



CITY *of* BRISBANE

Public Art Advisory Committee Agenda

Monday, August 26^h, 2024 at 5:00PM • Hybrid Meeting
Brisbane City Hall, Large Conference Room, 50 Park Place, Brisbane

The public may observe/participate in Public Art Advisory Committee meetings by using remote public comment options or attending in person. Committee members shall attend in person unless remote participation is permitted by law. The Committee may take action on any item listed in the agenda.

JOIN IN PERSON

Location: 50 Park Place, Brisbane, CA 94005 - [Large Conference Room](#)

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

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Note: Callers dial *9 to “raise hand” and dial *6 to mute/unmute.

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TO ADDRESS THE COMMITTEE

IN PERSON PARTICIPATION

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Email: aibarra@brisbaneca.org

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact Angel Ibarra at (415) 508-2109. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

COMMITTEE MEMBERS:

Chair Glazman, Vice-Chair Greenlee, Mayor Pro-tem Cunningham, Councilmember Davis, Park & Recreation Commissioner Seawell, Committee Member Salmon, Committee Member Kellstedt

ROLL CALL

- A. Consider any request of a City Councilmember to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

APPROVAL OF AGENDA**APPROVAL OF MINUTES**

- B. Approve Minutes from July 29th, 2024 Public Art Advisory Committee

DISCUSSION ITEMS

- C. Public Art Fund Balance Report Update
- D. Meet with Public Art Master Plan Consultants Nine dot Art to Discuss Public Outreach Survey Result
- E. Review the Draft Public Art Request for Proposals for Alvarado to San Benito Stairway Project

PUBLIC COMMENT**NEXT MEETING**

Monday, September 23rd, 2024 5:00pm

ADJOURNMENT

File Attachments for Item:

B. Approve Minutes from July 29th, 2024 Public Art Advisory Committee



CITY of BRISBANE

Public Art Advisory Committee Minutes

Monday, July 29th, 2024 at 4:30PM • Hybrid Meeting

CALL TO ORDER - 4:33 p.m.

ROLL CALL

Committee Members Present: Vice-chair Greenlee, Mayor Pro-tem Cunningham, Councilmember Davis, Committee Member Danielle Kellstedt, Committee Member Salmon, Park & Recreation Commissioner Seawell

Committee Members Absent: Chair Diane Glazman

Staff Members Present: Park & Recreation Director Leek, Deputy Clerk Ibarra

A. Consider any request of a City Councilmember to attend the meeting remotely under the "Emergency Circumstances" of AB 2449

None

APPROVAL OF AGENDA

Approved by Salmon, seconded by Cunningham. 6 Ayes, 0 No's, 1 Absent (Glazman)

APPROVAL OF MINUTES

B. Approve Minutes from June 17th, 2024 Public Art Advisory Committee

Approved by Salmon, seconded by Davis. 4 Ayes, 0 No's, 2 Abstain (Cunningham, Seawell), 1 Absent (Glazman)

PRESENTATIONS AND DISCUSSION ITEMS

C. Discuss How Public Art May Be Integrated into the Alvarado to San Benito Stairway Project

The Committee discussed how public art may be integrated during the construction of the Alvarado to San Benito Stairway Project, whether that be railings, lighting, stairway mosaics, statues and the like. The grant money for the project must be spent and finalized by June 30th, 2025, so it is important to understand that if art will be integrated during the construction that it will not delay the project itself. November 1st would be the latest date for construction drawings or elements from an artist be submitted to the project manager; however, there is

not a deadline if there are design elements that can be added after the completion of the project, such as mosaics on the stairs or standalone art pieces.

Staff was directed to draft two Requests for Proposal: one for integration during the project that will adhere to the time restrictions and one for after the completion of the project with no time restrictions.

D. Discuss Options for a Gateway Welcome Sign

The Committee discussed whether to move forward with a gateway welcome sign at Old County Road and Bayshore Boulevard. Though the desire is there, it was discussed that this may not be the right time. The Committee agreed with NinedotArt's recommendation to wait until the Public Art Master Plan is completed. And with the Stairway Project being time sensitive and a priority, the Committee would like to revisit this in the Spring.

The Committee requested staff to send thank you letters to the two residents who presented their ideas about the welcome signs at the PAAC meeting on 6/17/2024.

PUBLIC COMMENT

Tom Heinz made public comment.

