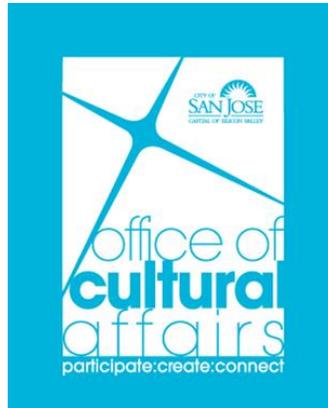


**The City of San Jose Public Art Program**  
**Office of Cultural Affairs (OCA) / Office of Economic Development (OED)**



**Call to Artists:**

**Request for Qualifications (RFQ)**

**for the**

**Pre-Qualified Artist Roster for Public Art Mural Projects**

**SUBMITTAL DEADLINE:**

**Monday July 31, 2017, 10:59 p.m. PT (11:59 p.m. MT)**

**This is an online-only application process and the deadline is not flexible.**

**I. DESCRIPTION OF OPPORTUNITY**

The City of San Jose Public Art Program (SJPA) is creating a Roster of Pre-Qualified Artists. The purpose of the Roster is to streamline the artist selection process for a range of upcoming mural projects. Artists who are chosen for inclusion in the Roster will be eligible to be considered for future public art mural projects in San Jose. Inclusion in the final Roster will be for a period of three years.

The Roster will include, but is not limited to, artists who work in the following two-dimensional artwork media:

- Painting
- Drawing
- Printmaking
- Photography
- Digital media
- Graphic design

Possible mural project locations may include, but are not limited to, a range of outdoor and indoor sites; surfaces may include concrete, plaster, wood, asphalt (such as crosswalks), vinyl or poly-vinyl mesh, and other materials; they may also include digitally-projected images. Sites may have pre-existing paint or other treatments.

It is anticipated that some projects may be on sites in San Jose that fall under jurisdiction of the State of California's Department of Transportation (CalTrans). Such locations may require compliance with CalTrans own rules for permitting, review and design approvals.

## **II. ELIGIBILITY**

This project is open only to artists or artist teams who reside and do their artistic work in one of the following counties in California:

Santa Clara County  
Alameda County  
San Francisco County  
San Mateo County  
Santa Cruz County  
Contra Costa County

All applicants must be at least 18 years of age and have all necessary documentation and permits to work in the United States at the time of submittal of qualifications. PLEASE NOTE: Only complete, timely submittals received from eligible artists will be considered.

## **III. PROJECT BUDGETS AND SCOPE**

\$2,000 - \$75,000 is the anticipated budget range for the City's upcoming mural projects. Project budgets will vary on a case-by-case basis and may be determined by considerations such as location, size and other project-specific factors.

The final budget for each project budget must include all project costs including but not limited to costs for: artist fees for design and implementation, other design costs (if any), community engagement and presentations, equipment, materials and supplies, production and installation including site preparation, artist's studio and artist's own overhead costs, transportation, travel expenses, permits, taxes and license fees, and bonds and insurance, as required.

Artists in the Roster under consideration for specific projects will be asked to develop a detailed budget as part of a design proposal. A final budget for design, fabrication and installation must be approved by the City before a project can proceed.

## **IV. ROSTER USE**

### Duration of Roster

Inclusion in the final Roster of Prequalified artists will be for a period of three years.

Artists in the Roster of Pre-Qualified Artists for Public Art Mural Projects will be considered for mural projects that come up during this time and will not have to submit for mural projects during this time. Inclusion in the Roster does not guarantee a commission.

Artist(s) included in the Roster may be individually-contacted regarding specific projects. Artists in the Roster may be considered and selected for specific mural projects through the use of project-based selection committees. Depending on the specific goals and design criteria of each project, some mural projects may use a proposal-based selection in which a short list of artists may be invited to submit a proposal; for other projects an artist may be commissioned to work with the

community and develop a design proposal. All final designs for projects must be approved by the City of San José's Public Art Committee.

Artists included in the Roster may update their work samples and related information during the duration of the Roster.

The City of San José, may, at any time, expand or update the Roster by issuing a subsequent call for artists or by other means.

## V. DATES AND SCHEDULE

**Submittal deadline: Monday, July 31, 2017, 11:59 PM Mountain Daylight Time**  
**Completion of Roster Selection: September 2017**

## VI. SELECTION PROCESS AND EVALUATION CRITERIA

**All interested artists must complete their submittal for this artist call online through CaFE ([www.callforentry.org](http://www.callforentry.org)); there are no exceptions. There is no fee for submitting for this RFQ.**

An Artist Selection Panel will review all eligible submittals and make a recommendation for the artists to be included in the Roster. The Artist Selection Panel will consist of art professionals, community representatives and one or more artists.

Qualifications, work samples, and statements of interest shall be submitted through CaFÉ™ in accordance with the instructions below. Staff will preview all submissions for completeness prior to Selection Committee review and may reject incomplete applications or inappropriate submissions. *NOTE: Qualifications, work samples and statements of interest must be submitted through CaFÉ™ per instructions below. Specific proposals are not requested and will not be reviewed at this time.*

### General Review Criteria

Artists or artist teams will be reviewed and rated based on their submitted work samples from other completed projects. Review criteria will include but is not limited to the following:

- Aesthetic excellence of past projects.
- Experience, success and/or interest in community engagement in the process of creating public artwork.
- Experience with materials and methods appropriate to creating visual murals in public environments
- Demonstrated ability to manage projects on time and on budget. Demonstrated delivery of projects with similar budgets will be reviewed.

Selection and commissioning of artists by the City and the pursuit of all Office of Cultural Affairs activities are implemented without preference to racial or ethnic origins, sex, sexual orientation, religious affiliation, disability or age.

