Campus Public Art Program

Request for Supplier Qualifications (RFSQ)

Release date: April 26, 2016

DEADLINE: May 31st 2016, 3:00 pm EDT

BUDGET: $150,000.00 incl. HST

RFSQ #: 2016-4077-RFSQ

The University of Ottawa invites professional, Canadian artists and artist teams to submit qualifications to be considered for the design, fabrication and installation of contemporary and innovative public art.
01. Public Art RFSQ Process
The University of Ottawa is pleased to launch this Request for Supplier Qualifications (RFSQ) to provide opportunities for artists to contribute permanent public artworks to the University of Ottawa campus.

This Request for Supplier Qualifications will be used to adjudicate and shortlist artists interested in preparing proposals specifically for the Learning Centre project currently under construction.

Submissions must demonstrate experience in the completion of permanent public art. Artists selected to advance to the second stage of the competition will be given Terms of Reference that include architectural drawings and a full description of the designated locations within/on the building. Shortlisted artists will receive an honorarium for the development of proposals.

The selection committee will then review proposals and award the commission. This RFSQ is not a tender or a request for formal artistic concept proposals and creates no legal relationship or obligations between artists or the University of Ottawa.

02. Public Art Commission
Public art is meant to broaden and enhance one’s sense of identity and place by creating an environment that is aesthetically interesting and engaging for the community and staff. The artwork must have a compelling relationship with both contemporary art and architecture, while creating a connection between the facility and the surrounding environment. The artwork should be conceptually and visually innovative and original, challenge the viewer to engage in conversation, communicate sophistication, and should have the power to inspire for years to come.

This Public Art opportunity is open to all types of artwork which may be two-dimensional, three-dimensional or any combination. Public Art may be located inside, outside of the facility or bridge from inside to outside. For this project, we welcome new and innovative artistic proposals from artists and artist teams working in all media including light-based, digital technology and other contemporary art where technology is involved. Other than the physical restrictions described herein (e.g. size, weight, power availability, health and safety etc.), the Public Art could be either independent of the construction, or it may be integrated into the construction depending on the schedule.
03. The Learning Centre Project Background

Destination 2020, the University of Ottawa’s strategic plan, sets ambitious goals for the future. The vision is to make the University of Ottawa one of the great universities of our time, with a reputation to match its achievements. “Guided by our heritage, our humanity and our vitality, we give future citizens and leaders alike the values and tools they need to change the world”. One of the key goals of the university’s 2020 Vision is to enhance the student experience whereby the complete learning experience includes all activities beyond the classroom. The Master Plan further states that campus development will “Improve the quality of life of the University community through creating humane, safe and inspiring spaces for interaction and ... place making”.

University of Ottawa (UO) is committed to improving the accessibility and quality of post-secondary education, and by extension, the important contributions of higher education and advanced research to the province of Ontario, to Canada and to the international community.

The Learning Centre will be the first project to be opened under the new award winning Master Plan. It is strategically located to frame an important gateway and a primary access point to the Campus. It is connected to the City’s new East-West cycling corridor which also intersects the new Confederation Line Light Rail Transit (LRT) Campus station nearby. All of these elements speak to a new sense of environmental stewardship and heightened consciousness about sustainability issues. The project is symbolically set at the crossroads of these important global issues.

The new Learning Centre (LC) will provide the University community with 2,260 new study spaces distributed between active learning classrooms, new large amphitheatres, case-based learning seminar rooms, innovative study spaces and student lounges.

The new Learning Centre will enhance innovation in teaching and learning by providing new types of pedagogical spaces, and help prepare students to contribute to a rapidly changing knowledge economy. The inclusion of advanced communications technology within the new classrooms and teaching spaces will allow for pedagogical innovation and use of electronic media as a natural part of the daily academic process and knowledge sharing.

For more information on the building, please refer to links below.
04. The Learning Centre Site and Considerations

The University of Ottawa is located at the eastern edge of Ottawa’s downtown core, immediately to the east of the Rideau Canal. The Learning Centre site is located in the heart of the main University of Ottawa campus at the corner of Marie-Curie Private and Louis-Pasteur Private.

Artists who are shortlisted for this competition will be asked to submit proposals that adapt to these site considerations:

- geographic location and architecture
- a Learning Centre which functions as a social space for the UO population
- a Learning Centre which addresses the street and demonstrates the future look of the core Campus
- gateway to UO from the new Campus Light Rail Transit station
- entrance to the campus from King Edward
- student life around campus
- durability and safety
Appropriate areas for public art within and outside the Learning Centre will be determined by the university facilities project design team. This will ensure that the integrity of the artwork and the intentions of all artists are respected.

Please note that there is limited space on the pavement around the building for artwork and artwork may not impede student flow and safety.