NEXT MEETING DATE

Monday July 29th, 2024, at 5:00pm

ADJOURNMENT

5:55PM

File Attachments for Item:

C. Public Art Fund Balance Report Update

Public Art Fund Activity

(Fund 275)

			Income	Charges	Vendor
8/31/2023	2,334,305.02	Beginning Cash Balance			
9/30/2022	1,593.09	Sep22 Interest (closing JE)	1,593.09	-	
12/31/2022	11,152.54	Oct-Dec 22 Interest (closing JE)	11,152.54	-	
3/31/2023	11,834.07	Jan-Mar 23 Interest (closing JE)	11,834.07	-	
6/30/2023	20,689.84	Apr-Jun 23 Interest (closing JE)	20,689.84	-	
9/13/2023	8,500.00	3745 Bayshore	8,500.00	-	
9/30/2023	18,154.03	Jul-Sep 23 Interest	18,154.03	-	
1/8/2024	118,612.93	3745 Bayshore	118,612.93	-	
5/28/2024	(20,000.00)	Public Art Master Plan	-	(20,000.00)	Nine Dot Arts Corp
6/27/2024	(5,201.45)	Public Art Master Plan	-	(5,201.45)	Michael Glynn Construction
6/27/2024	(319.52)	Art Supplies	-	(319.52)	Leesa Greenlee
6/30/2024	2,499,320.55	Ending Cash balance	190,536.50	(25,520.97)	-
<i>Committed</i>	<i>7,920.00</i>	<i>Mural at Midtown Market (45K)</i>			
	<i>64,798.55</i>	<i>Public Art Master Plan (90K)</i>			
	<i>72,718.55</i>	<i>Total Committed</i>			
Available in Fund	\$ 2,426,602.00				

File Attachments for Item:

D. Meet with Public Art Master Plan Consultants Nine dot Art to Discuss Public Outreach Survey Result

NINE dot ARTS

Community Engagement Results

City of Brisbane, CA

Public Art Master Plan

TODAY'S AGENDA

- **Survey Results & Implications**
- **Proposed Mission, Vision, and Selection Criteria**
- **Public Art Master Plan Outline**
- **Next Steps**

Phase 2:

Public Participation Plan

COMMUNITY ENGAGEMENT OVERVIEW

To ensure a community-informed approach toward the development of the Brisbane Public Art Master Plan, public input was collected via:



- **2 Visioning Workshops with the Public Art Advisory Committee & Community Stakeholders**



- **Meetings with Public Works and Community Development**

- **Public Art Survey Garnering 192 Responses**

- **3 Public Outreach Events: Farmers Market, Concert, and Garage Sale**



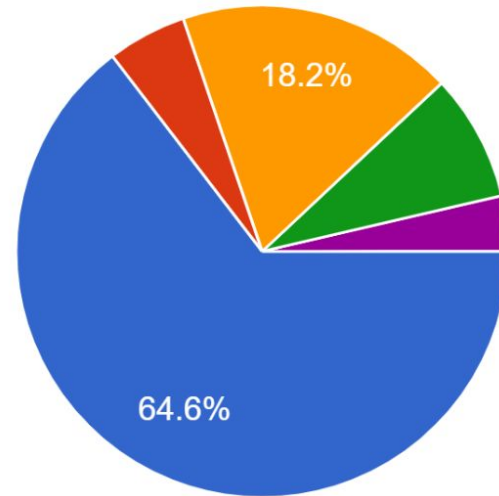
The following slides provide a summary of community engagement data, as well as a draft mission statement, vision statement, and art criteria that were developed based on key themes and insights gleaned.



These data points were provided by our research partner who has conducted surveys nationally: *With Brisbane's population of around 5,000 people, a sample size of n=146 is considered successful, as this allows for an 8% margin of error at a confidence level of 95%.*

SURVEY RESULTS - Q1

Do you live or work in the City of Brisbane? Select one.



- I live in Brisbane.
- I work in Brisbane.
- I live and work in Brisbane.
- I do not live or work in Brisbane, but I visit often (at least 1x / week).
- None of the above.

Key Takeaway:

The majority of respondents live and/or live and work in Brisbane.

SURVEY RESULTS - Q2

What is your relationship to and/or familiarity with existing public art in Brisbane?
Select all that apply.



I didn't know Brisbane had a public art collection.



I don't care for it.

I don't understand it.

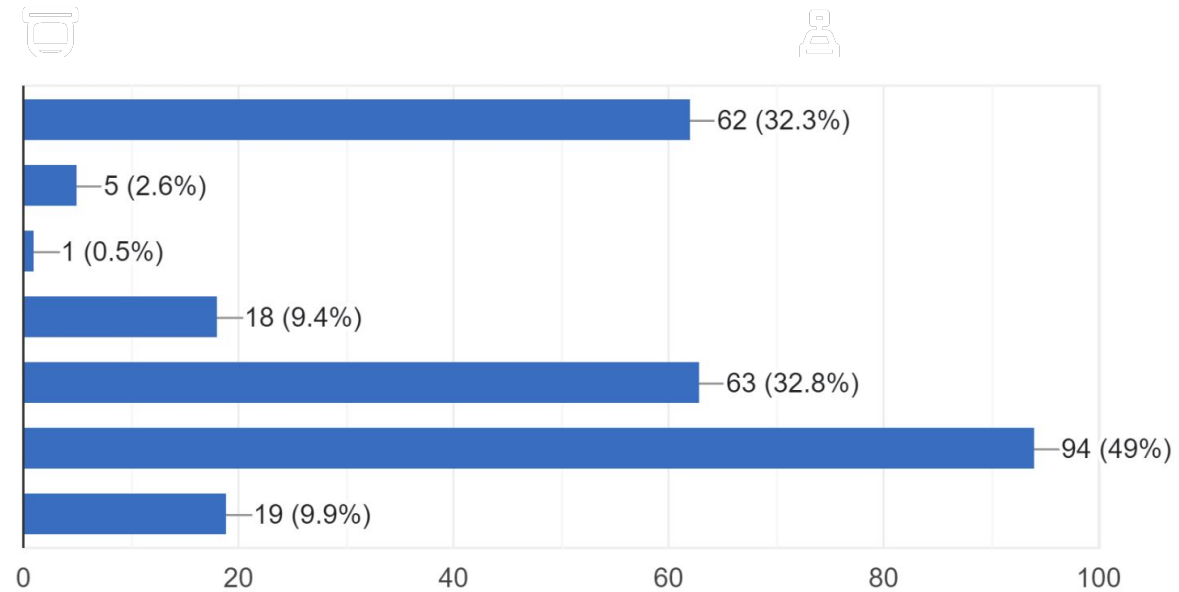
I am neutral about it - I don't think about it much.

