

## CALL TO ARTISTS – Request for Proposals (RFP)

**Project:** Temporary Public Art - Downtown Banner Program

**Artist Fee:** \$7,000.00

**Proposal Deadline:** Monday, March 25, 2019 by 4:00 p.m.

### 1. Project Brief

The City of Mississauga (the “City”) Public Art Program invites Canadian professional artists or artist teams to submit proposals to create original banner artwork for Mississauga’s downtown, Civic Centre area. Banners will be installed along Living Arts Drive, Prince of Wales Drive, and Princess Royal Drive, creating a captivating and vibrant visual presence from June to November 2019.

The commissioned artist(s) will be responsible for developing artistic content and creating six designs to illustrate the theme. The City will be responsible for the fabrication and installation of the banners.

### 2. Eligibility

This is a temporary public art competition open to professional artists\* and artist/artist-led teams residing in Canada.

*\* The City follows the Canada Council for the Arts definition and defines a professional artist as someone who has specialized training in the artistic field (not necessarily in academic institutions); is recognized as a professional by his or her peers (artists working in the same artistic tradition); is committed to devoting more time to artistic activity, if possible financially; and has a history of public presentation or publication.*

### 3. Considerations for the Artwork

**Artwork Goals and Themes:** Through colourful, high-impact, thoughtful works, the Downtown Banner Program creates a sense of place and celebrates it. Artists should consider how their proposed banner artwork will transform the streetscape and demonstrate the theme of “complete streets”; bring awareness to new concepts; and develop emotional connectivity between the public spaces located on Living Arts Drive (i.e. Community Commons, Living Arts Centre, Civic Centre, Jubilee Garden,

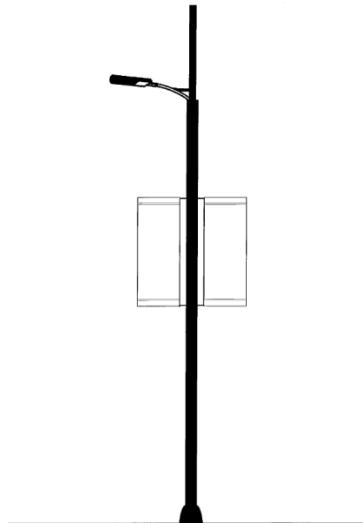
Celebration Square, and Central Library). Banner artwork should create a space welcoming to all, including pedestrians, bicyclists, motorists, and transit riders.

**Fabrication:** The commissioned artist(s) will be responsible for creating and submitting high resolution digital files of six art designs. The artwork will then be fabricated and installed by a City contractor with the assistance of the commissioned artist/artist team. If the artist(s) are unavailable for the installation, they will provide detailed installation instructions to the City project team. Note that fabrication and installation costs are covered by the City and are not included in this proposal.

**Location Details:** Banner artwork will be installed on:

- Living Arts Drive between Burnhamthorpe Road West and Rathburn Road West;
- Prince of Wales Drive between Confederation Parkway and Duke of York Boulevard, and;
- Princess Royal Drive between Confederation Parkway and Duke of York Boulevard.

See Appendix A for a map of light pole and banner locations. Light poles have double-armed hardware and can be used doubly, singly, or a combination of both.



## 4. Technical Requirements

Banner artwork must adhere to the following specifications (see also Appendix B):

- Artwork must fit banner dimensions of 28" wide and 72" high;
- Artwork must adhere to Corporate Policy and Procedure Banners 06-02-06\*;
- Artwork will be printed on both sides of the banner;
- Artwork must be colourful, as light or pale colours tend to fade more;
- Artwork should be bold and visible from a distance;
- Keep all images and text within the safe area of the banner to ensure nothing is impacted by stitch lines;
- Include a 3/4" bleed all around the background colour(s);
- High resolution PDF, Adobe Illustrator .ai files, or .eps files are required for production, and;
- Artwork will be accompanied by City of Mississauga Public Art Program messaging to highlight the artist's work, designed and installed in consultation with the artist.

