CALL FOR ARTISTS
Series Electrical Box Wraps

The City of Hamilton is seeking Artists and Artist-Led Teams to submit proposals to design a series of wraps for five (5) electrical boxes in Downtown Hamilton. The City will be responsible for printing the digitally-submitted artwork onto vinyl wraps and installation.

Artists may create work specifically for this Call or may reformat existing work. The work can be created in any medium but, if selected, must be provided as high-resolution digital files suitable for large-format printing.

Artists will be selected by a citizen Jury through a two-stage process involving a written statement of approach and qualifications followed by submission of a detailed proposal by up to six (6) selected Artists. Short-listed Artists completing a Stage Two submission will receive a $500 honorarium.

Award: $4,000

Submission Deadline:
Tuesday June 11th, 2019 at 3:00 PM (EST)

Artist Information Meeting:
Wednesday May 29th, 2019 at 5:00 PM (EST)
Lister Block Basement, Rm B-05/B06, 28 James Street North (at King William), Hamilton, ON. Artists are invited to view a presentation on the adjudication process and submission requirements. This is not a mandatory meeting. This venue is fully accessible.
1.0 PROJECT GOAL AND THEMES

In April 2019, a Focus Group of local residents, artists and business owners with varying expertise and knowledge of the community and site, assembled with City staff to determine themes and goals in keeping with the character and vision for Downtown Hamilton.

Artist’s proposals will be scored, in part, on how successfully they address the following goal and themes determined by the Focus Group.

Goal:

Utility box public art in the Downtown Hamilton Community Improvement Area (DHCIPA) should be vibrant, positive and reflective of Hamilton’s downtown while addressing one or more of the following:

Themes:

- Hamilton Through the Ages
- Hamilton Stories
- Hamilton Communities / Street Life
2.0 BACKGROUND

This project has been developed in partnership with the Graffiti Management Strategy project. It has an overall budget of $90,000 funded by contributions to the Downtown Public Art Reserve by local developers augmented by Traffic Operations. It is envisioned as an initiative that will enhance street culture and deter graffiti-tagging. A second public art call will be issued as part of this project for emerging artists to wrap up to thirty-two (32) individual smaller traffic signal boxes. Other boxes, mainly to the westerly side of downtown, will be wrapped with heritage-themed designs funded separately.

3.0 SITE

The site for the proposed artwork is the Downtown Hamilton Community Improvement Project Area (DHCIPA). For more information on the five (5) electrical box locations, contextual information and typical box layout and dimensions, please see Appendix B.

4.0 AWARD

Successful artists will be awarded $4000 (excluding HST) upon provision of the detailed digital proposal files of their artwork at an acceptable resolution for large-format printing and executed agreements as required by, and to the satisfaction of, the Director of Tourism and Culture or their designate.

5.0 ELIGIBILITY

City of Hamilton employees are not eligible to submit proposals to this call.

Artists under 18 years of age must have their parent or legal guardian sign all required documents on their behalf.

6.0 SELECTION PROCESS

The Successful Artist will be selected through a 2-stage process involving a Stage One Description of Approach and Qualifications followed by a Stage Two submission of a Detailed Proposal.

6.1 Stage One Description of Approach and Qualifications

Stage One Description of Approach and qualifications will be adjudicated by the Jury to select a minimum of three (3) and maximum of six (6) of the highest scoring submissions that meet or exceed all passing scores outlined under Stage One Selection Criteria. These shortlisted Artists will be invited to proceed to Stage Two.
6.1.1 Stage One Submission Requirements

The Stage One proposal can be submitted in one of two ways:

Online via Submittable (submissions management platform): A link to the Submittable form (which includes guidelines for submission) can be found at the project webpage at: www.hamilton.ca/electricalboxpublicart

OR

As a hard copy submission by mail, courier or in person (delivery details outlined in Section 7.0). Print notes: The Stage One proposal shall be limited to a maximum of six (6) double-sided pages. The Submission Form and cover page are additional to these pages. All pages shall be 8.5”x11”.