I appreciate it.

I want to see more of it.



I know Brisbane's public art collection well.

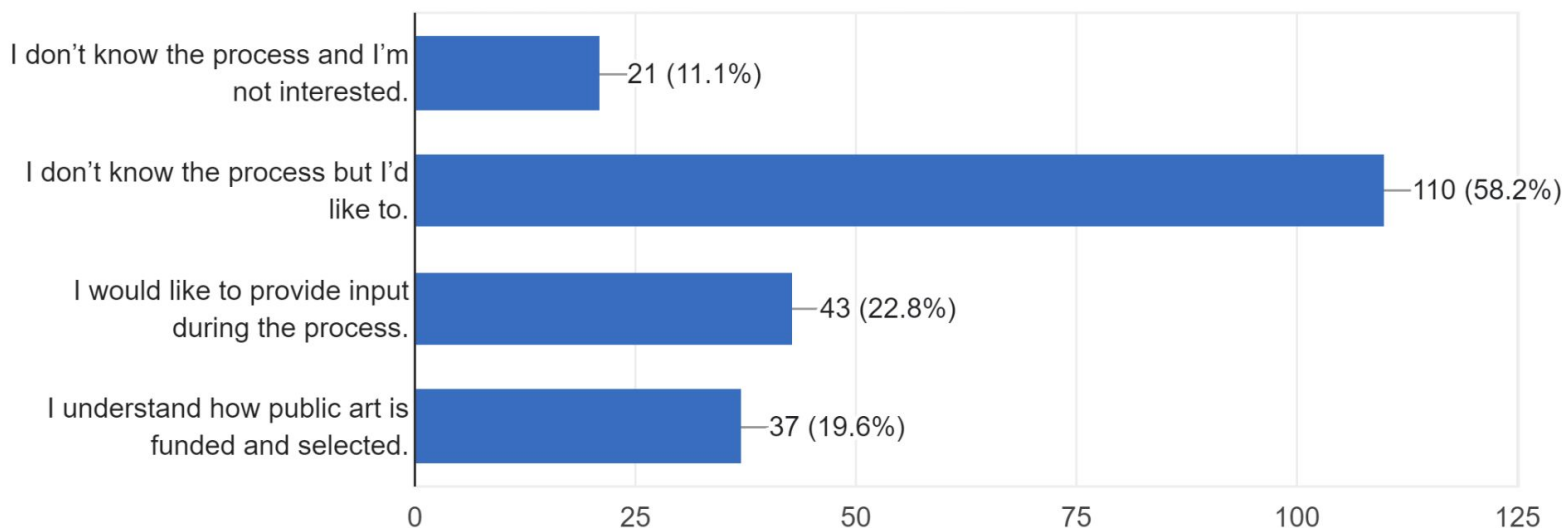


Key Takeaway:

The majority of respondents want to see more public art in Brisbane! Additionally, some didn't realize Brisbane had a public art collection while an equal amount expressed appreciation for the current collection. The public art plan should celebrate and promote Brisbane's existing collection while offering strategies for expanding it.

SURVEY RESULTS - Q3

What is your understanding of the city's public art funding and selection process?
Select all that apply.

