

City of Claremont Utility Box Enhancement Project
Call to Artists – Request for Proposals

PROJECT DESCRIPTION

The City of Claremont invites artists, and artist teams to submit proposals for its Power Box Enhancement Project, which is intended to provide new artwork for public display within the City of Claremont utilizing selected city-owned electrical boxes located throughout the town as canvases.

The artists(s) will transform a utilitarian structure into an art form thus increasing public awareness of art, broadening viewers' perspectives of public spaces within the City, and fostering creativity, inspiration, and civic pride throughout the community.

BACKGROUND

The City of Claremont is an incorporated City with a population of over 37,000 residents located 30 miles east of downtown Los Angeles. Claremont is best known for its tree-lined streets, historic buildings, and college campuses; however, it is also known for its art scene and the many Claremont artists who have contributed to the arts locally, nationally, and internationally.

Claremont values Public art and continually searches for avenues to bring art to the community in many forms. Public art is a distinguishing part of our unique history and evolving culture. We believe that Public art can help citizens form connections with one another and with the place they live. It can engage a diverse group in thoughtful and inspiring experiences and bring people together to support a communal activity. It can contribute to making life more significant. It can instill a sense of belonging, expand understanding, and bridge differences. This project has emerged from these concepts.

PUBLIC ART GOAL AND INTENT

The Claremont Public Art Committee seeks to provide attractive, interesting, inventive, and entertaining artwork in unexpected places to provide passersby with a casual, yet

enriching, visual experience as they go about their daily business. Completed, the boxes, as a type of innovative mini mural, should engage and welcome different audiences and add joy to the everyday happenings around the City.

ABOUT THE BOXES

The utility boxes are placed on or near street corners where there are traffic signals and are visible to both pedestrian and vehicular traffic. The art should be “readable” both when viewed passing in a car at 35 mph and walking by at a leisurely pace.

Proposals should describe full surface coverage – all sides and the top. The boxes have various keyholes, handles, and certain other designated areas that should not be painted, including restricting any vents or airflow through the box.

The dimensions of the boxes vary at each location. Be prepared to adjust artwork to fit unique utility boxes.

The specific sites and information about the boxes on each site can be found on the Location Map. Artists are permitted to include their signature on the utility box (no larger than 3” x 5”). Artwork must not contain religious references or symbols, political campaigns, copyrighted or trademarked material, or corporate or organizational branding.

Artwork must be the original design of the entrant, never-before created, and suitable for viewing by all ages. Templates may be used only if created specifically for this project by the selected artist(s).

ELIGIBILITY

This RFP is open to all professional artists and/or artist teams over the age of 18 working or living in Southern California. Claremont artists are encouraged to apply.

- All entries must be the original design and artwork of the entrant(s).
- To be considered, each entry must be sent with a completed official entry form upon submission, and release of liability form once awarded.

- Entries and all forms must be submitted together as a single package.
- Painting must occur during an agreed upon four (4) week period (TBD). If an unforeseeable emergency or inclement weather arises, the artist may request a one (1) week extension by notifying the City of Claremont Public Art Committee.
- Artists may enlist assistants; all assistants must be named on the application.
- Artists may submit no more than three (3) designs for consideration.

CRITERIA

Artists and/or artist teams submitting qualifications should demonstrate a level of experience and professionalism that will commensurate with the project scope. Artwork will be selected on the basis of creativity, artistic merit, technical proficiency and relationship to the site.

MEDIUM AND SPECIFICATIONS

- Artwork will be installed in a public place and must be suitable for viewing by all ages.
- Painting is the only acceptable media for design submittal.
- High quality, low-sheen or semi-gloss external acrylic latex paint must be used, and it must cover all exposed sides and top of the box. Safety and durability are primary concerns and are paramount in the selection of the artwork.
- Entries not adhering to these guidelines will not be considered.
- Artists are responsible for the cost of all materials required to complete the project, except for initial box preparation and final anti-graffiti coating.

The City will provide a clean utility box, including prepping the box with a base coat and will apply the final anti-graffiti coating to protect the artwork.

BUDGET AND TERMS

- Accepted artists will receive an honorarium of \$750. Fifty percent (50%) will be paid at the start of the project and fifty percent (50%) upon the timely completion of the artwork.

