



CITY OF SANTA ANA ARTS & CULTURE OFFICE

CALL FOR ART PROPOSAL Utility Box Art Program Revolving Display

Deadline: Thursday, February 13, 2020 at 11:59 PM (PST)

The City of Santa Ana’s Arts & Culture Office is issuing a Call for Art Proposals (CFP) to *artists OR artist teams who live, work, or study in Santa Ana* to create and paint their designs on utility boxes in Santa Ana. The intent of the program is to enhance the beauty and vibrancy of the city, provide the opportunity for artists to showcase their work, and discourage vandalism on utility boxes. The design submissions will be reviewed and recommended by a panel. The selected artists/teams will be awarded an all-inclusive budget of \$400.00 to paint the utility box and to purchase materials and supplies. Once utility boxes are painted, special coating will be applied by the City to extend the longevity of the art and help deter vandalism. The timeframe for the project completion is in May 2020 or sooner from full execution of the agreement.

The deadline for proposal submission is **Thursday, February 13, 2020 at 11:59 PM (PST)** and must be submitted online via [Submittable.com](https://cityofsantaana.submittable.com).

Submit applications here: <https://cityofsantaana.submittable.com/submit>

All questions regarding this application should be submitted in writing by **Monday, January 27, 2020 at 5:00 PM** via e-mail to:
Ms. Gabriela Cramer
Arts & Culture Office
Email: gcramer@santa-ana.org

All questions submitted and responses will be posted on our website (<https://www.santa-ana.org/cd/arts-culture-office>).

ANTICIPATED TIMELINE – UTILITY BOX ART

Event dates, times, and locations may be subject to change under certain circumstances. Please check back on the Arts & Culture Office web page for any changes prior to attending the on-site orientation and Arts & Culture Commission meetings.

Website: <http://www.santa-ana.org/cda/arts-culture-office>

1/13/20	Application Available on Submittable.com
2/13/20	Applications DUE online by 11:59 pm
3/2020	Panel Review
3/19/20	Funding recommendations from Arts Commission
Week of 3/30/20	On-site orientation with city engineers - MANDATORY
April-May 2020	Completion of public art

PROJECT OBJECTIVE/DESCRIPTION

This CFP is intended to engage artists to create designs for utility boxes in Santa Ana that will enhance the beauty and vibrancy of the city, provide the opportunity for artists to showcase their work, and deter vandalism on utility boxes. The artwork must be appropriate for all ages and engage with the growing, diverse population in the City of Santa Ana.

SITE INFORMATION

It is anticipated that 11 utility boxes located along South Main Street will be designated for the project, in addition to more boxes in other areas of the city. However, the locations of the utility boxes are subject to site verification by the City's Public Works Agency, and final utility box locations will be confirmed when the boxes are awarded. Please check our website for updates on the location of utility boxes.

*****Applicants are encouraged to visit a utility box as reference for your proposal.*****

PROPOSAL SELECTION CRITERIA

A selection panel composed of, but not limited to, arts professionals, City staff, City Commissioners, and local community representatives will review and score the applications and make recommendations.

The selection panel will review and evaluate the applications and final design proposals based on criteria that may include but is not limited to the following:

- Artistic merit, craftsmanship, and originality
- Compelling idea and composition
- Experience creating artwork for public spaces, preferred but not required
- Track record working within a timeline and budget, preferred but not required
- Availability and ability to work for the term of the project

DESIGN & INSTALLATION

The ideal artwork will enhance the intersection, represent Santa Ana's vibrant arts culture, and promote awareness of the city's social, cultural, and historical composition. The artwork must be appropriate for all ages and engage with the growing, diverse population in the City of Santa Ana.

The artist/team will be required to design the artwork and paint the utility box within the agreed-upon time frame and according to utility box painting guidelines that will be provided by the City's Public Works department.

There will be a mandatory onsite orientation with City engineers.

Awardees will be notified of the orientation date, which will be announced at a later time. The in-person orientation is part of the all-inclusive award amount, and no additional monetary compensation will be given.

An 8"x 8" marker embedded with the City of Santa Ana logo will be placed on the lower right-hand corner of the box facing traffic and facing the sidewalk. Please plan your designs with this in mind.