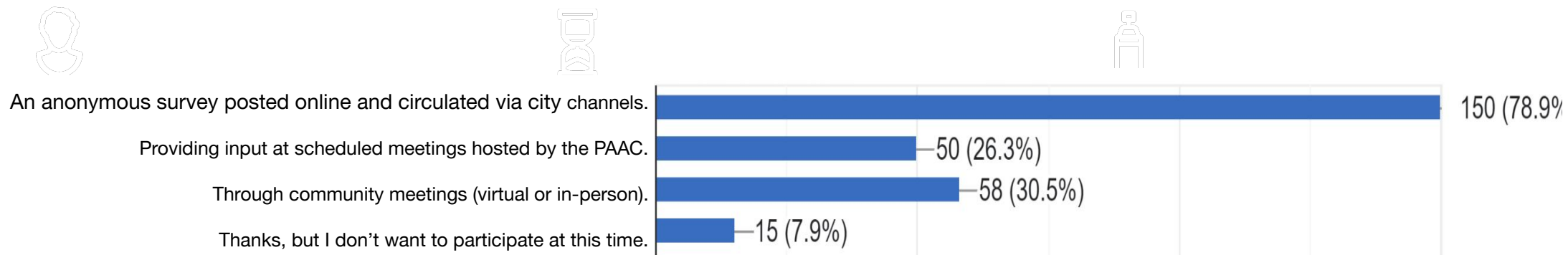


Key Takeaway:

The majority of respondents don't know the city's public art selection and funding process but expressed interest in finding out, suggesting this information be simplified and shared in the public art plan.

SURVEY RESULTS - Q4

The City of Brisbane would like to gather resident ideas for public art. By what means are you most likely to participate? Select all that apply.



Key Takeaway:

Surveys - like the one used to collect this data - are the preferred way to gather resident input for public art. Write-in answers also included social media, a public bulletin board, mail notifications, and meetings outside of standard work hours.

SURVEY RESULTS - Q5

New development helps fund public art in Brisbane. There are several new developments on the horizon for the city. How can public art influence the way these developments come to life? Select all that apply.

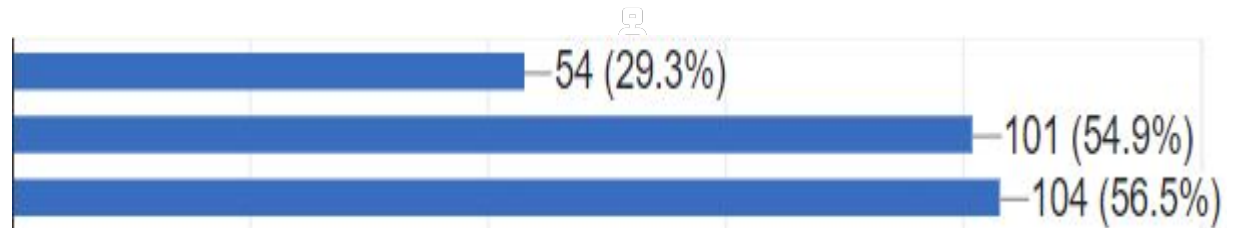


Public art would make me more inclined to support the new development.



Public art could be used to build excitement and spark attention about a project.

Public art would ensure each development creates an intersection between the community and businesses.



Write-in Answers:

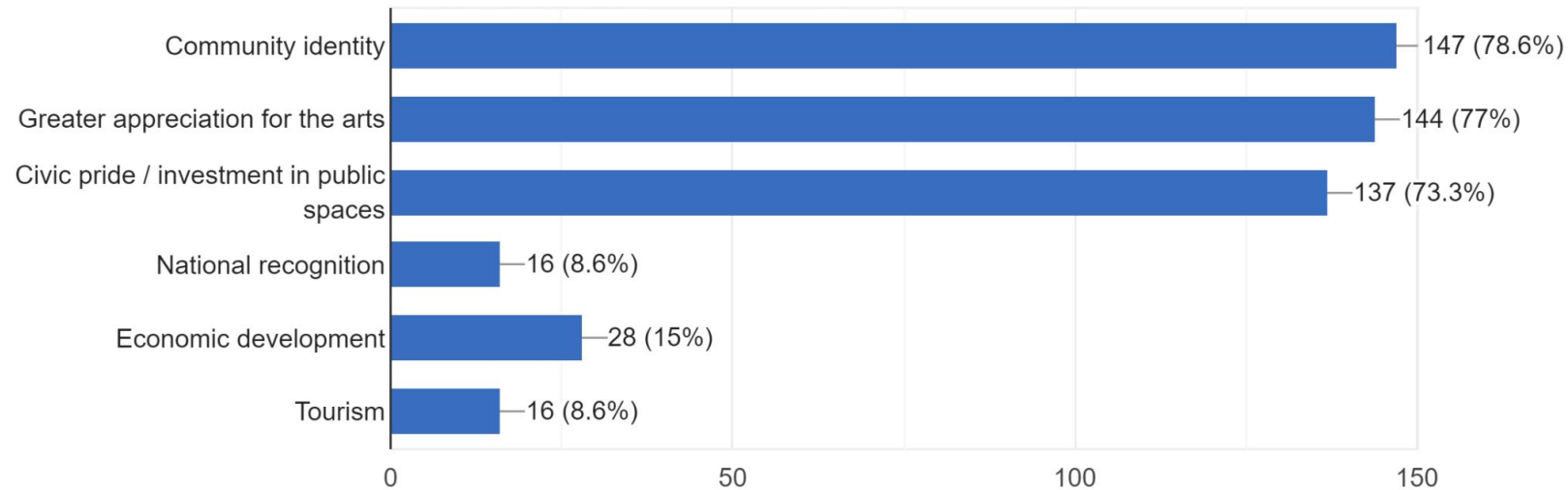
- “Public art could mediate the clash between the community and the development.”
- Public art should enlighten, or stimulate thought, among the residents of Brisbane about site history, geography, cultures, uses, users or design.
- Keeps neighborhood and community clean and engaged, avoids an industrial look
- Public Art helps create a sense of place, connection and identity for Brisbane.
- I would prefer less/no development

Key Takeaway:

There is a distaste toward new development in Brisbane, but respondents recognize public art as a tool for building excitement/attention for such developments and connecting them to the community. The plan can elaborate on these ideas and educate residents about how these developments will help fund public art.

