

# CALL FOR ARTIST

**TOWN OF LOS GATOS  
ARTS AND CULTURAL COMMISSION  
110 E. MAIN ST., LOS GATOS, CA 95030**

**CALL FOR ARTISTS  
(REQUEST FOR QUALIFICATIONS)**

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**GATEWAY PUBLIC ART INSTALLATION**

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**APPLICATION SUBMITTAL DEADLINE:**

**DATE: NOVEMBER 30, 2018**

**TIME: 4:00 P.M.**



# CALL FOR ARTISTS (RFQ)

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## 1. PROJECT INTRODUCTION

The Town of Los Gatos Arts and Cultural Commission is seeking an artist/team to design and fabricate a permanent site-specific original artwork that will function as a prominent gateway marker for people entering and exiting the Town of Los Gatos. The site location is east of Highway 17 at the intersection of Los Gatos-Saratoga Road (Highway 9) and Alberto Way, in Los Gatos, CA. This opportunity is open to established professional artists. The application deadline is November 30, 2018 at 4:00 p.m.

## 2. AWARD

A maximum of a \$20,000 commission for the artist/team selected to realize his/her/their work.

This amount includes all costs related to the artist/team design and project management fees; all subcontract and consultant costs, fabricators, studio and overhead costs; fabrication, transportation, delivery, liability and insurance costs as required, and all other costs associated with the art project with the exception of on-site installation. On-site installation will be completed by Town of Los Gatos Public Works staff.

The Arts and Cultural Commission will select three artists/teams to be short-listed to submit designs. All selected short-list artists/teams who develop and submit required designs for the Arts and Cultural Commission and present the designs at the designated public meeting of the Commission shall receive a flat fee of \$1,500 (per team).

## 3. PROJECT INTENT

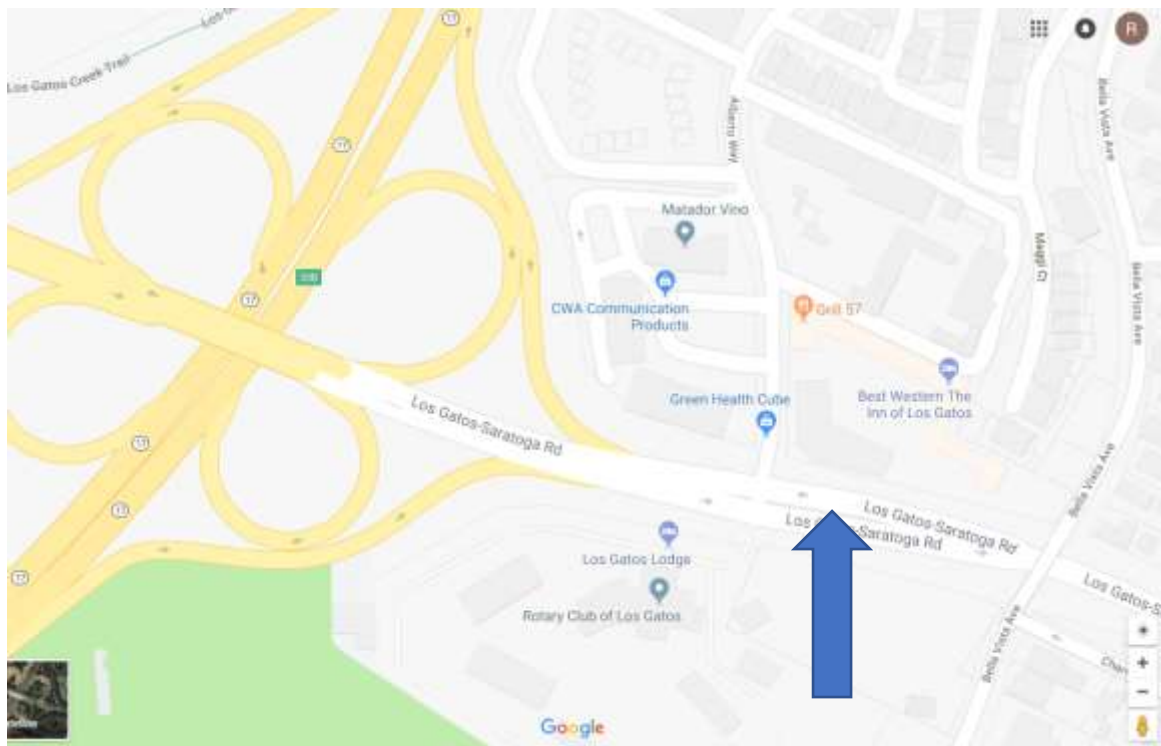
The vision for this project is a signature artwork of exceptional quality and enduring value located on a major thoroughfare and entry point into the Town that will serve as a gateway to identify the Town and welcome residents and visitors. This site-specific art work should:

- Enhance the location with a highly visible and welcoming aesthetic experience that is visible on both sides of Los Gatos-Saratoga Rd and welcoming to those traveling by passenger vehicles, bicycles, and pedestrians.
- Be comprised of, incorporate, or include the words or letters “Los Gatos” in a fashion that is artful, eye-catching and readable from both entering and exiting directions.
- Provide a recognizable gateway that identifies you have entered or are exiting the Town of Los Gatos.
- Be an original art piece appropriate for outdoor installation and able to stand up to severe weather, vandalism, graffiti, etc., and be designed to be adequately and safely displayed and secured.

