



Request for Expressions of Interest:

**Coastal First Nations Art Installation -
Regional District of Nanaimo Administration Building**

Issue Date:

October 6, 2017

Closing Date and Time for Supplier Response:

2:00 p.m. Pacific Time on
November 10, 2017

Closing location:

Regional District of Nanaimo
Main Administration Building - Second Floor
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

1.0 INTRODUCTION

The Regional District of Nanaimo (RDN) is situated within the traditional territory of the Snuneymuxw First Nation, the Snaw-Naw-As First Nation and the Qualicum First Nation, each of which has villages and other lands under their jurisdiction in the region; as well as the Stz'uminus First Nation, Hupačasath First Nation and K'ómoks First Nation, whose traditional territory extends into the Regional District of Nanaimo.

In recognition of that, the RDN is seeking Expressions of Interest (EOI) from British Columbia artists or artist teams for original work to express respect for the Indigenous cultures and traditions of this land, to tell the story of a shared future built on understanding and cooperation, and to reveal the RDN as a place that creates opportunities for community, inclusion and collaboration.

Responding to this EOI is the first of two stages in the selection of an artist or artist team, as described in section 6.0 SELECTION PROCESS AND CRITERIA. Up to three artist or artist teams will be invited to proceed to the second stage of the process in which a more detailed proposal will be requested.

2.0 ADMINISTRATION SECTION

To be considered, EOI's must be received at the Regional District of Nanaimo Main Administration Building located at 6300 Hammond Bay Road, Nanaimo, BC, V9T 6N2, by 2:00 p.m., Pacific Time, on November 10, 2017. All submissions must be clearly marked with:

1. The name(s) and address(es) of the artist(s); and
2. Expression of Interest: Coastal First Nations Art Installation - Regional District of Nanaimo Administration Building.

Responses may **not** be faxed.

Interested artists are advised that this EOI document is administered by the RDN Strategic Initiatives department and is not a Request for Proposals (RFP) or a formal tender call. Information received from artists in response to this EOI may form part of a subsequent competition.

All inquiries related to this EOI are to be directed, in writing, to the RDN Strategic Initiatives Department, at the address noted on the front page, or by email to tbrown@rdn.bc.ca. Information obtained from any other source is not official and cannot be relied upon.

Receipt of responses from respondents in relation to this EOI will not constitute a contract to purchase goods or services. No respondent will acquire any legal rights or privileges whatsoever in relation to this project as a result of this EOI.

Prospective respondents are solely responsible for their own expenses in preparing a response to this EOI.

All documents submitted to the RDN Strategic Initiatives department will not be returned and will become subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

3.0 OVERVIEW

Public art can tell an important story, define a sense of place, express identity and identify community values. The Regional District of Nanaimo's Administration Building is the regional local government centre to over 155,000 diverse residents and spans a wide geographical area. This area includes the traditional territory of the Snuneymuxw First Nation, Snaw-Naw-As First Nation, Qualicum First Nation each of which have villages and other lands under their jurisdiction in the region; as well as the Stz'uminus First Nation, Hupačasath First Nation and K'ómoks First Nation, whose traditional territory extends into the Regional District of Nanaimo.

Incorporating original works of art at the Regional District of Nanaimo's Administration Building can inspire pride in citizenship and reflection on shared community values. Acknowledging the coastal First Nations of the region through art at the Regional District of Nanaimo Administration Building is intended to show respect; to serve as a reminder of the rich culture and history as well as shared future with First Nations in the area; and to express community values of inclusion and collaboration.

4.0 THE OPPORTUNITY

The presence of public art at the Regional District of Nanaimo Administration Building presents an opportunity to honour and acknowledge the Snuneymuxw, Snaw-Naw-As, Qualicum, Stx'uminus, Hupačasath and K'ómoks First Nations, and to continue the work of building positive relationships between coastal First Nations in the region and the RDN.

The RDN is seeking proposals from British Columbia artists or artist teams to express the vision for our Administration Building as a place that respects the Indigenous cultures and traditions of this land, and that creates opportunities for community, inclusion and collaboration.

Artists or members of the artist team interested in responding to this Request for Expressions of Interest should:

- a) Have experience in public art installations;
- b) Have ability and experience to create the vision, fabricate and install the artwork within the space and location of the RDN Administrative Building;
- c) Have demonstrated knowledge and understanding of the cultures and languages of the Snuneymuxw, Snaw-Naw-As, Qualicum, Stx'uminus, Hupačasath and/ or K'ómoks First Nations; and
- d) Be able to complete the installation by August 1, 2018.

The final piece can be original work already completed, or work created specifically for this project. For the final selection, the Regional District of Nanaimo reserves the right to select up to three pieces of art for installation. These art pieces can come from up to three different artists or artist teams.

The Regional District of Nanaimo understands that both the traditional and contemporary cultural and artistic practices of Indigenous peoples are their property, as spelled out in the United Nations Declaration on the Rights of Indigenous Peoples (Articles 11(1) and 31).

