



HANWELL RURAL COMMUNITY

REQUEST FOR EXPRESSION OF INTEREST

CALL FOR PUBLIC ART – VETERANS’ MEMORIAL

CLOSING DATE & TIME:

**THURSDAY, JANUARY 20, 2022
AT 2:00 P.M LOCAL TIME**

Budget: \$75,000

GENERAL TERMS

Expression of Interest submissions must be dated and signed by an authorized signing authority.

Only one copy of these documents shall be submitted on the forms supplied by the Rural Community of Hanwell.

Only the names of the Proponents submitting an Expression of Interest will be read out at the closing time and date.

DEFINITIONS

In this Expression of Interest, except where otherwise qualified, these terms will be defined as follows:

“Business Day” means a day other than a Saturday, Sunday or statutory holiday in New Brunswick.

“Clerk” means Terri Parker, phone (506) 460-1177, ext. 3, email: tparker@hanwell.nb.ca

“Closing Date” means 2 p.m., Thursday, January 20, 2022 - Local (Hanwell, NB, Canada) Time.

“Council” means the Mayor and Council of the Rural Community of Hanwell

“EOI” means this Expression of Interest, including all schedules attached hereto and any addendum or clarifications issued hereafter by the Rural Community of Hanwell.

“Hanwell” means the Rural Community of Hanwell.

“Local Government” means the Rural Community of Hanwell.

“NBON” means New Brunswick Opportunities Network.

“Proponent” means the supplier or vendor or bidder or company or person who submits a response to this Request for Expression of Interest.

“Project Manager” means Tim Fox, phone (506) 262-7333, email: tfox@hanwell.nb.ca

CALL FOR ARTISTS

The Rural Community of Hanwell is inviting expressions of interest from professional artists and artist teams to design and create site specific public art that will act as a Veterans’ Memorial on a piece of land located at Hanwell Place, 5 Nature Park Drive, Hanwell, New Brunswick.

There is no imposed medium for this public art.

The work is to be finished and installed by October 31, 2022.

The site is an odd shape, as shown in the diagram. Please see attached Appendix A and Appendix B1 & B2. The art piece can be located anywhere within this space, however, it must not interfere with the swale that is located in the front of the property, as shown in the diagram. The “front” of the public art piece should face the parking lot.

There will be no water or electrical services to the site. We may need to use solar lights.

PROJECT OVERVIEW

Location Context

Hanwell Place is the heart of the Hanwell Rural Community. The building houses both the local government offices, council chambers and the community centre. The community centre hosts numerous public and private functions. The site for the public art installation is located in front of the building near Provincial Highway 640. To the rear of the building is a playground, with associated walking trails to the north of the site.

Hanwell has a population of over 4,700 and is located just southwest of the Provincial capital of Fredericton. There are more than 1,500 families and 125 businesses located in Hanwell. On January 1, 2023, the boundaries of the municipality will be redrawn to include 80% of Local Service District of Kingsclear, which will bring the population up to close to 7,000. Hanwell Place will continue to be the hub of the larger community.

Creative Context

This piece will be Hanwell’s veteran’s memorial. It will be a place for the community to come together to celebrate Remembrance Day in a formal manner and as such, the piece should be easily identifiable as being in honour of our veterans and create the feeling of a place of remembrance. This site will also be a place of reflection, where someone can come, sit on a bench, and think about things of importance to them. We see this as a restful, peaceful place.

The public art will be the centrepiece of a parkette, that will be landscaped based on the piece itself. Hanwell will landscape the site and provide the benches. The artist may wish to take this into consideration in the rendering.

Practical Considerations

The public art piece should be:

- easy and inexpensive to maintain
- durable, able to withstand the elements, and sand and salt during winter
- resistant to vandalism

Budget

The total budget available to the artist/artist team, inclusive of all expenses is \$75,000. The budget must be inclusive of all costs including but not limited to artist fees, studio overhead, artwork fabrication, travel, transportation and installation of artwork, taxes, and general liability insurance in the amount of two million dollars.

