





**DATE:** FEBRUARY 23, 2009

**TO:** CITY COUNCIL & PUBLIC ART BOARD

**FROM:** JOAN MALLOY, ECONOMIC & COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** REVIEW OF REQUEST FOR PROPOSALS DOCUMENT FOR SPORTS CENTER PUBLIC ART INSTALLATION

The Mayor has convened a special joint City Council and Public Art Board meeting to discuss the Request for Proposals (RFP) for a public art installation at the Sports Center. The meeting will be held at the Sports Center to provide an opportunity for the City Council and Public Art Board members to review the space in conjunction with the RFP.

#### **BACKGROUND**

At its January 13, 2009 meeting, the City Council decided to reissue the RFP for public art at the Sports Center. This decision was based on the discovery of an additional \$30,000 for public art. The City Council directed staff to revise the RFP to address the following:

- Delete the option for an interior art installation
- Apply the new funds, for a total budget of \$100,000, towards an exterior art installation only
- Clarify that the theme of the exterior art installation would be sports-related
- Expand the potential locations for public art to include the landscaped areas in front of the Sports Center and the building exterior

The revised RFP was reviewed by the Public Art Board at its February 10, 2009 meeting. The Board provided some comments that are shown as red-lined on the attached RFP that address the following:

- Add a section that provides background information regarding Union City
- Delete wording referencing specific goals that the public art installation should strive to achieve due to potential conflict with identified theme
- Clarify that the Public Art Board could choose “up to” five finalists to provide flexibility – City Council will make the final determination
- Add a provision for a \$1000.00 honorarium for the finalists to develop their proposals

The Public Art Board also suggested adding photos of art work that would be appropriate for the Sports Center to guide the artists. The Board will be providing photos to be considered for inclusion in the RFP. The Board also indicated that they would like further direction from the City Council on their vision for public art at the Sports Center.

In response to the additional review time necessary to finalize the RFP, the release date and submittal due date were also revised.

## **DISCUSSION**

After the joint meeting, the Public Art Board would like an additional opportunity to review the RFP and provide comments. The RFP will then be forwarded to the City Council for final approval prior to public circulation.

## **FISCAL IMPACT**

The Sports Center budget included \$100,000 for public art. The Public Art Board added a provision for a \$1000.00 honorarium for the finalists. The Board suggested that the monies in the Public Art Fund be used to cover these costs as part of the administration of the Art in the Public Places Program. Staff is consulting with the City Attorney to confirm if these funds can be used for this purpose. Another strategy would be to use a portion of the Sports Center public art budget for the honorarium and supplement with Public Art Funds.

## **RECOMMENDATION**

It is recommended that the City Council review the possible locations for public art, review the attached RFP and provide direction to the Public Art Board and staff.

Prepared by:  
Carmela Campbell  
Planning Manager

Submitted by:  
Joan Malloy  
Economic & Community Development Director

Approved by:  
Larry Cheeves  
City Manager



34009 ALVARADO-NILES ROAD  
UNION CITY, CALIFORNIA 94587

## REQUEST FOR PROPOSALS (RFP) PUBLIC ART FOR THE UNION CITY SPORTS CENTER ISSUED: MARCH 230, 2009

The City of Union City is pleased to announce a call to artists for an exterior public art installation at the new Union City Sports Center located at 31224 Union City Boulevard.

### OVERVIEW

The City invites a qualified artist or team of artists to submit proposals for the design, fabrication, and installation of a unique, site-specific work of art for the exterior front entrance of the new Sports Center (See attached photos). All practicing, professional visual artists working in a media suitable for a permanent, outdoor setting are invited to apply. The City would like to have the public art piece installed by March-April 2010. The theme of the art shall be sports-related.

### BACKGROUND

The City of Union City is located in southern Alameda County on the east side of the San Francisco Bay. Eighteen square miles in area, Union City has a population of approximately 73,400 people and is the most ethnically diverse city in Alameda County.

### DESIGN PARAMETERS

The following are design parameters for the proposed art installation:

- Art Installation shall enhance and create an identity for the Sports Center, be a quality work of art, and appeal to a broad constituency of facility patrons and guests
- Art Installation shall be located in front of the Sports Center including the front entry area and adjacent landscaped areas. The art may also be attached to the building but should not alter the architectural integrity of the building.
- Art installation shall be all-weather, vandal/graffiti resistant and require minimal maintenance
- If proposed in the front entry area, art installation shall have a maximum height of 12' to avoid blocking existing exterior signage
- If the art installation is fabricated out of metal, the artwork should be solid or hollow and filled with material so that it cannot be easily removed

~~If feasible, proposals should successfully integrate one or more of the following goals into the art installation:~~

- ~~• To acknowledge and celebrate the diversity and / or history of the area~~
- ~~• To convey a sense of community and / or include a community component~~

### BUDGET

The City has budgeted up to **\$100,000** for the art installation. The budget includes all costs associated with the design, site preparation, fabrication, transportation and installation of the artwork and any and all required insurance, taxes, licenses or permits and the services of sub-contractors as necessary.

## RFP PROCESS

10 copies of the public art proposal must be received by Monday, ~~March 30~~ April 27, 2009 at 5:00 pm. Postmarks will not be accepted. Please mail or hand-deliver proposals to the following:

City of Union City Economic & Community Development Department  
c/o Carmela Campbell, Planning Manager  
34009 Alvarado-Niles Road  
Union City, CA 94587

Proposals shall provide a straightforward and concise presentation adequate to satisfy the requirements of this RFP. The proposal shall emphasize a clear understanding of the proposed work and the necessary resources to perform the intended services. Submittal shall include a resume of the artist, descriptive narrative and color renderings and / or a visual simulation of the proposed art installation. A work program shall also be included that consists of a detailed project schedule and budget, including all reimbursable expenses, represented as a not-to-exceed amount. Proposal will need to indicate dimensions and medium of the art installation. The narrative shall also address how the art installation conforms to the theme and, design parameters and goals (if applicable) listed above. Examples of existing work may also be submitted. Photos showing existing work shall include title, location and date of work, dimensions, and medium. Recommendations from recent or current clients, which include contact information, are preferred but not required.

The City reserves the right, without qualification, to exercise discretion and apply its judgment with respect to any proposals submitted or to reject all proposals. After proposals are submitted, they become the property of the City and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided.

## SELECTION PROCESS

The Public Art Board will review all submittals in conformance with the theme, parameters and goals listed in this RFP and will then make a recommendation to the City Council, who is the final decision-maker. No more than five (5) finalists will be selected to further refine their proposals and present to the Public Art Board and City Council. An honorarium of \$1000.00 will be provided to all finalists. After a selection has been made, the City will enter into a contract with the artist or team of artists. Contractual terms that will be addressed in the contract, include but are not limited to, the following:

- City Business license requirements
- Liability insurance requirements
- Errors and Omissions liability insurance requirements
- Workers Compensation insurance requirements
- Conformance with submitted scope of work, schedule and "Not to Exceed" budget
- Identification of contractors and subcontractors

- No substitution of key personnel without prior written approval by the City

## **INQUIRIES**

To set up an appointment to view the Sports Center or if you have questions regarding this RFP, please contact Carmela Campbell at (510) 675-5316 or [carmelac@unioncity.org](mailto:carmelac@unioncity.org)



Figure 1- View of Sports Center Entry and Adjacent Landscaped Areas



Figure 2 – Close Up of Sports Center Entry