



**WATERSHED+ PROGRAM DEVELOPMENT
LEAD ARTIST PILOT PROJECT**

(THIS IS NOT AN ORDER)

SUMMARY

The intention of this RFP is to select a Proponent or Proponents based on Qualifications, Experience and References.

Prices are NOT required for this RFP

The City of Calgary (The City) Public Art Program, in conjunction with The City's Utilities and Environmental Protection (UEP) Department, is seeking submissions from Artist(s) with established public art, community and stakeholder engagement, and design team experience to develop the **WATERSHED+** program in the role of **Lead Artist(s)**. The Lead Artist(s) will establish the **WATERSHED+** program through an (estimated) 18 month pilot project starting in Spring 2011.

WATERSHED+ is the outcome of the UEP Public Art Plan's Visual Language Project and launches a visionary new program which will embed artists and artistic practice within the Department's core activities. In January of 2007, the UEP launched its visionary Public Art Plan. The plan is founded on the principle that public art, in collaboration with other disciplines, can create remarkable places that encourage sustainability and stewardship of the environment.

Working with internal and external stakeholders, the Lead Artist(s) will create the foundation program for **WATERSHED+** through the development and implementation of key pilot initiatives outlined in this Request for Proposal. Compensation for the Lead Artist(s) for the pilot project is \$125,000.00 CDN total budget. This Request for Proposal will be evaluated by a two stage juried process: Stage One (1) to short-list artists based on [submissions](#) and Stage Two (2) to [interview shortlisted Artist\(s\)](#).

PLEASE NOTE THE CLOSING TIME HAS CHANGED

File Number: 10-1948	Closing Time:	16:00:59 Hours Calgary Time
	Closing Date:	2011 February 18
Note:	Submissions will <u>NOT</u> be opened publicly	

Pursuant to Special Conditions [14.0](#), it is the Proponent's responsibility to request clarification of any item that is unclear or uncertain within the content of the Proposal package before closing time, by contacting:

Proposal Information: Dean Kolundzic Buyer, Finance and Supply	Phone: 403-268-4333	Fax: 403-268-5523	Email: Dean.Kolundzic@calgary.ca and supplyconsulting@calgary.ca
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PRE-PROPOSAL MEETING NOTICE

A Pre-Proposal Meeting has been scheduled for:

DATE:

LOCATION:

TIME:

- _____ MANDATORY PRE-PROPOSAL MEETING: Proposal submitted by firms who have not attended the Mandatory Pre-Proposal Meeting will not be considered.
- _____ OPTIONAL PRE-PROPOSAL MEETING: Please note that specific and pertinent information may be conveyed at this meeting. Proponents attending this meeting may be privy to project information that may not necessarily be contained in any of the documentation provided.
- ___**X**___ NOT APPLICABLE: No Pre-Proposal Meeting will be held for this Request for Proposal



INSTRUCTIONS FOR SUBMITTING PROPOSAL

1. Each Proponent should submit **five (5)** copies of their Proposal, **one (1)** hard copy clearly marked "Original" and the **four (4)** other(s) clearly marked "Copy"; along with **one (1) electronic** copy submitted on CD or memory stick in a Microsoft Word or PDF format. If there are any differences between the hard copy and the electronic copy, the hard copy marked "Original" will prevail.
2. The City of Calgary ("The City") does not accept faxed or emailed Proposals.
3. Proposal must be written in English.
4. Each Proponent is solely responsible for ensuring that its submission is received and time stamped at:

The City of Calgary, Supply Management
Manchester Building "U", 2nd Floor Reception
677 – 25th Avenue SE,
Calgary, Alberta T2G 4K8

at or before the stated closing time in the RFP package. Receipt of each submission will be confirmed by The City of Calgary time clock stamp, located in Supply Management at the above address only. No other time clock stamp will be considered valid. The City of Calgary is not responsible for any submission received or time stamped after the stated closing time, and will not consider any such submission.

