



**DRAFT CITY OF NANAIMO
CULTURE & EVENTS PUBLIC ART**

**URBAN DESIGN ROSTER 2021 - 2022
CALL FOR ARTISTS**



ISSUE DATE: <Month xx>, 2021

DEADLINE: Midnight Pacific Time,
<Month xx>, 2021

The City of Nanaimo is seeking portfolios to be added to our new Urban Design Roster, launching in 2021!

This program offers artists and designers an opportunity to be involved in civic urban design and small-scale artwork related to city infrastructure.

An Urban Design Roster is a list of artists who wish to be contacted to work with the City's Public Art team and other City departments such as Traffic/Transportation, Engineering and Public Works. Projects are activated on an ongoing basis, in relation to opportunities arising from infrastructure renewals, upgrades and maintenance, and artists or designers from the Roster are selected by project leads based on the needs of the project.

This open call seeks the talents of artists and designers who may wish to tackle a particular design challenge, such as: urban space beautification like murals on civic buildings, surface treatments on civic infrastructure such as play areas like splash pads, urban street objects like traffic barriers or controlled crosswalks, and design treatments for infrastructure elements such as manhole covers as well as possible opportunities in active transportation, sanitation and anti-graffiti efforts. The Urban Design Roster Call is open to both established and emerging artists, including those interested in expanding their practices into the public realm for the first time.

Applications require a statement of interest, resume and a portfolio of previous work. Artist submissions will be reviewed by a selection panel comprised of City Staff and members of the Art in Public Spaces Working Group. Selected designers and artists will remain active on the roster for a period of two years.

Project Fee scales are determined based on the project scale and follow best practices for public display of art identified by the (CARFAC Canadian Artists Representation) fee schedule.

About the Urban Design Roster

Background

This program builds on the existing creative responses to civic planning and design in Nanaimo, and is intended to create a link for artists and civic departments to connect on the integration of creative work into our city's infrastructure needs. Projects are often undertaken that may be enhanced by good artistic contributions and urban design in ways that reflect local context. Recognizing that there is no one way to take on the challenge of designing vibrant and welcoming community spaces, this program seeks to involve different artists and designers who might respond to different sites and contexts.

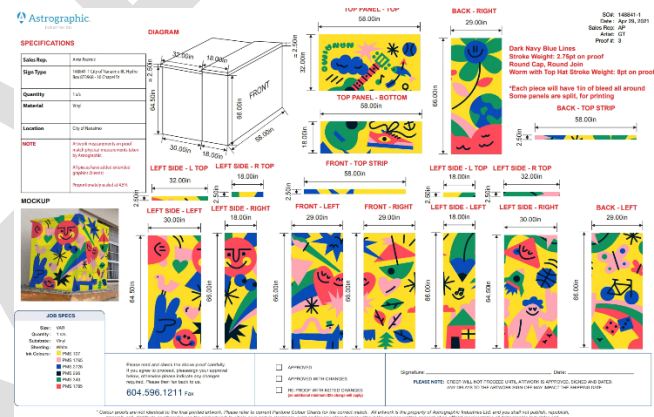
This program evolves the longstanding commitment of the City of Nanaimo to integrate artwork into public spaces, and responds to growth and change in the sector.

Past projects and recent new pilot efforts have included temporary works in public spaces, such as:

Traffic Control Boxes



Utility Wraps / Spring 2021



Sebastian Abboud, BC Hydro Box Wraps, 2021

Eligibility

Who can apply?

The Call is open to all artists, working individually or in collaboration, and especially encourages applications from those who may face barriers of accessibility, gender identity/expression, or racial identity. For the purposes of this call, the definition of an artist is a professional who:

- has completed basic training in art or an apprenticeship with an accomplished practitioner in the field, or
- maintains an artistic practice and has publicly shared an independent body of their work for at least two years, or
- is recognized as a professional by peers within their community.

You do not have to be a resident of Nanaimo, but you must have a good understanding of and relationship to this place.

Artists wishing to propose their own project ideas may apply to the Temporary Public Art Program. Artists may participate in both programs, but must submit separate applications.

Timeline

- Deadline for Entries: <DATE>
- Notification of Acceptance: <DATE>
- Project opportunities: Ongoing until 2023

How to Apply - Submitting your Portfolio

When considering what to include in your portfolio, we suggest an overview of the creative styles, practices, and examples of previous works you have undertaken in a public realm, successful design projects, or other examples of your artistic work. Artists who are new to art in public spaces can contribute a portfolio with examples of artwork that demonstrate your abilities, along with a vision of how you plan to expand your practice into a public space.

