

Call to Artists

Request for Qualifications and Expression of Interest for

## **Correctional Workers Monument at Queen's Park**

**Questions & Answers No. 1 added to end of document - 19 June 2015**



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## Correctional Workers Monument at Queen's Park

Workshop Architecture, under contract to provide public art consulting services to Infrastructure Ontario (IO) and the Ministry of Community Safety and Correctional Services (MCSCS), is sending out this Request for Qualifications and Expressions of Interest (RFQ/EOI) for Artists or Artist-led Teams for the design, build and installation of artwork and landscaping for a Correctional Workers Monument near Queen's Park.

**Budget: \$250,000 CAD + HST (maximum, all inclusive)**

**Deadline for Submissions: 3:00:00 PM Toronto local time on Wednesday, 24 June 2015**

Up to five (5) shortlisted Artists or Artist-led Teams will be offered a design fee of \$3000 to develop a detailed art concept in response to a Request for Proposal (RFP).

We invite artists to address any questions in writing by email to:

Helen Kozovski, Procurement Specialist, IO at [submissions@infrastructureontario.ca](mailto:submissions@infrastructureontario.ca)

### 1.0 Budget

The budget for the completed work is \$250,000 CAD + HST. Artwork budget will be inclusive of all costs including (but not limited to) artist, designer and engineering fees, overheads, supplies, artwork fabrication, landscaping and site preparation, delivery, travel, transportation, installation, general liability insurance and any other expenses incurred in providing the services.

### 2.0 Eligibility Criteria

This public art call is open to all Artists or Artist-led teams. At least one member must be available to attend regular meetings in Toronto during the life of the project. Proponents will need to have the creative expertise and technical skills required to manage all phases of the process from design development through to installation.

The Artist or Artist-led Team will need to demonstrate the following qualifications and experience:

- Public art design and delivery;
- Urban design and/or landscape design within a sensitive site and/or heritage context; and
- Completion of work for a similar scale, scope and budget.

### 3.0 Schedule

Artist Call Opens:	27 May 2015
Deadline for Questions:	17 June 2015
Questions & Answers Published:	22 June 2015*
Submission Deadline:	24 June 2015
Shortlist Selection:	July 2015
Selection of Finalist:	Oct 2015
Project Completion	May 2016

\* This EOI/RFQ document will be updated with questions and answers and uploaded to the following link by 9:00 AM on 22 June 2015. Please check back for any updates before submitting a response.  
<http://workshoparchitecture.ca/downloads/CorrectionalWorkersMonument-Stage1-CallToArtists.pdf>

#### **4.0 Project Description and Goals**

IO and MCSCS wish to commission an Artist or Artist-led Team to design and construct a public art monument near Queen's Park to honour the valuable contribution and sacrifices of current, past and future correctional employees across the Province of Ontario. The Correctional Workers Monument will recognize the contribution of everyone that works within the Correctional Services and their role as essential partners in the justice system that helps to keep Ontario communities safe.

IO and MCSCS are looking for an Artist or Artist-led Team who can combine art and landscape design skills to create an innovative public art monument that will be developed particularly for this site and subject matter. The artwork can be realized in a variety of materials and/or media, but must be visually engaging. It shall be durable and low-maintenance and integrate well within the landscape and its context.

Consideration for the artwork should include the following. The monument shall:

- positively represent the Correctional Workers vision and image: strength, wisdom, sacrifice, empathy and higher awareness;
- create a gathering space for events and individual contemplation with a clear path of travel to the site;
- be of high quality and designed to inspire, to stand the test of time and have lasting impact;
- enhance the public space and have particular resonance on the site and its immediate context;
- integrate into the landscape and into the current uses of the public space; and
- be designed to be low-maintenance and durable.

#### **5.0 Site Information**

The public art monument's site will be located near Queen's Park on land that is owned by the Province of Ontario. The exact site and design parameters are currently being confirmed and will be provided to the shortlisted artists. The public art site will be within a highly prominent area of cultural importance. For this reason, any intervention will need to be carefully considered in light of the area's historic evolution, relationship to the Queen's Park Complex and the Legislature, and to ensure integration into the existing landscape and surrounding context. Site constraints may include relation to existing buildings, commemorations, public art, views, vegetation, travel paths, other existing uses and structural concerns.