5. Failure to address envelopes exactly as indicated may result in delayed delivery and rejection of the submission. **Any submission not received at the location specified on the label by the closing date and time shown below will be returned and will not be considered.**
6. To assure your submission is considered;
 - Cut out the label below and affix this label to the outside of your submission. If you are placing your submission in an additional envelope for shipping, the label should be on the **OUTSIDE ENVELOPE.**

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 THE CITY OF CALGARY FINANCE & SUPPLY			Supply Management Loc. #8140 2nd Floor, Manchester Building "U" 677 – 25 Avenue SE Calgary, Alberta, Canada T2G 4K8
PROPOSAL NUMBER 10-1948	CLOSING DATE 2011 February18	CLOSING TIME 16:00:59 Calgary Time	
NAME OF BUSINESS ENTITY		BUYERS NAME Dean Kolundzic	



SPECIAL CONDITIONS OF PROPOSAL

1.0 GENERAL

1.1 The Special Conditions of Proposal are supplementary to the Conditions of Proposal, and form an integral part of the contract documents. Where items covered by these Special Conditions of Proposal are in conflict with items described elsewhere in the contract documents, or Conditions of Proposal referred to, the Special Conditions of Proposal contained herein will govern.

1.2 The following documents have been incorporated by reference into the Request for Proposal:

- Conditions of Proposal;
- Artists Master Agreement (sample);
- Affidavit of Execution;
- Affidavit of Corporate Signing Authority;

To view the referenced documents at The City’s website, see Bid and Vendor Information and click on “Supply Management Terms and Conditions”.

2.0 INTENTION OF AWARD

It is the intention of The City of Calgary to short-list up to three (3) Artist(s) (Proponents) in (Stage 1). Once shortlisted interviews are complete (Stage 2) it is intention to award to one (1) Proponent. However, The City reserves the right to award to one or more Proponents if deemed necessary or is in the best interest of The City.

Depending upon the results and outcome of the deliverables of the project, expressed herein, additional related work may come into existence whereupon The City reserves the right to either utilize the services of the successful Proponent(s) for additional related work, subject to the successful Proponent’s performance, funding and successful negotiation or return to the market with a new proposal document when in The City’s best interest.

The City reserves the right to award the assignment in whole or in part or to delete any portion of the work.

3.0 PRIVATE INDIVIDUALS

The City cannot award contracts to Private Individuals. All submissions must be from a company. Sole Proprietorships are acceptable.

4.0 ARTIST’S MASTER AGREEMENT

The Artist Master Agreement is a blanket agreement, renewable for up to five (5) years, and is not contract specific. Firms who have not signed this agreement, with The City, will be required to do so, prior to any award.



5.0 INTERNATIONAL ARTISTS

The City welcomes submissions from international artists. Artists or Artist Teams are encouraged to contact Citizenship and Immigration Canada for information on admission into Canada (even for very short durations) at 1 888 242-2100, or at the following website: <http://www.canada.gc.ca>. The City cannot be held responsible for any failure of Artist's or Artist's Teams to meet the requirements of Citizenship and Immigration Canada or Revenue Canada.

6.0 NON RESIDENT WITHHOLDING TAX

The successful Proponent who is a non resident to Canada is subject to regulation 105(1) of the Canada Income Tax Act; The City is required to withhold 15% from all payments to non-residents for services rendered in Canada. Deductions made under these provisions will be reported to you by Feb. 28, of the following the calendar year-end on form T4A-NR Supplementary. Details of the Canada Income Tax Act can be viewed at the following website <http://www.cra-arc.gc.ca/>

Any concerns regarding Non Resident Withholding Tax, Tax Waivers or related issues, contact the Government of Canada Information line at 1 800 926-9105.

7.0 G.S.T. AND CUSTOMS REQUIREMENTS

- .1 The successful Proponent agrees that all Canadian G.S.T. and any taxes or duties imposed by the Excise Tax Act or the Customs Tariff and tax or duty rate decreases or exemptions resulting from amendments, re-classifications, remissions, or clarifications thereof on tax or duty included goods and materials, whether recognized or not at the time of award, will be passed on to The City.
- .2 If the successful Proponent manufactures or purchases any goods with respect to this competition from outside of Canada, the successful Proponent must ensure that its agent or representative is the importer of record, unless otherwise expressly stipulated.
- .3 The City will not be liable for and the successful Proponent shall indemnify The City with respect to any special or dumping duties which may be levied by the Canada Border Services Agency (CBSA), Anti-Dumping and Countervailing Directorate under the provisions of the Special Import Measures Act (SIMA), upon any imported goods required in the supply of materials in any order or in the performance of the contract awarded as a result of this RFP.
- .4 G.S.T. not submitted in accordance with the requested status will be adjusted accordingly for the purpose of evaluation. If pricing offered does not list applied G.S.T. as a separate item, The City will assume the Proponent has omitted such tax and the proponent's offer will be adjusted accordingly to include the appropriate tax, and The City will consider the submission so amended.

