



Steveston Tram Building Public Art Project

Call to Artists – Request for Proposals Terms of Reference

The City of Richmond Public Art Program seeks an artist or artist team to create a public artwork to accompany the construction of the new Steveston Interurban Tram Building to be located at 4005 Moncton St. This call is open to emerging and established artists/artist teams residing in British Columbia and Alberta.

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|----------------------------------|--|
| Budget: | \$10,000, all inclusive |
| Installation: | September 2012 |
| Deadline for Submissions: | Tuesday, January 24, 2012 @ 2:00 pm |

For more information, contact the Public Art Program:

Phone: Eric Fiss at 604-247-4612

Email: publicart@richmond.ca

Project Overview

The Steveston Interurban Tram Building is to provide a permanent home for Interurban Tram Car No. 1220 and enhance interpretive opportunities and public accessibility, while allowing for restoration and maintenance. The significant siting of the building at the corner of No. 1 Road and Moncton Avenue is intended to provide high visibility for the Interurban Tram Car No. 1220, along its historic route.

History of Interurban Tram Car No.1220

Built in Missouri by the St. Louis Car Company, Interurban Tram Car No. 1220 was sold to the BC Electric Railway Company in 1913. It travelled the Marpole-Steveston Interurban Line until February 1958 when the line was closed.

Tram Car No. 1220 is the largest artefact in the Richmond Museum's collection. It tells the story of an era when public transportation was essential in connecting people and places around Richmond.

Theme

The theme should reflect the history and heritage of tram transportation (specifically the Marpole-Steveston Line) and/or the people who would have used the tram. The final project and theme will undergo development by the selected artist in discussion with the project design team.

Budget

The total budget established for this project is \$10,000. The budget includes (but is not limited to): artist fees, design, permitting as needed, engineering fees, fabrication, installation, photography and insurance. Travel to Richmond or accommodation is at the artist's expense.

For artist proposals that incorporate functional features such as ventilation grill #1 and seismic measures #5 (see Potential Artwork Sites section), the art budget is intended to "upgrade" the required element in order to make it an artistic feature.

Potential Artwork Sites

The Tram Building project team has suggested the following potential artwork opportunities. (Refer to attached plans and elevations for locations.)

1. Incorporated into the metal ventilation grill on the west elevation of the building (approximately 8 feet wide by 9 feet high)
2. Artwork embedded or transposed onto the outdoor platform concrete (approximately 14 feet x 32 feet)
3. Outdoor seating -- possibly a transportation or industrial artefact converted into seating or railings on the outdoor platform or in the park. (Please note: an artefact for this potential site would have to be acquired by the artist)
4. A landscape treatment along the rail line, extending north or south from the building (must not impede the movement of the tram)
5. The structural seismic truss like columns at the south end of the building. These are large steel plates that could be perforated with an artistic design (approx 3 feet wide by 23 feet high)
6. A mural painted on one of the interior walls of the office corridor
7. Artist proposals for other locations will be considered

Schedule (subject to change)

| | |
|-------------------------------|------------------------|
| RFP closes: | January 24, 2012 |
| Selection process closes: | February 2012 |
| Design Development: | March 2012 |
| Fabrication and Installation: | April – September 2012 |
| Unveiling: | October 2012 |

Selection Panel & Process

A five-member panel will consist of heritage administrators, art and design professionals and a member of the Steveston Community Society. The panel will convene to review all artist submissions. At the conclusion of the process, the panel may recommend one artist/artist team for the project.

Selection Criteria

Submissions to the RFP will be reviewed and decisions made based on:

- Artist qualifications and proven capability to produce work of the highest quality;
- Artist's capacity to work in demanding environments with communities and other design professionals, where applicable;
- Appropriateness of the proposal to the project terms of reference and Public Art Program goals;
- Artistic merit of the proposal;
- Degree to which the proposal is site and community responsive, and technically feasible;
- Probability of successful completion;
- Environmental sustainability of the proposed artwork.

