

WATERDOWN MEMORIAL PARK PUBLIC ART PROJECT



CALL FOR ARTISTS

The City of Hamilton is seeking *Artists and Artist-Led Teams* to submit proposals for a permanent *Public Art* work(s) to be sited in Waterdown Memorial Park.

Artists will be selected by a citizen Jury through a two-stage process involving a concept and design proposal, followed by public consultation on selected *Artists* detailed proposals.

Award: \$50,000

Short-listed *Artists* completing a stage two submission will receive a \$500 honorarium.

Submission Deadline:

Thursday, September 12, 2019 at 3:00 PM (Hamilton time)

Artist Information Meeting:

Thursday August 15, 2019, 7 PM

Waterdown Memorial Park, 200 Hamilton St N, Waterdown, Ontario

Artists are invited to view a presentation on the adjudication process and submission requirements and ask questions.

This is not a mandatory meeting.

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1.0 PROJECT GOAL

In June of 2019, a focus group of local residents and business owners with various backgrounds and knowledge of the community and site, came together with City staff to determine the goals for this public art competition.

Artist's proposal(s) will be scored, in part, on how successfully they address the following goal as determined by the focus group.

Goal: That the proposed art work(s) enhance and reflect the atmosphere of the park as Waterdown's "Public Backyard" through an artwork that recognizes the park as a community gathering place and responds to its' historical and physical context in a way that is playful and interactive.

The complete Focus Group Report can be found on the project webpage at:

<https://www.hamilton.ca/attractions/culture/waterdown-memorial-park-public-art-project>

2.0 BACKGROUND

(excerpts from 'The Historic Village of Waterdown' story map and 'The History of Memorial Park', published by the Flamborough Archives)

The Memorial Park was dedicated in 1949, the project originally spearheaded by the Waterdown Amateur Athletic Association, the Waterdown Women's Institute and the Waterdown Board of Trade, as 'both a memorial to those Village residents who had served in World War II and as a

park large enough to hold a variety of activities and events that would be for the enjoyment of the community’.

The park was donated to the Corporation of the Village of Waterdown with the ‘understanding that such land and park property be maintained as a Community Park for the use of the Community as a whole’.

On 18 August 1949, the Waterdown Review reported that the park was officially dedicated as a memorial to the more than one hundred residents from the village and township who had served in W.W. II, to the ‘Memory of the Fallen’, specifically the eight young men from the area who had died overseas.

The community of Waterdown has developed over time. Waterdown Memorial Park was originally located on the North/Western edge of the Historic Village of Waterdown. Since the 1970's significant development in the form of modern residential subdivisions has expanded the community to the West of the Park. The park lands are sited as a much-loved amenity and unique community connector between historic and modern Waterdown.

This *Public Art* project has been identified in the City of Hamilton *Public Art Master Plan 2016* which outlines opportunities for an artwork that is functional or aesthetic in the context of the newly constructed skating loop at Waterdown Memorial Park. Interactive *Public Art* has been suggested as well suited to the site.

See **Appendix B** for more information, site and historical context.

3.0 SITE

Waterdown Memorial Park contains many amenities that facilitate diverse use through all seasons. The Park houses a play structure, splash pad, amenity building, picnic shelter, basketball courts, refrigerated skating loop (seasonal) and skateboard ramps. Central to the park is the parking lot, which acts as the main access point for park activities. Park visitors make their way from the parking lot, along the walking paths to the diverse experiences that the park has to offer. The park boasts a multitude of locations for *Public Art* that can take advantage of grade changes, framed views and public access within Waterdown Memorial Park.

As discussed during the Focus Group meeting, the work shall be sited in that part of the park directly north/west of the parking lot and avoid being sited within baseball diamonds or existing sports fields.

See **Appendix B** for more information, site plan and siting recommendations.

4.0 AWARD

The Successful *Artist* will be awarded \$50,000 (excluding HST) for the fabrication and delivery to the site of their work as per the following payment schedule:

Payment schedule as follows:

- 1) \$10,000 upon the Successful *Artist's* provision of any drawings, studies or reports as required by and to the satisfaction of the Director of Tourism and Culture or his/her designate (eg. Engineering drawings).
- 2) \$12,000 when the work is approximately 40% complete.
- 3) \$14,000 when the work is approximately 80% complete.
- 4) \$14,000 upon delivery to the site and installation.

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 two-stage process involving a Stage 1 Concept and Preliminary Design Proposal followed by a Stage 2 submission of Detailed Proposal.

6.1 Stage 1 Concept and Preliminary Design

Stage 1 Concept and Preliminary Design Proposal will be adjudicated by the Jury to select a minimum of 3 and maximum of 6 *Artists* with the highest scoring proposals that meet or exceed all passing scores outlined under Stage 1 Selection Criteria to proceed to Stage 2.