8.0 INSURANCE REQUIREMENTS

- .1 As per Clause 7 of the Artist's Master Agreement, proof of insurance will be required prior to award of any contract arising from this RFP.
- .2 As per clause 15.2 of Conditions of Proposal, Professional Liability **will not apply** to this proposal. However, all other insurance requirements as stated in Clause 15 will be applicable.



9.0 RIGHT TO LIMIT PROJECTS

- .1 The City of Calgary seeks to build a diverse art collection through the Public Art Program, therefore, The City reserves the right to limit the number of projects any particular artist or artist team may participate in.
- .2 In the case of a single compliant response, The City reserves the right not to proceed with this RFP or proceed to negotiate a final contract with the respondent. The selection of the recommended Proponent is subject to approval by City Council in its absolute unfettered discretion.

10.0 STAFF CHANGES

Staff changes by the successful Proponent will require approval from The City, prior to any such change. The qualifications and experience of the proposed staff must be equivalent to or better than the staff proposed at the proposal phase. Failure to comply may result in the termination of the assignment.

11.0 PROPONENT PERFORMANCE

The successful Proponent may be evaluated throughout the course of work in the initial project and future projects if applicable. Any evaluation will be shared with the Proponent, with the goal of immediate and permanent resolution where problems and concerns have occurred. The City reserves the right to terminate the contract of a given Proponent if it is deemed that mutually agreeable remedies cannot be reached.

12.0 CANCELLATION AND THE CITY'S RIGHT TO TERMINATE A CONTRACT

- .1 As per clause 8 of the Conditions of Proposal.
- .2 Notwithstanding anything contained herein, The City may, at any time during the term of the contract, upon giving 30 days' notice to the successful Proponent, terminate the contract if The City is of the opinion that the services supplied by the successful Proponent are not of a standard satisfactory to The City or that the successful Proponent no longer has the financial capability to perform its obligations under the contract. Further, The City in its sole discretion may terminate the agreement for reasons including but not limited to unethical or criminal activities immediately upon written notice, to the successful Proponent.

13.0 MULTI-FIRM PROPOSALS

If the application is submitted as a multi-firm proposal, the proposal should:

- .1 Demonstrate the extent to which the proposed Firms have worked together before, including a description of the type of work.
- .2 Identify those project team members, from each organization, that have worked together in a multi-firm or consortium business arrangement.



- .3 Provide examples of where they have successfully partnered in a similar type engagement previously.
- .4 Demonstrate a multi-firm management approach that will ensure, for the duration of the project, clear lines of communication and delivery of services.
- .5 Identify management, ownership, and financial and legal relationships between the consortium members.
- .6 Indicate how the consortium is proposing to contract with The City to ensure a single point of accountability for project completion and dispute resolution. Identify which firm will be designated as the Lead Consultant.
- .7 Define the scope of work to be performed by each Firm.

14.0 QUESTIONS AND CLARIFICATIONS

- .1 All requests for clarification and questions regarding this RFP must be submitted in writing via email to Dean Kolundzic at Dean.Kolundzic@calgary.ca and to supplyconsulting@calgary.ca. All questions or clarifications must be specific to this RFP and must include references to a specific section or schedule and item number.
- .2 It is further requested that all clarification and questions requests be received no later than seventy two (72) hours prior to close. Although every attempt will be made, The City cannot guarantee that questions received beyond this time period will be answered prior to the RFP closing time.
- .3 Requests will be answered by the Buyer or forwarded to the appropriate technical contact for reply. Dependant on their nature, comments or answers will be returned via email from the Buyer or through an addendum should the information be applicable to all proponents.



SCOPE OF REQUIREMENTS

1. Introduction

The City of Calgary (The City) Public Art Program, in conjunction with The City’s Utilities and Environmental Protection (UEP) Department, is seeking submissions from Artist(s) with established public art, community and stakeholder engagement, and design team experience to develop the **WATERSHED+** program in the role of Lead Artist. The Lead Artist will establish the **WATERSHED+** program through an (estimated) 18 month pilot project starting in Spring 2011.

