



**CITY OF COQUITLAM
Request for Expression of Interest**

RFEI No. 15-02-04

COQUITLAM 125 COMMUNITY ENGAGEMENT ARTISTS

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

Tuesday, June 23, 2015
(Closing Date and Time)

Obtaining RFEI Documents

The RFEI Document is 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 one (1) or more artists in four artistic disciplines to act as creators, facilitators and collaborators to engage the public for the City of **Coquitlam's 125th Anniversary in 2016**. This could be a team of artists or an individual artist choosing one or more disciplines. The vision for the celebration is "stories told, stories to be created." The artists will work within their media engaging the community to record, animate, showcase and curate our stories.

2. 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.

3. SCOPE OF SERVICES

The City is looking for an artist or team of artists in the following disciplines to activate Coquitlam 125 celebration events (refer to Appendix 1 - Coquitlam 125 Event Schedule):

- a. **Theatrical** – create historical characters
- b. **Visual** – community practice – temporary or permanent installations
- c. **Literary** – blogger reporting on activities and recorder of stories
- d. **Media** – capturing the stories told and created with the end result of a short film of the year

Theatrical

The theatrical artist or team of artists will work with the Coquitlam Historical Society, City Archives and the community task force working group to research and choose characters from Coquitlam's past. Using this information, the artists will hold community workshops to develop scripts and wardrobes for vignettes based on historic moments and/or characters from Coquitlam's past. The artist or team of artists will work with local theatre companies, other 125 Artists, community groups and other interested citizen volunteer actors to develop and animate these characters and vignettes. The artist or team of artists will also conduct workshops for volunteers who wish to 'rove' at an event as a historical character or an imaginary character from Coquitlam's future.

Visual

The visual artist or team of artists will work with the community working group and other 125 Artists to engage the community to be co-creators of temporary or permanent community public art piece(s) reflective of our heritage and/or present identity. The artist or team of artists will develop a concept; collaborate with other artists, community groups and volunteers; and facilitate a community engagement process to encourage as much community participation as possible. The scope will include up to 20 community workshops, attendance at the anniversary events as well as other key community festivals and events throughout the year. These installations could be made prior to the event, but should have some interactive quality that will allow event attendees to participate and create.

Literary

The literary artist(s) will work with a staff team, the community working group, other 125 artists and local volunteer writers to act as the official Coquitlam 125 blogger and contribute to the promotion of Coquitlam 125 events. The literary artist(s) will attend a variety of events throughout the year to facilitate discussions and record stories to share on the blog.

Identified as the Coquitlam 125 blogger, the artist will also work with other local volunteer writers who will contribute to the blog on a regular basis, bringing a broad range of perspectives and stories. All content posted to the official Coquitlam 125 website will be vetted by Corporate Communications and will become property of the City of Coquitlam.

Media

The media artist(s) will work with a staff team and the community working group, other 125 artists using photography and film to record the activities during Coquitlam 125. The emphasis will be on telling the stories of Coquitlam's past, present, and future through the eyes of our residents.

Footage will also be captured at video booths installed at events throughout the year. All footage will be archived and become the property of the City of Coquitlam. Selected stories are to be edited by the media artist(s) into a short film or a series of short films.

All video content posted to the official Coquitlam 125 website will be vetted by Corporate Communications and will become property of the City of Coquitlam.

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 Kwikwetlem First Nations people who lived on the land before the arrival of the first European settlers. The Kwikwetlem people fished and gathered food from the surrounding river basin of the Coquitlam River. Coquitlam was known for forestry and agriculture. The first immigrants came to farm the land and harvest the wood in the surrounding forest.

Coquitlam Lake was used to supply water to the City of New Westminster, and in 1902, the Vancouver Power Company built a tunnel that connected Coquitlam and Buntzen Lakes for the creation of hydroelectric power.

In 1904 the provincial government bought 1000 acres of land to establish a hospital for mental health and Colony Farms. This hospital – now known as Riverview Hospital – was closed in 2012.

The largest French community was created in Maillardville starting in 1909 with the expansion of the Fraser River Lumber Company, which became the Canadian Western Lumber Company imported experienced mill workers from other French Canadian settlements back east. This strategy was so the company could replace the Chinese, Japanese and South Asian workers that originally made up the workforce at the mill.

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, 42% of Coquitlam's population are immigrants, 32% speaks a language other than English at home with the top five languages being Korean, Mandarin, Cantonese, Persian or Farsi and non-specified Chinese.

5. LOCATIONS

The 125 Anniversary Celebrations will take place at various City of Coquitlam venues throughout the year, starting January to November 2016 (refer to Appendix 1 - Coquitlam 125 Event Schedule).

