

# HAMILTON THE ELECTRIC CITY PUBLIC ART PROJECT

## Appendix E STAGE 2 SUBMISSION: DETAILED PROPOSAL

### 6.2.1 Stage 2 Submission Materials

The Stage 2 Detailed Proposal will be submitted online via Submittable: *Guidelines for Stage 2 submission will be provided directly to artists selected to proceed with Stage 2.*

The Detailed Proposal shall not be larger than 11"x17" in page size. It can include any number of pages the *Artist* feels is necessary to fully describe the required information, up to a maximum of 20 pages.

The proposal shall include, at a minimum, the following information:

- Visual Documentation:
  - A site plan, to scale, indicating the size and location of the proposed work(s) in relation to existing features on the site. (Applicants can mark up the plan included in **Appendix B**).
  - Elevations, plans and / or sectional drawings, to scale, sufficient in detail to fully illustrate the proposed work(s). Include notation indicating overall dimensions, proposed materials and finishes.
- Concept Statement:

Provide a concept statement of a maximum 500 words to be presented to the public.
- Fabrication, Installation and Maintenance Statement:
  - List proposed materials.
  - Describe the *Artist's* preferred method and requirements for installation of the work(s) at the site including proposed foundation and attachment methods.
  - Provide a brief description of the anticipated maintenance required for the piece(s).
  - Outline a schedule for fabrication in number of weeks. Indicate times when City staff should review the work and when any other important meetings and milestones should occur.

- Provide an outline budget estimate for installation and break down the award into materials, *Artist's* labour and consultants / sub-contractors costs.
- Public Presentation Material
  - Full colour renderings of the proposed work(s) including a three-dimensional view and any other views, photographs of a maquette (if produced), or diagrams necessary to fully explain the work. Images are to be provided in jpeg format at a minimum resolution of 300 dpi and text in PDF format.

### 6.2.2 Stage 2 Selection Criteria

- Response to Competition Goals – The proposed work(s) is responsive to the competition goal and site context, and is appropriate for the physical context, competition parameters and community values as expressed through public consultation results.
  - 40 points max (25 points min to pass)
- Artistic Excellence – The proposed work(s) demonstrates high artistic merit; concept shows innovation and creativity; originality of design; excellence in execution and artistic skill.
  - 40 points max (25 points min to pass)
- Technical Feasibility – The proposed design, materials and installation methods are achievable within the site and project parameters, are durable, demonstrate good maintenance practices, are structurally sound and maximize public safety.
  - 20 points max (12 points min to pass)

### 6.2.3 Stage 2 Adjudication Process

- Stage 2 Initial Review:  
Stage 2 Detailed Proposal submissions will be reviewed by staff and the *Jury* to determine whether any additional information is required to fully evaluate the technical aspects of the proposal. *Artists* will be notified via e-mail of questions, or any additional information required. The Jury or staff may also determine that interviews are also needed. In such a case an interview time and virtual sign in information will also be provided via e-mail if required.
- Stage 2 Online *Artist* Interviews (*if required*):

If additional information is required, *Artists* should be prepared to provide a general overview of their proposal, answer any questions provided and to explain any additional information requested related to technical aspects of the proposal in a maximum 15-minute online presentation to be followed by questions from the *Jury* and City Staff.

Those *Artists* that do not address any technical concerns to the satisfaction of the *Jury* will receive a failing technical score and will not proceed further in the adjudication process.

- **Stage 2 Public Consultation:**  
*Artists'* proposals will be posted on the City of Hamilton website for public comment. The results of this consultation will be provided to the *Jury* to inform their adjudication. The results of the public consultation shall not be binding on the *Jury*.
- **Stage 2 Final Adjudication:**  
The *Jury* will conduct a final adjudication of the Stage 2 proposal material, *Artist* responses at the interview (if required), and any public consultation results to determine scores based on the Stage 2 Selection Criteria. The *Successful Artist* will be the *Artist* with the highest scoring proposal that meets or exceeds all passing scores as outlined under Stage 2 Selection Criteria.