2. Background

In January of 2007, the Utilities and Environmental Protection Department (UEP) launched its visionary Public Art Plan. The plan is founded on the principle that public art, in collaboration with other disciplines, can create remarkable places that encourage sustainability and stewardship of the environment (**See Appendix A, UEP Public Art Plan**).

A call to Artists was issued for the Visual Language Project, one of eight projects within the plan that relate specifically to the man-made watershed of UEP infrastructure in conjunction with the extended watershed of the Bow River. Artist led teams were asked to create a unified, iconographic or symbolic language that would map and identify UEP infrastructure with the purpose of educating users to the larger context of the natural watershed and the systems managed by UEP.

Through the research and development phase of the project, the selected team identified an ambitious interpretation of the goals and deliverables. The visual language concept provided the vision for **WATERSHED+**, a program which will creatively renew the relationship between Calgarians and watershed (**See Appendix B, WATERSHED+ Manual**).

WATERSHED+ presents a unique approach to public art and a distinct way of working within City departments, the public, and other stakeholders. Artists and artistic practices are embedded within UEP core activities, participating as members on infrastructure design teams, contributing to project design, development of events, community education and communication.

Through the implementation of **WATERSHED+**, UEP positions itself as a global leader in their commitment and approach to collaborative and creative projects involving the watershed.

All initiatives within the Watershed+ program will reflect the following beliefs:

WATERSHED+ Statement of Beliefs:

- .1 Increase awareness** – **WATERSHED+** contributes to a greater awareness and knowledge of the watershed and its issues, provoking genuine curiosity and interest in the processes;
- .2 Collaborative working** – Cross-disciplinary collaborative processes bring about enriched experience, innovative work and strong products;



- .3 **Widening opportunity** – A spirit of openness, a wide-reaching knowledge base and on-going encouragement brings about greater capacity, confidence and further advancement for all;
- .4 **Contribute to City identity** – **WATERSHED+** can contribute to a positive environmental and cultural identity for the city and its citizens locally and globally;
- .5 **Place and culture specific** – UEP’s infrastructure projects and initiatives can be expressive of and distinctive to their location and culture; and
- .6 **Enrichment of Urban Life** – Considered water management initiatives and infrastructure, which is conscious of its design and aesthetic, can enrich Calgary’s experience of urban life and stimulate creative parallels with the wild watershed and enjoyment of the great outdoors.

3.0 **WATERSHED+ PILOT PROJECT SCOPE**

The Pilot Project will establish the **WATERSHED+** Program. Utilizing the **WATERSHED+** Manual (**See Appendix B, WATERSHED+ Manual**) as a guiding document, the Lead Artist(s) will demonstrate the process of artist participation and practice within UEP core business.

Working in close collaboration with key stakeholders, the Lead Artist(s) will review and prioritize Key Pilot Initiatives listed below, and develop procedural frameworks (scope, schedules, budgets) and strategies (goals, actions, outcomes) to ensure the Key Pilot Initiatives are developed and implemented.

Expectations of the successful Proponent include, but are not limited to:

- .1 Participate as Lead Artist on at least two identified Water Resources and Water Services projects that best illustrate the Statement of Beliefs:
 - a. an infrastructure design project; and
 - b. a temporary or permanent work that reflects UEP core business
- .2 Artist residency and staff laboratory programs
- .3 Artist mentorship program
- .4 Creative practitioner roster
- .5 Forum discussion program
- .6 **WATERSHED+** exhibition and public talks program
- .7 **WATERSHED+** resource library
- .8 Evaluation and recommendations report

The Lead Artist(s) is expected to work full-time from The City of Calgary Water Centre. Work space within the office environment will be provided.

4.0 **KEY STAKEHOLDERS**

WATERSHED+ relies on a network of participants for the awareness, collaboration and access that is central to the success of this program. **WATERSHED+** functions through a collaborative organizational and governance structure built around the following key roles:

- .1 **Core Group – Internal City Staff:**



The Core Group represents the many disciplines and constituencies which Watershed+ encompasses. The Core Group includes the Lead Artist, Public Art Project Coordinator and staff from diverse backgrounds - engineering, communications, community development, education, planning, parks and public art. The Core Group has been actively involved in the development of **WATERSHED+** to date and will continue its central role – acting as the advisory committee, advocacy group and resource for **WATERSHED+**.

The Core Group identifies opportunities, determines project priorities and provides input and feedback on project development.

