – Objectives**

1. To provide space, time and funding for an artist to explore their public art practice for an extended period of time;



2. To create connections for the artist in the geographic community, the local arts community and specifically the public art community;
3. To develop new public art projects that are community and site specific as a result of the residencies; and
4. To host workshops, events, openings and/ or artists talks to information share.

### **Artists Requirements:**

Artist will:

1. Work on the production of new projects in a temporary or permanent manner.
2. Share their experience in some way during a public art 101 session at the end of their residency.
3. Involve the community as much as possible in their own way
4. Report to the advisory support team and the public art program staff regularly;
5. Provide a written report summary of their experience as participant in the residency program.
6. Participate in the evaluation process of the residency program

### **Site Background**

#### Fire Hall #6:

The residency will be located in the historic Fire Hall No. 6 (1101 Memorial Dr N.W.) in the Hillhurst Sunnyside community next to the 10 Street bridge connecting to the West Downtown community. Artists are welcome to consider both communities in their exploration.

The hall provided vital fire protection for Hillhurst-Sunnyside and adjacent communities in Calgary's northwest from 1910 until 1964 (Activity Value, Community Significance)

Fire Hall No. 6 has value as an example of Edwardian Classicism as applied to a relatively small and utilitarian public building and to public architecture in Calgary dating from the early 20th century (Style Value, City Wide Significance)

Fire Hall No. 6 is a prominent landmark due to its solitary placement along a major thoroughfare and in proximity to a major intersection, the Louise Bridge and the Bow River (Landmark Value, City Wide Significance)

Fire Hall No. 6 is significant as a symbol of development and progress, one of three identical fire halls built to address Calgary's rapid expansion during the economic boom before World War One, especially the need for fire protection on the north side of the Bow River (Symbolic Value, City Wide Significance)



### Hillhurst Sunnyside:

Hillhurst Sunnyside is an inner city neighbourhood on the north shore of the Bow River in Calgary, Alberta.

Hillhurst Sunnyside is a walkable community. It has a vibrant business community, Kensington BRZ, that serves the residents of this community and all Calgarians.

This neighbourhood is full of engaged residents. The dynamic Hillhurst Sunnyside Community Association (HSCA) reaches into all segments of the community. HSCA hosts markets, art classes, programs for children and families, and community gardens to name a few. HSCA has tennis courts, a full sized gym and they run the local Bow View outdoor pool.

Hillhurst Sunnyside is bridging new condominium construction and protecting existing heritage buildings.

The community is also home to Riley Park, a local treasure, and segments of Calgary's widely-used pathway system.

### Downtown West:

Situated between 8 Street S.W. and 14 Street S.W. and between the Canadian Pacific Railway (CPR) tracks and the Bow River, the Downtown is a neighbourhood that is still evolving in its identity. Great potential exists to enhance it into a unique and integrated neighbourhood given the qualities of open and special spaces that currently exist and contribute to the Downtown West. The Downtown West also exhibits a unique mix of heritage resources (e.g. Mewata Armoury, the Kerby Centre and the former Science Centre site) that provide the opportunity to create a sense of identity for the neighbourhood.

The Downtown West is special for the presence of Shaw Millennium Park and its adjacency to the Bow River. In recent years, the Downtown West has experienced a significant amount of residential development however; it stands as an island at the west end of the Centre City, lacking the qualities of amenity and integration that would provide a stronger sense of identity. The Downtown West, although strong in its adjacency to the Bow River, it is not well-connected for pedestrian movements to the Bow riverfront, surrounding neighbourhoods and the Downtown.

The substantial amount of east and west vehicular movements bisect the neighbourhood therefore, not fully achieving the components of an integrated neighbourhood. The policies for the Downtown West seek to provide a stronger sense of place and better integrate it as a neighbourhood both within and as a part of the Centre City.



## Considerations

- Artists are welcome to apply as a collective but should be aware that studio space allocation will be negotiated with the other participants. Only the Travel and Accommodation fee will be paid per individual, no additional budget will be allocated to a collective.
- Although focused on visual artists, the program will be open to writers, musicians, performance artist, critical writers, art historians, graphic novelist, etc. As long as their work is socially engaged, exists in its final form in the public realm, and has a visual element to its final phase. Both emerging and professional artist are welcome to apply.

