



## CALL FOR ARTISTS

**Public Art**—[PROJECT NAME, PROJECT NUMBER]

Applications will be accepted from:

**12:00 noon (Pacific Time), [DATE]  
through  
11:59 PM (Pacific Time), [DATE]**

*Applications will not be accepted after 11:59 PM (Pacific Time), [DATE].*

### **Summary**

The City of Mountain View's (City) Two Percent for Art Program requires that 2% of all major City capital improvement projects over \$1 million be spent on public art related to the project. The City of Mountain View Visual Arts Committee (VAC) seeks to commission an artist or artist team to create the design and commission for public artwork for [PROJECT NAME, PROJECT NUMBER].

[SUMMARY OF PROJECT]

Applications must be submitted online on [www.callforentry.org](http://www.callforentry.org) (CaFÉ). Artists should only submit applications directly through the callforentry.org website; no other form of application will be accepted.

## City of Mountain View Overview

Mountain View is in the heart of Silicon Valley and at the center of the technology industry, covering 12 square miles, and is home to almost 86,500 residents, many nationally and internationally known corporations, and a thriving small business base. Located 10 miles north of San Jose and 35 miles south of San Francisco, the central location provides easy access to the entire San Francisco Bay Area and Northern California cities. Mountain View prides itself on having attractive and well-built residential communities served by neighborhood parks and playgrounds, recreational facilities, quality education, and convenient shopping.

Over the years, the City has instituted a public art program and built a collection of public art using public/private partnership, community involvement, and some public funds. A major component of this program is a City Policy known as the Two Percent for Art Program, which requires that 2% of all major City capital improvement projects over \$1 million be spent on public art related to the project. This program is administered by the VAC, a seven-person, City Council-appointed advisory committee that will recommend public art to the City Council, whose decision is final.

## Site Location

[SITE INFORMATION]

**Figure 1: [PROJECT] Site**

## Art Opportunities

[ART OPPORTUNITY INFORMATION]

- Location on site
- Specifications / site limitations
- Theme of artwork, if applicable

**Figure 2: [PROJECT] Art Opportunities**

## Public Art Project Budget

The Council Policy, regarding Public Art and CIP Projects, provides for 2% of the construction budget be set aside for public art. **For the [PROJECT], 2% of the construction budget to be set aside for public art is \$\_\_\_\_\_.**

The VAC is open to selecting multiple art installations and/or multiple artists within the allocated budget amount. For example, the VAC may select two art installations from one artist and one art installation from another artist.

The project budget is all-inclusive of project costs, including artist’s fees and expenses, taxes, materials, City permit fees, travel, shipping and crating, insurance fees, site preparation, and fabrication/installation or execution of the artwork. The VAC is open to multiple artists and/or locations. The total budget for all installations will not exceed \$\_\_\_\_\_.

**Estimated Schedule (dates subject to change)**

The project schedule is determined by the CIP Project Manager in collaboration with the Visual Arts Committee staff liaison. The process to accept public art proposals can begin anywhere from six to 24 months in advance of construction. This is largely due to the City’s standard processes for preparing designs and releasing a bid for contractors; it’s important to have art work selected ahead of the design and construction bid so that any specifications for installation of the art work can be incorporated into the project design and construction scope when necessary.

Item	Due Date
Entry Deadline	By 12:00 p.m. noon, July 29, 2024
VAC Review	August 2024
VAC Selects Artist (September Meeting)	September 14, 2024
City Council Review and Approval	Fall 2024
Construction Bid	Spring 2025
Grand Opening	Late 2026

**Artist Eligibility**

Artist eligibility is determined by the Visual Arts Committee and may vary by project. Artists and artist teams must meet the following criteria to apply:

1. Must be a professional artist/artist team residing in one of eleven San Francisco Bay Area Counties (Alameda, Contra Costa, Marin, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, and Sonoma);
2. Must be over the age of 18; and
3. Artists must demonstrate that they have successfully completed similar works in the past when submitting their qualifications.

Entries not meeting eligibility requirements will be withdrawn from consideration.

## Selection Process

The VAC will review the submitted applications and select the finalists. The VAC will evaluate applications on the following criteria:

- Originality of artistic style (past work);
- Type of artwork proposed (artist shall describe proposed artwork);
- Ability of the artwork to withstand outdoor conditions, such as significant exposure to sun, sand, wind, and water (saltwater, rain, recycled water);
- Maintenance requirements;
- Artist's experience with public art commissions and working within the public process; and
- Artist's experience with art projects of a similar size and scope.

The final design proposals will be presented to the VAC for review. The VAC will rank the design proposals, and a recommendation will be made for consideration by the City Council for final selection of the public art design/artist. The City Council may require additional drawings or information for their respective review. The VAC is willing to work with an artist or artists on the design proposal to ensure suitability and sustainability. The City and VAC reserve the right to reject any or all proposals.

## Application Requirements

All applications must be submitted online via CaFÉ at [www.callforentry.org](http://www.callforentry.org), an online application system for calls for entry. There is no charge for artists to apply or use CaFÉ. Applications that are mailed, faxed, or hand-delivered will not be considered, as this is an online system.

All applicants should allow adequate time to submit their applications. To get additional assistance using CaFÉ, please contact WESTAF by calling 303-629-1166 or emailing [cafe@westaf.org](mailto:cafe@westaf.org).

All applications must include the following:

- **Artist Background and Experience.** Upload a current resumé, no more than two (2) pages in length. Alternatively, or in addition to a resume, if you have a website and/or active social media accounts, please provide links.
- **Five (5) to ten (10) annotated images of artworks completed within the past five years.** All artwork images must be examples demonstrating the artist is capable of creating and commissioning durable artwork adequate for the outdoor elements (i.e., sun, sand, wind,

water) and a public setting. In the image annotation, please include art title, date the art was created, dimensions, type of media, and location of the installation (address, city, state). For team applications, please indicate the lead artist for each project.

