

REQUEST FOR PROPOSALS

351 Indoor Art Commission

Issue Date:

Wednesday, 12 September 2012

Closing Date and Time:

Friday, 16 November 2012

3:00 p.m., Newfoundland Standard Time

All Proposals To Be Accepted By:

Target Marketing & Communications Inc.

90 Water Street

St. John's, NL A1C 1A4

REQUEST FOR PROPOSALS

351 Indoor Art Commission

East Port Properties Ltd. is commissioning an indoor piece of art for its new 351 building located on Water Street.

The intention of this call is to:

- Create a piece of art that is inspired by an affiliation to Newfoundland and Labrador;
- Honour and celebrate the spirit of this place;
- Establish a lasting legacy celebrating the Newfoundland and Labrador arts, culture and heritage.

Request for Proposals (RFP) packages are available online (www.threefiftyone.ca) and from:

Target Marketing & Communications Inc.
90 Water Street
St. John's, NL A1C 1A4
info@threefiftyone.ca

To submit a proposal:

Proponents shall submit two (2) copies of their proposals, one (1) printed and one (1) electronic on CD, clearly titled **RFP: 351 Indoor Art Commission (and artist's name) to the office of Target Marketing & Communications Inc., 90 Water Street, St. John's, NL, A1C 1A4** on or before **Friday, 16 November 2012 at 3:00 p.m. NST.**

Proposals received after the above noted date and time will not be accepted.

Inquiries regarding this Request for Proposals are to be directed to:

Natalie Fleming
Account Manager
Target Marketing & Communications Inc.
90 Water Street
St. John's, NL A1C 1A4

info@threefiftyone.ca

351 Indoor Art Commission

Request for Proposals

1.0 PROJECT OVERVIEW

- ▶ **East Port Properties Ltd. is commissioning an indoor piece of art for its new 351 building located on Water Street to be permanently displayed** in the lobby upon completion in early 2014. The work is to be unveiled at the official grand opening of the building.

- ▶ Background:
 - 351 is the first new office building in downtown St. John's in more than 25 years. It is being developed by East Port Properties and was designed by Stantec Architecture (formerly PHB Group).
 - 351 seeks to respect the rich architectural history of the downtown area with a building that artfully balances new and old. The building aims to utilize the area's heritage historical patterns and proportions, but with modern and efficient technology and building systems. It's an innovative six-storey, 165,000-square-foot office tower above prime retail and commercial space, and a 445-car parkade, including 245 public parking spaces.
 - 351 has been registered with the Canada Green Building Council LEED® (Leadership in Energy & Environmental Design) certification program and has been designed to achieve the LEED® Gold certification standard. LEED® is an internationally recognized green building certification system that promotes sustainable building and development practices.
 - 351 is inspired by its surroundings. It uses natural tide technology, and respects our natural environment. It will be the first sea-water heated and cooled building in Newfoundland and Labrador.

- ▶ Location:
 - The indoor piece of art will be installed in the lobby of 351.
 - Dimensions attached (see Attachment A).

- ▶ Budget:
 - The total budget for the commission including all fees and transportation to the site is \$100,000.00. Artists shall submit a budget no more than this amount including a breakdown of all fees, fabrication, materials, transport, workers compensation coverage and insurance. *Note the cost of installation at the site and applicable taxes will be not be included as part of the artist's budget.*

2.0 OBJECTIVE

- ▶ The selected design will result in an indoor piece of art that will be **permanently** displayed in the lobby of 351 Water Street and demonstrate a significant affiliation to this place.
- ▶ The completed installation will:
 - Demonstrate artistic excellence;
 - Be of sound structure and safe for the public;
 - Capture our sense of connection to this place.

3.0 PROJECT SPECIFICS

3.1 Overview of Selection Process

- ▶ A jury will be appointed consisting of the proponents of the project, the project conceptual architect, a representative from East Port Properties and persons from the community who are knowledgeable about art.
- ▶ The jury will select a short list of artists who will be invited to continue on to Phase II.
- ▶ If necessary, there will be a Phase III requiring maquettes or other visual representations.
- ▶ Award will be announced in March 2013.

3.2 Proposal Requirement Phase I

- ▶ Letter of Intent and Comprehension.
 - This document must articulate the artist's concept and approach to this project. In addition, the artist should indicate an understanding of the project, an appreciation of the factors involved in preparing drawings and specifications, and construction and installation requirements. Artists submitting a proposal should indicate how this proposal relates to previous work and that the artist has the availability and capacity to work within the established timeline. Artists with limited previous experience should address how lack of experience in certain areas will be compensated.