SURVEY RESULTS - Q6

What primary benefits do you hope future public art will bring to the City of Brisbane?
Select up to 3 choices.



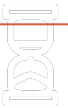
Key Takeaway:

Respondents hope public art will benefit Brisbane's community identity, instill greater appreciation for the arts, and spark civic pride/investment in public spaces. These responses align with results from the Visioning Workshops with the PAAC and the community stakeholders.

SURVEY RESULTS -

07

How would you describe the “identity” of Brisbane? What 3-5 characteristics, values, or themes immediately come to mind when you think of Brisbane?

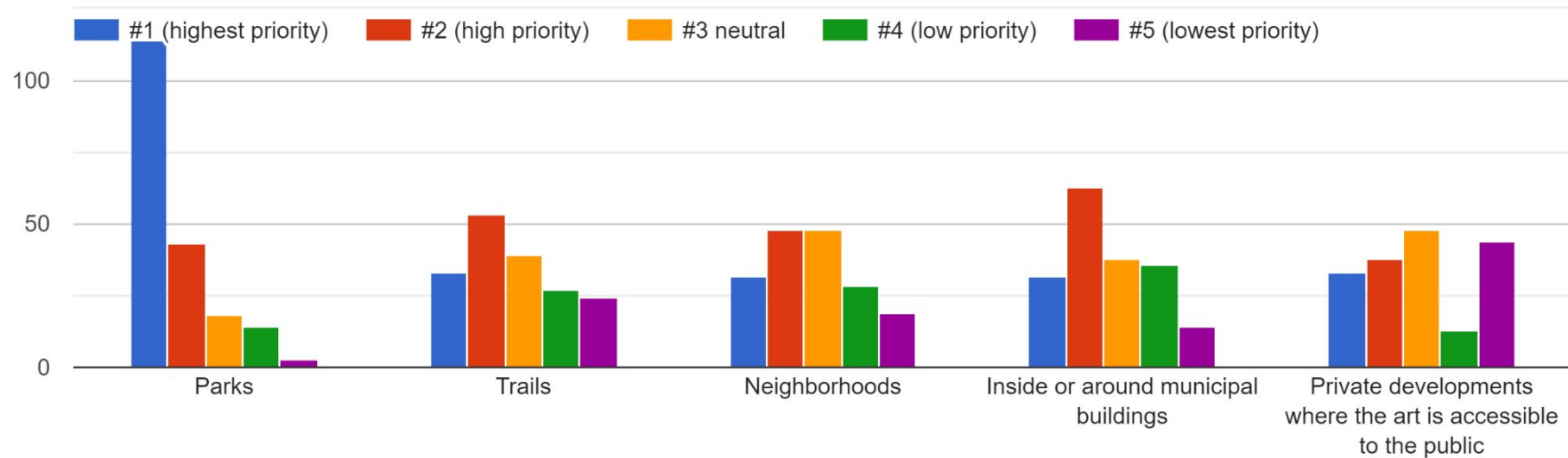
Category	Small Town Atmosphere	Community & Connectedness	Nature & Environment	Artistic & Unique	Civic Engagement & Inclusivity
 Responses	small town culture quaint sleepy safe secluded small community vibe “town that time forgot” “fundamentally safe and physical and emotional ways”	 close-knit supportive family-oriented family-friendly caring compassionate neighborly community-oriented teamwork City of Volunteers family	nature peaceful ecologically minded greenery nature-oriented San Bruno Mountain stewards of mountain & bay hiking trails wild animals	 artistic quirky eccentric unique City of Stars distinct personality butterflies City of Artists diverse eclectic funky individualistic	civic engagement inclusive involved citizens welcoming belonging pride civic focused involved citizens concerned about each other accepting
 Takeaway	Responses suggest a strong preference for maintaining the town's intimate and cozy character.	Respondents value the sense of belonging, care, and mutual support among residents, as well as the family-friendly atmosphere.	There is a deep appreciation for the town's natural surroundings and a desire to protect, enjoy, and learn about them.	Respondents value Brisbane's distinctive character and creative spirit. The town is seen as a place that embraces individuality and artistic expression.	Respondents value residents' active participation and efforts toward inclusivity.