6. PROJECT BUDGET

The total budget for the project is approximately **\$105,000**, estimated to be allocated as follows:

Theatrical:

The total budget for artist or team of artists for the historical character animation is **\$30,000**. This includes travel, meals, research and work with the community to gather context, concept development, and workshops with theatre groups to create re-enactments and performances at identified community events. Costuming and props is expected to be included.

Visual:

The total budget for the visual artist or team of artists is **\$30,000**. This includes artist fees for concept development, travel, meals, facilitation and installation and approximately 24 community workshops at 4 hours each along with activation at identified events.

Literary:

The total budget for the literary artist or team of artists is **\$20,000**. This includes workshops with community groups and the public to gain an understanding of Coquitlam past and present. It also includes travel, meals and facilitation at five (5) World Cafés which are 3hrs in length and attendance at 125 events throughout the year from December 2015 to November 2016.

Media:

The total budget for the media artist or team of artists is **\$25,000**. This includes travel, meals and attending community workshops for developing context and recording stories at identified events and or historical points of interest and editing footage into a short film to be screened at the closing event in November, 2016.

All Disciplines:

All successful artists or teams of artists will be required to attend one artist's workshop with each other to develop the concepts and ideas to maximize the opportunities for collaboration and continuity of the celebration products.

7. EXPRESSION OF INTEREST SUBMISSION REQUIREMENTS

To be considered, please submit the following information:

- a) Consolidate all files into one (1) pdf document titled with the Artist or Artist team **name** and the **discipline(s)** you are applying for;
- b) Cover letter outlining your interest and experience, and full contact information including address, email and phone number;
- c) Provide an outline of your approach to the work in each discipline(s) that you are applying for to meet the community engagement and project outcomes by indicating how you would approach the project keeping in mind the theme of stories told, stories to be created. Include examples of original works.
 - **Theatrical (historical characters)** artist or artist team should demonstrate their experience animating outdoor events.
 - **Visual** artist or artist team should demonstrate their experience working in the community and show examples of the work that was created and the stories that were depicted in the work.
 - **Literary** artist or artist team should give examples of their writing style as it relates to attending events, interviewing and creating online content in an engaging manner.
 - **Media** artist or artist team should provide short film examples and images that have told a story of a person or place.
- d) Estimated resources/budget required to complete the scope of the work;
- e) Artist resume or CV;
- f) Four (4) labelled images or links of the Artist's past work with a project budget and timeframe;
- g) References: List at least three (3) references that include commissioning agencies, production house or publishing house, director and 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.

8. 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 concurrent with project theme;
- b) **Quality** – Demonstrated success in engaging public audiences and completing projects;
- c) **Experience** – Recent completed projects, including demonstrated adherence to schedules, deadlines, budget, project design and execution;
- d) **Timelines** – Demonstrated ability to deliver the proposed approach within project timeline;
- e) **Budget** – Within resources estimated.

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 Community Engagement Sub Committee and staff technical team to review their Expression of Interest and field questions. Based on the results of the interview, the successful Artist(s) or Artist team will be asked to submit a detailed proposal.

The successful Artist or team of artists will be required to enter into a contract with the City.

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

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

9. ESTIMATED PROJECT SCHEDULE

Call for Entry Closes	June 23, 2015
Artists Interviews	Mid-July, 2015
Proposal Submission	End July, 2015
Contract with Artist	Mid-September, 2015
Research and/or Community Workshops	September 2015 to March, 2016
First Event	January, 2016
Last Event	November, 2016

10. RFEI CLOSING DATE AND TIME

Submissions will be received on or before 2:00 pm, (local time)

Tuesday June 23, 2015

11. HOW TO APPLY

Expression of Interest 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:** RFEI 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.)

Applicants are to allow ample time to complete the electronic submission process. For assistance, phone 604-927-3060 or Fax 604-927-3035.

Expressions of Interest 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 Expressions of Interest not received.

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

12. ENQUIRIES

Enquiries are to be submitted in writing only and sent to email: bid@coquitlam.ca referencing the RFEI 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.

13. ADDENDA

Applicants 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 an Expression of Interest, applicants 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 Expression of Interest submitted.

14. INSURANCE, WORKSAFEBC and LICENCE REQUIREMENTS (may only be required at time of award)

At time of award the successful artist(s) may be required to provide evidence of WorkSafeBC coverage, Commercial General Liability Insurance and a City of Coquitlam or Tri Cities Intermunicipal Business License.

These are not required to be submitted with your Expression of Interest.

15. NON SOLICITATION

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

16. 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 Expressions of Interest will be treated as public documents and their contents may be disclosed if required to do so, pursuant to the Act.

17. GENERAL INFORMATION

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

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

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

The City will not be responsible for any costs incurred by the applicants in the preparation of an Expression of Interest.

D. Trudeau, Purchasing Manager
Email: bid@coquitlam.ca
Issue Date: May 27, 2015