

City of Coquitlam

Request for Expressions of Interest

RFEI No. 18-02-01

Visual Artist for 2018

Kaleidoscope Community Art Project

Summary of Key Information

RFEI Reference	RFEI No. 18-02-01 Visual Artist for 2018 Kaleidoscope Community Art Project
Overview of the Opportunity	The purpose of this RFEI is to select a visual artist to design, plan and facilitate a series of community art activities at 3 Neighbourhood Nights community events as well as during the one day Kaleidoscope Arts Festival.
Questions	Questions are to be submitted in writing quoting the RFEI number and name sent to email: bid@coquitlam.ca
Closing Date and Time	2:00 pm local time Monday, April 16, 2018
Instructions for Submission	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFEI Number and Name 2. Add file in PDF format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to the correct email: bid@coquitlam.ca) <p>Phone 604-937-3060 should assistance be required.</p>

1. CALL FOR ENTRY

The City of Coquitlam (“City”) is seeking a visual artist for the Kaleidoscope Community Art Project activities leading up to and during the 2018 Kaleidoscope Arts Festival.

2. ELIGIBILITY

This is open to all local visual artists 18 years or older that reside in British Columbia and preferably in the Lower Mainland.

3. OBTAINING RFEI DOCUMENTS

The RFEI Document is available for downloading from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities

4. PROJECT GOALS

The goals of the Kaleidoscope Community Art Project are to:

- I. Strengthen neighbourhood cultural development by providing arts based community programming, and;
- II. Increase awareness of the Kaleidoscope Arts Festival through community arts programming and promotion, and,
- III. Enhance the Kaleidoscope Arts Festival by creating an impactful community art making activity to be offered during the festival.

5. ELIGIBLE ART FORMS

The Kaleidoscope Community Art Project can be comprised of any visual art form which meets the project goals and criteria including, but not limited to drawing, painting, sculpture, textile, print making, etc.

6. PROJECT THEME

The [Kaleidoscope Arts Festival](#) draws on the kaleidoscope theme by offering a diverse and myriad presentation of multidisciplinary art forms including music, dance, theatre, stories, artists and artisans. Applicants are encouraged to work with the kaleidoscope concept by incorporating this theme of diverse viewpoints and perspectives into their work, or, through a visual representation of the kaleidoscope motif.

7. PROJECT SCOPE

The City is looking for a visual artist who will design, plan and facilitate a series of community art activities at 3 Neighbourhood Nights community events as well as during the one day Kaleidoscope Arts Festival.

Within this scope, the artist's role is to:

- Plan and design the art activities
- Liaise with City staff and participate in planning meetings
- Participate in marketing efforts as directed by City staff
- Obtain all necessary supplies & equipment
- Manage and maintain project budget within allotted funding
- Provide project assembly space, if required
- Transport project supplies to and from the events
- Lead the activation of the project at 3 Neighbourhood Nights events and the one day Kaleidoscope Arts Festival
- Assist with collecting participant feedback and participation statistics
- Participate in post event reporting and evaluations with the City

NEIGHBOURHOOD NIGHTS

Neighbourhood Nights are free family events, held at various park locations throughout the summer months to give neighbours a chance to connect, have fun together and strengthen neighbourhood relationships and safety. The events are held on Thursday evenings from 6 p.m. – 8 p.m. and attract approximately 250 local residents; participation is on a drop-in basis.

The intended audience for Neighbourhood Nights are local residents, primarily families.

The Neighbourhood Nights¹ Kaleidoscope Community Art Project activation dates and locations are:

- July 12, 2018, at [Galloway Park](#)
- July 19, 2018, at [Rochester Park](#)
- July 26, 2018, at [Bramble Park](#)

¹ In the event of rain, Neighbourhood Nights will be cancelled.

Project Criteria

Activity Requirements:

- Must be a visual art activity
- Must include a small take-away component
- Must be a safe and environmentally friendly activity
- Must be a simple and quick activity requiring no more than 5 minutes

Note: The Neighbourhood Nights events have a roving audience who participate in a variety of activities during the 2 hour event. As such preference will be given to activities that can also be taken away to be completed at home.

Audience Engagement:

- Suitable for all abilities
- Suitable for event audience: local residents, families
- Must meet expected participation of 250 people per event

Location Details and Requirements:

- Suitable for outdoor activation under a 10 x 10 tent
- No power requirements
- Limited set up requirements

Support provided by the City:

- Logistic support including arranging for tents, tables and chairs
- Marketing and signage
- 1 Staff liaison to assist during event

KALEIDOSCOPE ARTS FESTIVAL

The Kaleidoscope Arts Festival will mark its 3rd year in 2018. In 2017 the 1 day festival attracted an estimated 8,000 people and included an exciting line up of dance, theatre and musical performances across two stages, food truck fare, craft beer, an artisan market and children's activities.

For 2018 the Kaleidoscope Arts Festival will be bigger than ever and is expected to attract 10,000 people. The festival will feature live performances of dance, music and theatre, roving entertainers, an artisan market, craft breweries, food trucks and an expanded "Art Zone" featuring the Kaleidoscope Community Art Project.