Submission Requirements

All submissions should contain the following items and in the following order.

- Information Form (1 page)
 - A completed Information Form found on last page of this document.
- Letter of Interest (2 pages maximum)
 - A typed letter of interest, including the artist's intent, rationale and a preliminary description of approach for this particular public art project. The letter should address the Selection Criteria (above) and include a statement about your artistic discipline and practice.
- Concept Sketch (1 page)
 - Provide a concept sketch, maximum paper size 8.5 x 11 inches each. The final selected artist/artist team will be contracted to produce a final detailed design drawing or maquette under the terms of the artist agreement, prior to fabrication and installation of the artwork.
- Resume/Curriculum Vitae (2 pages maximum)
 - Outline your experience as an artist, including any public art commissions. If you are submitting as a team, each member must provide a personal resume (each a maximum of 2 pages).
- Three References
 - Individuals who can speak to your art practice and interest and/or experience in public art projects. Please include: name, occupation, title, organization, address, primary phone number, email and a brief statement describing the nature of your working relationship to the reference listed.
 - Artist teams provide 3 references total.

- Other Support Documentation (Optional) (2 pages maximum)
 - This documentation may include (please properly cite all sources):
 - Recent reviews and news clippings
 - Excerpts from programs, catalogues and other publications that include examples of your work
- Annotated List of Images of Past Work (1 page maximum)
 - Provide the following information for all images: title of work, medium, approx. dimensions, location and date and the image file name. Artists are also encouraged to include a brief description.
- Images of Past Work (10 maximum)
 - One image per page (full size).
 - Do not place any text on or around the image

Submission Guidelines

This RFP accepts paper submissions via mail or delivered in person. Electronic submissions are accepted and encouraged. Submissions must be complete and strictly adhere to these guidelines and Submission Requirements (above) or risk not being considered. Faxed submissions will not be accepted.

- All submissions (electronic and print) must be formatted to 8.5 x 11 inch pages. Do not send any models or maquettes.
- The Artist's (or Team's) name should appear in the right header of every page.
- Do not submit any original materials or files. Submissions will not be returned.
- Do not bind, staple or use plastic cover sheets.

In addition, electronic submissions:

- Must be submitted in MS Word or PDF format. Do not submit materials that require plug-ins, extensions or other executables that need to be downloaded or installed. Do not compress (zip) files
- Must be self-contained. Do not imbed links to other websites or on-line documentation or media.
- Must be contained in one single document. Do not submit multiple electronic documents.
- Must be 10MB or smaller (if emailed). Submission over 10MB must be sent via PC-compatible CD.

Submitting as a Team

The team should designate one representative to complete the entry form. Team submissions must adhere to the specific submission guidelines with the following exceptions:

- Each team member must submit an individual Resume/CV (See Submission Requirements)
- All Team Members must list their full names on the space provided on the Information Form

Deadline for Submissions

Submissions must be received by Tuesday, January 24, 2012 @ 2:00 pm. This is not a postmark date. Extensions to this deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

It is the applicant's responsibility to ensure the submission package reaches the City of Richmond by the deadline.

Email, mail or deliver submissions to:

Richmond Public Art Program
City of Richmond
6911 No.3 Road
Richmond, BC V6Y 2C1
604-204-8671
publicart@richmond.ca

For questions and additional information, contact

Eric Fiss, MAIBC, MCIP, LEED AP
Public Art Planner
City of Richmond
604-247-4612
efiss@richmond.ca

For more information on the Public Art Program please visit www.richmond.ca/publicart.