Artist Selection Process and Criteria

The selection process will include a Selection Committee and will be carried out in two stages. The Selection Committee may include an art preparator, one or more visual artists, a veteran, a member of staff, and one or more members of council.

The panel will review all submissions and shortlist up to three artist/artist teams who will be invited to provide a detailed concept with sketches or maquette, budget, timeline, and other relevant information. Each of the shortlisted artists/artist teams will receive a fee to complete this phase.

Upon review of the short-listed submissions, the Selection Panel will recommend one artist/artist team for the project. The Selection Panel reserves the right not to award the commission.

Phase 1 - Expression of Interest with qualifications, portfolio, one-page initial concept indicating materials, rough sketch, references from recent commission.

Submissions will be reviewed, and decisions made based on:

- compliance with Public Art Call requirements
- previous artistic experience, based on supplied resume and images
- appropriateness of the applicants artistic medium and style for this project site
- potential for distinctive, site specific outcome

Phase 2 - Shortlist with detailed design, maquette, budget, timeline and other relevant information. Stipend will be provided.

Submissions will be reviewed, and decisions made based on:

- appropriateness of the concept and design for the site
- artist/artist team's ability to work co-operatively with members of the municipality
- references

Eligibility

This Public Art Call is open to local, regional, and national professional artists or artist teams with proven experience working on site specific public art projects of a similar scale. The successful artist(s) will be required to work with members of the local government as required to ensure the piece of public art is installed to the satisfaction of the municipality.

Submission Requirements

Artists are asked to submit the information listed below on one PDF Acrobat format file, no more that 50MB as they will be presented to the selection panel projected on a screen.

- a one-page letter outlining the artist's conceptual approach to the project including materials and rough sketch.
- a current resume
- up to 12 images of previous works with corresponding artwork title, date, medium, location and value
- contact information for three professional references who have worked with you in the past

Timeline

- December 2021 – posting circulated.
- January 20, 2022 – deadline for submissions, Phase 1.
- Week of January 24– selection process review and short listing.
- January 31 – short listed artists notified, asked to submit detailed design.
- February 28 – detailed design concepts due.
- Mid-March – committee selects design.
- Late March – contract awarded and implemented.
- April – August – artist fabricates piece
- September – October 2022 – installation of piece.

EVALUATION

Upon closing of the Expression of Interest, Hanwell will conduct a review of each submission to verify the information provided by proponent. It is the sole responsibility of the proponent to include in writing with their response to this EOI all the necessary information the review committee requires in order to properly evaluate each response. During the evaluation, the local government reserves the right to consult with any or all proponents to request more information about their system, qualifications, etc. The local government shall make the final determination as to the acceptability of the proponent’s offering and qualifications of the proponent in the determination as to whether the proponent will be considered for this project. The local government reserves the right to change or terminate this process at any time, and to not award.

EOI SUBMISSION

1. EOI submission may be forwarded to the clerk via email to tparker@hanwell.nb.ca. Proponents will receive a reply confirming receipt of their submission. If the proponent does not receive a reply, the clerk should be contacted by phone at (506) 460-1177, ext. 3. Limit the submission email size to a maximum of 10MB or send the bid in multiple pieces, files that are larger than 10 MB will bounce back. The local government shall not be liable for any loss or damage of any nature whatsoever if an email submission is not received by local government prior to the designated time and date, due to malfunctioning equipment, the inability to complete the transmission of a document, or for any other reason.

OR

Responses to this request can be submitted in person to the Clerk in a sealed envelope with the subject **“Confidential- Call For Public Art- Veteran’s Memorial”** and dropped off to:

Rural Community of Hanwell
Hanwell Place
Attn: Terri L Parker
5 Nature Park Drive
Hanwell, NB E3E 0G7

2. EOI must be forwarded to the local government, no later than the closing date of January 20, 2022 @ 2pm.
3. Proponents shall be solely responsible for the delivery of their submissions in the manner and time prescribed. The local government recommends the proponents send their submissions well ahead of the closing date and get confirmation of receipt; last hour submission is not recommended.
4. All EOI submissions delivered to the office of the clerk will be dated and recorded on the register of replies. It is the responsibility of the proponent to ensure that his/her/their EOI is in possession of the clerk or assistant clerk and no

other municipal staff member on or before the closing date defined in this document. All submissions will be issued a receipt of acceptance either in person or an email confirmation for those that submits electronically.

