

CALL TO PUBLIC ART CONSULTANTS

City of New Westminster Public Art Plan



rorschach/sentinel by Jacqueline Metz & Nancy Chew

The City of New Westminster seeks a public art consultant to develop a Public Art Plan.

With a revised Public Art Policy recently adopted by Council, reflecting the City's commitments to equity, reconciliation and social justice, the time is right to develop a Public Art Plan and build a Public Art Program that is bold, intentional and inclusive for the coming years.

What are we looking for?

The purpose of this call is to identify a qualified consultant with a strong understanding of the local and regional context, expertise in public art and a decolonial lens who can lead an innovative approach to public art planning.

The Public Art Plan will provide a clear vision for New Westminster and set a direction for the Public Art Program for the next ten (10) years. It will inform the development and prioritization of new projects, define clear goals and outcomes and guide future decision-making and resource allocation. The Plan will support opportunities to share the city's history, diversity and its journey towards reconciliation while supporting the interests and practices of artists engaged in public art.

BUDGET

This project has a maximum budget of **\$40,000 (CND)** excluding GST, and all costs must be within this budget.

TIMELINE

We anticipate this project to begin November 2022 and will be completed by **September 2023**.

BACKGROUND

Located on the unceded and unsurrendered land of Halkomelem speaking peoples and home to an urban Indigenous community reflecting Indigenous interests from across Canada, New Westminster is at the heart of what is known today as British Columbia's Lower Mainland.

New Westminster is currently one of the fastest growing municipalities in the region. It cherishes its diversity of cultures, compact size and quality of life. Residents share common values such as space that is safe, inclusive and welcoming to all citizens and visitors, and aspires to having its facilities and public realm both host and reflect the diversity of the City's unique population.

The City of New Westminster acknowledges its history of violence against the First Peoples of this land and is embracing and prioritizing reconciliation with local First Nations and the urban Indigenous community. Public art is planned, developed and realized on the unceded territory of Halkomelem speaking peoples. This refers to a language group that more widely encompasses the Indigenous people who used and continue to use the land on which New Westminster has been settled. As a City, we have a responsibility to ensure that the voices, traditions and stories of Halkomelem speaking peoples are represented on their lands. We expect non-Indigenous artists engaged in the public art program to be sensitive to this context and the ongoing impacts of colonialism.

New Westminster's Public Art Policy which was first adopted in 2012 and revised in 2022, lays out the foundation for creating a critical and engaging Public Art Program. The goals of the Policy promote and encourage diverse and inclusive opportunities that help animate the urban landscape, nurture civic dialogue and support the development and growth of the arts in the city. The Public Art Policy ensures the allocation of 1% of all eligible capital projects over \$1 million dollars and 0.5% for projects in the \$500,000 to \$1 million range for the acquisition, administration and management of public art in New Westminster. The Policy also specifies that the City will provide an annual contribution to the Public Art Reserve equal to \$2.00 per citizen from property taxes to be used for public art.

More information about the City's Public Art Program: <https://www.newwestcity.ca/publicart>

1 THE DELIVERABLES

We need your expertise to develop a Public Art Plan that:

- Builds on the Public Art Policy and Guiding Principles;
- Builds on previous Public Art Plan work;
- Aligns with the City's Diversity, Equity, Inclusion and Anti-Racism (DEIAR) Framework;
- Is rooted in principles of the United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP);
- Engages and builds relationships with local First Nations and the urban Indigenous community;
- Supports and represents a diversity of artists and visual art practices;
- Fosters and supports ongoing connection and engagement with audiences and local residents;
- Incorporates strategies for collaboration and partnerships with local businesses, organizations and the private sector;

- Through cross-departmental engagement, strives to develop a city-wide coordinated approach to public art planning, implementation and asset management;
- Refines and clarifies processes, responsibilities, decision-making practices and informs the Administrative Procedures Manual;
- Determines maintenance, conservation and collections management strategies.

Scope of Work

We require a consultant capable of executing the project, including:

- Plan, develop, and lead efforts to engage staff, the Arts Advisory Committee, artists, community stakeholders and the public to inform the plan and set direction for the program;
- Review and assess the public art program, the public art policy, the public art collection, governance structures, and all other relevant City policies, plans, guidelines and processes;
- Provide benchmarking and comparative research;
- Identify gaps, opportunities and areas for improvement;
- Synthesize your research, analysis and engagement to deliver a plan with a vision and recommendations for the next ten (10) years;
- Provide an implementation plan with clear steps to put the plan into action.

The scope of work is outlined in three phases and is expected to be completed in a ten month period:

- Phase I: Current State Analysis
- Phase II: Establish Vision and Direction
- Phase III: Plan Development

The City reserves the right to revise the requirements for each phase according to the achieved outcomes of each phase. The consultant(s) will be expected to ensure that the anticipated outcomes guide the work through to project completion.

Phase I: Current State Analysis

Includes (but is not limited to) the following:

- Initial meeting with City staff;
- Review and assess current Public Art Program direction, scope and processes;
- Review and assess current relevant City policies, plans, guidelines and other foundational documents;
- Review and assess the Public Art Collection and assets under the care of the Program;
- Review and assess the governance structure and decision-making processes;
- Engage with key City staff representing various departments and divisions including, but not limited to, Arts & Heritage, Indigenous Relations, Finance, Purchasing, Planning, Building & Development, Parks & Recreation and Engineering;
- Engage with relevant advisory bodies and task forces such as the Arts Advisory Committee, Culture & Economic Development Task Force and the Reconciliation, Social Inclusion & Engagement Task Force.