.2 Public Art Project Coordinator :

The Public Art Project Coordinator manages the **WATERSHED+** Program and ensures that the vision, projects and initiatives are aligned with the UEP Public Art Plan and The City of Calgary Public Art Program. The Public Art Project Coordinator works closely with the Lead Artist(s), the Core Group, internal and external stakeholders.

The Public Art Project Coordinator chairs the Core Group and is responsible for approval on scope for all **WATERSHED+** key pilot initiatives.

.3 Lead Artist(s):

The Lead Artist drives the implementation of **WATERSHED+**, and is responsible to lead the delivery of the creative vision and the key pilot initiatives outlined in this Request for Proposal. The Lead Artist(s) works in conjunction with the Public Art Project Coordinator, the Core Group, internal and external stakeholders.

The Lead Artist(s) reports to the Public Art Project Coordinator and participates as a key member of the Core Group.

.4 Internal and External Key Stakeholders:

Stakeholders are essential to delivering the vision for **WATERSHED+**. The Program will work in collaboration with existing UEP stakeholders and their wide network of organizations. **WATERSHED+** also seeks to build new collaborations with organizations, institutions and other agencies involved with the watershed and the arts community. Stakeholders include other City departments, environmental organizations, arts and cultural organizations, local communities, regional authorities, and other levels of government.

Proponents **are not** to contact stakeholders during the RFP process.

5.0 BUDGET

Compensation for the Lead Artist(s) Pilot Project is \$125,000.00 CDN total.

When applicable, negotiated and approved, The City may pay additional transportation and accommodation expenses for the Lead Artist(s) while engaged on the Pilot Project for The City of Calgary.



Budgets for the individual **WATERSHED+** Key Pilot Initiatives, as outlined in this Request for Proposal, will be finalized during the key pilot initiatives review, prioritization and planning phases.

6.0 PROJECT SCHEDULE

The anticipated schedule for selection of Artist(s) and completion of the Pilot Project is outlined below. As the Pilot Project progresses and depending on the nature of the Pilot Project the dates are subject to change:

Project Phase	Date
RFP Closing Date	2011 February 18
Artist Selection	2011 March
Start Date: • Launch • Key Pilot Initiatives review and prioritization • Scope, concept and early planning	2011 Spring through 2011 Early Summer
Implementation: • Project execution • Monitoring • Sustainment planning	2011 Summer through 2012 Fall
Pilot completion: • Evaluation • Close out	2012 Fall

Note: The City reserves the right to modify the above dates.

7. POTENTIAL FUTURE WORK

Further, related work beyond the scope as outlined above may include additional work currently unforeseen. The City reserves the right to extend the service to include any additional work related to this project, or return to the market with a new request for proposal document when in The City's best interest.



EVALUATION MATRIX

The evaluation committee will ensure compliance with mandatory criteria and evaluate and numerically score each compliant Proposal. The evaluation will be restricted to the criteria contained in this section of the RFP.

1. CONFIDENTIALITY OF EVALUATION

Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent no details of the Proposal or score or ranking of any Proponent will be released to any other Proponent.

2. MANDATORY COMPLIANCE

A Proposal will first be reviewed for compliance with the mandatory criteria of this RFP. Mandatory Compliance will be confirmed on a simple pass/fail basis. A Proposal not complying with mandatory criteria will be considered non-compliant and will not receive further consideration.

The mandatory criteria for this RFP are:

- 2.1 Received by Supply Management prior to the closing time and date as per the Instructions for Submitting Proposal.
- 2.2 Executed Signature and Waiver Sheet
- 2.3 Signed Addendum (Addenda) if applicable;

3.0 INSTRUCTIONS FOR PROPOSAL SUBMISSION REQUIREMENTS

Submit the following information (further details in the Evaluation Criteria)

- 1. Letter of Intent
- 2. Qualifications
- 3. Demonstrated Excellence of Past Work

The information related to each of the listed evaluation criteria must be provided. Additional information may be included at the Proponent's discretion, but this must not detract from the ability of The City to easily reference information for evaluation purposes.



4. EVALUATION MATRIX

Proposals will be evaluated as per the table below:

ITEM #	CRITERIA DESCRIPTION	WEIGHT	RATING	SCORE
4.1.1	<u>Letter of Intent</u>	20		
4.1.2	<u>Qualifications</u>			
.1	Resumes	20		
.2	Demonstrated experience on design and multi-disciplinary teams	20		
.3	Demonstrated experience with community and stakeholder engagement	20		
4.1.3	<u>Demonstrated Excellence of Past Work</u>	20		
POSSIBLE TOTAL MAXIMUM SCORE				/1000

4.1 EVALUATION CRITERIA

Proponents will be evaluated on their ability to develop the Watershed+ program and meet the project goals based on the Proponent's current understanding of the project, experience and skill sets as outlined in the submission.