5. Submissions should indicate how expectations will be met, given the preferences listed under the CALL FOR ARTISTS and PROJECT OVERVIEW.
6. Submissions must be in English.

PROPRIETARY INFORMATION

The local government may reproduce any of the proponent's EOI and supporting documents for internal use or for any other purposes required by law.

If the proponent includes proprietary information in the EOI response, it must be marked as such. The local government will take all reasonable steps to prevent disclosure of this information, prior to the award of the agreement, however, please be advised that the successful EOIs may be disclosed and treated as a public document at a regular meeting of Council, if required.

Information about the local government obtained by a proponent through this EOI process must not be disclosed unless authorized by the municipality. It is agreed that this obligation of confidentiality will survive to the termination of the EOI process and any agreement that might arise between the parties.

This EOI is the property of the local government and is not to be copied or distributed without the prior written approval of the local government.

The local government falls under the Right to Information and Protection of Privacy Legislation and the proponent would be subject to the provisions of the legislation.

QUERIES

All questions relating to this EOI shall be directed to clerk.

ADDENDA

1. Addenda may be issued during the bid period. All addenda become part of the agreement documents.
2. Clarifications requested by proponents must be in writing, not less than three (3) days before date set for receipt of bids. The reply will be made in the form of an addendum. In the event that the EOI document is advertised on NBON website, a copy of the addendum will be posted on NBON; if the EOI document was issued by the clerk, a copy of the addendum will be forwarded to each proponent registered as having EOI documents. No other interpretation or explanation shall be valid.
3. Proponents must sign addenda and include copy in their EOI submission.
4. It is the proponent's responsibility to ensure they inquire about and submit all the addenda issued.

AMENDMENTS TO EOI

1. Proponents submitting an EOI may amend their submission subsequent to its deposit and prior to the closing date and time by sending amendment via email to tparker@hanwell.nb.ca.
2. An amendment of EOI shall show:
 - (a) information that is missing from the EOI on deposit.

3. Amendment must clearly indicate and reference the EOI title and number.
4. It is recommended that the intention to submit an amendment to the EOI be conveyed to the clerk prior to making the submission.

REJECTIONS

1. An EOI submitted shall be rejected if:
 - (a) received after the closing date;
 - (b) is illegible or not properly dated and signed by the proponent;
 - (c) contains any form of qualification of, or any unsolicited alternative to the EOI, except that an unsolicited alternative may be considered provided the proponent submitting such alternative has submitted a valid EOI for the proposed agreement as called;
 - (d) does not contain all addenda issued to prospective proponent, each signed by the proponent;
 - (e) if a proponent submits more than one EOI and the EOIs are not alternate bids, all the EOIs that are not alternate bids shall be rejected, except the last EOI received. An alternate bid will only be considered if the proponent has also submitted an EOI as per specification.
2. Subject to item 1, a submission may be accepted notwithstanding that it:
 - (a) Contains minor irregularities, the municipality will be the sole judge as to what constitutes a minor irregularity or what is considered a major irregularity which constitutes a rejection of proponent’s EOI.

COST OF PREPARATION OF EOI

All expenses incurred by the proponent in connection with the preparation of his/her EOI are to be borne by the proponent, and the City shall not incur any obligation whatsoever towards the proponent whether their EOI is accepted or rejected.