## Project Team

The successful artist(s) will work closely with members of the The City's project team, which includes but may not be limited to:

- A Public Art Program project coordinator who will act as the main contact and liaison for the residency.
- Calgary Neighbourhoods representatives
- Community association representatives.
- Advisory support team representatives

## Budget

The total, all-inclusive artist budget for this public art project is up to \$21000\* and includes (but is not limited to) all costs associated with the residency:

- Community engagement
- Participation in programming
- Explore and research and new body of work (Approx. 35 to 40 hours a week, artists can choose their own hours and are expected to use the studio as their main space to work)
- Supplies, resources and services
- Present their residency experience at the Public Art 101 session in October
- Production of new works
- Provide an evaluation and a summary of the program
- Provide a post residency project proposal (optional)
- Travel and Accommodation, for artists living outside of Calgary only. Up to \$6,000/ Artist



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

## Schedule

The anticipated schedule for selection of artist(s) and completion of the project is outlined below. As the project progresses and depending on the nature of the public art component the dates are subject to change:

Public Art Project Timelines	Dates
<b>Artist selected</b> <ul style="list-style-type: none"> <li>➤ Call for Artists initiated</li> <li>➤ Public Art 101 - Kick off event - Open House for artists</li> <li>➤ Jury session</li> <li>➤ Contract award</li> <li>➤ Artists' Portfolio on webpage</li> <li>➤ Artist start date</li> </ul>	<ul style="list-style-type: none"> <li>➤ April 2016</li> <li>➤ May 2016</li>   <li>➤ June 2016</li> <li>➤ June 2016</li> <li>➤ July 2016</li> <li>➤ August 2016</li> </ul>
<b>Residency program implemented</b>	August - October 2016 (12 weeks)
<b>Residency Program Celebration/Final Presentation</b>	October 2016
<b>End of Residency Project Proposal (optional)</b> <ul style="list-style-type: none"> <li>➤ Completed</li> <li>➤ Reviewed</li> <li>➤ Revised</li> <li>➤ Approved</li> </ul>	October 2016
<b>Review and Evaluation</b> <ul style="list-style-type: none"> <li>➤ Project Team Debriefing</li> <li>➤ Exit interview with artist and Stakeholder</li> <li>➤ Final report submission</li> </ul>	October 2016



## **Submission Deadline**

Artist(s) are responsible for ensuring that submissions are received by the deadline. No extensions will be granted and late submissions will not be considered. Incomplete submissions will not be considered.

Deadline for submissions is **Tuesday, May 24<sup>th</sup>, 2016 at 4 p.m. MST.**

## **Submission Requirements**

Do not send any materials not specifically requested as they will not be reviewed by the selection panel. Prices are not required.

Submissions must contain:

### **a) Letter of interest detailing a brief outline of approach for the project.**

- Provide information and describe the following in two pages maximum:
  - Project lead and/or team's background and specialties.
  - Interest and previous experience working in communities
  - Proposed approach working with community for this project, including specific topic or community of interest they would like to explore.
  - Interest and previous experience working in public art.
  - Interest in the particular elements of this residency
  - Availability over the residency period.
  - Description of past project work of a similar scope and budget. Artist with low budget experience should highlight their skill and experience in managing a project.

### **b) Provide 10 support materials of past work which you consider relevant to this project demonstrating related experience and ability to undertake this project.**

- Support material can include video, audio clips, text excerpts and images.
- Submit images in jpg format
- Video and audio clips can be submitted as web link
- The selection panel will review up to 5 minutes of video and audio clips
- Number each support material one to 10 and include the following annotations on a separate sheet (PDF):
  - artist(s)' name
  - title of artwork
  - date of completion



- dimensions
- location, medium and public art budget
- brief description of goals of the project

**c) Resume or Curriculum Vitae (CV) (maximum two pages for each team member):**

- Provide current contact information.

**d) Provide two current references who can speak to artistic, design and community consultation qualifications. References should include company name, current contact name including current telephone number and e-mail address.**

**NOTE:** The City reserves the right to contact references without prior notification to the artist(s). The City reserves the right to contact only the references of the short-listed artist(s). References from City of Calgary staff members may be provided, but cannot be included as an official part of the submission.

For this competition The City will only hire qualified professional artists. For further information, see our [Opportunities for Artists](#) page.

### **Submission Process**

Submissions must be sent electronically via email in PDF format to [publicart@calgary.ca](mailto:publicart@calgary.ca) with “Open AiR - Residency” 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 through a two-stage process. Stage one will short-list artist(s) and stage two will conduct interviews of the short listed to determine the final selection. Incomplete submissions will be deemed ineligible and disqualified.

Applications will be evaluated on:

1. Letter of interest. – stated interest and approach.
2. Qualifications – i.e. previous experience with public art projects.
3. Demonstrated excellence of past work in conceptual, aesthetic and technical terms.
4. Ability to meet the project goals – i.e. successful execution of projects with similar scope and context.