Design & Installation Criteria:

- Proposed design should be 2-D artworks only.
- Digital wraps, decoupage with water sealant, and other appliques will be considered; however, no additional compensation will be provided.
- Artwork cannot contain trademark images, logos, tag lines, or be in any way thematically linked to a commercial business, establishment, product, or service. Overt religious and political themes and symbolism will also be declined.
- Utility box size may vary and artwork cannot restrict any vents or airflow through boxes. City maintenance crew must be able to access components inside the box at all times.
- The City will reject for display works of art that are in violation of State or Federal obscenity laws.

BUDGET

The all-inclusive award of \$400 must cover every cost incurred by the artist in the course of designing and installing the artwork including, but not limited to, artist fees, design fees, travel expenses, materials, supplies, site-preparation, and any other expenses related to the design and installation. The City will cover the costs of insurance, special ultraviolet coating, and permits (if required).

Selection and funding are contingent upon a signed Agreement between the artist/team and the City of Santa Ana. The award will be distributed in two payments: \$300 upon a fully-executed agreement and receipt of invoice, and the final \$100 upon the successful completion of painting the utility box, photos of completed work, final report, and receipt of invoice.

ELIGIBILITY

Applicants must be artists or artist teams living, working, or studying in Santa Ana and age 18 or older. Candidates are eligible regardless of race, color, religion, national origin, gender, gender identification, military status, sexual orientation, marital status, or physical ability.

HOW TO APPLY

A complete submission must include all the information and materials described below. The online application will prompt you to submit the information directly into the fields and to upload the submission materials described in the application guidelines. Please prepare all required materials before logging onto Submittable.com. Incomplete and late applications will be deemed ineligible and not be considered.

1. Application Cover Sheet:

Complete and submit the Application Cover Sheet online, worksheet provided at the end of this CFP.

2. Proposed Design:

Complete attached design template below. Be aware that an 8" x 8" marker embedded with the City of Santa Ana logo will be placed on the lower right-hand corner of the box facing traffic and facing the sidewalk. Please plan your designs with this in mind.

3. Letter/Statement of Interest:

[Limit 1 page. Formatting guidelines: Double spaced, 12 points Times New Roman, one-inch margins]

Describe in a couple of paragraphs your interest in the project and preliminary ideas for how you would approach this project. The letter should demonstrate your understanding of the project objectives and a preliminary proposal on how they would be achieved.

4. Images of Past Work & Annotated Image List:

[Limit 5 files, high resolution JPEG or PDF files only, with minimum 72 DPI resolution]

Artists/artist teams must submit up to five images of relevant work samples. Every image file must be titled first with the number of the image in the order to be viewed, followed by the artist's last name (for example: 01_Mendoza; 02_Mendoza). Number must correspond to an annotated image list. Images should be labeled with the title of the piece, the specific medium, the dates, and the dimension of the art. Artists applying as a team may include examples of existing collaborative work.

5. Additional material included that is not requested by the Arts & Culture Office will not be reviewed.

The proposal must be submitted online via Submittable.com. Email, faxed, or hand-delivered materials will not be accepted. Application materials must be received by **Thursday, February 13, 2020, 11:59 PM PST.**

Submit applications here: <https://cityofsantaana.submittable.com/submit>

The online application will prompt you to submit the information directly into the fields and to upload submission materials. The City strongly recommends submitting the application at least **5 days** prior to the deadline to give ample time to troubleshoot.

For questions, please contact Gabriela Cramer at (714) 647-5385, gcramer@santa-ana.org.

ADDITIONAL INFORMATION

It is the policy of the City that artists/artist teams selected through this application process must agree to maintain liability insurance, which will insure and indemnify the artist(s) and the City of Santa Ana for the duration of the contract. However, for this project, the City will cover the costs of insurance, special ultraviolet coating, and permits (if required).

The City of Santa Ana is not obligated to select a finalist from the submitted applications and reserves the right cancel this application at any time.

- Submitting an application does not constitute an expressed or implied contract.
- Applicants submitting will receive notification of the results of the selection process.
- Application materials will not be returned.
- This application is subject to ordinances in effect in the City of Santa Ana.

(Scroll down for Application Information and Required Design Template)

Exhibit A

Cover Sheet WORKSHEET

****Input your information below directly onto online application on Submittable.com. Do not upload this form.**

Name of Primary Contact: _____

Additional Applicant Names:

Business/Organization Name: _____

Physical Address: _____

Mailing Address: _____

Telephone: _____ Email: _____

Website: _____

Brief Description of Project (100-word limit):