Additional Information

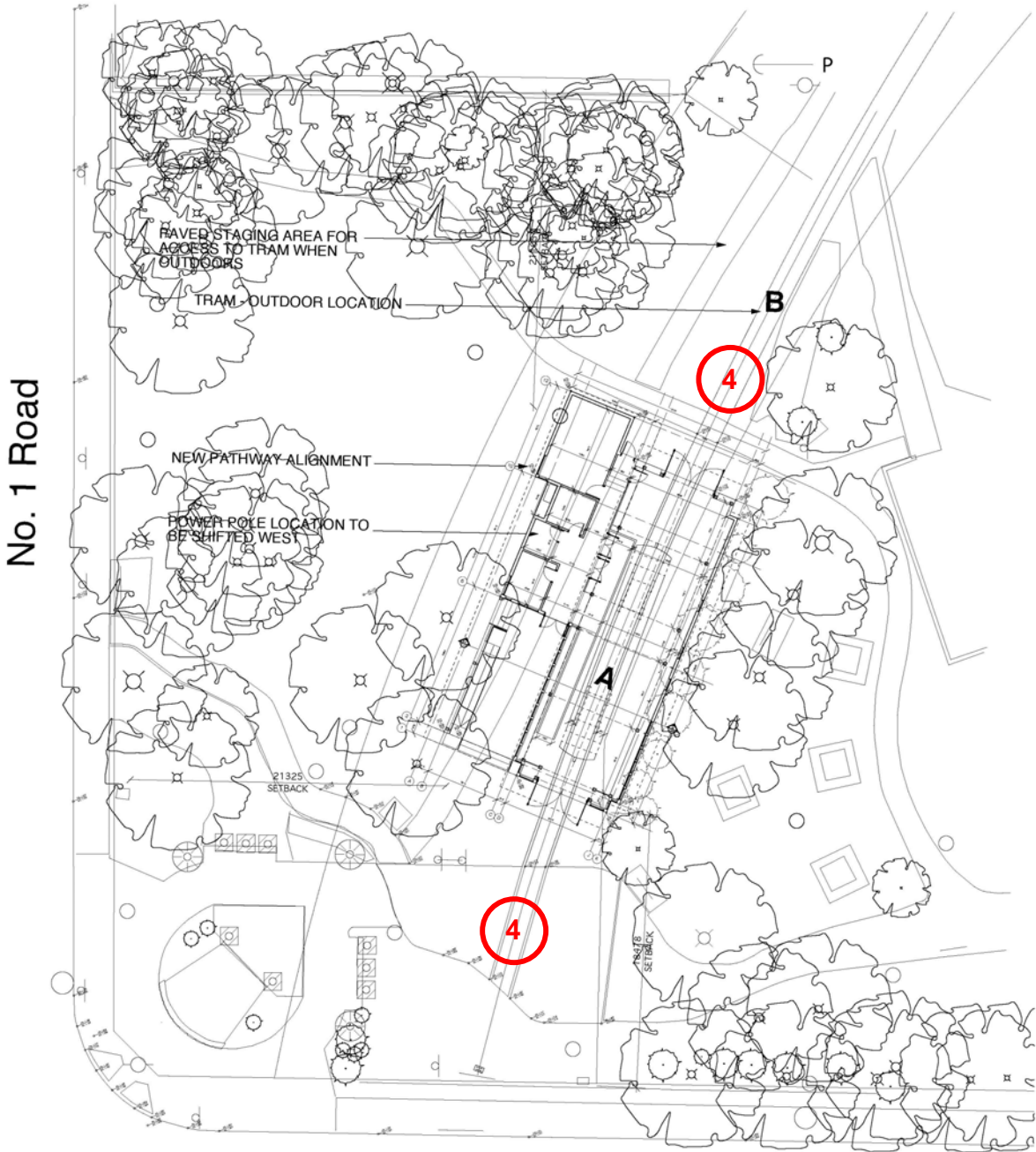
Please be advised that the City and the selection panel are not obliged to accept any of the submissions, and may reject all submissions. The City reserves the right to reissue the RFP as required.

All information provided under the submission shall be considered confidential and shall only be disseminated to City staff and partners for the purposes of the selection process. All submissions to this RFP become the property of the City and will be held in confidence as required by law. The artist shall retain copyright in the concept proposal.