Key Takeaway:

There is a strong local identity and pride in what makes Brisbane special. That identity is centered on the city's small-town charm; natural environment; artistic spirit; and connected/inclusive/active community. Given that residents want public art to reflect community identity (Q6), these themes should all be reflected in Brisbane's forthcoming public art initiatives.

SURVEY RESULTS - Q8

Where do you want to see more public art in Brisbane?

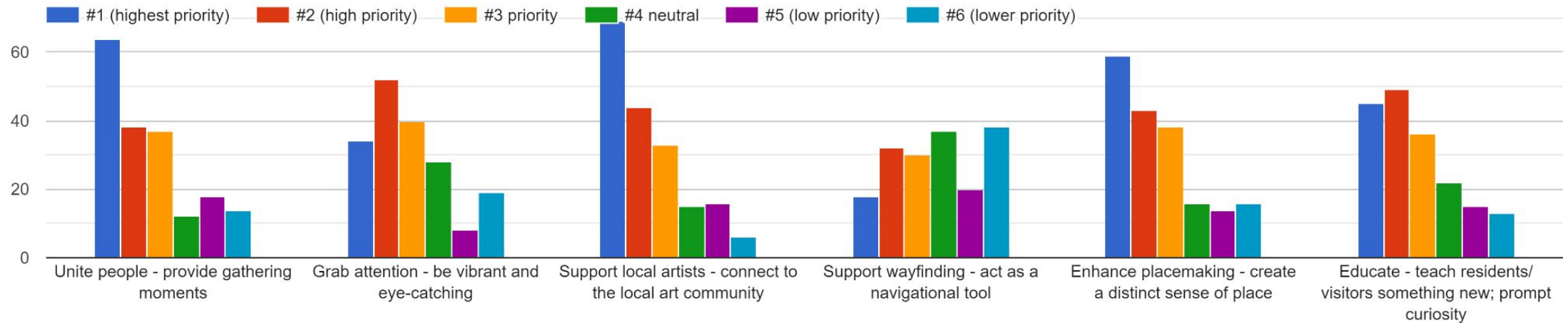


Key Takeaway:

The majority of respondents would like to see public art in parks, inside/around municipal buildings, and in trails. The public art plan will prioritize these locations.

SURVEY RESULTS - Q9

What role should public art play in Brisbane?

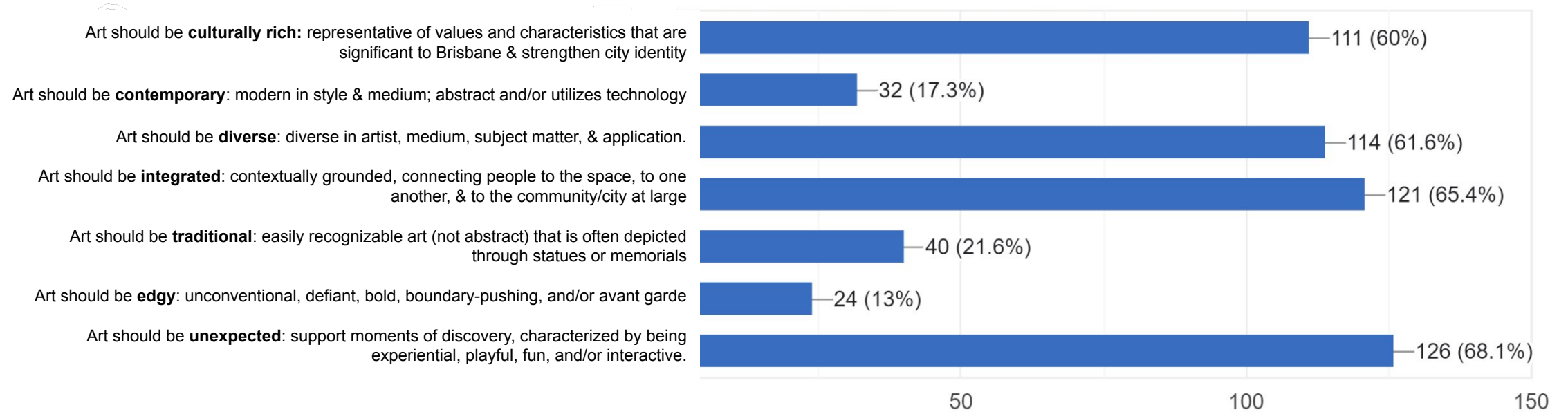


Key Takeaway:

Respondents believe art should support the local art community, unite people, and enhance placemaking. Secondly, it should grab attention and educate residents and visitors. These responses align with the Visioning Workshops results, from which the community stakeholders and PAAC selected 1) grab attention, 2) unite, and 3) enhance placemaking.

SURVEY RESULTS - Q10

What public art criteria are most important to you? Select your top 3. (Respondents were provided reference images for each option.)



Key Takeaway:

Respondents want public art to be unexpected, integrated, diverse, and culturally rich. These were also the top 4 selections from the PAAC and community stakeholders during the Visioning Workshop.

SURVEY RESULTS - Q11

Thinking big and thinking ahead, what else would you like to see in terms of public art in Brisbane?