- ▶ Connection to Newfoundland and Labrador.
 - Because this indoor piece of art honours and celebrates the spirit of this place, and because this piece is meant as a lasting legacy celebrating the Newfoundland and Labrador arts, culture and heritage, preference will be given to artists who can show an affiliation to Newfoundland and Labrador.
 - Therefore, please submit a short written description of your connection / affiliation to Newfoundland and Labrador (maximum 500 words).
- ▶ Artist Submission Form.
 - See Attachment B.

3.3 Proposal Requirements Phase II

- ▶ By invitation only, the jury will invite detailed proposals from a short list.
- ▶ Proposed Design:
 - A detailed description and concept of the work including materials, durability, scale and dimensions. Indicate how the design relates to the theme of the call;
 - All materials submitted must be in printed format. Materials may be colour or black and white, including all details, drawings, sketches, concepts, as per the artist's decision on which presents the best information for jury review. **Maquettes and/or photos of maquettes shall not be submitted at this stage;**
 - A declaration of any special considerations with respect to the proposal;
 - Information necessary for installation of the work;
 - **All elements of the proposal must be submitted in both hard copy and electronic format.**
- ▶ Proposed Implementation Plan.
 - Estimated budget and timeline (not to exceed budget limit).
- ▶ Curriculum Vitae.
 - Include in-house capabilities and percentage of work under joint venture, if applicable.
- ▶ References.
 - Include three (3) references. Be sure to give contact names, phone numbers, emails and mailing addresses.
- ▶ Portfolio.
 - Please make specific reference to any work completed using the proposed materials.

3.4 Proposal Requirements Phase III

- ▶ Shortlisted artists may be asked to provide a maquette or other visual representation of their design.
- ▶ Each of the shortlisted artists will be invited to make a brief presentation with their maquettes or other visual representation of their design.
- ▶ Please note all shortlisted artists will be remunerated for Phase II and Phase III of the proposal process.
- ▶ Please note this phase will only be implemented if deemed necessary by the jury.

3.5 Project Schedule

Phase I Submissions Due	16 November 2012
Phase I Short List Selection and Notification	16 January 2013
Phase II Submissions Due	22 February 2013*
Commission Awarded	20 March 2013
Installation Date	Early 2014

**If maquettes are required, time will be allotted for this process.*

3.6 Contract

- ▶ The selected artist will be required to enter into a contract with East Port Properties that stipulates the project components, work and payment schedules and responsibilities of both parties.

3.7 Reproduction Rights

- ▶ The artist retains all rights to the work except ownership and possession. However, East Port Properties will ask for permission to reproduce image for project marketing or non-commercial purposes.

4.0 DEADLINE

- ▶ All Phase I proposals **must** be submitted in sealed envelopes and delivered on or before 3:00 p.m. NST, 16 November 2012. Proposals received after this date and time will not be accepted. Incomplete proposals will not be considered. Extensions to this deadline will not be granted.

5.0 SUBMIT TO

- ▶ RFP: 351 Indoor Art Commission (and artist's name)
Target Marketing & Communications Inc.
90 Water Street
St. John's, NL A1C 1A4

6.0 QUESTIONS

- ▶ Only inquiries which relate specifically to this Request for Proposals will be entertained.
- ▶ All questions and answers will be posted on threefiftyone.ca..
- ▶ An artist information / education session will be held to provide additional information and support during this process. Check back at threefiftyone.ca for further details and venue.
- ▶ The deadline for questions is **12:00 p.m. NST, 09 November 2012**. Questions received after this date and time will not be answered.
 - Only written questions will be accepted – either by email to info@threefiftyone.ca or hand delivered in writing to Target Marketing & Communications Inc., 90 Water Street, St. John's, NL, A1C 1A4.
 - All emailed / mailed questions should have the following subject line: "RFP: 351 Indoor Art Commission"

7.0 TERMS & CONDITIONS

- ▶ East Port Properties reserves the right to:
 - a) Accept or reject any or all proposals for response to this RFP;
 - b) Cancel and/or re-issue this RFP at any time.

- ▶ Proposals in amounts in excess of the budget will be rejected, and proposals may not contain qualifications or conditions. All proposals and supporting documents shall become the property of East Port Properties Ltd.

- ▶ The work performed under any contract resulting from this RFP will be subject to inspection and acceptance by East Port Properties.

- ▶ All work to be completed under any contract resulting from this RFP shall become the sole property of East Port Properties Ltd.