#### **6.0 Artist Selection Process**

This is an open two-stage competition. In Stage 1 a Public Art Evaluation Committee of stakeholders, art and design experts will review and select up to five (5) Artists or Artist-led Teams to shortlist from among the submissions received to the open Request for Qualifications and Expression of Interest (RFQ/EOI).

In Stage 2 each shortlisted Artist or Artist-led Team will be offered a design fee of \$3000 to develop an art concept in response to a Request for Proposal that will be provided at this stage and will include project objectives, design parameters and technical considerations. Attendance at a site meeting is highly recommended. Interviews may be requested with one or more of the shortlisted proponents and references may be contacted. A maximum of \$500 will be covered for travel costs for each Artist or Artist-led Team that is asked to attend an in-person interview where the distance of travel is more than 200km in each direction.

#### Stage 1 Evaluation Criteria of Artist or Artist-led Team:

- Artistic merit and quality of previous work;
- Qualifications and experience as listed in **Section 2.0** above;
- Relevance of the art practice and approach to the context and theme;
- Demonstrated ability to complete projects of similar scope on time and within budget.

#### Stage 2 Evaluation of Art Concept Proposals:

- Stage 1 Evaluation Criteria;
- Artistic merit of the proposal;
- How well the proposal meets the project objectives including its suitability to the site context;
- Feasibility of the artist's proposal to meet all technical requirements, including durability and safety;
- Demonstrated ability to be constructed on time and on budget.

### **7.0 Submission**

Artists or Artist-led Teams are requested to submit their RFQ/EOI as per the requirements listed in this section. Failure to follow the instructions may disqualify your submission. Additional pages will not be considered and may be removed.

#### Submission requirements:

Submit one (1) PDF file in letter-sized format with all of the following information:

1. Artist/Artist-led Team Statement: maximum two (2) letter-sized pages, outlining your artistic practice and approach, why you are interested in this commission and how your team meets the required skills.
2. Curriculum Vitae (CV) for each Artist or Team Member: maximum two (2) pages per team member. Highlight relevant experience on projects similar to or directly related to this project.
3. Samples of previous work: Maximum (10) letter-sized pages with images of relevant work. Include the following information for each example: artist(s) name, project duration and completion date, location, short description and budget.
4. References: Please include contact name, title, organization, telephone number and email address for three (3) references that are relevant to this project.
5. Declaration: Please read and sign 10.0 Declaration below and include the page in your submission.

**Please note: Artists are NOT to submit concept proposals at this stage.**

We will only accept submissions by email. **Submissions must be received before 3:00:00 PM Toronto local time on Wednesday, 24 June 2015 to: [submissions@infrastructureontario.ca](mailto:submissions@infrastructureontario.ca)**

- Please use subject line: EOI for Correctional Workers Monument
- All digital submissions sent via email must be sent as one (1) PDF file that does not exceed 10 MB total size. IO will NOT accept files sent by any third party transfer providers (e.g. Dropbox).

Emails received on or after 3:00:00 PM will not be considered, not even one minute afterwards, so please send your submission in advance. All submissions are deemed to be received by IO once the e-mail has entered into the e-mail inbox of [submissions@infrastructureontario.ca](mailto:submissions@infrastructureontario.ca). IO shall not be responsible for any e-mail delivery issues or technical problems with regard to the submissions.

**8.0 Reserved Rights**

IO, at its sole discretion, may request clarifications or request additional information, as deemed necessary to evaluate the submissions.

IO reserves the right, without fault or penalty, to not select finalists at any stage of the competition, and/or not to award a commission.

IO shall have the exclusive right to issue all public announcements (written or verbal) regarding the competition. The finalists agree not to disclose information about the competition or its results without the written permission of IO.

This document and any submissions in response to it do not create any binding obligations on IO, the prospective Artist or Artist-led Team, or any other party.

**9.0 Ownership and Copyright**

The Correctional Workers Monument will become the property of, and be maintained by the Province of Ontario. The Copyright for all artwork shall remain the property of the Artist or Artist-led Team and the Artist or Artist-led Team shall grant IO the irrevocable, paid-up, royalty-free right and license to exhibit the work in public and to reproduce the work on posters, advertising, brochures, site guides, annual reports, on newscasts, TV programs, movies by themselves or others, on websites and other promotional material of IO, the Province of Ontario and the City of Toronto in general. The location of the artwork out of doors necessitates the need for these limited reproduction rights for commercial and non-commercial purposes. These rights will be further set out in the Agreement and will not violate or infringe the artist’s moral rights.

