

# The City of San Jose Public Art Program (SJPA)

## RFQ IRIS CHANG PARK PUBLIC ART PROJECT



### OPEN CALL TO SUBMIT QUALIFICATIONS

**SUBMITTAL DEADLINE – Monday, December 7, 2015**

**10:00pm (Pacific Standard Time)**

**This is an online application process only and the deadline cannot be extended.  
Applications must be complete by the deadline.**

*Your path to freedom lies in your belief in the power of one person to make a difference.*  
Iris Chang, author

#### **1. INTRODUCTION**

The City of San Jose Office of Cultural Affairs' Public Art Program (SJPA) and the Parks, Recreation and Neighborhood Services Department (PRNS) are seeking an artist to create a public art project for the forthcoming Iris Chang Park.

This opportunity is open to individual artists, or artist-led teams, working or living in California. If submitting as a team, a professional artist with public art experience must be the lead team member. All applicants must have all necessary documentation and permits to work in the United States at the time of submittal of qualifications.

PRNS is the primary client for this project. The mission of PRNS is to serve as a national leader of Parks and Recreation in cultivating healthy communities through quality programs and dynamic public spaces. The development and construction of the base project is to be managed by the City of San Jose Department of Public Works (DPW). SJPA seeks to build community identity by initiating artworks and exhibitions that enhance the civic landscape. Public art strives to reflect the City's diversity, historic richness, and envision its present and future.

#### **2. BACKGROUND**

As part of a multi-family residential housing project a new 2.61 acre park is being developed. The park was named Iris Chang Park by City Council in November 2014.

Iris Chang was one of America's leading young historians, and a San Jose resident. As a journalist and writer, Iris Chang was known for her exhaustive research writing historical books documenting the experiences of Asians and Chinese Americans. She established herself as an invaluable source of information about Asia, human rights, and Asian-American history. Her work reflects a deep concern about issues of human rights and discrimination; equally important was her belief that each of us as individuals can make a difference.

Ms. Chang published her first book, *Thread of the Silkworm*, about an accused Chinese spy in 1995. Her second book, the award-winning *The Rape of Nanking: The forgotten Holocaust of World War II*, which chronicles the 1937 massacre of Chinese soldiers and civilians by Japan's Imperial Army, was published in 1997 and pushed her into the public spotlight. *The Chinese in America*, was published in 2003, focused on Chinese immigrants and their descendants in the United States — their sacrifices, their achievements and their contributions to the fabric of American culture, an epic journey spanning more than 150 years.

Among her many accolades include the John D. and Catherine T. MacArthur Foundations Program on Peace and International Cooperation Award, the Woman of the Year award from the Organization of Chinese Americans, and two honorary doctorates.

Before her untimely death in 2004 at the age of 36, Ms. Chang lived in north San Jose in the vicinity of the park. Ying-Ying and Shau Jin Chang, Iris' parents, currently live within walking distance of the park, and were instrumental in the park being named in Iris' honor.

### **3. BASE PROJECT AND SITE DESCRIPTION**

Iris Chang Park is located in north San Jose between the Guadalupe River and Coyote Creek. These waterways play a critical role in the biodiversity of the area. Coyote Creek and the Coyote Creek Trail run north-south directly adjacent to the eastern edge of the park. There is a significant opportunity to connect the park and the trail, which is part of an expanding network of trails that currently provide over 50 miles of commuting and recreational opportunities in San Jose (<http://sanjoseca.gov/index.aspx?NID=585>). The significant expansion of this trail system within the next 12 years – to a 100 mile network of 35 trail systems across the city – is one of the top 10 goals of the City's Green Vision and will lead to the nation's largest urban trail network.

Also of note, this site development is located within the Santa Clara County Habitat Conservation Planning Area. Based on the project biologist's preliminary review there is potential for burrowing owls and a wildlife survey will be required for the tri colored blackbirds.

As a neighborhood park, Iris Chang Park will be open to the public from sunrise to sunset and will be developed to support the recreation needs of residents living near the park. The North San Jose Area Development Policy (<http://bmla.net/portfolio/consulting/NorthSanJose%20AreaDevelopmentPolicy.pdf>) gives guidance to creating a distinguishing character for public spaces in this area while promoting cohesive growth. Typical elements might include: basketball, tennis or volleyball courts; exercise courses; picnic areas, playgrounds, and landscaping. Restrooms are typically not provided in neighborhood parks unless there are amenities for a broader community.

The park is currently in the master planning process and community will be invited to participate in recommending and prioritizing program options.

