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CORPORATION OF THE CITY OF VICTORIA
RFEI 19-033
CALL TO ARTISTS – ARTIST IN RESIDENCE PROGRAM

The City of Victoria is requesting expressions of interest from professional artists working in visual media and performance arts to apply to be the City of Victoria's Artist in Residence. This is the second iteration of the City's new Artist in Residence program which provides the opportunity for an artist to work collaboratively with City staff to identify and develop an art plan in collaboration with City Departments, the community and the Art in Public Places Committee over a two year term.

Attached are the [Submission and Evaluation Criteria](#) and [Terms of Reference](#) which are to be used as the basis for your submission.

Submissions will be received up to 4:00:00 p.m. Victoria time
Friday, April 26th, 2019

Upload Electronic Proposals and Documents to:
<https://victoria.bonfirehub.ca>

Note: Proposal hardcopies will NOT be accepted at the City of Victoria.

The City appreciates all proposal responses; however, only short-listed or successful candidates will be contacted. Status of award may be viewed at <http://bids.victoria.ca/BIDS/closed-opportunities/>.

CORPORATION OF THE CITY OF VICTORIA
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CALL TO ARTISTS – ARTIST IN RESIDENCE PROGRAM
INSTRUCTIONS

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1.0 Submission Requirements

1.1 Expressions will be accepted up to 4:00:00 p.m., Victoria time, **Friday, April 26th, 2019**. All expressions and accompanying documents must be uploaded electronically at <https://victoria.bonfirehub.ca>. Expression hardcopies will **NOT** be accepted.

a) **REQUESTED FILES:**

Organize your submission into the following individual files (note the required file types):

- Submission (Filetype: open) – required

Each file has a maximum size of 50MB. You will upload each file individually.

b) **IMPORTANT NOTES:**

Uploading large documents may take significant time, depending on the size of the files(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to closing time.

The City will not be liable for any delay for any reason including technological delays, or issues by either party's network. The City will not be liable for any damages associated with Proposals not received prior to the closing time.

c) **TECHNICAL SUPPORT:**

The City is using BonfireHub public portal for the submission process. Please contact Bonfire at <https://victoria.bonfirehub.ca/portal/support> for technical questions related to submitting your documents.

1.2 The City does not accept expressions received in hardcopy, via our facsimile machine or email.

1.3 Expressions received and not conforming to Item 1.1 and 1.2 above, will be returned (unopened) to Proposer(s) without consideration.

1.4 The City will not be responsible for any costs or expenses related to the preparation and submission of Expressions of Interest.

1.5 Expressions should clearly show the Artists name, street address, telephone number and email address.

1.6 The City reserves the right to select any or none of the Expressions of Interest submitted.

2.0 Information Meeting

- 2.1 An information meeting for interested artists to learn more about the residency will take place on April 17th, 2019, in the Ante Chamber of City Hall from 5:30pm – 7pm.

3.0 Evaluation

- 3.1 An evaluation committee will review submissions based on the criteria identified in the Terms of Reference.
- 3.2 The City of Victoria reserves the right to conduct pre-selection meetings.

4.0 Enquiries

- 4.1 Enquiries regarding the Expression of Interest should be directed to:

Andrea Walker Collins
Arts, Culture, and Events Liaison
Arts, Culture and Events Office
Phone: 250.361.0308
awalkercollins@victoria.ca

- 4.2 All questions should be received at least 5 (five) working days prior to the closing time and date.
- 4.3 Any addenda this Expression of Interest will be posted on the City's web site located at www.victoria.ca/publicart. **It is the sole responsibility of the Proponent to make sure that they are in receipt of all addenda prior to the closing date.**

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TERMS OF REFERENCE

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ARTIST IN RESIDENCE – KEEP ART IN MIND

Overview

The City of Victoria is located on the traditional territories of the Lekwungen speaking peoples, today known as the Esquimalt and Songhees Nations. We extend our appreciation for the opportunity to live, work, and play on their lands.

The City of Victoria requests expressions of interest from professional artists working in visual media (painting, print-making, drawing, sculpture, crafts, photography, film and video), and performance arts (theatre, music, dance) to apply to be the City of Victoria's Artist in Residence. This is the second iteration of the City's Artist in Residence program which provides the opportunity for an artist to work collaboratively with City staff to identify and develop an art plan in collaboration with City Departments, the community and the Art in Public Places Committee over a two year term.

The artist in residence program embeds an artist in the City's planning process, providing a unique creative and collaborative approach to enhance the value and aesthetic appeal of upcoming strategic planning deliverables within the City of Victoria.