- Installation will begin only after design approval, and completion of all required liability and contract forms. Required notifications should be considered and coordinated with the proper authorities in advance of any work.
- If any damage is caused to the exterior of a power box as the direct result of the artist's installation or maintenance of the display, the artist will be responsible for the costs necessary to restore the cabinet to a functional condition.
- The artwork must have a minimum expected life of 5-years. Touch-ups will be completed by the artist(s) at the City's request. Should the art fall into a state of disrepair and the artist will not or cannot bring the work back to quality standards, the artwork may be repaired or removed by the City.
- The City and artist each have the right to use photos of the finished artwork in any manner that helps promote the project, the artist, and the City.
- Artwork for this project is considered a long-term installation and becomes the property of the City. Within the context of the Visual Artists Rights Act, the City of Claremont reserves the right to alter or remove the artwork if the City, deems it appropriate after consultation with the artist, and the artist is unavailable or unwilling to perform the modifications.
- Be aware that the utility box artwork may be subject to vandalism for which the City and artists will coordinate restoration, which may include reapplication of protective coatings, replacement or reapplication of parts, and paint or patina touch-ups.

The City reserves the right to modify or withdraw this RFP at any time.

SELECTION PROCESS

A selection panel will review applications received in response to this RFP. The panel will be comprised of artists, arts professionals, representatives of the City, businesses, resident's, and education communities.

The selection panel will select designs that meet the above criteria to the Public Art Committee for recommendation and submittal to Claremont City Council for approval.

Once designs are approved, contracts will be drafted and mutually agreed upon scheduled work may begin. Selection will be based on:

- Artistic achievement and quality as demonstrated in the artist's résumé and images of previous projects (30%).
- Appropriateness of the artistic approach, project design and narrative, and clear alignment with the goals of the project. This includes artist's overall skills, experience, and ability to work in similar media, scale, and budget (40%).
- Level of creativity and imagination (30%).
- Compatibility with the City's existing public art collection to provide a balanced inventory and ensure a variety of style, design, and media throughout the community.
- Appropriateness of the artwork to the location with regard for the nature of the space and a broad audience with a variety of tastes.
- Detailed inclusion of the artist(s) name, artwork title, and photo of the artwork may be featured on the City of Claremont website and other promotional materials.

The Public Art Committee will determine which of the selected artworks best fits the character of specific locations.

HOW TO APPLY

All application materials must be emailed to: bhandel@ci.claremont.ca.us by the **NOVEMBER 13, 2020 deadline of 5:00 p.m.**, with the subject line: Utility Box Enhancement Submission. Incomplete and late applications may be deemed ineligible and not be considered.

The complete Artists' submissions must include:

- A completed application form
- Agreement Waiver
- A short bio or resume (max 3 pages)
- Image Identification Sheet of past artwork

These must correspond to the numbers of your submitted images. List your images as: Title, Year, Materials, Dimensions, Location (if applicable). Project Budget (if applicable). Brief Description for each artwork. **These items can be grouped as a single word or pdf document.**

IMAGE SUBMISSION

Submit up to ten (10) digital work samples of your artwork. Images should be labeled as last name, first name, and number, i.e. Smith_Jane_01. Images should be saved in JPG format only at 72 dpi and 2 MB max per file. **(Include each image as a separate jpeg with no text on the page, unless it is embedded in the image).**

On separate pages include:

- Proposed Artwork Description(s)
- Proposed Artwork Design(s) (on template)

PROJECTED TIMELINE

RFP sent to Artists: OCTOBER 15, 2020

RFP Deadline: NOVEMBER 13, 2020

RFP Review by Selection Committee. Recommendations sent to PAC: NOVEMBER 18, 2020

PAC Review and recommendation to City Council: DECEMBER 14 2020

Review and Award of Contracts by City Council: JANUARY 26 2020

Project Installation begins: FEBRUARY 1 2020

Project Installation completed: APRIL 1, 2020

SUBMISSION DEADLINE

Application materials must be received on or before **NOVEMBER 13, 2020 at 5:00 p.m., PST**. Any application materials received after the date and time specified above will be rejected and considered nonresponsive and returned to the Artist unopened.