### **4. ABOUT THE ART PROJECT**

Public art will be a key element of the park, enhancing the experience of the area residents and visitors. The opportunity for public art includes development of stand-alone artwork as well as collaboration with the landscape architects on site design, material selection, landscape and otherwise creatively contribute to the base project's enhancement. Whether final artistic approach is integrated landscape work or standalone artwork, the artist must work closely with the landscape architects to integrate the art into the park design.

While not specifically a "memorial," the memory of Iris Chang shall inspire the design.

## 5. SCOPE OF WORK

The artist or artist team selected for the project is expected to design, fabricate and install the public art within the given project budget. More specifically:

### Design Phase

The artist or artist team selected for this project will engage in research and discussion with key stakeholders and the community and develop a concept proposal for the art project. The following is an overview of a typical range of tasks for the design phase of this project. (Note: This is a general outline, not an exclusive and specific scope):

Background Research: Activities to include but are not limited to review of background documents and data to understand the park design, project area and community; perform research about the locale; meet with base project design team to identify programmatic issues, constraints and opportunities; participate in introductory meetings with key stakeholders and participate in community stakeholder meetings as required to understand goals and values of constituents.

Design Proposal Development: The artist or artist team must complete the four steps in SJPA's public art design process, each with a review and approval process. These steps are: concept proposal development, schematic design proposal, and design development and construction documentation.

Scope includes:

- Preparation of written and visual conceptual and schematic designs to accurately convey the form, scale and proposed materials.
- Provide schematic budget and schedule information.
- Provide scaled renderings, models and other visual material and/or media to adequately illustrate and/or demonstrate how the artwork will appear when installed at the site.
- Participate in technical reviews as necessary.
- Present design to project stakeholders and San Jose Public Art Committee for review.
- Prepare stamped engineered construction documents as necessary.
- Coordinate with project team on all design and pre-construction related issues.

Review process:

- Staff Review: Artist shall present artwork design and construction documents to City staff for internal reviews by SJPA, PRNS, DPW and other departments as necessary.
- Community Feedback: Artist shall attend meetings as directed to engage with key community representatives to review proposed artwork concept and approach and hear input.

Approvals:

- The San Jose Public Art Committee and PRNS approve proposed artwork design from concept proposal through completion of design development;
- The artist is expect to present the project concept, schematic and design development proposals at the Public Art Committee meetings.
- The Department of Public Works and PRNS give final approval of construction documents.

Meetings: While we expect that the number of meetings will be no more than 10, the specific number and frequency of meetings will be outlined early in the design, Meetings will be coordinated to cluster when possible.

Fabrication and Installation: The artist or artist team is expected to cause the fabrication and installation of the artwork. Where possible, there may be coordination with the base project to gain efficiencies in the construction or installation process that may benefit the public art project. The artist’s design may include elements that are most appropriately integrated into the base project construction documents and therefore fabricated under the supervision of others.

**6. PROJECT BUDGET**

The total available funding for the project is \$100,000 allocated as follows:

Artist Fee	\$15,000
Fabrication and Installation	\$78,000
Contingency	\$7,000**
<i>**Any remaining contingency at the completion of the project will revert to the City.</i>	

The project funding must cover all expenses related to the research, investigation, design, fabrication and installation of the artwork including, but not limited to: design time and fees; design documents, renderings and/or other media as required to communicate artist’s concept design development to stakeholders and approving bodies; signed and certified structural engineering, electrical and/or other construction/engineering drawings and specifications, required for fabrication; fabrication of the artwork; transportation and installation of materials, transportation and accommodations for artist(s); insurance and all other project related expenses.

City Business Tax

The Successful Proposer will be required to provide proof of payment of City Business Tax prior to contract award. Contact Finance/Treasury at (408) 277-5051 to determine costs.

**7. PRELIMINARY ROJECT SCHEDULE**

This is a general schedule based on coordination with the base project. Dates may be subject to change.

Artist Selection	12/15
Research & Concept Development	1/16 – 2/16
Presentation of Concept Proposal	3/16
Presentation of Schematic & Design Development	5/16
Installation and Completion	5/17

## **8. ARTIST ELIGIBILITY**

This opportunity is open to individual artists or artist-led teams working or living in the California. If submitting as a team, a professional artist with public art experience must be the lead team member. *All applicants must have all necessary documentation and permits to work in the United States at the time of submittal of qualifications.*

Artists currently under contract for an art project with the City of San José Public Art Program are not eligible to apply for this project unless their current project will be complete by December 2015, or the project is currently suspended with no proposed re-activation date. If you are unsure of your status, please contact Mary Rubin ([mary.rubin@sanjoseca.gov](mailto:mary.rubin@sanjoseca.gov)) for verification.

