

City of San José Public Art Program

Office of Cultural Affairs (OCA)/Office of Economic Development (OED)



RFQ for Illuminated Underpass at Coleman Ave and Bassett Street

SUBMITTAL DEADLINE- Monday, February 27, 2018, 11:59 P.M. MT
This is an online application process only and the deadline cannot be extended

GENERAL INFORMATION

The City of San José Public Art Program in conjunction with the Departments of Housing, Transportation, Parks, Recreation and Neighborhood Services, and Public Works are seeking an experienced artist, or artist-led team to develop an artwork that uses energy efficient LED lighting that will be installed at Coleman underpass to increase safety, visibility and to encourage active transportation to and from this district at all hours. As Public Art this creative place making project will engage residents in a participatory design process to enliven the streetscape beneath the Coleman overpass while also strengthening neighborhood identity.

The City of San José Public Art Program ([SJPA](#)) seeks to build community identity by initiating artworks and exhibitions that enhance the civic landscape. Public art strives to reflect the City's diversity, historic richness, and envision its present and future.

Artists are asked to submit qualifications to design, fabricate and install an artwork that provides much needed light and converts "dead space" into a safer, more inviting, and more interesting pedestrian environment.

PROJECT DESCRIPTION

The City of San José (City) is the lead agency for implementing affordable housing developments near and around the Coleman Ave underpass. A portion of the funding is coming via an Affordable Housing and Sustainable Communities (AHSC) grant. The AHSC or "Cap and Trade" Program was established with the passage of Assembly Bill 32, the California Global Warming Solutions Act of 2006. The purpose of the AHSC Program is to reduce Greenhouse Gas (GHG) emissions through projects that implement land-use, housing, transportation, and agricultural land preservation practices to support infill and compact development, and that support related and coordinated public policy objectives, including the following:

- (1) Reducing air pollution
- (2) Improving conditions in disadvantaged communities
- (3) Supporting or improving public health and other co-benefits
- (4) Improving connectivity and accessibility to jobs, housing, and services
- (5) Increasing options for mobility
- (6) Increasing transit ridership

- (7) Preserving and developing affordable housing for lower income households
- (8) Protecting agricultural lands to support infill development

The AHSC Program is designed to reduce GHG emissions through fewer or shorter vehicle trips. The AHSC Program promotes mode shift to low-carbon transportation by linking residential areas, major employment centers and other key destinations to transit and active transportation options such as walking and cycling.

At the Coleman Ave underpass, public art will have the opportunity to enhance our community's relationship to their infrastructure, reduce energy consumption, and encourage active transportation options such as walking and cycling.

Conceptually this is an opportunity for education and/or inspiration. It is also an opportunity to contribute, and promote the City of San José sustainability goals by incorporating functional energy efficient and/or zero-energy elements into the artwork.

PROJECT BUDGET

The project budget is **\$300,000**, for design development, fabrication, and installation. Also included is a mandatory 10% contingency.

The funding will be allocated as follows:

- Design: \$45,000 for completion of all steps of the design phase from concept development through construction documentation including engineering.
- Fabrication and Installation: Up to \$230,000 is the funding for fabrication and installation as determined by the artist's design and supporting budget proposal that is approved by the City as part of the design phase of the process. The budget proposal will include the mandatory hold back of \$25,000 as contingency funds to cover unanticipated costs that are the result of critical, unforeseen circumstances, which impact the artist's ability to deliver the project. Contingency funds will be paid to the artist on an as-needed basis when approved by City. Unused contingency funds will not be paid to the artist or artist team.

The project funding must cover all expenses related to the research, investigation, design, fabrication and installation of the artwork including, but not limited to: design time and fees; design documents, renderings and/or other media as required to communicate artist's concept design to stakeholders and approving bodies; signed and certified structural, electrical and/or other construction/engineering drawings and specifications, required for fabrication; fabrication of the artwork; transportation and installation of materials, transportation and accommodations for artist(s); insurance and all other project related expenses.