A major component of the residency will be informed by direction within the Create Victoria Arts and Culture Master Plan, which aligns ideas, people, and resources around a shared vision and a set of goals, strategies and actions to realize Victoria's creative potential and guide investment. It was developed based on the results of an eight-month design, assessment and extensive public engagement process. The draft plan recognizes and respond to the needs of local artists, creative practitioners, arts and culture facilities and organizations, as well as residents and local businesses.

By working closely with City staff across the organization and engaging the community, the selected artist will research and identify opportunities to create public art, programs and activities, that align with civic and community priorities and values.

The Artist in Residence will work as an independent contractor from June 2019 to May 2021. During the residency, the artist will produce an art plan which is a creative proposal and engagement strategy to develop and complete projects, activities and or programming that realize the strategic priorities within the City of Victoria and informed by engagement with City staff, the community and the Art in Public Places Committee.

The successful candidate will work 20 hours per week during the two-year term for an annual fee of \$42,000 plus GST. The Artist in Residence program is funded by the City's Art in Public Places Reserve Fund. Artwork materials, fabrication and installation may be funded by another Departments operating or capital project budget, or with up to \$30,000 annually from the Art in Public Places Reserve Fund.

We encourage a diversity of applicants, including but not limited to race, ethnicity, national origin, gender, gender identity, gender expression, sexual orientation, age, disability, socio-economic status, class, and religion.

A selection panel will review submissions and recommend a shortlist of artists for interviews. The winner will be contacted in May 2019.

Information Session

Interested candidates are invited to learn more and ask questions at an information session on Monday, April 17th, 2019 from 5:30 p.m. – 7 p.m. at Victoria City Hall.

About the Program

The selected artist will be placed "in residence" working closely with staff in the Arts, Culture and Events Office.

The Artist in Residence program has two phases:

Phase 1:

During phase one, the artist will meet with City staff, community members and the Art in Public Places Committee to become knowledgeable about the civic and community priorities and how art can play a role in advancing these key strategic priorities for the community. Meetings, workshops and review of City and neighbourhood planning documents will inform a part of the engagement phase.

The outcome of this research will be a summary of findings and recommendations for creative applications of public art for consideration and approval by City staff and the Art in Public Places Committee.

Once approved, the artist will create a more detailed arts plan which will include an outline of proposed activities, sites, strategies, form, themes and timelines for completion.

Phase one is anticipated to be completed within six months of the start of the residency.

Phase 2:

During phase two, the artist will complete the art plan initiatives informed by their research. The Artist in Residence will collaborate with City staff and community stakeholders during stages of coordination, delivery and reporting.

Before the end of their residency, the artist will fill in a 'Completion Package' for each art works created throughout the residency, as well as a written report, including community feedback on their involvement with the project.

Phase two is anticipated to be 18 months in length with a completion date of May, 2021.

Objectives

The Artist in Residence program objectives are:

- To embed the selected artist into the City's planning process to inform the development of art works, activities, and programming and or a symposium to realize civic and

community priorities as informed by engagement with City staff, the community and the Art in Public Places Committee.

- To collaborate with the community during the artistic planning process, broadening their involvement in the arts.

Site Considerations

The artist will have the opportunity to engage with a range of City staff who work in the City of Victoria's Arts, Culture and Events Department, Mayor's Office and Legislative Services, Community Planning, Parks, Recreation and Facilities, Engineering and Public Works, as well as City Council and various external stakeholders such as the Songhees and Esquimalt Nations.

Potential sites for artwork(s) will be determined through discussions between the artist, City staff and the community. Site-specific considerations will be identified in partnership with the City's Engineering & Parks Departments and include site preparation requirements, technical drawings and construction considerations.

About the Residency

The City of Victoria's Artist in Residence program is a two-year residence from June 2019 to May 2021. **It is not a live-in residency.** The selected artist will be responsible for providing housing and/or studio space. If chosen from outside of the Capital Region, the artist will be responsible for all relocating expenses and housing.

The selected artist must be capable of working independently but will be supported by a staff member in the City's Arts, Culture and Events Office. City staff with expertise in capital project installation, fabrication, planning and design will be available to the artist for guidance on project details and opportunities.

Budget

The successful candidate will work 20 hours per week during the two-year term for an annual fee of \$42,000. The artist will invoice the City monthly for \$3,500 plus GST. All invoices paid as a result of this program will be paid as per the City's standard payment terms – net 30 days.

The Artist in Residence program is funded by the City's Art in Public Places Reserve Fund. Artwork materials, fabrication and installation may be funded by a capital project's budget, or with up to \$30,000 annually from the Art in Public Places Reserve Fund. All expenses must be pre-approved by the City and will be reimbursed upon receipt of invoice with supporting documentation.