While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.

Priority is given to artists who have not received commissions from the City of Richmond in the past three years..

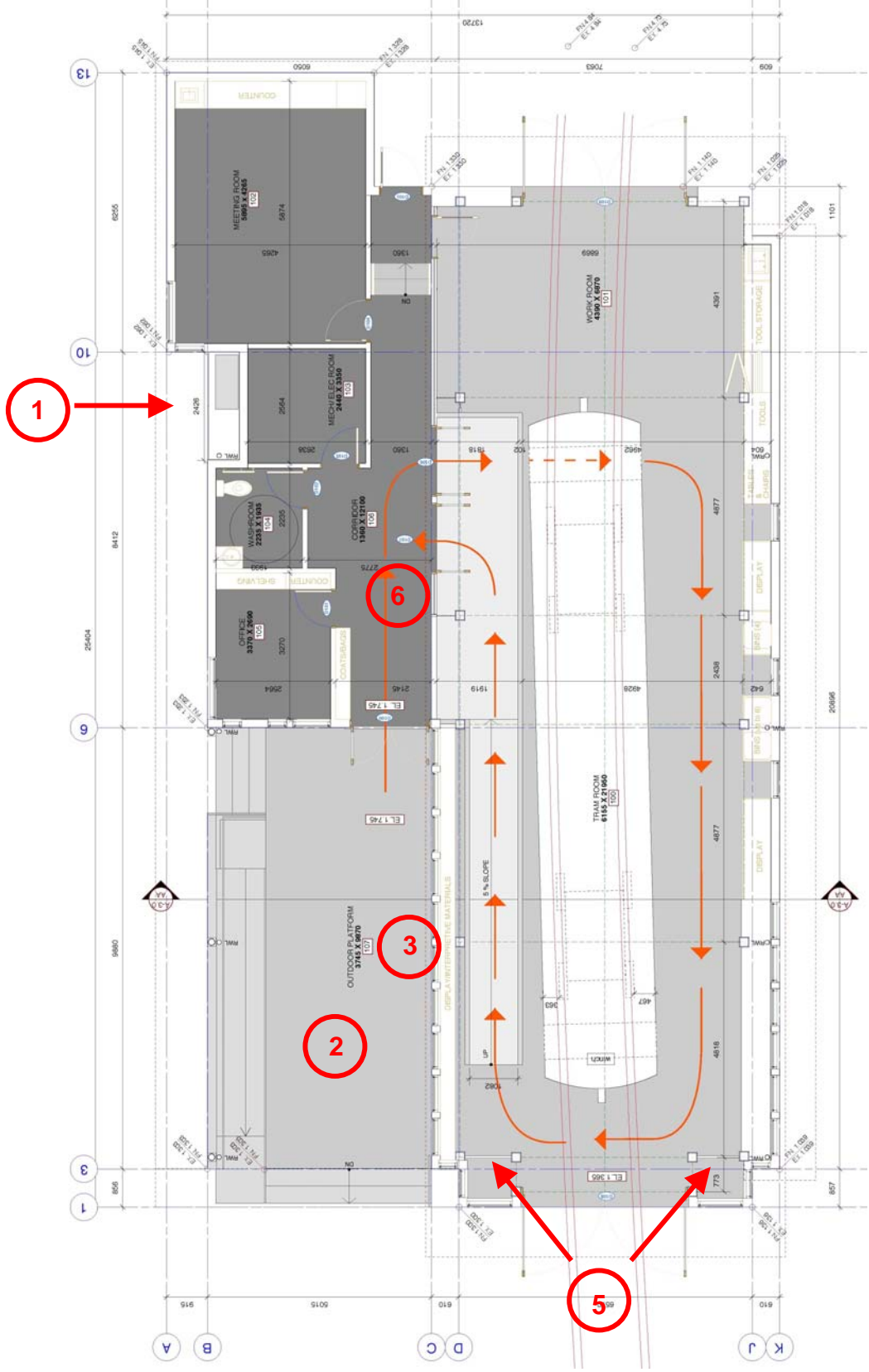
Site Plan



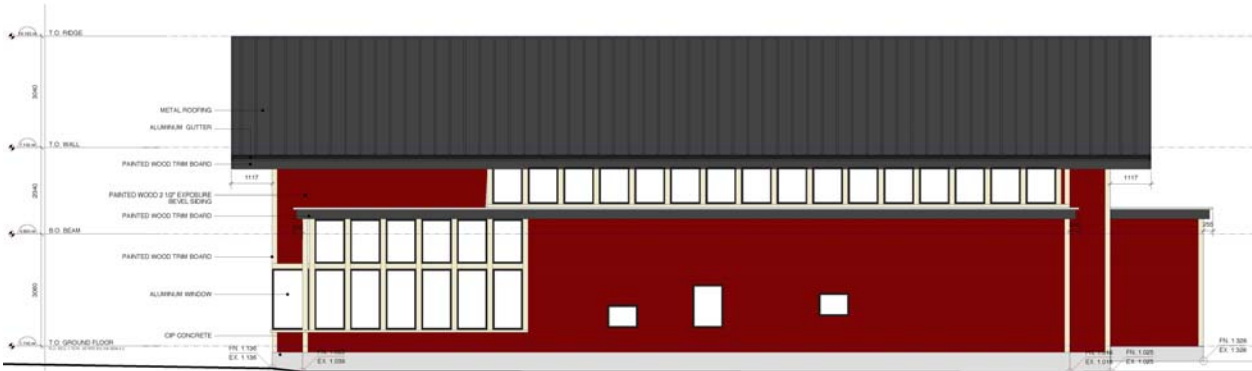
Moncton

NOTE: A and B on this diagram show the indoor and outdoor locations of the Tram. The tram will be moved outside for public display during special events.