**10.0 Declaration**

The following Declaration is to be signed by the lead artist or team member and this page is to be submitted as part of the RFQ/EOI package.

I/We hereby declare that the information provided herein is true and correct to the best of my/our knowledge and that I/We agree to enter into an Agreement with IO in accordance with the copyright terms listed in **9.0 Ownership and Copyright** of this RFQ/EOI. A Draft Agreement will be provided to shortlisted artists at Stage 2. I/We agree not to hold IO nor the public art consultant liable should my/our submission fail to result in a commission. I/We acknowledge that if we are awarded the commission, I/We will require Ministry of Government and Consumer (MGSC) security clearance for each team member before proceeding with the project.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have the authority to bind the Proponent.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

I have the authority to bind the Proponent.

**QUESTIONS AND ANSWERS No. 1**

**Request for Qualifications and Expression of  
Interest**

**for**

**Correctional Workers Monument at Queen's Park**

**Issued: June 19, 2015**

**This question and answer document is provided solely for the information of Proponents. This does not amend the RFQ EOI.**

**Q1. Can the project be a continuation/expansion of an existing one? For example, can an existing piece of art be used and revised and/or expanded upon?**

A1. As per RFQ/EOI Section 4.0, IO and MCSCS are looking for an Artist or Artist-led Team who can combine art and landscape design skills to create an innovative public art monument that will be developed particularly for this site and subject matter. As per RFQ/EOI Section 7.0 artists are NOT to submit concept proposals at this stage, but you are asked to submit the approach you would take for this project as part of the written statement. If you are one of up to five artists shortlisted, you will be invited to submit an art concept in response to a detailed Request for Proposals (RFP) which will include Terms of Reference (currently being developed) which will include size, weight and other restrictions. An existing piece of art would not be excluded, as long as you have copyright permission, it fits within the Terms of Reference and it can meet the goals of the project as stated in RFQ/EOI Section 4.0, which includes the following: enhance the public space and have particular resonance on the site and its immediate context.

**Q2. Is it the intention that the \$250,000 budget will include implementation of the landscaping design, or just the design aspect? In other words, are you expecting the complete landscaping of the park to be included?**

A2. The landscape design and the landscaping implementation to integrate the art piece into the plaza and to restore the existing landscape after the artwork's installation are included in the \$250,000 budget. The artwork and its landscaping will be limited to a defined public art location within the plaza, with a maximum 150m<sup>2</sup> footprint identified for the artwork and maximum 350m<sup>2</sup> footprint identified for any associated landscaping to integrate the artwork in the plaza landscape – these footprints have been established to allow for a range of locations and we don't anticipate the artwork and landscaping to fill the full amount of space available, and the designs will need to fit within the established budget. Information for the public art location extents and the site design parameters will be provided to shortlisted artists in the Terms of Reference in the Request for Proposals. As the plaza is within a protected Cultural Heritage Landscape limited landscaping will be allowed.

**Q3. In regards to the availability of at least one member to attend regular meetings in Toronto during the life of the project. Can you estimate how many meetings will be required and the frequency; weekly/monthly?**

A3. There is no set frequency or amount of meetings for the project, but in-person meetings will be as required for project kick-off, design development and approvals, material and fabrication review, and for installation on site. We will not expect in-person meetings in instances where items can be handled through email, telephone calls or other means.

**Q4. What is MCSCS?**

A4. MCSCS stands for the Ministry of Community Safety and Correctional Services; a ministry of the Ontario government responsible for correctional services, public safety and security and policing services.

**Q5. Can I direct you to my website to review my artist portfolio in addition to my submission in response to this RFQ EOI?**

A5. No. Only the PDF file submitted by the Proponent with the requested information outlined in RFQ/EOI Section 7.0 will be evaluated. Additional pages will not be considered and may be removed. Websites will not be reviewed and evaluated as part of the submission.

**End of Questions and Answers No. 1**