6.1.1 Stage 1 Submission Requirements

The Stage 1 proposal may 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: <https://www.hamilton.ca/attractions/culture/waterdown-memorial-park-public-art-project>*

OR

- *As a hard copy submission by mail, courier or in person (delivery details outlined in Section 7.0). Print notes: The Stage 1 proposal shall be limited to a maximum of 8 double sided pages excluding the Submission Form and Cover Page. The majority of the pages shall be 8.5"x11". Up to 3 of the 8 double sided pages may be Tabloid size pages but must be folded to fit 8.5"x11" and be bound into the document. Otherwise pages shall be 8.5"x11". Further guidelines for hard copy submissions noted below.*

Proposals shall include the following information:

- a. Submission Form: Requests 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. *Artist's* Concept Statement: A brief statement (max 750 words) outlining the following:
- i. *Artist's* vision for the proposed work,
 - ii. A description of the concept; and
 - iii. A description of how the proposed work addresses the project goals and physical context. (2 pg 8.5"x11")
- c. Site Plan Sketch: Indicate the proposed location(s) of the work(s) on the site. A marked copy of the Site Plan drawing(s) included as part of Appendix B of this document may be submitted. (1 pg)
- d. Conceptual Sketch or Diagram: Include at minimum one sketch or diagram in any medium the *Artist* is comfortable working in that will most efficiently and effectively illustrate the idea of the proposed work to the Jury. This includes but is not limited to, drawing, collage, photography, digital, etc. Include notation on the sketch indicating the proposed materials. (2 pg)

Only reproductions not original artwork should be submitted. More developed and detailed documentation is required as part of the Stage Two submissions and the *Artist* should allocate their resources and time accordingly.

- e. 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 such as fabricators, installers, engineers and other *Artists*, their role in the team, prior experience working with the lead *Artist* and any other relevant experience. (3 pg 8.5"x11")
- f. Visual Documentation: Include images in the document of relevant works by the *Artist* identified with title, location, date, medium and owner. Embed up to ten images of relevant completed works by the *Artist* in a document, formatted in a PDF document not to exceed 4 pages.

If submitting a hard copy, the images should be printed on up to 2 double sided pages.

Do not send images separately (e.g. via CD, USB or separate files).

- g. Artists References: Provide three names of references that would be able to generally speak to the *Artist's* experience related to public art projects. The

name, address, phone number and e-mail address for three references that have had direct involvement with the lead *Artist* should be provided. (1pg 8.5"x11")

Artists may submit more than one Stage 1 proposal to this call. Each proposal should be submitted separately – either as a distinct submission through Submittable or as separate hard copy package.

6.1.2 Stage 1: Selection Criteria

a. Competition Goals and Context

The submission shall describe and illustrate a concept and proposed work that is responsive to the project goals, is appropriate for the physical context and for permanent display in an outdoor public place.

Max points 35 Min points to pass 20

b. *Artistic* Excellence

The concept and proposed work demonstrates quality, originality and excellence.

Max points 30, Min points to pass 15

c. Professional Experience

The *Artist* is able to demonstrate and provide examples of experience, through included images, C.V., and positive References, with respect to public presentation or publication and recognition by other *Artists* or arts organizations.

Max points 15, Min points to pass 5

d. Technical Expertise

The past work of the *Artist(s)* or members of the *Artist-led Team* as established by included images and C.V., and positive References demonstrates and provides examples of their ability to successfully execute an art project of similar scope.

Max points 20, Min points to pass 10

6.2 Stage 2: Detailed Proposal

Those *Artists* selected in Stage 1 will be notified via e-mail and provided a minimum of 4 to a maximum of 6 weeks to complete Stage 2 submissions.

Those *Artists* selected to submit detailed proposals for Stage 2 will receive a \$500 honorarium upon the submission of a detailed proposal meeting all the requirements outlined in this document.

6.2.1 Stage 2 Adjudication Process

a. Stage 2 Initial Review:

Stage 2 Detailed Proposal submissions will be reviewed by staff and the *Jury* to determine appropriate interview questions and whether any additional information is required to fully evaluate the technical aspects of the proposal. *Artists* will be notified via e-mail of questions, any additional information and an interview time and location if required.