Building Plan



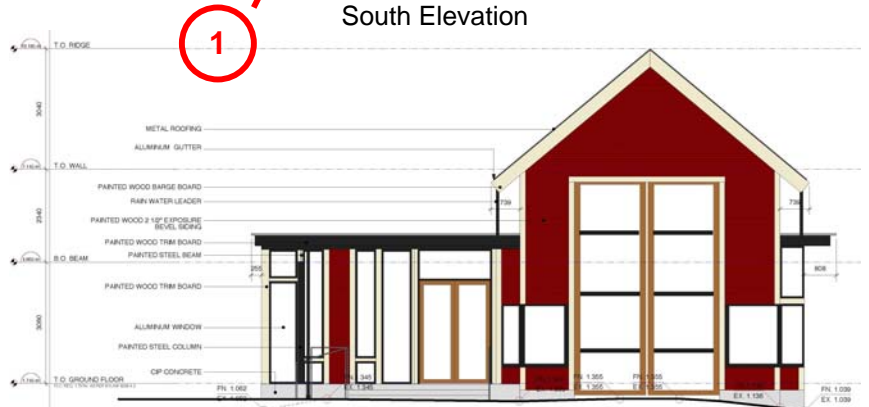
East Elevation



West Elevation



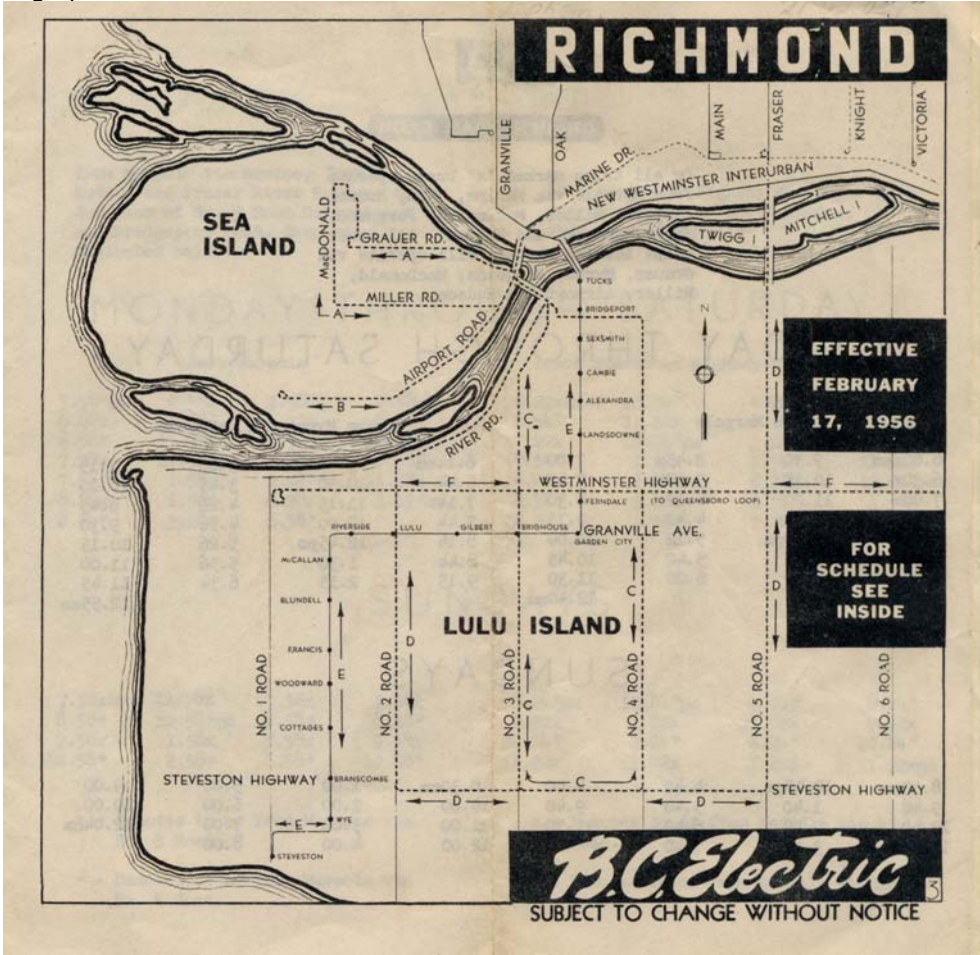
South Elevation



North Elevation



Historic photograph of the Steveston Line



Photograph of the Burnaby tram and barn exhibit (for reference purposes only)



Attach one (1) copy of this form as the first page of the submission.

PLEASE NOTE: You can type your responses into this PDF document.

Name: _____

Team Name (if applicable): _____

Address: _____

City/Postal Code _____

Primary Phone: _____ Secondary Phone: _____

Email _____ Website: _____

(one website or blog only)

Submission Checklist

Please provide these items in the following order (As outlined in Submission Requirements):

- Information Form (this page)
- Letter of interest (max. 2 pages)
- Concept Sketch (max. 1 page)
- Resume/Curriculum vitae (max. 2 pages per team member, if applicable)
- Three References
- Other Support Documentation (Optional) (max. 2 pages)
- Annotated List of Past Work (max. 1 page)
- Ten Images of Past Work (max. 10 pages)

Incomplete or faxed submissions will not be accepted. Emailed submissions over 10MB will not be accepted.

List Team Member Names Here (Team Lead complete above portion):

Please let us know how you found out about this opportunity:

Would you like to receive direct emails from the Richmond Public Art Program? _____

Signature: _____ Date: _____

Submission Deadline: Tuesday, January 24, 2012 @ 2:00 pm.

Deliver to: City of Richmond, Public Art
6911 No. 3 Rd. Richmond, BC, V6Y 2C1

Or by email to:
publicart@richmond.ca