



**CITY OF COQUITLAM
Request for Proposals**

RFP No. 15-02-03

SALMON ART PROJECT – COMPOSITE STRUCTURE

Proposals will be received on or before 2:00 pm local time

Tuesday, May 12, 2015

(Closing Date and Time)

Obtaining RFP Documents

RFP Documents are available for downloading from the City of Coquitlam's website:

www.coquitlam.ca/BidOpportunities

1. CALL FOR ENTRY

The City of Coquitlam ("City") is looking for artists to participate in a public art project for the City of Coquitlam's **125th Anniversary in 2016**. The vision for the anniversary is "stories told, stories to be created."

2. SCOPE OF SERVICES

The City is looking for an artist or team of artists to design and fabricate twelve (12) streetscape scale **Salmon sculptures**. The reinforced composite fiberglass salmon form should be no less than 6'2" and no more than 7'2" in height and finished with a polymer sanding primer. The selected artist or artist team will be responsible for the design, fabrication and delivery of the salmon forms as well as any mounting structures necessary for permanent installation.

The fabricated forms will then be commissioned to twelve (12) artists to paint a Coquitlam story theme.

Interested parties are to submit a design concept, outlining the salmon shape and mounting interface and a proposed price for fabrication and delivery of the 12 sculptures that would be charged to the City.

3. ELIGIBILITY

This is open to all local artists that reside in British Columbia and preferably in the lower mainland. The City has applied for grant funding to assist with this project which requires the City to engage local artists.

4. HISTORY AND BACKGROUND

The City of Coquitlam was incorporated July 25, 1891 as the District of Coquitlam. Coquitlam's name is derived from the Kwi kwe tlem people meaning "red fish up the river". In the past, Sockeye salmon were so abundant in the Coquitlam River, one could literally walk across the river on their red coloured backs. In the early 1900's, a dam was erected at the headwaters of the Coquitlam River. This resulted in the disappearance of this small species of sockeye. Nearly 100 years later, the kwi kwe tlem people have been successful in bringing the sockeye back to spawn in the Coquitlam River.

The City of Coquitlam is a community that borders the Fraser River to the south, the mountains to the north and shares borders with Port Moody, Burnaby, New Westminster and Port Coquitlam. Coquitlam prides itself as being a welcoming community. According to the 2011 census, 32% of the population speaks a language other than English at home. The top five languages are Korean, Mandarin, Cantonese, Persian or Farsi and non-specified Chinese.

5. LOCATIONS

These twelve (12) sculptures will be installed in various outdoor public spaces throughout the City as a lasting legacy of the City's 125th Anniversary year.

6. DESIGN CONTEXT AND THEMES

The proposal submitted should outline the design concept, materials and process for creation, including the required mounting structure. The design should demonstrate originality, excellence and artistic merit. The design should reflect the salmon in some stage of the salmon's story and have a scale that works with high traffic public outdoor locations. The surface should be smooth and clean to provide a canvas for other artists to later embellish.

7. PROJECT BUDGET

The total budget for this phase of the project is \$57,000 including applicable taxes.

The proposed price must include artists design fees, fabrication of fibre glass forms for 12 salmon sculptures, finished with a polymer sanding primer, attachment and mounting system, and delivery.

8. PROPOSAL SUBMISSION REQUIREMENTS

To be considered, please submit the following information:

- a) Consolidate all files into one (1) pdf document saved as the Artist or Artist team name.
- b) Cover letter outlining your interest and experience, and full contact information including address, email and phone number.
- c) Proposed Fee to complete the scope of the work including: materials, fabrication, delivery and contingency;
- d) Provide project schedule including; design, manufacture and delivery of the composite forms and mounting systems in December 2015;
- e) Sketch of proposed salmon design showing at least two views.
- f) Sketch of proposed stand or mounting structure showing at least two views.
- g) Artist resume or CV.
- h) Ten (10) labelled images of the Artist's past work.
- i) References: List at least two (2) commissioning agencies and one (1) design professional, architect, engineer, graphic designer, professor or instructor that have direct knowledge of your work and working methods. Include complete contact information; names, email address, business addresses and telephone numbers.

Incomplete packages may not be considered.

