

Request for Proposals

City of St. John's “Year of the Arts” Mural

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ST. JOHN'S

Request for Proposals
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1. Project Overview

The City of St. John's seeks an Artist or Artist Team to design and complete a mural celebrating the art and artists of Newfoundland and Labrador, in recognition of the provincial "Year of the Arts."

The project will use thin aluminum panels (known as ACM or Dibond®, a well-known trade name of ACM panels), which the selected Artist/Artist Team will use as the substrate for the project. The digital artwork should be high-resolution artwork file(s) or scalable vector-based artwork file(s), printed on vinyl and applied to the ACM.

The work is to be installed on a portion of the concrete retaining wall running west from the Harvey Road/Bonaventure Avenue intersection to the gate below The Rooms (see appendices for images and drawing). This area is adjacent to the area covered by the "Come Home 2022" mural, completed by artists Molly Margaret and Lily Taylor as part of the City's "Come Home 2022" celebrations.

The successful Artist/Artist Team will be responsible for the design, creation, completion, and installation of the mural within the timelines and according to the objectives and specifications herein.

2. Project Objectives

The design concept:

- Will be timeless and enduring.
- Will celebrate the varied and diverse contributions of the arts and of artists in St. John's, and Newfoundland and Labrador – in recognition of the provincial "Year of the Arts."
- Will contribute to a vibrant, welcoming streetscape.
- Will celebrate the unique characteristics of the City of St. John's.

3. Project Specifications

- The substrate for the mural will be aluminum composite material (ACM) panels, to be installed on most of the eastern portion of the concrete retaining wall at Harvey Road in St. John's (see appendices for images and drawings).
 - The applicable section of the retaining wall at Harvey Road is approximately 35 metres/115 feet long, and approximately 2.1 metres/6.9 feet high (running east from the gate below The Rooms to the Harvey Road/Bonaventure Avenue intersection).
 - ACM panels are typically available 4' x 8' or 5' x 10' sheets. Covering the applicable wall length using a horizontal orientation will require approximately 15 or 12 ACM panels, respectively.
- Artwork must be colourful. Bright and bold colours are required as they are less prone to fading over time.
- Final artwork design should contain appropriate levels of detail and scale for viewing by pedestrians, motorists, and cyclists.

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- Artwork must be colourful. Bright and bold colours are required as they are less prone to fading over time.
- Artwork must be original, and created by the submitting Artist/Artist Team.
- Artwork must not contain content in breach of any intellectual property, trademarks, brands, or images of vulgar, offensive, or illegal activity.

The successful Artist/Artist Team will be responsible for the design, creation, completion, and installation of the mural within the timelines and according to the objectives and specifications herein. Responsibilities will include but are not limited to:

- If required, further develop and refine the design(s) and file(s) to ensure alignment to the objectives and specifications of the project.
- Ordering, purchase, delivery, and storage of all materials and supplies.
- Provision of regular updates to the City.
- Completion of the mural, including coordinating the professional installation of the completed, installation-ready ACM panels, and application of anti-graffiti coating if required.
- Provision to the City of the final high-resolution artwork file(s) or scalable vector-based artwork file(s).
- Preparation of a specifications document detailing materials and supplies used, maintenance recommendations, etc.
- Work with City of St. John's staff to communicate and showcase project development and/or final results.
- **Note:** The Artist/Artist Team's scope of work and budget does not include maintenance, which will be managed by the City of St. John's.

4. Selection Process

The Artist/Artist Team will submit as per the proposal requirements in Section 7, for assessment by a selection committee, including representation from the local visual arts community, and City of St. John's staff to include the Arts & Cultural Development Coordinator.

4.1. Assessment Criteria

Criteria	Weighting	Related Proposal Requirements (see Section 7 for details)
Experience of Artist/Artist Team	25%	<ul style="list-style-type: none"> ○ Names and C.V.s for Artist (and all team members, if applicable) ○ Portfolio of previous work ○ Letter of intent and comprehension
Relevance of Design Concept	35%	<ul style="list-style-type: none"> ○ Description and sketch of design idea, including how it meets project objectives
Artistic Merit of Design Concept	35%	<ul style="list-style-type: none"> ○ Description and sketch of design idea, including how it meets project objectives
Pricing	5%	<ul style="list-style-type: none"> ○ Proposed budget for the project

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5. Pricing

The City's budget for payment to the Artist/Artist Team is \$40,000. This fee is all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law. This includes ordering, purchase, delivery, storage, and installation of mural panels and all other materials and supplies, and is inclusive of any and all applicable taxes. Proposals that exceed this amount will be disqualified from further consideration.