- b. Stage 2 *Artist* Interviews (*if required*)
Artists should be prepared to provide a general overview of their proposal, answer any questions provided and to explain any additional information requested related to technical aspects of the proposal in a maximum 15 minute presentation to be followed by questions from the *Jury* and City Staff.
Those *Artists* that do not address any technical concerns to the satisfaction of the *Jury* will receive a failing technical score and will not proceed further in the adjudication process.
- c. Stage 2 Public Consultation:
Artists' proposals will be 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*.
- d. Stage 2 Final Adjudication:
The *Jury* will conduct a final adjudication of the Stage 2 proposal material, *Artist* responses at the interview (if required), and any public consultation results to determine scores based on the Stage 2 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 2 Selection Criteria.

6.2.2 Stage 2 Submission Requirements

Selected *Artists* shall submit 10 copies of a Detailed Proposal. The Detailed Proposal shall not be larger than 11"x17" in size. It can include any number of pages the *Artist* feels is necessary to fully describe the required information, up to a maximum of 10 double sided pages.

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

- a. Visual Documentation:
 - i. A site plan, to scale, indicating the size and location of the proposed work(s) in relation to existing features on the site. (Applicants can mark up the plan included in Appendix B).
 - ii. Elevations, plans and / or sectional drawings, to scale, sufficient in detail to fully illustrate the proposed work(s). Include notation indicating overall dimensions, proposed materials and finishes.
- b. Concept Statement:
Provide a concept statement of a maximum 500 words to be presented to the public.

- c. Fabrication, Installation and Maintenance Statement:
 - i. List proposed materials.
 - ii. Describe the *Artist's* preferred method and requirements for installation of the work(s) at the site including proposed foundation and attachment methods.
 - iii. Provide a brief description of the anticipated maintenance required for the piece(s).
 - iv. Outline a schedule for fabrication in number of weeks. Indicate times when City staff should review the work and when any other important meetings and milestones should occur.
 - v. Provide an outline budget estimate for installation and break down the award into materials, *Artist's* labour and consultants / sub-contractors costs.

- a. Public Presentation Material

One of the following to be shown to the public:

 - i. A maquette of the proposed work

OR

 - ii. Full colour renderings of the proposed work(s) including a three-dimensional view and any other views or diagrams necessary to fully explain the work.

- b. Digital Documentation

Provide a CD clearly labeled containing digital files of all material submitted including photographs of the maquette (if produced). Images are to be provided in jpeg format at a minimum resolution of 300 dpi and text in PDF format.

6.2.3 Stage 2 Selection Criteria

- a. Response to Competition Goals

The proposed work(s) is responsive to the competition goal and site context, and is appropriate for the physical context, competition parameters and community values as expressed through public consultation results.
Max. points 40, Min. to pass 25

- b. Artistic Excellence

The proposed work(s) 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 design, materials and installation methods are achievable within the site and project parameters, are durable, demonstrate good maintenance practices, are structurally sound and maximize public safety.
Max Points 20, Min. to pass 12

7.0 SUBMISSION DEADLINE AND DELIVERY

Stage 1 submissions will be received up to and including:

Thursday September 12, 2019 at 3:00 PM (Hamilton time)

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:

<https://www.hamilton.ca/attractions/culture/waterdown-memorial-park-public-art-project>

Hard Copy Submissions by courier or in person must be in a sealed envelope delivered and addressed to:

The Waterdown Memorial Park Public Art Competition
c/o The Tourism Hamilton Information Centre
28 James Street North, Ground Floor (The Lister Building)
Hamilton, Ontario. L8R 2K1

Hours of Operation: Monday through Friday 9:00 AM to 4:00PM

Submissions by Canada Post must be delivered and addressed to:

Waterdown Memorial Park Public Art Project

c/o Meredith Plant
Sr. Landscape Architect
Placemaking, Public Art and Projects Section
Tourism and Culture Division
Planning and Economic Development Department
City of Hamilton
P. O. Box 2040
Hamilton, ON L8P 4Y5

Submissions by fax or email will not be accepted.

8.0 SCHEDULE (subject to change)

Artist Selected	Fall-Winter 2019
Fabrication	Winter 2020
Installation	Spring 2020 (weather dependent)

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 participates in an advisory capacity. The identity of the jurors is kept confidential until the winning proposal is 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 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 Insurance and W.S.I.B.

The *Successful Artist* is required to provide to the City a General Liability Insurance Certificate, adding the City of Hamilton as additionally insured up to \$2 million and a WSIB Clearance Certificate or letter of exemption from the Workplace Safety Insurance Board before any work begins. If these cannot be provided the City may award the commission to the second highest scoring *Artist* or cancel and re-issue the call.

10.3 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.

10.4 Multiple Submissions

An *Artist* may make multiple submissions to this call. Each submission shall be in a separate envelope and each shall contain all of the information and documentation required under section 6.1.1 Stage 1 Submission Requirements.

10.5 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 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.

11.6 Interactive

Experiential work that encourages viewer involvement and / or intellectual engagement.