Artists should be aware that the artwork may be subject to damage by the elements. Therefore artists must accept the risk that their artwork may be damaged, altered, and/or removed by the City at any time following installation.

*\* Artwork must not contain content in breach of any intellectual property, trademarks, brands, or images of vulgar, offensive or illegal activity. Banners must be in compliance with the [City of Mississauga Banner Policy](#) and may not promote a political party or election candidate; promote tobacco or alcohol use; present demeaning or derogatory portrayals of individuals or groups; or contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offence.*

## 5. Budget

The commissioned artist(s) will receive **\$7,000 + HST Canadian Dollars\***. Fabrication and installation costs are covered by the City and are not included in this proposal.

*\* This fee includes (but is not limited to): the preparation and submission of the proposal, coordination and technical consultations including approvals or other expertise as required, preparation of any information and/or documentation, attendance at meetings and site visits, travel*

*to the site and to meetings, insurance as required by the City, artwork delivery and relevant materials, and attendance at the installation of the completed artwork and unveiling event.*

## 6. Anticipated Schedule

It is expected that the commissioned artist(s) will comply with the project's general timeline dates, as highlighted below:

Date*	Project Phase
March 25, 2019	<b>Deadline for Artist Proposals via email to Public Art Curator, by 4:00 p.m. EST</b>
March 26 - 28, 2019	Art Selection Panel meets to review proposals and choose finalist(s)
March 29, 2019	Finalist notified
April 1 - 5, 2019	Technical Design, Final Approvals, and Contract Execution
April 8 - May 6, 2019	Final Artwork Development
May 6, 2019	Banner Artwork Files due to Fabricator
May 6 - June 3, 2019	Banner Fabrication (by City contractor)
June 3 - 7, 2019	Banner Installation
<b>June 8, 2019</b>	<b>Banner Unveiling</b>
<b>Late November 2019</b>	<b>Banner De-install (by City contractor)</b>

\*Schedule is subject to change.

## 7. Selection Process

Proposals will be reviewed by an art selection panel comprised of project team members from City Divisions including: Culture, City Planning Strategies, and Traffic Management & Municipal Parking. The art selection panel will recommend an artist or artist team for the award of commission, based on the following criteria:

- Artistic merit, including quality of work, originality, and artistic excellence in the field of contemporary art;
- Artist's interest and expressed desire in this project;
- Artist's ability to meet the Considerations for the Artwork as well as the aforementioned Technical Requirements, and;
- Qualifications and professional experience of the artist(s), specifically the ability to execute a project of this scale within the budget, timeline, and criteria developed.

Should further clarification be required by the art selection panel, artists may be asked to attend an in-person or phone call interview with the panel. The City will not provide any additional compensation to artists to attend the interview.

The City reserves the right to select and retain the artist deemed most appropriate for the project at its sole discretion.

## 8. Submission Requirements

Please read all components of the RFP prior to completing your submission. A complete submission package includes the following documentation **in PDF format**:

- a) **Artist declaration:** use the form provided below.
- b) **Artist statement** (2 page maximum): a written description of the theme the artist wishes to explore in this project.
- c) **Up to 10 digital images of the proposed artwork including:** artist renderings, details of applicable concept sketches, any applicable 3D visualizations, and any other related images.
- d) **Artist's CV and up to 5 images of past work:** highlight relevant experience on projects similar to or directly related to this project and proposed theme.
- e) **References:** include contact name, title, organization, telephone number, and email address for two references who can speak to the artist's art practice and interest and/or experience in public art projects.

**Submissions must be sent by email to:**

**[public.art@mississauga.ca](mailto:public.art@mississauga.ca)**

**Subject: Artist Proposal - 2019 Downtown Banner Program**



If the file size exceeds 20 MB, artists are asked to use an external file share program. Incomplete submissions or submissions received after the deadline will not be juried. Artist(s) will retain copyright over their proposals. However, the proposals may be used by the City in meetings with stakeholders and staff. Please note that the proposals will not be returned.