Category	Art Styles and Preferences	Location	Public Engagement	Education
Responses  	Large murals and well-done sculptures Functional art that serves a purpose Art reflecting local history, culture, and Native American heritage Nautical-themed art representing sailing and marine life Avoid edgy or overly intellectual art that might not be well-received Emphasize timeless, unique, and inspiring art Wayfinding signs, murals on industrial buildings, and interactive sculptures Include diverse art styles, from comforting to edgy Propose large-scale, iconic art pieces in prominent locations Balance innovation with practicality in art displays Temporary; the variation of styles and objectives of works will inspire thought and conversation	Integrate art into new developments, parks, and community areas. Develop art walks and trails with sculptures and murals. Beautify public spaces like playgrounds, bus stops, and trails. Create wayfinding art to connect different parts of Brisbane. Explore an artist in residence program and a municipal art collection.	Interactive and engaging art for all ages, especially children. Art that encourages public participation and community involvement. Community art projects involving local residents. Support for local artists and musicians, including paid opportunities. Creation of a community space for artists to gather and create. Involve public, local artists, and professionals early in development.	Art that raises awareness of environmental issues and conserves nature. Temporary exhibits and educational art showing Brisbane's history and ecology. Consider funding public art through development projects and city funds.

Key Takeaway:

These themes highlight a desire for diverse art that reflects the local community, educates residents and visitors, and encourages public participation.

TESTIMONIALS

"I love to see art in the city. It makes our day and adds a little color to life."



"I love public art and I am a community member and I am very interested."



"More interactive, temporary art"

"Iconic, eye-catching, surprising"

"We need to introduce people to Brisbane! Add some art, clean up the front."



"We really do appreciate you being here"

COMMUNITY ENGAGEMENT RESULTS

Summary

Mission/Vision for Public Art

Summation of questions on the role and benefit of public art, community identity, and future art criteria



- Stakeholders want future public art in Brisbane to support **community identity, instill greater appreciation for the arts, and spark civic pride**/investment in public spaces.
- Stakeholders' definitions for "community identity" vary, but key themes emerge when written responses are grouped thematically: **small-town charm, natural environment, artistic spirit, and connected/inclusive/active community**. These themes should be reflected in forthcoming public art initiatives.
- Stakeholders want Brisbane's public art collection to create a distinct sense of place (**enhance placemaking**), **unite people, grab attention, and support the local arts community**.
- Stakeholders want artwork to be **unexpected, integrated, diverse, and culturally rich**.

Plan Recommendations

Summation of questions on the public art selection process, new development, and location planning



- To fulfill the desires above, art location planning should prioritize **community-oriented areas like parks, trails, and municipal buildings**, as well as make use of underutilized industrial areas (**blank canvases!**) and welcome moments (**iconic entry piece!**). Prioritizing these locations can allow for maximum impact and engagement where people can gather and be inspired.
- **Temporary and educational art** may be preferential to support stakeholders' interest in **interactive** initiatives that engage diverse residents and promote Brisbane's history and environment.
- The plan should lay out the city's public art funding and selection process - including how new developments generate public art funding - to help **educate residents** and encourage ongoing engagement.
- The plan should highlight how art can help **preserve Brisbane's beloved community identity** and be a tool for **building excitement, attention, and community amidst new development**.

Mission, Vision, and Selection Criteria

Public Art Mission & Vision

The mission for public art in the City of Brisbane is to support community identity, unity, and pride through diverse artwork that grabs attention and distinguishes a unique sense of place.

If Brisbane achieves its mission, we envision a public art program that:

- supports the local arts community
- represents values and characteristics that are significant to Brisbane (small-town charm, natural environment, artistic spirit, and connected/inclusive/active community)
- is unexpected and diverse - showing a full spectrum of art types
- educates residents on the value of art and the city's process for implementing it
- is integrated in community gathering spaces like trails, parks, and municipal buildings
- is mindful of the environment
- leverages opportunities from new development while maintaining the unique identity of Brisbane

Criteria for the Selection of Public Art

Unexpected: Artwork should promote excitement and support moments of discovery, characterized by being experiential, playful, fun, and/or interactive.

Measurable criteria:

- Is the art original in concept and execution?
- Does the art incorporate innovative techniques or mediums?
- Does the art excite people, promote curiosity, and/or create a sense of awe?
- Is the art temporary/rotating to invoke anticipation?

Integrated: Artwork should be contextually grounded, connecting people to the specific location of the installation, to one another, and to the city at large.

Measurable criteria:

- Does the art feel integrated into its environment and to the surrounding city?
- Is the artwork cohesive with the rest of the collection?
- Does the art encourage community gathering and connection?

Diverse: Artwork should pull from a diverse pool of artists and be diverse in medium, subject matter, and application that resonates with the city's diverse cultural population.

Measurable criteria:

- Does the art vary in medium, subject matter, and application?
- Does the art feature a mix of local and regional artists?
- Does the art feature local, underrepresented, and/or emerging artists?
- Does the art embrace inclusivity and represent diverse cultures within the community?