05. Eligibility
This RFSQ is open to professional artists and artist teams with experience in creating permanent public art, public space and/or infrastructure projects. The University of Ottawa defines a professional artist as a person recognized by the consensus of opinion among his/her peers, critics and other arts professionals, and as a person committed to producing and exhibiting works of art on a regular basis.

The University of Ottawa supports cultural activity that is inclusive of Ottawa's diverse community in areas such as gender, official language, ethnicity and disability. Submissions from Aboriginal artists and artisans, including First Nation, Inuit and Métis applicants are welcome and encouraged. The University of Ottawa recognizes both official languages as having the same rights, status and privileges.

All participants must be Canadian citizens, or have permanent resident status.

06. Budget
The budget for this commission is $150,000.00 (incl. HST).

The commission budget must include all costs associated with making and installing the artwork. This includes expenses for engineer-approved plans, fabrication, storage, transportation, equipment rentals, labour, insurance and travel expenses incurred by the artist. Shortlisted artists should include the cost of footings and lighting in the budget for consideration by the project design team as some of these costs may be covered by the construction project if the requirements do not add to the construction cost.
07. Project Timeline

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<tr>
<th>Event</th>
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<tr>
<td>Release of RFSQ</td>
<td>Apr 26, 2016</td>
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<tr>
<td>Information Meeting - Ottawa, ON *</td>
<td>May 10, 2016</td>
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<tr>
<td>Deadline for questions</td>
<td>May 26, 2016</td>
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<tr>
<td>Deadline for submissions</td>
<td>May 31, 2016, 3 p.m. EDT</td>
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<tr>
<td>Shortlist selected</td>
<td>Jun 15, 2016</td>
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<td>Notification/Terms of reference</td>
<td>Jun 20, 2016</td>
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<tr>
<td>Deadline for technical information submissions</td>
<td>Aug 16, 2016</td>
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<td>Technical review feedback given to artists</td>
<td>Aug 19, 2016</td>
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<td>Deadline for shortlisted proposals</td>
<td>Sep 6, 2016</td>
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<td>Open Houses</td>
<td>Sep 22, 2016</td>
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<td>Interviews with the final Jury</td>
<td>Sep 23, 2016</td>
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<tr>
<td>Selected artists notified</td>
<td>Sep 26, 2016</td>
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<tr>
<td>Fabrication</td>
<td>Sep 2016 – Sep 2017</td>
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<tr>
<td>Installation (soft opening of building)</td>
<td>Sep 2016 – Oct 2017</td>
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<tr>
<td>Official Opening of the Building</td>
<td>Jan 2018</td>
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This schedule is subject to change.

*All proponents who wish to attend the information meeting should communicate their intent by emailing a confirmation including the names of representatives who will be attending (Maximum 2) to the University contact at prs-proc@uottawa.ca by May 6, 2015.

08. Evaluation Criteria and Selection Process

Submissions will be evaluated based on the artistic excellence of previous work including images, qualifications (résumé), professional approach (artist statement and approach to collaboration) and references.

All applicants must have demonstrated the following:
- Experience in creating permanent, public space and/or infrastructure, public art projects
- Ability to produce and interpret architectural renderings including graphics, site plans, technical drawings
- Experience working with multidisciplinary teams
- Excellent written and oral communication skills

A professional, peer-assessment selection committee will review all submissions and develop a shortlist of qualified artists or artist teams. Shortlisted artists will be given Terms of Reference to assist in developing and refining their proposals for presentation.
at a public open house and to the selection committee. Shortlisted artists/teams will be awarded an honorarium of $5,000 plus HST per proposal.

The selection committee, in consultation with the University of Ottawa, has the sole right and authority to accept or reject any application at any time during the competition process, or to re-launch or cancel the RFSQ. All selection committee decisions are final.

09. Submission Requirements

This is a paperless application process. Each complete submission must be sent via WeTransfer, a free file transferring system. Follow the steps indicated below using prs-proc@uottawa.ca as the “Friend’s Email” and start your “Message” section with “RFSQ for Learning Centre Public Art – 2016-4077-RFSQ – YourFirstname YourLastName”:

![WeTransfer instructions](Ref.: www.wetransfer.com)

You will immediately receive an email confirmation stating: “Files successfully sent to prs-proc@uottawa.ca”. And as soon as the recipient has downloaded your file, you will receive this confirmation email: “prs-proc@uottawa.ca downloaded your files”.

File formats must be PC-compatible and include PDF, TXT, RTF, OTF, DOC, and DOCX.

Fax, email or any other means of delivery will not be accepted. Submissions will not be returned. The University of Ottawa will not be responsible for any loss or damage to any materials.
Your submission must be transferred electronically by May 31, 2016, 3:00 pm EDT.