## **9. Reserved Rights of the City of Mississauga**

The City, at its sole discretion, may request clarifications or request additional information, as deemed necessary to evaluate the submissions. The City retains the sole discretion to determine whether a submission is responsive and if the prospective Artist or Artist Team is capable of performing the Work. The City reserves the right, at its sole discretion, to determine the number of pre-qualified Artists or Artist Teams. The City reserves the right to not proceed with awarding a contract.

## **10. Publication of Competition Information**

The City shall have the exclusive right to issue all public announcements regarding the competition.

## **11. Additional Information**

Please refer to the [City of Mississauga Public Art Master Plan](#) for additional details about public art in Mississauga.

For information or questions regarding this Request for Proposals, please contact:  
Rachel Pennington, Public Art Curator, City of Mississauga,  
[rachel.pennington@mississauga.ca](mailto:rachel.pennington@mississauga.ca).

## 12. Artist's Declaration

The following Declaration is to be signed by the Artist or Artist Team and submitted as part of their expression of interest package:

I/We hereby declare that the information provided herein is true and correct to the best of my/our knowledge.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

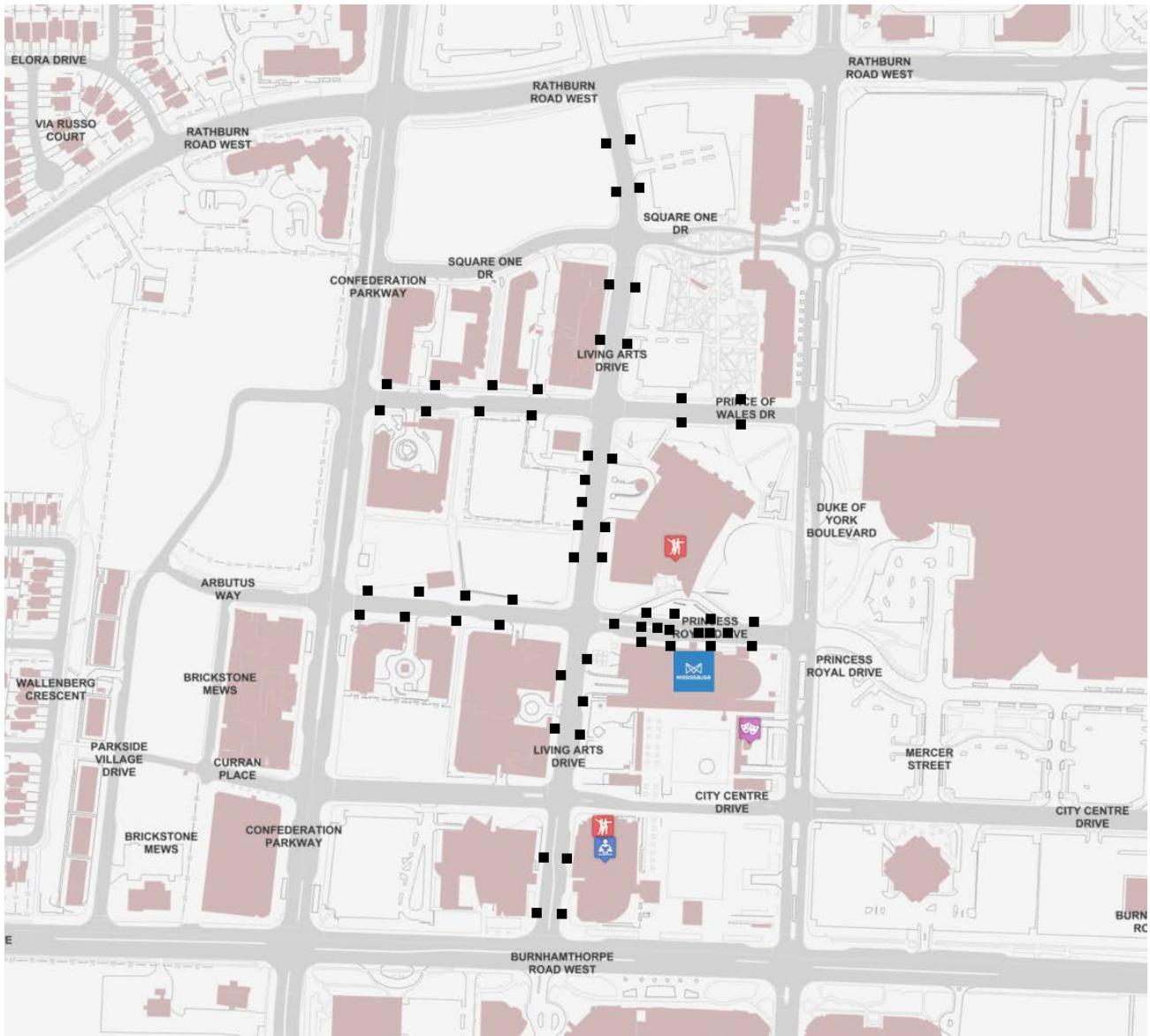
Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