4.1 Anticipated Budget

If approved, this project will receive funding up to \$30,000. The project proposal, including the cost of all materials and labour necessary for construction, installation and delivery, must remain within this budget.

5.0 PROPONENT RESPONSE REQUIREMENTS

The following format and sequence should be followed in order to provide consistency across responses and ensure each response receives full consideration. All pages should be consecutively numbered.

- a) A signed cover page including the EOI title, and the Respondent's full name and address.
- b) The body of the response, including but not limited to:
 - i. **Artist CV** – details of all experience related to public artwork and other relevant information;
 - ii. **Artist Statement** – no longer than one page in length, outlining the artist's practice and why this commission is of interest;
 - iii. **Requirements from RDN** – describe what is needed from the RDN to create artwork that meets the vision proposed by RDN; and
 - iv. **Steps required for this Undertaking** – at a high level, outline the steps in the artistic process that will be required and timing, from creative development through to unveiling of the public art installation.
- c) An artists brochure, sample work, previous list of public art installations with short descriptions of their scope and/or vision, as well as other relevant information supporting the artist's experience and qualifications in regards to responding to this EOI.

Artists and artist teams are encouraged to contact the RDN Strategic Initiatives department for details and clarifications regarding these requirements, or any other aspects of this EOI. Staff can be reached by phone at (250) 390-6510, or toll free at 1-877-607-4111, by email at tbrown@rdn.bc.ca, or in person at 6300 Hammond Bay Road, Nanaimo, BC.

6.0 SELECTION PROCESS

The selection process for this project will proceed in two stages, an Expression of Interest stage and a Request for Proposals stage, as described below.

The evaluation of EOI submissions will be by an Art Selection Committee, which will include the Chair of the RDN Board of Directors and selected Directors of the RDN Board. The Snuneymuxw First Nation, Snaw-Naw-As First Nation and Qualicum First Nation have also been invited to appoint representatives to the Art Selection Committee.

The evaluation will include an initial review, which will ensure that the requirements of the EOI have been met, and that the submission is complete. Subsequently the committee will evaluate artist qualifications, based on the criteria below. The Art Selection Committee will establish a shortlist of up to three artist or artist teams to invite to Stage 2.

The top three qualified respondents may be invited to respond to a more detailed request process where they will be asked to submit a more detailed bid and proposal. A stipend of up to \$500 per artist or artist team will be paid to those who proceed to the second stage process.

6.1 Stage One: Expression of Interest (EOI)

Prospective artists or artist teams with demonstrated experience in designing, building and installing large scale works of art in public spaces are invited to submit an Expression of Interest that includes all the Response Requirements requested in Section 5.0 PROPONENT RESPONSE REQUIREMENTS.

The Art Selection Committee will evaluate each Expression of Interest submitted and establish a list of up to three artists or artist teams to be considered for Stage Two: Request for Proposals. Evaluation criteria and value are as follows:

Criteria	Value
Approach and interest in the EOI as expressed in the Artist Statement	15
Qualifications and professional experience of the artist or artist team as expressed in the CV(s)	15
Artistic excellence, skill and innovation as evidenced in samples of previous work	20
Demonstrated ability to successfully execute a project of this scale	20
Demonstrated knowledge and understanding of the cultures and languages of the Snuneymuxw, Snaw-Naw-As, Qualicum, Stx'uminus, Hupačasath and/ or K'ómoks First Nations	15
Ability to deliver the artwork within the budget and timeline as evidenced in samples of previous work	15

6.2 Stage Two: Request for Proposals (RFP)

The Regional District of Nanaimo will only notify those artists or artist teams invited to compete in Stage 2 of the selection process. The criteria in Stage 1 above will be considered for the final artist selection, along with a review of the submitted proposals based on the following:

- Artistic merit of the proposal;
- Technical feasibility of the proposed concept including, but not limited to: safety and structural requirements;
- Ability to meet budget and schedule;
- Stakeholder input;
- How well the proposal meets Selection Criteria to be outlined in the RFP; and
- How well the proposal meets Technical Requirements to be outlined in the RFP.

The artists or artist teams invited to participate in Stage 2 will be provided with a detailed Request for Proposals (RFP) package, a site tour and will be paid a \$500 stipend to develop proposals for the proposed concept with a detailed budget and schedule.

For the final selection, the Art Selection Committee will make its recommendation to the RDN Board of Directors for approval. The RDN Board reserves the right to select up to three pieces of art for installation. These art pieces can come from up to three different artists or artist teams.

There are no predetermined locations for the work(s) of art to be installed. Short-listed artists or artist teams will receive a package of information about the site and building located at 6300 Hammond Bay Road, where the art work is to be installed. There are no predetermined media for the art work.

The total budget for the project will be \$30,000, regardless of media, required site works, or whether a single piece or multiple pieces are selected. The pieces that are selected for installation may be existing original work that is purchased, or work that is created specifically for this project.