



THE CORPORATION OF THE CITY OF MISSISSAUGA
REQUEST FOR PRE-QUALIFICATION FOR ARTISTS OR ARTIST TEAMS
PROCUREMENT NO. FA.49.594.09

BUS RAPID TRANSIT (BRT) PROJECT
INTEGRATED STATION ART FOR BRT STATIONS

Submit complete Pre-Qualification Statement package to:

City of Mississauga
Materiel Management
300 City Centre Drive, 4th Floor, Facade
Mississauga, Ontario
L5B 3C1

Attention: Brian Smith
Procurement Specialist, BRT
(phone) 905-615-3200, ext. 3472 (fax) 905-896-5504
(e-mail) brian.smith@mississauga.ca

To be received by the City of Mississauga (the "City") no later than 2:00 p.m. on Thursday, June 18th, 2009.

This document and any submission by prospective Artists or Artist Team does not create any binding obligations on the City, the prospective Artist or Artist Team, or any other party.

1. ARTIST OPPORTUNITY

The City is looking to pre-qualify an Artist or Artist Team to become members of the Design Team for the City's Bus Rapid Transit (BRT) Project. As members of the Design team, the Artist or Artist Team will participate directly in the design of several BRT stations and will develop integrated artwork or artworks for the BRT stations.

For more information on the City's BRT project please visit the following link:

<http://www.mississauga.ca/portal/residents/brt>

2. SCOPE OF WORK

The Artist or Artist Team will be required to work collaboratively with the Design Team to develop Station Designs and, where applicable, the connection of the Stations to the local community. The Artist or Artist Team may also be responsible for the design and development of integrated artwork(s) that may result from the station designs, including the production of contract documents for the tender, manufacture and installation of the artwork or artworks.

The Artist or Artist Team will be required to attend, in person, a minimum of six (6) meetings with the Design Team, a minimum of two (2) meetings on site at the place of the art installation(s), a minimum of two (2) meetings for the purposes of presenting their design proposal to the Public and/or to the City, a minimum of three (3) meetings for the purpose of presenting their design proposal to the Art Design Review Committee and to attend additional meetings scheduled as required.

The Artist or Artist Team's Scope of Work will include all stages of the development and oversight of the installation(s) of the artwork(s) from conception to completion, including but not limited to:

- Working with the Design Team to achieve an accepted concept within the schedule set for the project;
- Working with the City's Office of Arts and Culture, the City's Art Consultant, and the Design Team to present the concept to the Station Art Review Committee for approval;
- Conducting technical research and providing samples of the proposed technique of integrating artworks into the station designs;
- Working with the BRT Project's Art Consultant and the Design Team to present the concept and artwork(s) at both public and City events, as required;
- Working with the Design Team to develop a complete set of contract documents for the manufacture and installation of artwork(s);
- Working with the City and the Construction Contract Administrator to oversee installation of artwork(s) and integration with proposed designs;
- Working with the Design Team to address maintenance requirements for the artwork(s).

3. ARTIST DESIGN FEE

It is the City's intention to award a single contract for all of the stations that make up the Mississauga Bus Rapid Transit Project. The Artist's or Artist Team's design fee is based on a minimum assumed Scope of Work. This Scope of Work may be adjusted upward in accordance with the Scope of Work for each station. The minimum artist fee amount is \$40,000.00 Canadian, plus GST. The Artist's or Artist Team's design fee will include all expenses related to the Artist's or Artist Team's work including all disbursements, other than travel expenses. The Artist or Artist Team will be reimbursed for travel expenses associated with the delivery of their services to a maximum of \$10,000 Canadian, plus GST.

4. PRE-QUALIFICATION PROCESS

Stage One

Interested Artists or Artist Teams are invited to submit a Pre-Qualification Statement by signing Section 13 - Declaration along with the information requested in Section 5A – STAGE ONE - SUBMISSION REQUIREMENTS of this package. Submissions will be evaluated and ranked by a three-person jury of art experts based on the materials described in Section 5A.

The jury will pre-qualify up to a maximum of 5 Finalists who will be invited to an interview to present their work.

Stage Two

It is the City's intention to conduct interviews with the Finalists to select an Artist or Artist Team that would be best suited to work with City's Design Team. A Request for Proposal document will be prepared and issued to the Finalists prior to the interviews. This document will include information regarding the interview process and the Artist's or Artist Team's participation on the Design team.

5. STAGE ONE SUBMISSION REQUIREMENTS AND EVALUATION OF SUBMISSIONS

Prospective Artists or Artist Teams must ensure that all information provided is correct. Prospective Artists or Artist Teams shall exercise care when completing their submission as failure to fully and accurately complete the required documents will affect the evaluation of their submission and may cause their submission to be rejected.