4.1.1 Letter of Intent

Stated interest and approach. Provide information and describe the following:

- .1 Interest in this opportunity to develop the **Watershed+** program as Lead Artist(s);
- .2 Artist(s) background and areas of expertise;
- .3 Availability (the Lead Artist will be expected to work full time from The City Water Centre (625 25th Ave. SE Calgary, Alberta T2G 4K8) for the duration of the pilot project;
- .4 If applicable, describe how the team will be structured including the role of each team member; and
- .5 If applicable, list all members of the team, summarizing their applicable skills sets, credentials, project experience relevant to the proposed role and project scope, and expected involvement for the duration of the project. Include an estimate of the level of involvement of each individual and their availability to work on this project. This information should be provided for each individual as follows:



- a) A percentage of total time that each individual will be working on this assignment. For example, Member A is available XX% of time for preliminary stages of this project and YY% for final stages of this project.

4.1.2 Qualifications:

.1 Resumes

- .1 Current contact information;
- .2 Current resume;
- .3 Provide references;
 - .a Artist(s) should provide up to three (3) current references, preferably for related projects completed; and
 - .b References should include company name, client contact name, current telephone number, address and e-mail address.

The City reserves the right to contact references without prior notification to the Artist(s). The City reserves the right to contact only the references of the short-listed Proponents. References from The City of Calgary staff members can't be included as part of the references.

.2

De

monstrated experience on design and multi-disciplinary teams

- .1 Describe your approach and relevant past experience on design and multi-disciplinary teams.
 - .a Provide up to two (2) examples;
 - .b Describe project goals, team members and your role on the project team;
 - .c Demonstrate communication, team participation, planning, and project management; and
 - .d Demonstrate experience working in the government and non-profit sector or equivalent

.3 Demonstrated experience with community and stakeholder engagement

- .1 Describe your approach and relevant past experience with community engagement and consultation.
 - .a Provide up to two (2) examples;
 - .b Describe project goals, team members and your role in the engagement process for each example; and
 - .c Demonstrate communication, team participation, planning and organizational skills.

4.1.3 Demonstrated excellence of past work:

In addition to the Letter of Intent and Qualifications please provide demonstrated excellence of past work in conceptual, aesthetic and technical terms:



Up to ten (10) images of past work which you consider relevant to this project using the requested or alternative format:

.1 Requested Format:

- .a** Load the images into a Microsoft PowerPoint slide show presentation (PowerPoint 2000 – 2003/XP). Macintosh users should test their presentations on a PC before sending;
- .b** images with maximum dimensions of 800 x 600 pixels and minimum dimensions of 720 x 480 pixels via PowerPoint compatible Submit software; and
- .c** Submit one (1) CD-R (not CD-RW) and label with the artist's name and contact information (do not include the name of the artist's gallery, assistant or representative on the label).
- .d** Annotated image list - number each image (1 - 10) and include the following annotations on a separate sheet:
 - Artist's name;
 - Title of project and work;
 - Date of completion;
 - Budget;
 - Location;
 - Medium; and
 - Description of project goals.

.2 Alternative Format:

- .a** Submit one (1) CD-R (not CD-RW) and label with the artist's name and contact information (do not include the name of the artist's gallery, assistant or representative on the label);
- .b** Digital images must be JPEG files formatted for Windows 2000 and must be no more than 300dpi and no larger than 1024 x 768 pixel resolution. Each image must be unlocked and downloadable for viewing; and
- .c** Each JPEG file must be titled with the artist's name and number that corresponds to the annotated image list. File name example: JonesJane001, JonesJane002.
- .d** Annotated image list must be numbered as explained above and include the following information:
 - Artist's name;
 - Title of project and work;
 - Date of completion;
 - Budget;
 - Location;
 - Medium; and
 - Description of project goals.



- 4.2** Proposals will be evaluated and ranked according to the outline below. The evaluation will be based on a 0 to 10 scale.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; high probability of success
6	Meets expectations; Proponent has good understanding of requirement, good probability of success.
4	Somewhat meets expectations; minor weakness or deficiencies, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
0	Lack of response or complete misunderstanding of the requirements, no probability of success.