6. Timeline

Deadline for receipt of proposal submissions	Friday, May 31, 2024
Notification of successful Artist/Artist Team	Friday, June 14, 2024
Deadline for Project completion	Friday, October 25, 2024

7. Proposal Requirements

Please submit the following to arts@stjohns.ca, with "Year of the Arts Mural" in the subject line. Submissions must be received before 4:00 p.m. NDT, Friday, May 31, 2024:

7.1. Full contact information for Artist/Artist Team Lead:

- Name
- Mailing address
- Telephone number
- Email address
- Any other relevant contact information

7.2. Link to Artist/Artist Team's website or portfolio

7.3. 200-word Artist/Artist Team biography

7.4. C.V. for Artist/Artist Team Lead (and all team members, if applicable)

7.5. Portfolio of previous work:

- A minimum of five (5) images showing past relevant work (e.g., mural or other large-scale work, public art, etc.) that best illustrate a body of artwork related to the project (not less than 150 ppi).
- Documentation list: Clearly list each image file name to correspond with the submitted image file.
 - Include title, date, medium, size, and a brief description of the work.
 - For public artworks include the commissioning agent and budget.

7.6. Description and detailed sketch/draft of your design idea, including how it meets the project objectives as described above.

7.7. Proposed budget for the project, clearly showing all expenses.

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7.8. Letter of intent and comprehension demonstrating the following:

- Artist/Artist Team's interest in and approach to the project
- Project work plan/timeline
- Availability and capacity to work within the established timeline

We encourage submissions from Artists/Artist Teams that are typically underrepresented, including BIPOC (Black, Indigenous and People of Colour), LGBTQIA2S+ identifying individuals, Deaf persons, and persons with disabilities. Artists/Artist Teams should live in/near St. John's as travel is not provided.

We welcome Artists/Artist Teams at various stages of their careers to apply. Artists'/Artist Teams' experience managing similar sized budgets and projects will be considered by the selection committee but is not a requirement.

We are dedicated to inclusion, access, and openness in the application process. If you require any assistance with your application, please email arts@stjohns.ca.

8. Terms and Conditions

8.1. The City requires the successful Artist/Artist Team to provide the following documents within seven (7) calendar days from the City's request to do so:

- Signed contract
- Signed OHS Declaration
- Workplace NL Certification
- A Commercial General Liability (CGL) Certificate of Insurance acceptable to the City's Manager of Enterprise Risk and Insurance:
 - Minimum limit of two million dollars (\$2,000,000) inclusive per occurrence for bodily injury and damage to property
 - Coverage for cross liability
 - Thirty (30) days written notice of cancellation
 - "City of St. John's" listed as an additional insured
 - Policy in legal name of vendor

8.2. The successful Artist/Artist Team retains all rights to the work except ownership and possession. In view of the intention that the work in its final dimension shall be unique, the Artist/Artist Team shall not make any additional exact duplicate reproductions of the final work, nor shall the Artist/Artist Team grant permission to others to do so except with the written permission of the City as Owner. The successful Artist/Artist Team shall grant to the City of St. John's and their successors an irrevocable license to make two-dimensional reproductions of the work for promotional purposes, including but not limited to reproductions used in advertising, brochures, media publicity, and catalogues or other similar publications.

8.3. The City of St. John's reserves the right to:

- a) accept or reject any or all proposals received in response to this Request for Proposals.
- b) cancel and/or re-issue this Request for Proposals at any time.

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- 8.4. Proposals may not contain qualifications or conditions. All Proposals and supporting documents shall become the property of the City of St. John's.
- 8.5. The City of St. John's or any of its associated entities shall not be obligated in any way to the Artist/Artist Team's response to this document. The Artist/Artist Team's costs related to the preparation of a response to the document shall be entirely the responsibility of the Artist/Artist Team. Expenses of any nature incurred by the Artist/Artist Team prior to the signing of an agreement or contract shall be the sole responsibility of the Artist/Artist Team and may not be charged to or claimed from the City of St. John's or its associated entities in any manner, shape or form.
- 8.6. The award of a contract from this Request for Proposals is conditional upon the successful Artist/Artist Team entering into an agreement to meet all obligations as required by the Request for Proposals. The City of St. John's is under no obligation to award a contract. The City reserves the right to reject any or all proposals and to accept the proposal deemed most favourable in the interests of the City. The City may, in its absolute discretion, reject any and all proposals submitted.
- 8.7. The selected mural design concept may require amendment following the recommendation of award to ensure suitability with the materials, site, etc. in question. The final design is subject to acceptance by the City of St. John's.
- 8.8. The successful Artist/Artist Team's compensation, as outlined above, will be inclusive of any extra work required to amend the selected design.
- 8.9. All work completed under any contract resulting from this Request for Proposals shall become the sole property of the City of St. John's.
- 8.10. Before submitting a proposal, the Artist/Artist Team shall carefully examine these terms of reference and fully inform themselves of all aspects of the project.
- 8.11. This procurement process is not intended to create a formal legally binding bidding process or what is commonly known as Contract A.

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Appendix A: Retaining Wall Images



Harvey Road, looking East.



Harvey Road, looking West.

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Appendix B: Retaining Wall Drawing

Please note: these drawings refer to the wall before restoration in 2017 and should not be relied upon to provide precise measurements.