Artists may submit more than one proposal to this call. Each proposal should be submitted separately – either through Submittable or as separate hard copy package.

All proposals shall include the following information:

a. Submission Form:
   Basic artist information, team member listings (if submitting as an Artist-Led Team), and signature. If submitting online this form is not required as it is part of the Submittable form.

   If submitting a hard copy, this form is included as Appendix A to this document. Please complete, print, and sign it and include the original with your submission.

b. Description of Approach:
   A brief statement outlining:
   i. A description of how that artist will approach the series of works and the proposed concept
   ii. A rationale establishing how the Artist(s)’ concept reflects the project goal and themes

c. Curriculum Vitae:
   Outline the relevant experience and qualifications of the Artist, or Artist-Led Team. If working as an Artist-Led Team, include the names and addresses of other team members, their role in the team, prior experience working with the lead Artist and any other relevant experience.
d. **Visual Documentation:**
Include up to six (6) images of relevant completed works by the Artist in a document, not to exceed six (6) single-sided 8.5”x11” pages. All images should be identified with title, location, date, medium, owner if relevant and any additional information needed to explain the work.

If submitting a hard copy, all images should be included in the proposal on a maximum three (3) double-sided 8.5”x11” pages. Do not send images separately (e.g. via CD, USB or separate files).

### 6.1.2 Stage One Selection Criteria

a. **Project Goal**
The Description of Approach shall describe a strategy and proposed concept that is responsive to the project goal and themes, is appropriate for the physical context, and is appropriate for display in an outdoor public place.

*Max points 35 Min points to pass 15*

b. **Artistic Excellence**
The past work of the Artist(s), as established by the included images and C.V. demonstrates quality, originality and excellence. This score will also reflect the artistic merit of the Description of Approach.

*Max points 30, Min points to pass 15*

c. **Professional Experience**
The past work of the Artist(s), as established by the included images, C.V. and Letters of Reference demonstrates experience with respect to public presentation or publication, recognition by other artists and / or arts organizations.

*Max points 20, Min points to pass 10*

d. **Technical Expertise**
The past work of the Artist(s), as established by the included images and C.V. demonstrates and provides examples of their ability to successfully execute an art project of similar scope.

*Max points 15, Min points to pass 5*

### 6.2 Stage Two Detailed Proposal

Artists selected for Stage Two will receive a $500 honorarium upon the submission of a detailed proposal meeting all the requirements outlined in this document.

Selected Artists will be notified via e-mail and provided a minimum of three (3) to a maximum of six (6) weeks to complete Stage Two submissions.
6.2.1 Stage Two Adjudication Process

a. **Stage Two Initial Review:**
   Stage Two Detailed Proposal submissions will be reviewed by City staff to determine whether any additional information is required to fully evaluate the proposal. *Artists* may be sent a letter of clarification via e-mail with questions and any additional information required.

b. **Stage Two Public Consultation:**
   *Artists’* proposals will be formatted by City staff and posted on the City of Hamilton website and made available at a neighbourhood location for public comment. The results of this consultation will be provided to the *Jury* to inform their adjudication. The results of the public consultation shall not be binding on the *Jury*.

c. **Stage Two Final Adjudication:**
   The *Jury* will conduct a final adjudication of the Stage Two proposal material and public consultation results to determine scores based on the Stage Two Selection Criteria. The *Successful Artist* will be the *Artist* with the highest scoring proposal that meets or exceeds all passing scores as outlined under Stage Two Selection Criteria.

6.2.2 Stage Two Submission Requirements

Selected *Artists* shall submit ten (10) copies of a Detailed Proposal. The Detailed Proposal shall not be larger than 11”x17” in size. It can include the number of pages the *Artist* feels is necessary to fully describe the required information.