9. SELECTION PROCESS AND CRITERIA

The selection of the Artist(s) will be based on the following criteria:

- a) **Artistic** - Artistic merit; innovation and creativity of approach as demonstrated in past work and shown in submitted materials;
- b) **Quality** - Aesthetic and functional quality in creating the proposed composite form to the specified scale;
- c) **Experience** - Recent completed projects, including demonstrated adherence to schedules, deadlines, budget, project design and execution;
- d) **Timelines** - Ability to deliver the finished composite forms in December 2015;
- e) **Price** - Within budget.

Consideration will be given to both established and emerging artists within these parameters.

Selected artist(s) will then be required to meet with the 125 Salmon Project Sub Committee and staff technical team to review their proposal and field questions. Based on the results of the interview, the successful Artist or Artist team will be awarded the project.

The successful Artist will be required to enter into a contract with the City and as part of the contract, will need to provide an Artist Specifications of Work which will include; detailed drawings, material finishes and a schedule of the work.

The evaluation will be confidential and no totals, scores or prices will be released to any of the proponents.

We thank all candidates for their interest; however only selected Artists will be contacted.

10. ESTIMATED PROJECT SCHEDULE

Call for Entry Closes	May 12, 2015
Selection of shortlisted Artist(s)	May-June, 2015
Artist interview and scope of work	June, 2015
Contract with artist.....	June, 2015
Design approval and technical requirements	July/August, 2015
Fabrication of Forms and Mounting System	September to December, 2015
Delivery of Forms to City of Coquitlam	December, 2015

11. RFP CLOSING DATE AND TIME

Proposals will be received on or before 2:00 pm, (local time)
Tuesday May 12, 2015

12. HOW TO APPLY

Proposal submissions are to be uploaded electronically through QFile, the City’s file transfer service accessed at website: <http://qfile.coquitlam.ca/bid>

- 1. In the “Subject Field” enter:** RFP Number and Name
- 2. Consolidate files into one (1) .pdf file and Send:**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is completed.)

Proponents are to allow ample time to complete the electronic submission process.

For assistance, phone 604-927-3060 or Fax 604-927-3035.

Proposals shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party’s network or email program, and the City will not be liable for any damages associated with proposals not received.

The City reserves the right to accept proposals received after the Closing Date and Time but is under no obligation to evaluate.

13. ENQUIRIES

Enquiries are to be submitted in writing only and sent to email: bid@coquitlam.ca referencing the RFP number and name up to 3 business days prior to the Closing date. The City at its sole discretion will determine which enquiries require response which will be provided to all interested parties by issue of written addenda and posted on the City's website before the Closing date.

14. ADDENDA

Interested parties are required to check the City's website before the Closing date for any updated information and addenda issued at:

www.coquitlam.ca/BidOpportunities

Upon submitting a proposal, proponents will be deemed to have received notice of all addenda that are posted on the City website and deemed to have considered the information for inclusion in the proposal submitted.

15. INSURANCE REQUIREMENTS (only required at time of award)

At time of award the successful artist(s) will be responsible to provide proof of Commercial General Liability Insurance and Professional Liability Insurance.

Refer to the [Certificate of Insurance – Consultant Form](#)

The insurance certificate is not required to be submitted with your proposal.

16. NON SOLICITATION

Proponents shall not contact any member of the City Council or staff with respect to this RFP at any time prior to the award of a contract or the completion of this RFP other than as permitted as an enquiry identified in this RFP. The City may reject the proposal of any Proponent that makes any inappropriate contact.

17. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Information received by the City will be held in confidence and will become the property of the City. The City is however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that proposals will be treated as public documents and their contents may be disclosed if required to do so, pursuant to the Act.

18. GENERAL INFORMATION

The City reserves the right to accept or reject any or all proposals or cancel this RFP at any time. The City reserves the right to accept proposals that are received after the Closing Date and Time but is under no obligation to evaluate.

No proponent shall have any claim for any compensation of any kind whatsoever, as a result of submitting a response to this RFP, and by submitting their information, each proponent shall agree that it has no claim.

This RFP is not intended to create a contractual relationship between the City and the Proponent. By issue of this RFP document, the City reserves the right to invite, consider and analyze proposals and select artists as the City considers desirable.

The City will not be responsible for any costs incurred by the proponents in the preparation of a proposal.

D. Trudeau, Purchasing Manager

Email: bid@coquitlam.ca

Issue Date: April 16, 2015