A. STAGE ONE - SUBMISSION REQUIREMENTS

Artists or Artist Teams shall submit eight (8) CD's, and eight (8) paper copies of the following information:

1. An Artist's statement, no longer than one page (8 ½" x 11") in length, outlining their artistic practice and their approach and experience working collaboratively with interdisciplinary teams.
2. Artist's or Artist Team's resume(s) highlighting relevant experience on projects similar to or directly related to the Scope of Work of this project.
3. Up to 16 Digital Images of relevant work submitted as per the image submission specifications below.
4. Title each image with your name and the number that corresponds to your image sheet, e.g. Artist name, image number.
5. Ensure that each CD is labelled with the Artist/Artist Team name.
6. Provide an annotated image sheet describing each project including, date, dimensions, materials, budget.
7. Up to three references from clients involved in similar projects. Please include contact name, title of contact, telephone number and email address for each reference.
8. The Artist or Artist Team shall provide resumes and references for each team member. Artist Teams shall provide one Artist's Statement and a total maximum of 16 Digital Images.

Image submission specifications:

- 72 DPI to a maximum of 768 pixels in the largest dimension
- Do not submit compressed files (WinZip, Stuffit, etc.)
- Do not submit materials that require software, plug-ins, extensions or other executables that need to be downloaded or installed
- Do not embed photographs in documents such as Word or PowerPoint

B. STAGE ONE – EVALUATION OF SUBMISSIONS FOR FINALISTS

1. The Stage 1 jury will be comprised of three (3) art experts who are qualified to assess the submissions against the selection criteria articulated below. Juror qualifications include: knowledge of contemporary art and public art practice and an understanding of the various criteria that contribute to the success of public art projects. The jury members will be selected by the BRT Project Art Consultant, in consultation with the City's Office of Arts and Culture. At its sole discretion, the jury has the right to make no selection.
2. The jury will evaluate each submission to determine a list of Pre-Qualified Artists to be considered for interview based on the selection criteria that include, but are not limited to the following:
 - Quality of previous work as expressed in the digital images submitted
 - Experience of the Artists or Artist Teams as expressed in their resume(s).
 - Approach as expressed in their Artist's statement.
 - Demonstrated ability to meet deadlines and budgets and to work in collaborative design teams.
 - Reference checks.

6. STAGE 2 - REQUEST TO INTERVIEW FINALIST ARTISTS OR ARTIST TEAMS

1. Finalists will be issued a Request for Proposal (RFP) Document.
2. Finalists will attend a 40 – 60 minute interview with the Selection Committee that will include a 20 minute presentation and a 20 - 40 minute question and answer session. Artists or Artist Teams are encouraged to ask questions of the Selection Committee during this session. Finalists will be given a minimum of 6 working days advance notice of the time of their interview.
3. Up to a maximum of 5 Finalists will be invited to interview.

7. STAGE 2 INTERVIEW EVALUATION

1. The five (5) person Selection Committee will consist of the three art experts from Stage 1, one member of the Station Design Team and one member of the Project Management Team.
2. The Selection Committee will evaluate each Finalist, and will rank each Finalist, based on selection criteria that include, but are not limited to the following:
 - Artistic excellence of past work as expressed in the images and Artist's statement from Stage 1
 - Ability to work cooperatively with interdisciplinary design teams
3. Based on the Selection Committee's evaluation, an Artist or Artist Team will be selected and awarded a contract.

8. COMPENSATION FOR INTERVIEWS

As there is no artistic proposal required for this process, the CITY will not provide honoraria to Finalists to attend the interview. If applicable, the CITY will reimburse interviewees for travel costs, to a maximum of \$1,000 Canadian, plus GST for costs associated with travel outside a 200 kilometre radius of the CITY Offices, 300 City Centre Drive, Mississauga, Ontario . Artists must provide to the CITY an invoice with backup receipts for reimbursement of travel expenses.

9. PROJECT SCHEDULE

The schedule for completion of the appropriate stages is currently agreed for the project as follows:

Issue RFQ: Week of May 11th, 2009.

RFQ Closes: June 18th, 2009, 2:00 p.m.

Artist Interviews: early July, 2009

Contract Award: mid July, 2009

Design Completion: December 2009.

Construction Contract Completion: Fourth Quarter 2012.

It is expected that the development of art concepts, and technical documentation will be completed by/within the schedule as above and will not incur delays to the project.

10.RESERVED RIGHTS OF THE CITY OF MISSISSAUGA

The City, at its sole discretion, may request clarifications or request additional information, as deemed necessary to evaluate the submissions.

The City retains the sole discretion to determine whether a submission is responsive and if the prospective Artist or Artist Team is capable of performing the Work.

The City reserves the right, at its sole discretion, to determine the number of pre-qualified Artists or Artist Teams.

The City reserves the right to not proceed with a Request for Proposal.

11.PUBLICATION OF COMPETITION INFORMATION

The City shall have the exclusive right to issue all public announcements regarding the competition.



12.DECLARATION

The following Declaration is to be signed by the Artist or Artist Team and submitted as part of their pre-qualification statement package.

I/We hereby declare that the information provided herein is true and correct to the best of my/our knowledge.

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

Name _____

Signature _____ Date _____

END OF DOCUMENT