Phase I: Deliverable

An interim draft report to include consolidated feedback and findings and provide:

- Identification of key alignments and considerations within current City foundational documents;
- Identify gaps and opportunities for improvements to the Public Art Policy and the Administrative Procedures Manual;
- Identify gaps and opportunities for areas of improvements to the Public Art Collection;

- Identify opportunities for improvements or clarity around governance, decision-making processes and administrative support;
- Develop a stakeholder and community engagement strategy and plan.

Phase II: Establish Vision and Direction

Stakeholder and community engagement to gather input that will help inform and establish vision and direction for the Public Art Plan.

Phase II: Deliverable

Combine the outcomes of Phase I with input from Phase II to deliver a report that outlines collective strategic priorities that will guide the next phase of the project. The report will include:

- Compilation and analysis of community and stakeholder input;
- A clear vision statement for the Public Art Plan;
- Articulation of the scope and focus of the Public Art Collection;
- Identification of focus areas and opportunities for public art projects, programs and initiatives;
- Establish guidelines and protocols for appropriate site selection;
- Confirm and clarify public art acquisition processes;
- Establish and/or clarify roles and responsibilities for public art planning and development;
- Establish and/or clarify roles of City in commercial and private development public art projects;
- Identify actions, with an evaluation framework and key performance indicators, to achieve goals and to improve the current Public Art Program;
- Delivery of draft version of design and layout for the plan.

Phase III: Plan Development

Deliver a summary of all key findings and engagement input, complete with strategies, goals, objectives for the Public Art Plan. The report will include, but is not limited to:

- Plan development approach and methodology, including oversight, project management and engagement (internal and community) process;
- Summary of recommendations;
- Summary of gap analysis and recommendations for decolonizing processes;
- Key strategic priorities showcasing goals and objectives with expected outcomes and action plan;
- Establish a framework for the acquisition and collection management for the Public Art Collection;
- Establish a framework and strategies for maintenance, conservation and collection management for the Public Art Collection.
- Implementation plan with strategies for short (1-2 year), medium (3-5 year) and long-term (5 year+);
- Evaluation strategy with indicators to track outcomes for each stage: short, medium, and long-term;
- Funding strategies that align with available budget with priorities, partnerships and sustainability;
- Delivery of draft plan and supporting data in electronic format;
- Delivery of final plan in designed electronic format.

2 EVALUATION CRITERIA

Evaluation Criteria and Weighting (Points)

1. Experience and Qualifications (35)
2. Methodology and Workplan (35)
3. Demonstrated knowledge of local context (20)

4. Budget (10)

3 SUBMISSION REQUIREMENTS

Submissions must contain:

- a) Experience and Qualifications;
- b) Methodology and Workplan;
- c) Proposed work plan schedule;
- d) Budget with detailed fee breakdown;
- e) Three (3) current references from clients (other than the City of New Westminster) who have received similar services to those requested in this call. References should include company name, current contact name including telephone number, email and mailing address.

Experience and Qualifications – 35 Points

Please include the following in your proposal:

- Consultant or company profile and background info;
- Description of qualifications and relevant experience in enough detail to provide a clear understanding of experience gained within those assignments related to this scope of work;
- Description of key roles, responsibilities and experience of team members, subcontractors (if applicable) and resumes for key individuals outlining their qualifications and experience.

Project Methodology and Workplan – 35 Points

Please explain how your proposal will meet the requirements of the project objectives, scope of work and reporting requirements. Include any suggested changes to the methodology and scope we have provided. The explanation should include:

- Clear alignment to the scope of work;
- Detailed overview of the project plan;
- Strategies to engage artists, stakeholders and the community.

Demonstrated knowledge of local context – 20 Points

Please demonstrate your familiarity with public art in the region, the social, as well as, the cultural and economic context. Additionally, please demonstrate an understanding of the impacts of colonization upon local First Nations as well as the urban Indigenous experience. Your response should include:

- Details of related experience with similar municipalities demonstrating familiarity with this scope of work;
- Knowledge of the region, the challenges and opportunities.

4 HOW TO SUBMIT

Submissions may be provided to the City either by email or uploaded to the City's FTP site on or before the deadline for submissions. Please submit all required information as follows:

- a) Email – PDF emailed submissions are preferred (the City will confirm receipt of emails). Please submit all required information in one (1) PDF file named "**CNW Public Art Plan Call followed by the Consultant/Company's Name**" to publicart@newwestcity.ca. Note that the maximum file size the City can receive is 10MB.
- b) Upload to FTP site: <https://fileshare.newwestcity.ca/filedrop/~eMrXGY>

PROJECT TIMELINE (subject to change)

Call to Consultants Issued:	August 8, 2022
Submissions Due:	September 19, 2022
Selection and Contracting:	October 2022
Project Start:	November 2022
Submission of Draft Plan:	June 2023
Draft Plan to Council:	July 2023
Final Plan to Council:	September 2023

DEADLINE

4:30 pm on Monday, September 19, 2022 (PST).

CONTRACT

The selected consultant will enter into a contract with the City of New Westminster. Insurance and WSBC clearance letter will be required. For an example of a standard consulting agreement, please click on this link: www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php

QUESTIONS

Contact Quyen Hoang, Public & Community Art Coordinator at qhoang@newwestcity.ca or at 604.636.3553.