- 4.3** The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score.
- 4.4** The City reserves the right to reject any proposal that receives a rating of zero (0) on any criterion.

5. PROPOSAL EVALUATION

- .1** The selection committee will score in accordance with the matrix provided. It is the intention of The City to shortlist up to three (3) Artist(s) (Proponents). Stage One (1) to short-list up to three (3) Artist(s) Proponents based on submissions and Stage Two (2) to interview shortlisted Proponents.
- .2** The short-listed Proponents will be required to participate in a Presentation / Interview process with the selection committee. Generally, one hour is allowed for this process, with 30 minutes for the presentation and 30 minutes for the interview.
- .3** The selection committee will then revisit their scoring matrix after the Presentation / Interviews and proceed with a recommendation for the highest evaluated Proponent.
- .4** The City may then negotiate a final contract with the highest evaluated Proponent in accordance with Clause 28 of the Conditions of Proposal.
- .5** In the event that one Proponent scores significantly higher than the other firms, the right is reserved by the selection committee to eliminate the Short Listing Process and proceed directly to negotiations with the highest rated firm.
- .6** Throughout all stages of the evaluation process, the evaluation committee may, at its discretion; seek additional clarification on any aspect of the Proposal; and perform reference



checks as required to verify or clarify the information provided and to obtain additional performance information.



APPENDIX

Appendix A



UEP Art Plan report_lo
werres.pdf

Appendix B



W+ BOOK.pdf



SIGNATURE AND WAIVER SHEET

1. The Proponent hereby acknowledges that prior to submitting a Proposal for this project, the Proponent has obtained from The City’s web site (www.calgary.ca/bids) and thoroughly reviewed in order to be familiar with and certain as to all of the terms and conditions set out in the Request for Proposal documents and all amendments thereto which are incorporated by reference into the above-cited Proposal as follows:

- Conditions of Proposal;
- Artists Master Agreement (sample);
- Affidavit of Execution;
- Affidavit of Corporate Signing Authority;

To view the referenced documents at The City’s website, see Bid and Vendor Information and click on “Supply Management Terms and Conditions”.

2. (a) The Proponent acknowledges the documents incorporated by reference as indicated in paragraph 1 above.

(b) The Proponent further acknowledges that unless otherwise agreed by both parties and confirmed in writing it is subject to and bound by each provision included in each document incorporated by reference to the same extent that it would be if each such provision were set out and included with the hard copy of the Contract Documents.

(c) The Proponent further acknowledges and confirms that either:

i) It has read and understood each provision included in each document incorporated by reference; or

ii) By signing this Signature and Waiver Sheet it waives any and all rights to claim or argue that it was not aware of any provision of any document incorporated by reference.

3. The terms of this document are severable from one another, and the invalidity of any one or more paragraphs in this document, will not affect the validity of the other paragraphs.

4. The Proponent hereby acknowledges it has thoroughly reviewed and understood all the terms and conditions of the Request for Proposal (“RFP”) which include those contained in the Instructions for Submitting Proposal, Supplementary Conditions of Proposal, all documents included by reference as set out in Paragraph 1, all drawings and specifications as may be listed in the Index (together the “Terms and Conditions”).

5. By signing this sheet, I confirm I have the full authority to represent the Proponent in all matters relating to the Proposal, and I confirm that the Proponent agrees to be bound by all the Terms and Conditions.



Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Affix Corporate Seal:
Title	
Printed Name	
Date	

Note: A seal is a preferred element of the signing of a submission. However if the corporation or other legal entity making the submission does not have a seal or if it is not available, the corporation or entity should provide reasonable documentation to confirm the printed name and position of the person or persons signing, and also to confirm that such person or persons signing on behalf of the entity has or have authority to bind the entity. Affidavits of authority and execution will normally constitute reasonable confirming documentation. Forms for each of these affidavits can be found at www.calgary.ca/bids. Without limiting the preceding paragraph but for further clarity, if the corporation or other legal entity does not have a seal or if it is not available:

- For a corporation or other business association, the printed name and position of the person or persons signing together with an affidavit of execution and an affidavit of authority should be completed and submitted,
- For an individual or sole proprietorship, the printed name and position of the person signing together with an affidavit of execution should be completed and submitted.