The following support materials are required:

1. **Artist Statement**
   An artist statement (1 page maximum) outlining your artistic practice and approach, and how your practice is relevant to this public art opportunity. If you are submitting as an artist team, describe why and how you intend to collaborate. You must include your name, mailing address, telephone number and e-mail address. Artist teams must provide one artist statement and contact information for the lead artist.

2. **Artist statement summary**
   A brief synopsis (1 short paragraph), which outlines your artistic approach and indicates how your practice, is relevant to this opportunity. This summary will be used as a quick reference during the deliberation process by the selection committee.

3. **Current résumé**
   A current résumé (4 pages maximum) highlighting relevant experience on projects similar to or directly related to this opportunity. If multiple artists are involved, include a résumé for each member.

4. **References**
   Contact information for two professional references who can speak to your experience on similar projects. Please ensure these references are aware that they may be contacted by the University of Ottawa as part of the evaluation process for this RFSQ.

5. **Samples of previous work**
   A maximum of 10 digital image or video files are permitted per artist or artist team.

   Digital images must be:
   - PC-compatible in JPG, TIFF or BMP format
   - 72 dpi and no larger than 2 MB each
   - In RGB format, maximum of 1240 pixels (length or width)

   Digital videos must be:
   - PC-compatible in QuickTime Movie (.mov), MPEG-4 (.mp4, .m4v), MPEG-2, MPEG-1, 3GPP, 3GPP2, AVCHD, AVI (Motion JPEG only), DV
   - No longer than 2 minutes and no larger than 10 MB each

   We will not accept materials that require specialized software, plug-ins, extensions or other executables that need to be downloaded or installed, or materials that are embedded in any type of presentation, such as websites, or Word or PowerPoint documents.
Files must be named with a number, followed by title, date, material and support, metric dimensions, and cost, each separated by an underscore:

01_title_date_material and support_height x width x depth cm_$cost.jpg
02_work in progress_2014_LED and resin_1 x 4.5 x 7 m_$180,000.jpg
03_untitled_5_2011_wood and metal_400 x 650 x 10 cm_$19,000.tiff
04_installation at Karsh-Masson Gallery_2010_mixed media_variable dimensions_$0.bmp

6. **List of previous work samples**
Compile a list with detailed information on the samples of previous work, using the name assigned to the digital image as per examples above.

Include information on the location of installed work, details on the medium, dimensions, fabrication and installation processes and the total public art budget for commissioned works. This list should not exceed 2 pages.

10. **Proposals in English or French**
All proponents may reply to this RFSQ in the official language of their choice.

11. **Copyright and Moral Rights**
All copyright and moral rights shall remain the property of the artist.

12. **Confidentiality of Information**
Information provided by the applicant may be available to University of Ottawa staff, committees and members of the selection committee. Personal information contained therein shall be dealt with on a confidential basis pursuant to the *University of Ottawa Access to Information and Protection of Privacy Policy* (Policy 90).

13. **Deadline and Notification**
Submissions must be received no later than May 31, 2016, 3:00 pm EDT. This is not a postmark deadline. Late or incomplete applications will not be accepted. Artists will be notified of the results of the initial selection process by e-mail approximately two weeks after the deadline. See section “09 Submission requirements” for submission details.
14. Inquiries / Questions

All inquiries regarding this RFSQ requirements or process must be directed by email, with the title of the opportunity (“RFSQ for Learning Centre Public Art – 2016-4077-RFSQ”) in the subject line, to the attention of the University contact below.

University contact: Lyn McDiarmid, Facilities Procurement, prs-proc@uottawa.ca

All inquiries/questions regarding this RFSQ must be received no later than the date identified in the table above, in order for the University of Ottawa to issue an addendum if necessary. The University of Ottawa reserves the right to not acknowledge or respond to inquiries received later than the above-stated date and time and to edit questions for clarity and applicability to all proponents generally.

In the event that questions or comments are received that require an amendment or clarification to this RFSQ, the University of Ottawa will issue a written addendum. This RFSQ may be amended only by addendum. Clarification or information provided orally is not binding on the University of Ottawa and should not be relied upon by any proponents unless a confirming addendum has been issued.

15. Additional Information

For more information on the University of Ottawa Public Art Project for the Learning Centre, please visit: www.uottawa.ca/facilities/public-art-program

For more information about the Learning Centre and the University of Ottawa Campus Master Plan, please visit the following links:

Learning Centre
www.uottawa.ca/facilities/learning-centre

Learning Centre Architectural Drawings
LC Drawings

University of Ottawa Campus Master Plan
www.uottawa.ca/facilities/master-plan

University Square
www.uottawa.ca/facilities/university-square

Campus/uOttawa LRT station
www.ligneconfederationonline.ca/the-build/uottawa/overview/
www.uottawa.ca/facilities/projects-and-construction/lrt
www.stage2lrt.ca/