## **9. CONTRACT**

The City will contract with the artist/team in a single agreement using the standard agreement available for review online: <http://www.sanjoseculture.org/DocumentCenter/View/25700>. If you cannot access this agreement via the Internet, please request a copy be mailed to you prior to the submittal deadline so you may review it in advance of your application. Appropriate adjustments will be made in Exhibit A to reflect the unique nature of this project. Final award shall be contingent upon selected artist/team accepting Terms and Conditions of the agreement in substantial conformity to the terms listed in the referenced document. City reserves the right to accept an offer in full, or in part, or to reject all offers.

## **10. SELECTION PROCESS AND EVALUATION CRITERIA**

### PROCESS

The artist or artist team will be selected based on their submitted work samples from other completed projects based on the criteria below.

### CRITERIA

- Aesthetic excellence of past projects; appropriateness of artist's concepts as they relate to demonstrated project goals and setting.
- Experience, success and/or interest in creating public artworks in collaboration with an active stakeholder group including public outreach, in determining scope and development of plans and programs.
- Experience developing artworks in outdoor environments/site design.
- References.

The artist for this project will be selected by a review panel of community members, a visual art professional, City staff and consultants. This group, called the Public Art Core Team (PACT), will review submittals and recommend an artist for this project. San Jose Public Art Program staff will preview all submissions for completeness prior to panel review and may reject incomplete applications.

## **11. SELECTION SCHEDULE**

### Monday, December 7, 2015 – Qualification Submittal

Qualifications, work samples and letters of interest will be submitted through CaFÉ™ per instructions below. NOTE: Specific proposals are not requested and will not be reviewed at this time.

Week of December 14th, 2015 – Review and Recommendation

A selection panel will review artist qualifications, letter of interest and past work examples with the goal of selecting final recommended artist/team.

**All interested artists must complete their submittal for this project online through CaFE ([www.callforentry.org](http://www.callforentry.org)); there are no exceptions.**

## 12. HOW TO APPLY

### APPLICATION DEADLINE

Submissions (described below) must be received as a complete application in CaFÉ™ by no later than 10:00 PM (Pacific Standard Time) / **Monday, December 7, 2015.**

*Please make sure you have started your application with time to ask questions, particularly if you have not used CaFÉ™ previously. Late and incomplete applications will not be accepted.*

#### 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 – Iris Chang Park”. **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 shall include an Artist Statement of Interest that outlines your interest in this opportunity. Note: **Specific proposals are not requested and will not be reviewed at this time.**

The Artist Statement of Interest is required to assist the selection panel in understanding your perspective on approaching an urban park project consistent with the opportunities offered by this project and your perspective on the potential of this commission. Please address the following in your statement (3000 character maximum):

- i. A brief summary of relevant past experience including description of your experience with outdoor urban area public art projects.
- ii. What perspective and/or experience do you bring to the Iris Chang Park project that is unique to you?
- iii. What specifically interests you about the Iris Chang Park project?
- iv. What is your experience in public art and collaborating with clients and communities?

**2. Résumé + References:** Submission shall include a current résumé that outlines your professional accomplishments as an artist and at least 3 references including name, contact phone and contact email

(maximum of 5000 characters/equivalent of 2 pages; if a team, then 5000 characters maximum for each team member.)

**3. Images of Past Work:** Submission must include visual representations of past artwork that demonstrate your qualifications for this project. In order to be considered for this project, the applicant must submit a total of 8 digital images that represent no more than 5 previously completed projects. Proposal images from prior projects may be submitted, but should be clearly marked as proposals and cannot be more than 2 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 Media Preparation.

**4. Descriptions of Past Work:** 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; f) budget (if public information) and g) description. Please make sure the descriptions clearly align to the submitted images.

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:** Please confirm that your application includes all of the required materials listed below: **incomplete applications will not be reviewed.**

- \_\_\_\_\_ Artist statement of interest (3000 character maximum)
- \_\_\_\_\_ Resume and References (5000 character maximum equivalent to 1 ½ - 2 pages)
- \_\_\_\_\_ Images of Past Work (8)
- \_\_\_\_\_ Descriptions of Past Work

**FOR QUESTIONS ABOUT THIS RFQ:**

Please contact Mary Rubin via email at [mary.rubin@sanjoseca.gov](mailto:mary.rubin@sanjoseca.gov) if you have questions about the project opportunity.

**FOR QUESTIONS ABOUT CaFÉ™:**

Assistance in using the CaFÉ™ system is available during regular business hours by calling 303- 629-1166 or 1-888-562-7232, or via e-mail at [cafe@westaff.org](mailto:cafe@westaff.org)