- Consider site limitations. The artwork must be free-standing, taking into account placement that does not obstruct or interfere with existing utilities, or safe visibility for drivers. The artwork should be designed to stand approximately 4-6 feet high and no more than 6 feet wide.
- Be designed to be permanently installed on a flat, ground-level concrete base by means of poles, posts, bolts, or similar hardware set into the concrete.
- Lighting is not necessary in the design, however if lighting is incorporated, it must be solar powered and self-sufficient.
- Could be replicated with variation by the artist/team for future (TBD) gateway project locations in other parts of the Town of Los Gatos.

#### 4. INFORMATION ABOUT THE SITE

The site location is just east of the onramp and offramp to Highway 17 near the intersection of Los Gatos-Saratoga Road (Highway 9) and Alberto Way in the Town of Los Gatos, CA. The artwork will be installed on a central median in the Town right-of-way that separates the west-bound and east-bound traffic on Los Gatos-Saratoga Road. The vicinity of the site contains two small hotels, an office building, and residential areas. Approximate coordinates 37°13'33.2"N 121°58'19.4"W.





Box shows approximate location for artwork to be installed

**5. ELIGIBILITY**

The competition is open to established professional artists with reviewable portfolios. The commissioned artist/team will work with the community, the Arts and Cultural Commission and Town Staff to create a site-specific, durable gateway artwork for this installation. Applicants who wish to be considered for this project should have experience working within the public process, in public settings, as well as a proven ability to fabricate their own work or to work with fabricators.

The commissioned artist/team will be required to provide evidence of appropriate liability and workers compensation insurance if working on site.

**6. SHORT-LIST SELECTION**

The Arts and Cultural Commission will review submittals and select up to three artists/teams to be short-listed. The criteria for short-list selection will be based upon:

- The initial proposal as it reflects the Project Intent as described in this document.
- Experience working in public settings and public processes.
- Experience fabricating permanent artwork suitable for the outdoor environment.
- References provided as part of this application which will be contacted prior to short-list selection.
- Complete application packet including clear and reasonable budget and timeline.
- Quality, strength, and artistic excellence of past work as demonstrated in the submitted

materials.

- Completion of other public art or design commissions on a similar scale within the past 5 years.

Short-listed candidates must prepare a proposed gateway artwork concept for the site. This proposal shall include conceptual design drawings, sketches, written explanations and/or supporting materials sufficient to communicate the artist's concept. It should describe the specifications for the artwork related to materials, size, weight, installation requirements, and maintenance guidelines.

The short-listed candidates must additionally appear in-person to present their proposals at a public meeting of the Arts and Cultural Commission and answer any questions of the Commissioners regarding the proposed concepts. The date for this meeting is tentatively scheduled for February 20, 2019.

Short-listed artists/teams that complete both steps above will be awarded a flat fee of \$1,500 (per team).

## **7. FINAL CANDIDATE SELECTION AND REQUIREMENTS**

Working within the Town's Public Art Selection Policies and Procedures, Resolution 2009-103, the Arts and Cultural Commission may solicit public input and further recommend a finalist from the short-listed candidates to the Town Council. The Town Council will approve the selection of the final artist/team. The selected artist/team will work closely with the Arts and Cultural Commission and Town Staff to further refine the proposed design, ensure proper engineering for safety, and coordinate installation.

## **8. APPLICATION INSTRUCTIONS, REQUEST FOR QUALIFICATIONS**

Artists/teams interested in this project must prepare and submit the following:

1. Letter of Interest, no more than one page in length which explains your interest in the competition.
2. Artist Statement, no more than one page in length which describes your work.
3. Itemized budget for the project.
4. Estimated schedule giving an overview of the fabrication and delivery timeline.
5. Current Resume. If submitting as a team, an individual resume should be submitted for each team member.
6. A list of at least three professional references familiar with your work and working methods. This list must include complete addresses and telephone numbers.
7. Digital photos of your past work as it best represents exterior installations or related projects. Submit a minimum of ten and a maximum of 15 digital images saved as JPEG files on a flash drive. You must number and title each JPEG file and include a description sheet with corresponding numbers that list the titles, dates, locations, media, and

dimensions of the works. Do not include concept projects, interior exhibits, or temporary materials.

8. (Optional) Up to three selections of support materials such as reviews, news articles, or related information that supports your work.

Submit all materials in a 10"x13" envelope. Mail or hand deliver to:

**Town of Los Gatos Arts and Culture Commission**  
**Attn: Ryan Baker, Gateway Public Art**  
**110 East Main Street, Los Gatos, CA 95030**

Materials must be received by 4:00 p.m. November 30, 2018. Postmarks are not acceptable.

The Arts and Cultural Commission is under no obligation to short-list any candidates or award a commission for artwork based on the proposals submitted under this Call for Artists Request for Qualifications, the short-list process, or the final selection process.

The Town reserves the right to reject any or all proposals, wholly or in part, received by reason of this RFQ. All costs incurred by the consultant due to developing their proposal shall be borne by the consultant.

This RFQ does not commit the Town to enter into a contract, nor does it obligate the Town to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The Town reserves the right to: Make the selection based on its sole discretion; Reject any and all proposals; Issue subsequent Requests for Proposals; Postpone opening proposals for its own convenience; Remedy errors in the Request for Proposals process; Approve or disapprove the use of particular subconsultants; Negotiate with any, all or none of the Proposers regarding project scope; Accept other than the lowest cost offer; Waive informalities and irregularities in the Proposals; and/or Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the Town. An agreement shall not be binding or valid with the Town unless and until it is executed by authorized representatives of the Town and of the Proposer.