The proposal shall include, at a minimum, the following information:

a. **Visual Documentation:**
   i. Full colour images of the proposed artwork for each of the series of five (5) electrical box wraps. These shall include elevational views of all sides of the boxes, with the exception of the top of box, which will not be wrapped with artwork. The City will supply layout templates to shortlisted artists for each electrical box for this purpose.
   ii. Any other diagrams, images or site information the artist feels is required fully explain their proposal.

b. **Concept Statement:**
   Provide a concept statement of a maximum 500 words to be presented to the public.
c. Digital Documentation:
Provide a CD or USB clearly labeled containing digital files of all submitted material. Images to be provided in jpeg format at a minimum resolution of 300 dpi. Text documents should be provided in PDF format.

6.2.3 Stage 2 Selection Criteria

a. Response to Competition Goals
The proposed work is responsive to the project goals, themes and parameters and is understood and embraced by the public as expressed through public consultation.
Max. points 40, Min. to pass 25

b. Artistic Excellence
The proposed work demonstrates high artistic merit; concept shows innovation and creativity; originality of design; excellence in execution and artistic skill.
Max. points 40, Min. to pass 25

c. Technical Feasibility
The proposed work can be successfully reproduced, is appropriate for display in the public realm and will assist in deterring graffiti.
Max Points 20, Min. to pass 12

7.0 SUBMISSION DEADLINE AND DELIVERY

Submissions will be received up to and including:

Tuesday June 11th, 2019 at 3:00 PM (EST)

Late submissions will not be accepted.

Online submissions:
Online submissions can be made via Submittable (submissions management platform). A link to the Submittable form can be found at the project webpage at:
www.hamilton.ca/electricalboxpublicart

Submissions by mail, courier or in person must be in a sealed envelope delivered and addressed to:
Electrical Box Wraps Public Art Competition
c/o The Tourism Hamilton Information Centre
The Lister Building | 28 James Street North, Ground Floor
Hamilton, ON L8R 2K1

Hours of Operation: Monday through Friday 9:00 AM to 4:00PM
Submissions by fax or e-mail will not be accepted.

8.0 SCHEDULE (subject to change)

Artists Selected: Summer 2019
Printing and Installation: Fall 2019

9.0 JURY

The Jury is comprised of members of the local community, artists and arts professionals. City staff is involved as non-voting members and participate in an advisory capacity. The identity of the jurors is kept confidential until the winning proposals are announced.

10.0 GENERAL PROVISIONS

10.1 Artist Agreement
The Successful Artist will be required to sign an agreement with the City of Hamilton. Upon notification of winning the commission, the Successful Artist will have a thirty (30) day time period in which to work with the City to finalize and sign the agreement. If an agreement cannot be reached within the 30 day time the City may award the commission to the second highest scoring Artist and allow 30 days for that Artist to finalize and sign the agreement or cancel and re-issue the call.

A copy of the Sample Artist Agreement is included as Appendix D of this document.

10.2 Copyright
By making a submission to this call, the Artist guarantees that designs submitted are their own original creations and do not infringe upon the copyright of any other individual or group.

In general, copyright of the design will remain with the Artist. Please see Appendix D for full copyright information to be finalized as part of the Artist Agreement.

Materials provided to the City as part of an Artist’s submission to this call become and remain the property of the City of Hamilton and may be used to promote this call, the City’s Public Art Program or the City in general.

10.3 Reserved Rights and Privileges of the City
The City of Hamilton reserves the right to not award the commission to any Artist and to cancel or re-issue the call at any time.
11.0 DEFINITIONS

11.1 Artist
The Artist is the principal creator of the proposed Public Art design. The Artist is responsible for the contractual agreement with the City, communications with the City and the coordination and payment of any team members required to successfully complete the proposed Public Art work design.

11.2 Artist-Led Team
An Artist-led Team is a group of contractors or consultants (such as graphic artists, consultants or other artists) assembled by, coordinated by, and contracted to the Artist to support the design of the proposed Public Art work.

11.3 Public Art
Public Art is a work of art created by artists or in collaboration with artists through a public process and existing in publicly accessible City of Hamilton Property.

11.4 Successful Artist
The Successful Artist is the Artist whose proposal receives the highest score and meets or exceeds all passing scores.

11.5 Jury
Jury has the meaning ascribed to it in Section 9.0.