



CITY of RICHMOND, CALIFORNIA  
PUBLIC ART ADVISORY COMMITTEE (PAAC)

Large Scale Art Commission

Request for Proposals (RFP)

**POST OPENS: September 29, 2022**

**POST CLOSES: November 30, 2022**

## BACKGROUND

The City of Richmond, CA adopted a 1.5 percent for art ordinance (RMC No. 14.17 N.S.) in 1997, followed by a one percent for Art for Private Developer policy in 2017 (RMC 12.62). The Public Art Advisory Committee (PAAC), City of Richmond, CA is committed to supporting public art and community-based programming to support creative expression, spark dialogue and reinforce a sense of community.

Following unprecedented job loss due to the COVID19, the Public Art Advisory Committee has created a new fund which will provide small grants to artists living and/or with a studio in Richmond. This art commission has a lump sum budget not to exceed \$95,000 to be awarded to either a single artist or a team of artists who live and/or work in Richmond and or live in the nine Bay Area Counties.

This is an opportunity for artists to create encouraging and uplifting public art and messages to be placed on display in a Richmond neighborhood with little or no Public Art. PAAC worked with the Richmond Neighborhood Coordinating Council (RNCC) to solicit for possible art locations. The top three possible locations are shown on the next page.

## PROJECT DESCRIPTION AND GUIDELINES

We are looking for innovative artists to think “out-of-the-box” to propose and create new artwork for outdoor public places.

The selected artist will retain ownership of their work unless the nature of the work prevents it or they choose to donate it to the City. Physical artwork must be appropriate for the city’s weather conditions. Potential locations can include publicly facing approved city property and accessible public areas.

**Possible Art Sites:**

**Site 1. Kennedy Park, Cutting Blvd. and South 41<sup>st</sup> Street**



**Site 2. Hilltop Lake Park – Richmond Parkway and Lakeside Drive**



**Site 3. Hilltop Green Park at Park Central and Parkway Drive**



## QUALIFICATIONS OR REQUIREMENTS

We accept proposals for sculpture, installations, and other media as appropriate for public outdoor display.

## ELIGIBILITY

**Eligible:** Any artist living in and/or with an art studio in Richmond, CA is eligible, along with individuals and/or teams from the nine Bay Area Counties. Richmond residents may apply as individuals and/or as a team with partners. Proof of residence must be submitted with the proposal. If selected, a Richmond Business License and insurance will be required.

**Ineligible:** Current or past Richmond Art Commissioners (RACC), Public Art Advisory Committee (PAAC) members. (Eligible if there has been a two-year span since serving on either RACC or PAAC.) If you are an employee of the City of Richmond, and/or a relative of a Commissioner or any appointed official, you may not apply for this commission opportunity, as this relationship may represent a conflict of interest.

## SELECTION PROCESS

Concept Design proposals will be reviewed by PAAC members and City staff and will be chosen based on quality of work samples, benefit to the community or exhibit location, strength of proposal, and durability as a public artwork. As part of the contract a fully developed art concept design must be submitted to PAAC and RACC for final approval.

- Artists may submit more than one work/concept for consideration, not to exceed two total options.
- Artists must provide the materials and/or equipment and be able to deliver, install, disassemble and have the resources to do so. If any assistance or additional supplies are needed to complete the project, they must be requested in the submission and are not guaranteed.
- We encourage artists of all backgrounds to apply as the project aims to reflect the diversity of our city and celebrate equity and inclusion.
- If accepted, we will follow-up with contract instructions, and a fully executed contract. Please note that you must submit a W-9 as part of the contract documents. You can download a current W-9 form here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. See Appendix for required documents if accepted.

**SUBMITTAL PROCEDURE:**

**IMPORTANT DATES:**

September 29, 2022	Information Meeting
November 30, 2022 *	Application Deadline - electronic
January 5, 2023	Sculpture Panel Selection via ZOOM
January 24, 2023	Meet on site with Community Stakeholders
February 24, 2023	3 Semi Finalist Sculpture Concepts Due
March 2023	RACC and City Council for Approval 1 Finalist
April 2023	Contract with 1 Finalist
August 2023	½ Complete Fabrication – Design Signage
December 2023	Sculpture Installation

\*Artists should be prepared to answer committee question/clarifications via email, phone, or virtual meeting during the month of December.

\*\*These dates may be flexible based on selected projects and Contra Costa County COVID 19 guidelines.

Artist should complete and submit the electronic application by 11:59 pm on November 30, 2022. For the online Application go to: [www.ci.richmond.ca.us/largeart](http://www.ci.richmond.ca.us/largeart)

Questions may be directed to: [RACC@ci.richmond.ca.us](mailto:RACC@ci.richmond.ca.us)

For more information on the history of the Richmond Arts and Culture Commissions and the Public Art program, please go to: [www.ci.richmond.ca.us/2064/Arts-Culture](http://www.ci.richmond.ca.us/2064/Arts-Culture).

List of requirements:

- Completed Electronic Application
- 2-3 high quality digital images of each proposed work/project. Hand drawings accepted
- If submitting a proposed piece, please include examples of similar work you have completed previously and sketches of proposed work/project
- Artist resume
- Proof of residence or business license (For non-profit organizations)
- Names and qualifications for team or partners members

The City of Richmond has the right to change this opportunity at any time.

## Things to consider:

Please note that if your proposal is selected for a grant award, you will be required to comply with additional requests for required information and/or documents prior to receiving grant funding, including but not limited to:

1. A signed contract with a Purchase Order and Contract number.
2. A City of Richmond business license (fees are not reimbursable). For more information on the business license visit <https://etrakit.ci.richmond.ca.us/login.aspx?lt=either&rd=~//BusinessApplication/confirmation.aspx>
3. A Tax Form W9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
4. Invoices from artist to the City of Richmond requesting milestone payments.
5. Proof of insurance for any paid artists working on this project.
6. A COVID-19 Plan to meet requirements for in person meetings and activities, including but not limited to social distancing (6 feet between participants), wearing masks and gloves, limited team/volunteer in person meetings, and disinfecting materials and spaces as needed, etc.
7. All awarded candidates will be assigned a PAAC liaison, who will be available to assist and support you through the duration of a successful public art project.
8. Any artist who receives awarded funds, but is unable to provide evidence of completion of milestones (Install and 100% complete) will be asked to return the funds.