Please include:

1. Up to one page of writing about your artistic or design practice
2. A portfolio of your work. We suggest 25 images and/or up to 25 pages in PDF form. Your portfolio may include examples of designs, images of installed work, links to video documentation, sketches, and other manners of presentation that is relevant to your work. Please ensure that all materials presented are well described and accompanied by a corresponding list of works, and that files included conform to the file specifications outline
3. A brief biography (250 words)
4. A resume
5. A brief summary of your approach to this opportunity (25 word maximum)
6. A completed information form

Roster Selection Process

Portfolios will be evaluated by a panel of City of Nanaimo Staff and members of the Public Art Working Group, and may also be reviewed by members of the Snuneymuxw Nation. Once reviewed, those added to the roster will be notified of their active status, and will be contacted when opportunities arise.

Proposals are reviewed based on the following criteria (order listed does not indicate the order of importance):

- Strength and creativity of past work
- Demonstrated ability to produce and present work
- Feasibility of the project to be realized with the timeline and available budget.
- Connection and relevance to place
- Engagement with critical dialogues in contemporary art

Joining the Roster, Next Steps

Each new opportunity offered to an artist on the Urban Design Roster will have its own project parameters, which are presented to the artist at the time of project initiation. A project brief will include location, project type, and a fee. Fees are determined on a per-project basis. Minimum fees for artistic services are based on CARFAC (Canadian Artists Representation) standard rates, and scaled in accordance with the nature of the project.

Selection to participate in the roster will not guarantee that you will be contacted to undertake a project. Projects with physical labour, on-sight work, or fabrication will require the artist to carry commercial general liability insurance, which must be demonstrated at the time of contracting.

How to Submit your Proposal

Submissions must be received no later than midnight, Pacific Time, <DATE>. There are two ways to submit your portfolio:

1. Submit your application and required documents **online** using the form below; or
2. Drop off your application and required documents **in-person** to the Culture & Events Dropbox, located at the Bowen Complex, 500 Bowen Road. The Dropbox is located on the lower level of the building near the tennis courts (Pine Street Entrance). Hand-delivered applications **MUST** include one (1) original hard copy and one (1) electronic in PDF format submitted on a flash drive. The application must be enclosed and sealed in an envelope/package clearly marked:

Your Name
Urban Design Roster
City of Nanaimo
Culture and Events

Terms and Conditions

Once submitted, the application is subject to the *Freedom of Information and Protection of Privacy Act*. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. Personal information will not be released except in accordance with the *FOIPPA*. Questions about the collection of your personal information may be referred to the Legislative Services Department at (250) 755-4405, or via email at foi@nanaimo.ca.

Questions

Thank you for your interest! Applicants will be notified if their portfolio is chosen. The selected artists and designers will be announced in September 2021. Questions regarding the Urban Design Roster Program may be directed to Culture & Events at cultureandevents@nanaimo.ca or 250-755-4483.

SUPPLEMENTARY INFORMATION: Some Important Aspects of Public Art Working Processes

Insurance

An artist/contractor working with the City of Nanaimo must have public liability insurance of \$2,000,000 for the duration of their contract period. This includes liability for injury of public and employees working on the project. Insurance should be included as part of the costs of the project.

Maintenance and Conservation

In the case of artwork installed in City spaces, a maintenance manual will be required by the City to understand materials and conservation requirements. The manual will describe in detail the specifications of materials and finishes, method of cleaning, preserving and maintaining the final artwork, and drawings and instructions for its care.

Copyright

Copyright in the completed work usually belongs jointly to the artist and to the commissioning organization or the City.

Contract

A signed agreement is required before a commission is awarded. The contract is signed once legal provisions have been agreed between the City and the Artist. Independent legal advice is recommended and can form part of the costs of the project. Contract payments are made in installments, usually as a percentage of the total contract amount, and geared to specific stages of certification and production.

Budget & Fees

Fees for artistic services follow CARFAC (Canadian Artists Representation / le front des artistes Canadiens) guidelines. CARFAC sets a national standard of fees that accords artists fair compensation for the use of artwork and certain services that artists provide. Artistic services anticipated to be associated with the activities covered by the Urban Design Roster may include (but are not limited to):

- Artist Fees (for concepts and designs)
- Production/Fabrication Expenses
- Installation or other types of Labour
- Presentation Fees

Urban Design Roster Information Form

Legal Name:			
Social Insurance Number / GST Number:			
Phone Number:		Email Address:	
Mailing Address:			

Signature & Declaration

I hereby acknowledge that the information included with my application is complete, is true and correct to the best of my knowledge. I am the copyright holder of all images and materials supplied to the City of Nanaimo in support of my inclusion in the Urban Design Roster.

X	x	x
Signature	Name	Date

For more information, please contact Culture & Events:

Phone: 250-755-4483

Email: cultureandevents@nanaimo.ca

Office: Bowen Complex, 500 Bowen Road, Nanaimo, BC

Mailing: 455 Wallace Street, Nanaimo BC, V9R 5J6