The intended audience for the Kaleidoscope Arts Festival are adults and families from Coquitlam and the lower mainland.

The Kaleidoscope Art Festival activation date and location is:

- Aug. 11, 2018, from 2 – 8 p.m., at [Town Centre Park](#)

Note: The overall festival hours are 2 – 10 p.m.

Project Criteria

Activity Requirements:

- Must be a visual art activity
- Must include a small take-away component
- Must be a safe and environmentally friendly activity
- Must be visually impactful and include an impactful visual display or community art component
- Flexible activity time requiring **5-15 minutes** to complete.

Note: The Kaleidoscope Arts Festival has a roving audience that can spend a wide range of time participating in activities; some event guests will want to spend longer on the activity, others less.

Audience Engagement:

- Suitable for all abilities
- Suitable for event audience: families and adults
- Must meet expected participation of 5,000

Note: This event has high adult attendance.

Location Details and Requirements:

- Suitable for outdoor activation within a large tent (e.g. 20 x 20 or larger)
- Power can be provided
- Extensive set up requirements can be accommodated

Support provided by the City:

- Logistic support including arranging for tents, tables and chairs
- Logistics and set up support for an impactful display or community art activity
- Marketing and signage
- Staff and volunteer support to assist with activity for the entire event

8. PROJECT BUDGET

The total budget for the project including all neighbourhood nights and the Kaleidoscope Arts Festival is **\$11,750**.

This includes artist fees for concept development, Staff meetings, activity supplies and equipment, project activity assembly space costs (i.e. studio space if required), transportation, travel, meals and set-up as well the facilitation of the art activity at 3 Neighbourhood Nights and the one day Kaleidoscope Arts Festival.

9. EXPRESSION OF INTEREST SUBMISSION REQUIREMENTS

To be considered all applications must be submitted as one consolidated pdf document titled with **your name**. Incomplete packages may not be considered.

Applications should include the following information:

- a) Contact Information Page – Refer to page 12, Item 24
- b) Cover letter outlining your interest and experience
- c) A detailed proposal outlining how you will meet the project goals
- d) A detailed budget outlining how the funding will be allocated
- e) Résumé or CV showing:
 - i. 3+yrs work experience in arts programming
 - ii. Proven success planning and facilitating art making workshops
 - iii. Ability to engage with diverse audiences
 - iv. High standard of customer service
 - v. Excellent communication skills
 - vi. Experience with festivals and events will be considered an asset
- f) Four (4) labelled images or links to examples of your past work and projects with a description of each project
- g) References: List at least three (3) references with complete contact information; names, email address, business addresses and telephone numbers. References may include commissioning agencies, production house or publishing house, supervisor, professor or instructor that have direct knowledge of your work and working methods.

10. ADDITIONAL REQUIREMENTS

Successful applicants will be required to:

- provide proof of minimum age requirement (18 yrs.)
- completed a criminal background clearance
- provide a copy of your vehicle's business insurance, and
- provide a valid BC Driver's License

11. SELECTION PROCESS AND CRITERIA

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

- a) **Artistic** – Artistic merit; innovation and creativity as demonstrated in past work and in project proposal;
- b) **Project Goals** – Provides a clear and feasible proposal to meet project goals
- c) **Experience** – Recent and demonstrated success at community engagement, art facilitation, visual art creation and project management including project visioning and design, adherence to schedules, and implementation;
- d) **Budget** – Demonstrates ability to meet project goals within provided funding

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

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

Short listed artist(s) may be required to meet with City staff to present their ideas and discuss the details.

The successful Artist or team of artists will be required to enter into a contract with the City and submit a project proposal for final approval by the City.

12. ESTIMATED PROJECT SCHEDULE

Call for Entry Closes	April 16, 2018
Artists Interviews	April 2018
Neighbourhood Night	July 12, 2018
Neighbourhood Night	July 19, 2018
Neighbourhood Night	July 26, 2018
Kaleidoscope Arts Festival	Aug. 11, 2018
Project Debrief Meeting	Aug. 2018
Artist Project Evaluation Report	Aug. 2018

13. RFEI CLOSING DATE AND TIME

Submissions will be received on or before 2 p.m., (local time)

Monday April 16, 2018

14. HOW TO APPLY

Expression of Interest submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at website:

qfile.coquitlam.ca/bid

- 1. In the “Subject Field” enter:** RFEI Number and Name
- 2. Add file in PDF format and Send**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to the correct email: bid@coquitlam.ca)

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

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.

15. 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.

16. ADDENDA

Applicants are required to check the City's website before the Closing date for any updated information and addenda issued before the RFEI Closing date 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.

17. 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.

18. 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.

19. 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.

20. ACCEPTANCE

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.

21. NO CLAIM

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.

22. NO CONTRACT

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.

23. APPLICANT EXPENSES

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

24. CONTACT INFORMATION

For communication related to this RFEI, please provide the following information and ensure this page is included with your submission.

Name:	
Address:	
Phone:	
Email:	
Date:	