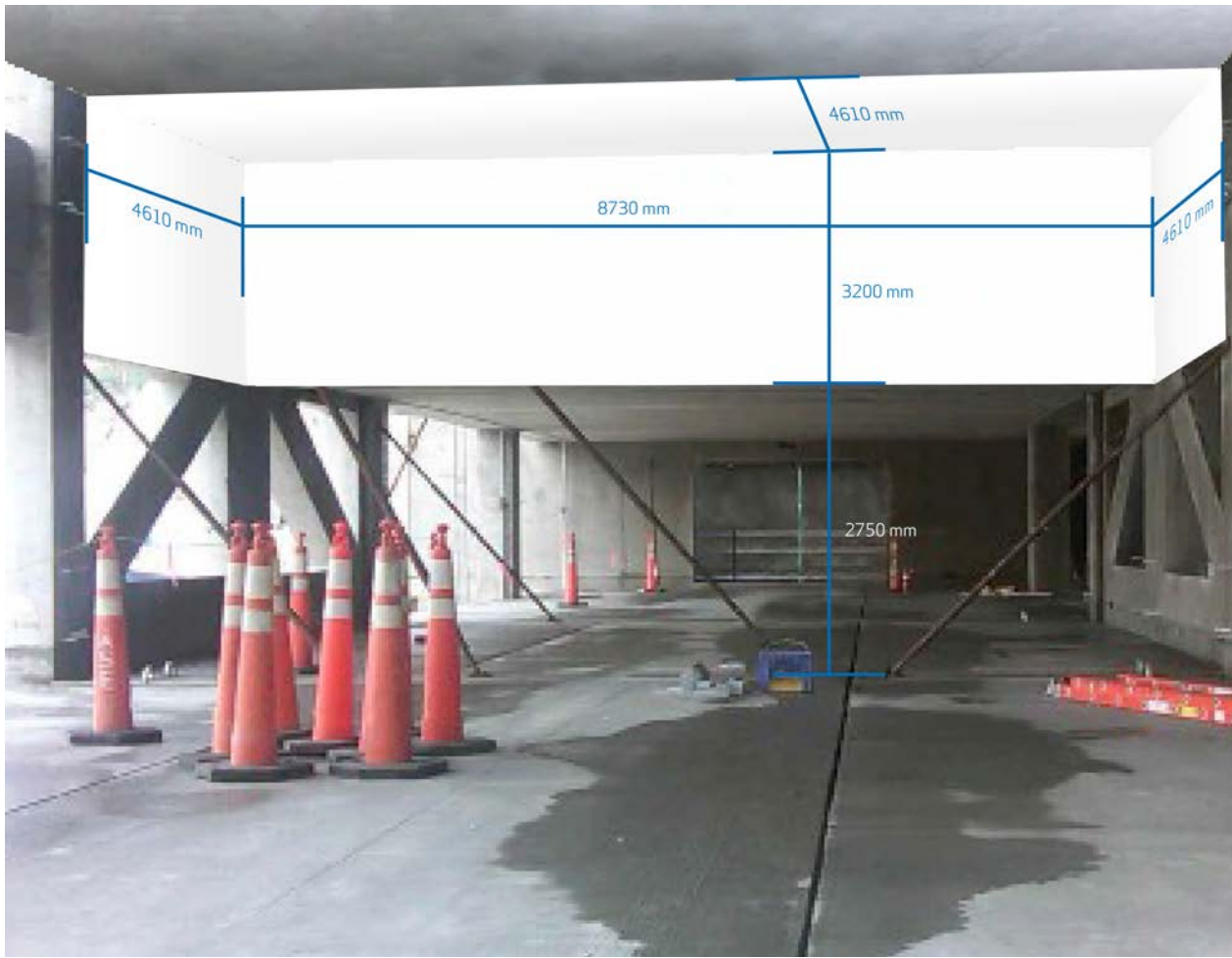
- ▶ Artists will not be compensated for any costs incurred in submitting to Stage I of this RFP.

8.0 ATTACHMENTS

- A. Lobby Dimensions.
 - a. Note: The exact location of any artwork is subject to review by the project proponents.

- B. Artist Submission Form.

Attachment A – Lobby Dimensions



Attachment B – Artist Submission Form

Artist Submission Form

Artist Name: _____

Address: _____

Telephone Res: () _____ **Bus: ()** _____

Cell: () _____ **Fax: ()** _____

Email: _____

Website: _____

Proposed Artwork Title: _____

Medium:

Please note: Faxed, emailed, incomplete or late submissions will not be accepted.

Late submissions will be returned unopened.

I have reviewed this submission form and all accompanying materials, and, to the best of my ability, confirm that the information contained herein is true and complete in every respect.

Date: _____

Name (please print): _____ **Signature:** _____