SCOPE OF WORK

Design Phase

The artist or artist team selected for this project will engage in research and discussion with key stakeholders and the community and develop a concept proposal for the art project. The following is an overview of a typical range of tasks for the design phase of this project. (Note: This is a general outline, not a specific scope):

1. **Background Research:** Activities to include but are not limited to review of background documents and data to understand the housing and park designs, and project area; perform research about the neighborhood and history; engage in discussion with key stakeholders and meet with community members.
2. **Design Proposal Development:** The artist or artist team must complete the four steps in SJPA’s public art design process, each with a review and approval process. These steps are: concept proposal development, schematic design proposal, design development and construction documentation.
3. **Review process:**
 - a. **Staff Review:** Present artwork design and construction documents to City staff for internal reviews by SJPA, Housing, Public Works, Department of Transportation, Parks, Recreation and Neighborhood Services, and other departments as necessary.
 - b. **Community Feedback:** Engage with key community representatives to review proposed artwork concept and approach and listen to input.
4. **Approvals:**
 - a. The San Jose Public Art Committee is the authority that approves proposed artwork design from concept proposal through completion of design development;
 - b. The Department of Public Works must give final approval of construction documents.

It is expected that during the Design Phase the artist or artist team will attend the meetings necessary to accomplish the work described above.

Fabrication and Installation

The artist or artist team is expected to fabricate and install the artwork. Where possible, there may be coordination with the base project to gain efficiencies in the construction or installation process that may benefit the public art project.

PROJECT SCHEDULE* AT-A-GLANCE

SUBMITTAL DEADLINE	February 27, 2018
Finalist interviews	March 20, 2018
Contract Execution	April 2018
Research & Concept Development	March – June 2018
Presentation of Concept Proposal	June 5, 2018
Schematic & Design Development Proposal	July – September 2018
Presentation of Design Development	October 2018
Construction Documentation	October 2018 – March 2019
Installation and project completion	January 2021

* This is a typical schedule; dates may be subject to change.

CONTRACT

The City of San José will contract with the artist(s) using its standard design-fabrication agreement. A boilerplate of this agreement can be viewed online:

<http://www.sanjoseculture.org/DocumentCenter/View/25700>.

Artists are asked to review this contract prior to submitting for this project and refer any questions to SJPA staff or to your own legal counsel as necessary. If you cannot access this agreement via the Internet, please request a copy be mailed to you prior to the submittal deadline so you may review it in advance of your application. Appropriate adjustments will be made in Exhibit A to reflect the unique nature of this project. Final award shall be contingent upon selected artist/team accepting Terms and Conditions of the agreement in substantial conformity to the terms listed in the referenced document. City reserves the right to accept an offer in full, or in part, or to reject all offers.

The City will contract with the artist/team in a single agreement using the standard agreement available for review online: <http://www.sanjoseculture.org/DocumentCenter/View/25700>
The selected artist must comply with any local business licensing requirements including any local Business Tax requirements and will be required to obtain Automobile Insurance and General Liability Insurance coverages in conformance with requirements set by the City of San José's Risk Manager.

ARTIST ELIGIBILITY

This opportunity is open to individual artists or artist-led teams working or living in the United States. All applicants must be at least 18 years of age, have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. If submitting as a team, a professional artist must be the lead team member.

Artists currently under contract for an art project with the City of San José Public Art Program are not eligible to apply for this project unless their current project will be complete by September 2017, or the project is currently suspended with no proposed re-activation date. If you are unsure of your status, please contact Michael Ogilvie (michael.ogilvie@sanjoseca.gov) for verification.

SELECTION PROCESS AND EVALUATION CRITERIA

All interested artists must complete their submittal for this project online through CaFE (www.callforentry.org); there are no exceptions.

Qualification Submittal

Qualifications, work samples, and statements of interest shall be submitted through CaFÉ™ in accordance with the instructions below. Staff will preview all submissions for completeness prior to Selection Committee review and may reject incomplete applications or non-responsive submissions. *NOTE: Qualifications, work samples and statements of interest must be submitted through CaFÉ™ per instructions below. Proposals are not requested and will not be reviewed at this time.*

CRITERIA

- Aesthetic excellence of past projects; appropriateness of prior concepts as they relate to the Coleman Underpass project goals and opportunity
- Experience, success, and/or interest in creating public artworks in collaboration with stakeholder group including public outreach, in determining scope and development of artwork
- Experience developing artworks in outdoor environments
- Experience in construction materials and methods appropriate to the scope of the project
- Demonstrated ability to manage projects on time and on budget. Demonstrated delivery of projects with similar budgets will be reviewed.

