



**CITY OF COQUITLAM
Request for Proposals**

RFP No. 16-01-13

ARTISTS for SALMON ART PROJECT

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

Tuesday, March 15, 2016

(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 seeking local Artist or Artists Team to submit a proposal for the painting or adornment of a composite salmon sculpture for the "Salmon Project" as a capital celebratory project in honour of the **125 Anniversary of the City of Coquitlam in 2016**. The vision for the anniversary is "stories told, stories to be created." And the mission of the project is to "engage our community through meaningful experiences that celebrate our heritage, create strong connections, and inspire lasting legacies towards an exciting future."

2. INFORMATION SESSION

Artists are invited to attend an information session scheduled for:

DATE: Monday, February 15, 2016

TIME: 7:00 p.m.

LOCATION: Innovation Centre, 1207 Pinetree Way, Coquitlam, BC
Fraser Room

3. SCOPE OF SERVICES

Up to twelve (12) Artists or Artists Team will be selected and commissioned to paint a salmon sculpture with a design reflective of the vision and mission of the anniversary. The stories are to reflect Coquitlam's past, present or future.

[Jody Broomfield](#) has been selected as the artist commission to design and fabricate the composite salmon forms and the mounting structures necessary for permanent installation.

The salmon structures will be designed and manufactured using reinforced composite fiberglass. The salmon form and will be five feet and six inches (5' 6") in height. With the mounting structure, the complete form will be a total of six feet, six inches (6'6") in height and cover an approximate area of six feet (6') wide x three feet (3') deep.

Salmon Form

Height 5'6"
Width 6'

Complete Form including Mounting Structure

Height 6'6"
Width 6'
Depth 3'

The sculptures will be finished with a polymer sanding primer.

The salmon forms will be delivered to the artist's studio by the City of Coquitlam by **April 22, 2016**. The City will arrange for pick-up of the salmon from the artist's studio in the lower mainland once it is completed.

Selected artists must complete the painting/adornment by **July 8, 2016** to be showcased at the Kaleidoscope Arts Festival July 23 and 24, 2016.

4. ELIGIBILITY

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

5. 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 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 Kwikwetlem 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 and has always been a community that has been built by immigration. 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.

6. LOCATIONS

The twelve (12) Salmon will be located on civic/public lands in several City neighbourhoods either on or close to existing or future City bike routes. Each location will be chosen by the City for its best fit and visibility.

7. DESIGN CONTEXT AND THEMES

Each Salmon should reflect a story that relates to Coquitlam's past, present or future. All of these salmon will be located outdoors and will need to withstand the effects of inclement weather. It is recommended that acrylic paints be used for this project and a final sealer be applied. Proposals will be accepted for other media; for example mosaic and or decoupage, however the media has to withstand the outside elements and the artists may be required to have special finishes. Mosaic proposals may be subject to weight restrictions. Alterations to the salmon structure will not be considered. The City is responsible to apply a final graffiti coating to the finished salmon.

An Artist or Artists Team may apply to paint or adorn up to two separate sculptures.

8. PROJECT BUDGET

The artist fee that will be paid is \$1,600 plus applicable taxes for each salmon. This fee includes all materials and artists' fees.

9. 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) Artist statement about your proposed design and why you feel it fits with the vision and mission of the 125 Anniversary.
- d) Type of media used to adorn the sculpture, acrylic, mosaic, paper etc.
- e) Two (2) colour drawings in both perspectives on 8 ½” x 11” for the Salmon adornment (attached template)
- f) Artist resume or CV.
- g) Ten (10) labelled images of the Artist’s past work.
- h) References: List at least one (1) commissioning agencies and one (1) professional, who 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.

10. 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) **Experience** - Recent work including demonstrated experience working with your proposed medium;
- c) **Concept** – reflecting the vision and mission of the 125 Anniversary;

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

Selected artist(s) may be required to meet with the 125 Salmon Project Sub-committee and City staff technical team to review their proposal and receive further information on the technical requirements of the project needs.

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

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

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

11. ESTIMATED PROJECT SCHEDULE

RFP Closing Date	March 15, 2016
Selection of shortlisted Artist(s) by	March 31, 2016
Contract with artist.....	April 15, 2016
Public announcement of artists	April, 2016
Delivery of Structure to artists for painting by.....	April 22, 2016
Completion of painting/adornment of structures by	July 8, 2016
Public unveiling at Kaleidoscope Arts Festival.....	July 23, 2016

12. RFP CLOSING DATE AND TIME

Proposals will be received on or before 2:00 pm, (local time)
Tuesday, March 15, 2016

13. HOW TO APPLY

Proposal submissions are to be uploaded electronically through QFile, the City’s file transfer service accessed at website: 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.

14. 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.

15. 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.

16. INSURANCE AND INDEMNITY

The City may purchase insurance on behalf of the Artist, with the City named as an additional insured.

The Artist will be required to provide an indemnity in favour of the City.

17. 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.

18. 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.

19. ACCEPTANCE OF PROPOSALS

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.

20. NO CLAIM

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.

21. NO CONTRACT

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
Issue Date: January 26, 2016

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