Consideration will be given to:

- Complementarily of each artist in terms of diversity

Artists short-listed for this opportunity must be available for a phone interview. References of short-listed artists will be contacted.

### Evaluation Matrix

Submissions will be evaluated as per the table below:

Item	Evaluation Criteria	Weight	Rating	Score
5.5.1	<b>Letter of Interest – Stated interest and approach</b>	<b>25</b>		
5.5.2	<b>Qualifications</b>	<b>20</b>		
5.5.3	<b>Demonstrate excellence of past work in conceptual, aesthetic and technical terms</b>	<b>25</b>		
5.5.4	<b>Ability to meet the project goals</b>	<b>30</b>		
<b>MAXIMUM POSSIBLE TOTAL SCORE</b>				<b>/1000</b>

Submissions 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 requirements, excellent probability of success.
8	Somewhat exceeds expectations; high probability of success.
6	Meets expectations; Proponent has good understanding of requirements, 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.

**Working with The City**

**Intention of Award**

It is the intention of The City to award to one Proponent. However, The City reserves the right to award to more than one Proponent if deemed necessary and is in the best interest of The City.

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 new Request for Proposal document when in The City’s best interest.

The City reserves the right to award the assignment in whole or in part or to delete any portion of the work.

**Artist’s Master Agreement**

The Artist Master Agreement is a blanket agreement, renewable for up to five years, and is not contract specific. Firms who have not signed this agreement with The City will be required to do so prior to any award.



## **Insurance Requirements**

As per Clause 7 of the Artist's Master Agreement, proof of insurance, as per said clause will be required prior to award of any contract arising from this RFP.

## **Staff Changes**

Staff changes by the successful Proponent will require written approval from The City prior to any such change, which approval The City may withhold in its sole discretion. The qualifications and experience of the proposed staff change must be equivalent to or better than the staff proposed on the proposal received. The City reserves the right, in addition and without prejudice to any other right or remedy, to immediately terminate the agreement as a result of the failure to comply by the successful Proponent.

## **Proponent Performance**

The successful Proponent may be evaluated throughout the course of work in the initial phase and future phases if applicable. Any evaluation will be shared with the successful Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The City of Calgary reserves the right, in addition and without prejudice to any other right or remedy, to terminate the contract of a given Proponent if it is deemed that remedies cannot be established.

## **Contracts with Individuals**

To comply with 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. Sole Proprietorships are acceptable.

## **G.S.T. and Customs Requirements**

The successful Proponent agrees that all Canadian G.S.T. and any taxes or duties imposed by the Excise Tax Act or the Customs Tariff and tax or duty rate decreases or exemptions resulting from amendments, re-classifications, remissions, or clarifications thereof on tax or duty included goods and materials, whether recognized or not at the time of award, will not be passed on to The City.

If the successful Proponent manufactures or purchases any goods with respect to this competition from outside of Canada, the successful Proponent must ensure that its agent or representative is the importer of record, unless otherwise expressly stipulated.



The City will not be liable for and the successful Proponent shall indemnify The City with respect to any special or dumping duties which may be levied by the Canada Border Services Agency (CBSA), Anti-Dumping and Countervailing Directorate under the provisions of the Special Import Measures Act (SIMA), upon any imported goods required in the supply of materials in any order or in the performance of the contract awarded as a result of this RFP.

## **Collaborative Proposals**

If the application is submitted as a multi-firm proposal, the proposal should:

1. Demonstrate the extent to which the proposed firms have worked together before, including a description of the type of work.
2. Identify those project team members, from each organization, that have worked together in a multi-firm or consortium business arrangement.
3. Provide examples of where they have successfully partnered in a similar type engagement previously.
4. Demonstrate a multi-firm management approach that will ensure, for the duration of the project, clear lines of communication and delivery of services.
5. Identify management, ownership, and financial and legal relationships between the consortium members.
6. Indicate how the consortium is proposing to contract with The City to ensure a single point of accountability for project completion and dispute resolution. Identify which firm will be designated as the lead firm.
7. Define the scope of work to be performed by each firm.

## **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 must be submitted in writing via email to [publicart@calgary.ca](mailto:publicart@calgary.ca).** All clarifications 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**

### **[Public Art Policy](#)**

### **Artists Master Agreement (AMA)**

The Artist Master Agreement can also be obtained by visiting [www.calgary.ca/smtc](http://www.calgary.ca/smtc) and clicking on “Supply Management Terms and Conditions”.

### **[Applying to a City of Calgary Public Art Program](#)**