SELECTION PANEL REVIEW

A short list of artist or artist teams may be selected based on their submitted work samples from previously completed projects and how those demonstrate design and execution of projects in varied environments. Interviews may be conducted with finalist candidates and one artist/artist team will be selected.

APPLICATION REQUIREMENTS

APPLICATION DEADLINE

Submissions (described below) must be received as a complete application in CaFÉ™ by no later than **11:59 p.m. (MST) on February 27, 2018**. (Note: this is 11:59 p.m. MT, the time zone in which CaFÉ™, the host for online submittal is located; CaFÉ™ will automatically stop accepting submittals at 11:59 p.m. MT.

Late and incomplete applications will not be accepted.

Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously.

APPLICATION PROCESS

All materials will be submitted online, via CaFÉ™ website (www.callforentry.org). There is no application fee to apply or to use the CaFÉ™ online application system.

To view the application, go to www.callforentry.org, register a username and password, navigate to “Apply to Calls”, and search the list for “City of San Jose – Illuminated Underpass.”

Assistance in using the CaFÉ™ system is available during regular business hours via e-mail at cafe@westaf.org.

REQUIRED APPLICATION MATERIALS

The application submission must include the information and materials described below all of which are required to constitute a complete application.

Specific proposals are not requested and will not be reviewed at this time.

Late and incomplete applications will not be accepted.

Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously.

Application Process

All materials will be submitted online, via CaFÉ™ website (www.callforentry.org). There is no application fee to apply or to use the CaFÉ™ system.

To view the application, go to www.callforentry.org, register a username and password, navigate to “Apply to Calls”, and search the list for “City of San Jose – Illuminated underpass”. **Assistance in using the CaFÉ™ system is available during regular business hours (Mountain Time) via e-mail at cafe@westaf.org.**

Required Application Materials

The application submission must include the information and materials described below all of which are required to constitute a complete application. **Please review carefully as incomplete applications will not be eligible for consideration and will not be reviewed.**

1. Artist Statement of Interest: Submission shall include an Artist Statement of Interest that outlines your interest in this opportunity. Note: **Proposals are not requested and will not be reviewed at this time.**

The Artist Statement of Interest will be an important aspect of the review process; it will assist the selection panel in understanding your perspective on approaching a project of this nature, and your perspective on the potential of this commission. **Please address the following in your statement** (5000 character maximum):

- i. What perspective and/or experience do you bring to this project that is unique to you?
- ii. What specifically interests you about this underpass project?
- iii. What is your experience in public art and collaborating with clients and communities?

2. Résumé + References: Submission shall include a current résumé that outlines your professional accomplishments as an artist (maximum of 5000 characters/equivalent of 2 pages; if a team, then 5000 character maximum for each team member.)

3. Images of Past Work: Submission must include visual representations of past artwork that demonstrate your qualifications for this project. To be considered for this project, the applicant must submit a total of 8 digital images that represent no more than 5 previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 2 of the requested 8 images.

Submissions must be completed electronically through the CaFÉ™ system. (Instructions on how to format images to CaFÉ™ specifications can be found on the CaFÉ™ website under Image Prep.)

4. Descriptions of Past Work: Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include information about: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; f) budget and g) description.

If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

5. Check your Application for Completeness: Please confirm that your application includes all the required materials listed below: **incomplete applications will not be reviewed.**

- _____ Artist statement of interest (5000-character maximum)
- _____ Resume (5000-character maximum)
- _____ Images of Past Work (8)
- _____ Descriptions of Past Work
- _____ Reviewed the San Jose Public Art boilerplate agreement as recommended?

FOR QUESTIONS ABOUT THIS RFQ:

Please contact Michael Ogilvie via email at michael.ogilvie@sanjoseca.gov if you have questions about the project opportunity. No calls please.

FOR QUESTIONS ABOUT CaFÉ™: Please contact CaFÉ™