- **Proposal.** Applications must include a preliminary proposal. The proposal should include a description of the artwork design, artwork medium type, and estimated time to commission the artwork. Proposals must also identify the location(s) where the art is to be placed on site.
- **Artwork Fee/Budget Proposal.** Provide the total fee for the artwork, including all costs associated with the creation and installation of the artwork such as design, fabrication, travel and transportation, loading and unloading costs, structural engineering design calculations, permit fees, insurance (as described in see Attachment 2, Sample Agreement), and installation. When proposing art for more than one location, provide a breakdown of the cost of the artwork by location.
- **Acknowledgements.** Artists must sign off on the following acknowledgements as part of their application. If acknowledgements are not signed, the application will not be honored as an official submittal.
  1. I acknowledge that if selected as a finalist, I will be required to enter into a contract with the City of Mountain View. The City of Mountain View has provided me with a Sample Agreement.
  2. I acknowledge that if selected as a finalist, I will be required to obtain a business license and insurance. The City of Mountain View has provided me with a Sample Agreement. Requirements are noted in the Sample Agreement.
  3. I acknowledge that if selected as a finalist, I am familiar with the City's insurance requirements within the Sample Agreement (Section 19), and I may be required to secure additional insurance to meet the requirements.
  4. I acknowledge that, depending on the artwork type, a building permit may be required, and I will be responsible for obtaining the building permit.
  5. I acknowledge that depending on the artwork type, a structural engineer may be required to provide plans and calculations for the building permit. I am responsible for obtaining services of a licensed structural engineer. Cost for services of a structural engineer shall be borne by me and included in the cost of the proposed art.

**NOTE:** If your application is not completed in its entirety, it will not be honored as an official submittal and will not be reviewed. Applications must be submitted online on [www.callforentry.org](http://www.callforentry.org). Artists should only submit applications directly through the

callforentry.org website; no other form of application will be accepted. Late or incomplete applications cannot be considered. ALL SUBMITTALS WILL BECOME THE PROPERTY OF THE CITY OF MOUNTAIN VIEW. The City of Mountain View is not responsible for loss of or damage to any materials.

### **Award of Contract**

The City of Mountain View reserves the right to accept or reject any submittals and to alter or extend the selection process as needed. This Request for Qualifications and the selection process shall in no way be deemed as a binding contract or agreement of any kind between the City and the artist. Award of a contract is contingent upon approval of the VAC and City Council. Artists and artist teams selected and approved will contract with the City for the entire duration of the project.

Finalist(s) will be contacted regarding next steps, including an agreement with the City of Mountain View (Sample Agreement) and any stipulations, such as insurance, building permits and structural engineering design as described below. Finalist(s) will also be required to obtain a business license and insurance (requirements are noted in the Sample Agreement, Section 19). The selected artwork is to be installed in 2025.

- **Insurance.** The selected artist will be required to secure and maintain various types of insurance, including Automobile Liability, General Liability, and other insurance as needed.
- **Building Permit.** Depending on the artwork type, a building permit may be required. The artist is responsible for obtaining the building permit (this typically applies to heavy objects, tall objects, objects needing access to utilities). The permit fee will be paid by the City.
- **Structural Engineering Design.** Depending on the artwork type, a structural engineer may be required to provide plans and calculations for the building permit. The artist is responsible for obtaining services of a licensed structural engineer. Cost for services of a structural engineer shall be borne by the artist and included in the cost of the proposed art.

The artwork commissioned for this project shall become the property of the City of Mountain View. The artwork will be maintained as part of the City's permanent art collection. The City shall have no obligation to display the artwork for any particular period or in perpetuity.

### **Artist Responsibilities**

The selected artist or artistic team will be expected to work with City staff to develop the specific parameters of the public art component as well as implement all aspects of the project.

These specifics will include:

- Developing the final design proposal.
- Selecting appropriate artistic materials for the design.
- Developing a final project timeline.
- Attending meetings with City staff, as necessary.
- Obtaining all required permits.
- Complying with federal, state, and local rules and regulations related to prevailing wage.
- Obtaining appropriate insurance for the artwork until the City has accepted the artwork.
- Fabrication/installation or execution of the artwork.
- Delivery of the artwork.
- Providing detailed instructions for the preservation of the artwork.
- Providing detailed documentation on the engineering, execution, or installation of the artwork.
- Abiding by all requirements of the artist's contract with the City.
- Depending on the artwork type, a building permit may be required. The artist is responsible for obtaining the building permit.
- Depending on the artwork type, a structural engineer may be required to provide plans and calculations for the building permit. The artist is responsible for obtaining services of a licensed structural engineer. Cost for services of a structural engineer shall be borne by the artist and included in the cost of the proposed art.

### **Contact Information**

- **Questions about the Call for Artists:** All questions or requests for additional information regarding this Call for Artists should be emailed to [vac@mountainview.gov](mailto:vac@mountainview.gov).
- **Questions about using CaFÉ:** Any questions regarding the CaFÉ website should be directed to WESTAF at 303-629-1166 or [www.callforentry.org](http://www.callforentry.org).

## **Submission Requirements**

All applications must be submitted online via CaFÉ at [www.callforentry.org](http://www.callforentry.org), an online application system for calls for entry. There is no charge for artists to apply or use CaFÉ. Applications that are mailed, faxed, or hand-delivered will not be considered as this is an online system.

To get additional assistance using CaFÉ, please contact WESTAF by calling 303-629-1166 or emailing [cafe@westaf.org](mailto:cafe@westaf.org).