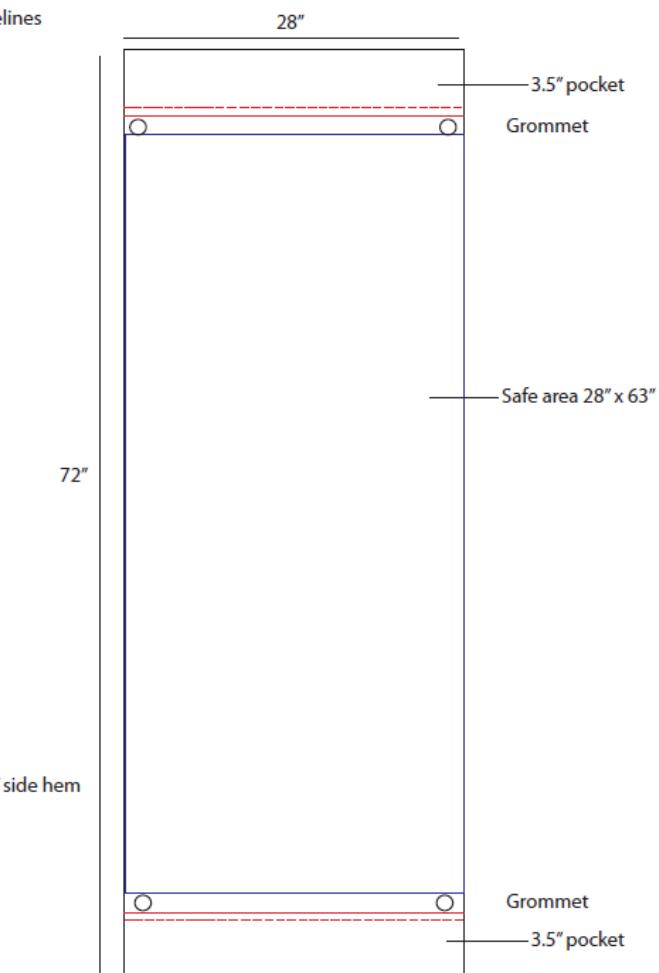
## Appendix A: Banner Locations

The map shows the proposed light poles for banner artwork. Please note: final banner locations are subject to change.



## Appendix B: Banner Specifications

28"x72" Banner Guidelines



### NOTES:

1. Keep all text and images within the safe area of the banner to ensure nothing is impacted by the stitch lines
2. Include a 3/4" bleed all around the background colour(s)
3. Adobe Illustrator .ai files, or .eps files are required for production
4. Outline all text or include fonts