## VII. HOW TO APPLY

### APPLICATION DEADLINE

Submissions (described below) must be received as a complete application in CaFÉ™ by no later than **10:59 p.m. PT on Monday, July 31, 2017**. (Note: this is 11:59 p.m. MT, the time zone in which CaFÉ™, the host for online submittal is located; CaFÉ™ will automatically stop accepting submittals at 11:59 p.m. MT.)

***Late, incomplete and/or ineligible applications will not be accepted.***

Please make sure you have started your application allowing yourself sufficient time to ask questions, particularly if you have not used CaFÉ™ previously.

### **Application Process**

All materials will be submitted online, via CaFÉ™ website ([www.callforentry.org](http://www.callforentry.org)). There is no application fee to apply or to use the CaFÉ™ system.

To view the application, go to [www.callforentry.org](http://www.callforentry.org), register a username and password, navigate to “Apply to Calls”, and search the list for “**City of San Jose Pre-Qualified Artist Roster for Public Art Mural Projects**”. **Assistance in using the CaFÉ™ system is available during regular business hours (Mountain Time) via e-mail at [cafe@westaf.org](mailto:cafe@westaf.org).**

### **Required Application Materials**

The application submission must include the information and materials described below all of which are required to constitute a complete application. **Please review carefully as incomplete applications will not be eligible for consideration and will not be reviewed.**

**1. Artist Statement of Interest:** Submission must include an Artist Statement of Interest that specifically addresses your artist’s perspective on, and interest in, participating in public mural commissions. The Artist Statement of Interest will be an important aspect of the review process. **Please address the following in your statement (3000 character maximum):**

- i. What is your interest in creating public murals?
- ii. Please describe your experience in public mural-type art projects?
- iii. Please describe your approach to involving community input in your process of design and/or creation of mural art projects.

**2. Resume + References:** Submission shall include a current resume that outlines your professional accomplishments as an artist (maximum of 2500 characters/equivalent of 2 pages; if a team, then 4000 characters maximum for the team.)

**3. Images of Past Work:** Submission must include visual representations of samples of your past artwork appropriate to this project. In order to be considered for this project, the applicant must upload a total of 8 images that represent previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 3 of the requested 8 images.

Submissions must be completed electronically through the CaFÉ™ system. (Instructions on how to format images to CaFÉ™ specifications can be found on the CaFÉ™ website under Image Prep.)

**4. Descriptions of Past Work (Images):** Submission must include a list of the submitted project images with descriptions that clearly explain both the projects and images. Each image must include

information about: a) title; b) date of completion; c) location; d) dimensions; e) significant materials; and f) budget if publicly available.

If you were the member of a team or otherwise worked with other artists on a project you are submitting for consideration, please clearly state your actual role in the creation of the work.

**5. Check your Application for Completeness: Incomplete applications will not be reviewed.**

Please confirm that your application includes all of the required materials listed below.

- \_\_\_\_\_ Artist statement of interest (3000 character maximum)
- \_\_\_\_\_ Resume (2500 character maximum or 4000 for a team)
- \_\_\_\_\_ Images of Past Work (up to 8)
- \_\_\_\_\_ Descriptions of Images of Past Work  
and that you have
- \_\_\_\_\_ Reviewed the San Jose Public Art boilerplate agreement as recommended?

**FOR QUESTIONS ABOUT THIS RFQ:**

Please contact Lynn Rogers via email at [lynn.rogers@sanjoseca.gov](mailto:lynn.rogers@sanjoseca.gov) if you have questions about the project opportunity.

**FOR QUESTIONS ABOUT CaFÉ™: Please contact CaFÉ™**

**VII. CITY OF SAN JOSE CONTRACTS, POLICIES AND LEGAL REQUIREMENTS**

Contracts

All artists or members of artist teams accepted into the Roster must be at least 18 years of age and eligible to work in the United States. Upon selection each artist must complete an IRS W-9 form (to be provided by the CITY after selection.)

Artists who are offered commissions for specific mural projects must enter into a contract with the City of San José using its standard design-fabrication agreement. A generic boilerplate of the City's standard design-fabrication agreement can be viewed at [San José Public Art Program Design-Fabrication Boilerplate Agreement: Mural Projects](#). Final award of a mural commission shall be contingent upon the selected artist/team accepting Terms and Conditions of the agreement to the terms listed in the boilerplate. In some instances, for mural commissions of less than \$10,000, artists may work under a Purchase Order with the City. Per the agreement (or purchase order), contracted artists must comply with City policies pertaining to non-discrimination, gifts, environmental safety and other City statutes.

Artists selected for a commission must comply with local business licensing requirements including any local Business Tax requirements. They will also be required to obtain Automobile Insurance and General Liability Insurance coverages in conformance with requirements set by the City of San Jose's Risk Manager.

Other

It is anticipated that some projects may be on sites in San José that fall under jurisdiction of the State of California's Department of Transportation (CalTrans). Such locations may require compliance with CalTrans own rules for permitting, review and design approvals. In instances, mural locations may be at sites under jurisdiction of CalTrans or another agency or body. In such cases artist must also comply with any permitting and design requirements of CalTrans or the other agency or body. This may include entering into additional agreements with the entity that has jurisdiction over that site.

## **SAN JOSE PUBLIC ART PROGRAM**

San José Public Art (SJPA) seeks to build community identity by initiating artworks that enhance the civic landscape and impact the way in which people experience public spaces. Public art strives to reflect the City's diversity, historic richness, and envision its present and future.

Public Art Next!, the City of San José's public art master plan, frames the policies and procedures that guide the program.