Role and Responsibilities as Independent Contractor

The successful artist will be required to enter into a Professional Services Agreement with the City, a sample of which is attached.

During the term, the artist will act as an independent contractor. The artist must agree to keep the City indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the artist or its' employees who shall be and remain at all times and for all purposes, the servants or employees of the artist or their sub-contractor(s).

Proof of WorkSafe BC Registration must be submitted, along with proof of up-to-date assessment payment prior to commencing of work. The City must be notified of any changes of WorkSafe BC status during the duration of the agreement.

The artist must apply for a GST number prior to commencing work with the City. Canada Revenue Agency requires all contractors to submit GST if they make over \$30,000 per year.

The artist and any sub-contractor(s) will be expected to obtain and maintain the following insurance throughout the duration of the agreement and to comply with City insurance provisions:

- Commercial General Liability with \$2,000,000 per occurrence and aggregate limits.
- Provision naming the Corporation of the City of Victoria as an additional insured, with a Cross Liability clause.
- Blanket Written Contractual Liability
- Personal Injury Liability
- Automobile Liability on all owned or leased vehicles in an amount not less than \$2,000,000.

Artist Eligibility

This competition is open to artists* working in visual media (painting, print-making, drawing, sculpture, crafts, photography, film and video), and performance arts (theatre, music, dance), who are residents of the province of British Columbia. Artists must demonstrate a particular interest in the intersection between art, design and urban planning.

**The Public Art Policy defines an artist as “any person, who by virtue of professional training, exhibition history and/or critical review is recognized as skilled in making works of art.” (UNESCO)*

Selection Criteria

An artist’s Expression of Interest will be evaluated on the basis of:

- Artistic excellence, quality of artwork and professional experience of the artist
- Sensitivity to the context of urban planning
- Evidence of broad thinking and conceptual clarity
- Ability and willingness to work extensively with the community and City staff through a collaborative consultation process, including workshops and/or other engagement events
- Ability to work well with a wide range of people including community members, planners, City staff, designers, engineers, arts professionals, and professionals in other fields
- An expressed desire to create artwork for a public space

Selection Process

A selection panel of qualified individuals will review the expressions based on the project objectives and selection criteria. A shortlist of artists will be recommended for interviews.

A final recommendation will then be made from the shortlisted artists. The artist selected for the residency will be required to enter into a Professional Services Agreement (PSA) with the City of Victoria which will contain provisions including but not limited to right of ownership and use of artwork, liability, insurance, confidentiality and duties and responsibilities of both parties. The sample PSA is attached for reference.

Please note that the City of Victoria is not compelled to award the residency based on the expressions received.

Expressions must include the items listed below clearly labelled in the following order:

1. Contact and Check List Form

2. Written Expression of Interest (Maximum TWO pages)

Describe your interest in the project as it relates to the artwork objectives detailed above. A keen interest in and commitment to city planning and capital projects and working with staff and the community will be critical to this residency. Artists are encouraged to speak to their experience and desire to create artwork in the public realm. Artists are asked to highlight qualifications and professional experience working with a wide range of stakeholders, including community members, urban planners, municipal staff and other arts professionals.

3. Curriculum Vitae (maximum four pages)

Include a brief statement of artistic activities for the past 12 to 18 months.

4. References

Provide names, addresses, phone and e-mail information for TWO references related to visual arts and public art, if applicable. A letter of reference is not required at this time.

5. Published Support Material (optional, maximum five pages)

Provide up to five excerpts from published materials such as critical writing and/or news clippings.

6. Digital Image Documentation List

Complete the template provided with descriptive and contextual information about the digital images, including the year produced and title of the work, medium, dimensions, and location.

7. Digital Images (*please see specifications below)

Provide up to 10 digital images representative of the artistic work for the selection committee to review. Please include documentation of related and/or public artwork where possible. Original artwork will not be accepted.

Digital Image Specifications

- Submit digital images as jpeg files 72 dpi to a maximum resolution of 1024 x 768 pixels and a maximum file size of 1MB.
- Do not submit images embedded in Word or PowerPoint, or files that are compressed (Zip, Stuffit, etc.) or that require software, plug-ins, extensions or other executables that need to be downloaded or installed.

Estimated Project Timeline

April 9, 2019:	Call to Artists Launched
April 17, 2019:	Public Information Session
April 26, 2019:	Deadline to submit Expressions of Interest
Early May, 2019:	Selection Committee review and shortlisting
May, 2019:	Interviews with shortlisted artists
June 1, 2019:	Residency begins