CONTACT

Please direct questions regarding this Request for Proposal (RFP) to:
Bevin Handel, Public Information Officer, City of Claremont
(909) 399-5497

bhandel@ci.claremont.ca.us

For additional information about Public Art in Claremont, visit online at:

[Claremont Public Art](#)

CLAREMONT UTILITY BOX ENHANCEMENT PROJECT

RELEASE FROM LIABILITY

PERSONAL INFORMATION (Please print)

Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Emergency Contact: _____ Phone: _____

WAIVER ASSUMPTION OF RISK AND LIABILITY RELEASE

For and in consideration of (Name) _____ participation in the Claremont Utility Box Art Project (the "Project"), I hereby voluntarily release, discharge, waive, and relinquish any and all actions or causes of action for personal injury, property damage or wrongful death against the City of Claremont or any of their respective officers, agents, servants or employees, whether the same shall arise by the negligence of any of said persons, or otherwise, occurring to me and/or my team as a result of the participation in the Project/activities incidental thereto wherever or however the same may occur and for whatever period said use and/or projects/activities may continue.

It is my intention by signing this instrument, to exempt and relieve the City of Claremont, each of them and their respective officers, agents, servants or employees from liability for personal injury, property damage or wrongful death caused by negligence. I am fully

aware of the risk and hazards inherent in my and/or my team's participation in the City's Project/activities, as the City does not have any control over persons or vehicles, including without limitation, bicycles, that may travel adjacent to or within the path of my work area while painting the utility box.

I understand that serious accidents can occur during the participation in the City's Project/activities and that participants can suffer serious injury or even death due to tripping and falling on the sidewalk, curb or gutter or interference from pedestrians and vehicles, including without limitation, bicycles, that may travel adjacent to or within the path of my work area while painting the utility box. I realize that no medical Insurance is provided by the City of Claremont for any injuries that may occur to me and/or my team during the use of the city's facilities and/or during participation in the city's Project/activities. Nevertheless, I hereby elect voluntarily to participate and/or allow my team to use the City's facilities and/or participate in the City's Project/activities and assume all risk of loss, damage, or injury that may be sustained to me during the use of the City's facilities and/or during participation in the City's Project/activities, or any activities incidental thereto.

I understand that this Release and Assumption of Risk Agreement shall apply not only to me and/or my team but also to my and/or their heirs, executors, administrators, next of kin, assigns, and successors.

Further, I agree to waive any and all rights I may have pursuant to the Visual Artists Rights Act, 17 U.S.C. § § 106A and 113(d), ("VARA"), and the California Art Preservation Act, Cal. Civil Code § § 987 and 989 ("CAPA") and acknowledge that the City shall have the right to move, relocate or remove Artwork from the intended location as City deems appropriate.

I acknowledge that I have read the foregoing and am completely aware of the potential dangers incidental to my and/or my team's use of city's facilities and/or participation in

city's Project/activities and I am fully aware of the legal consequence of signing this instrument.

By signing below, I hereby certify that I am eighteen (18) years of age or older.

(Please Print)

Date: _____

Name: _____

Signature: _____

CLAREMONT UTILITY BOX ENHANCEMENT PROJECT
APPLICATION

All application materials must be emailed to: bhandel@ci.claremont.ca.us by the **NOVEMBER 13, 2020 deadline of 5:00 p.m.**, with the subject line: Utility Box Enhancement Submission. Incomplete and late applications may be deemed ineligible and not be considered.

(Please Print)

Artist Name: _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Web Site (if available): _____

Assistants (if applicable):

I certify that I have created the attached artwork _____ (please initial).

Description of your design(s): (you may use a separate page for this description and attach, maximum length of one 8.5" x 11" page). Please include:

- Title of your design
- Description of the design
- Narrative about how the design represents the project criteria
- Any other relevant information

DESIGN TEMPLATE SAMPLE

This is a typical utility box diagram representing the four sides and top. Use it to design the artwork, as it would be painted. Unique colors, bold graphics work well, along with bright images that can be seen from a distance. DETAILED IMAGES of each side must be submitted on 8.5" x 11" paper. You may create your own template for the design of your specific box. Artists' designs should reflect an accurate resemblance of the finished artwork as it would be applied to the Box.

Design Template Sample