SUBMITTED TO: The Rural Community of Hanwell

ARTIST NAME: _____

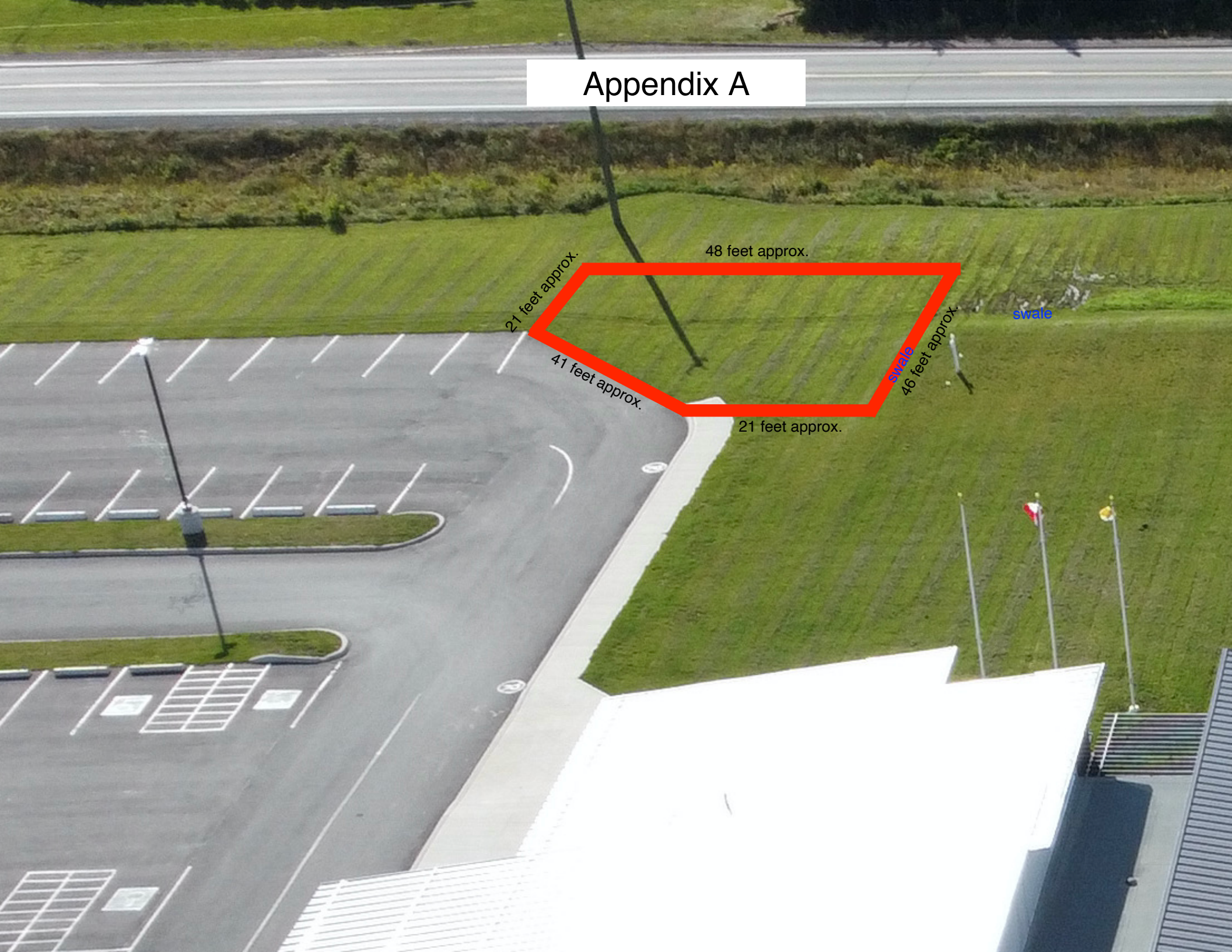
ARTIST ADDRESS: _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

PLEASE PRINT OR TYPE NAME OF PERSON AUTHORIZING: _____

TELEPHONE: _____ **FAX:** _____ **CELL:** _____ **DATE:** ____/____/____
 _____ dd mm
 YYYY

Appendix A



21 feet approx.

48 feet approx.

41 feet approx.

21 feet approx.

46 feet approx.

swale

Appendix B



Appendix B