Criteria for the Selection of Public Art

Culturally Rich (“Brisbane Certified”): Artwork should represent values and characteristics that are significant to Brisbane in order to reflect and enhance the city’s unique identity

Measurable criteria:

- Does the artwork fit into the themes of small-town charm, natural environment, artistic spirit, and connected/inclusive/active community?
- Is the artwork cohesive with the overall aesthetic of the city?
- Does the artwork help people feel proud of/connected to their city?

Educational: Artwork should offer new perspectives, thereby enhancing public perception and understanding.

Measurable criteria:

- Does the art communicate a clear message that can be understood by as many people as possible?
- Does the art align with the city’s values and identity? (I.e. does it teach something about small-town charm, natural environment, artistic spirit, and connected/inclusive/active community?)
- Does the art support ongoing community engagement and educational activities?

Vibrant: Artwork should grab attention and enrich the audience experience.

Measurable criteria:

- Is the art bright, eye-catching, and/or striking to captivate onlookers?
- Does the art promote audience engagement?
- Does the art foster interaction and allow for social sharing (in-person by sparking conversation and online via social media sharing)?

Next Steps

Outline for Brisbane's Public Art Master Plan

1 Public Art Master Plan Overview

Executive Summary / About this Plan
Public Art in Brisbane: Looking Back and Looking Forward
A Community Informed Plan
Mission & Vision

2 Processes and Procedures

Overview of Current Public Art Funding & Selection Process
New Art Selection Criteria
New Art Selection Process
Timeline for Permanent Art
Timeline for Temporary Art

3 Key Recommendations

3, 5, and 10 Year Priorities
Public Art Programming / Collaboration Opportunities

4 Art Location Planning and Typologies

5 Guidelines and Best Practices

Guidelines for Inclusion of Public Art in Public Spaces
Guidelines for Inclusion of Public Art in Private Spaces
Policies for Managing a Public Art Inventory
Policies for Public Art Maintenance
Policies for Acceptance of Donated Artwork
Policies for Deaccessioning Artwork

6 Public Art Checklists

Checklist for City
Checklist for Private Developers

7 Image Credits

8 Appendix

Community Engagement One-Sheet Template
Inventory of Existing Public Art

DRAFT

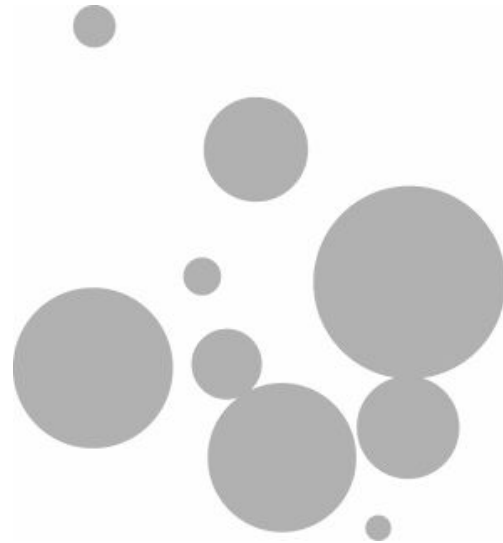
TIMELINE

- **Deliver first draft of plan by Fri, Nov 1**
- **Revisions throughout November**
- **Deliver final draft of plan by Fri, Dec 6**
- **Support plan adoption before 2025**

We will continue biweekly meetings with Noreen and Angel and attend PAAC meetings as necessary to share progress.

DRAFT

THANK YOU



NINE dot ARTS[®]

File Attachments for Item:

E. Review the Draft Public Art Request for Proposals for Alvarado to San Benito Stairway Project

BRISBANE

Alvarado to San Benito Stairway Public Art Project

RELEASE DATE (9/6/2024)

**CALL FOR ARTISTS/REQUEST
FOR PROPOSALS**



The City of Brisbane, CA is seeking proposals from qualified artists, individuals, or teams (hereinafter referred to as ARTIST) with demonstrated experience in developing public art for functional spaces. Artists are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services required.

Selection will be made from responsive proposals that will best serve the interests of the City based on a combination of experience, qualifications, availability, and capacity to perform the scope of services within the outlined schedule.

Please submit your proposal using the format specified in this Request For Proposals (RFP).

PROPOSALS MUST BE RECEIVED BY OCTOBER 4, 2024, NO LATER THAN 12:00PM. Any proposal received after the specified time and date will not be considered. Proposals may be submitted one of the following ways:

Preferred:

1. Electronically via PDF to nleek@brisbaneca.org AND jbondoc@ci.brisbane.ca.us.

Note: An email will be sent to confirm receipt of the electronic proposal.

Accepted:

2. Mailed to:
ATTN: Noreen Leek
Parks & Recreation Director
City of Brisbane
50 Park Place
Brisbane, CA 94005
If mailed, it must be received by the City by no later than 12:00 p.m. on Friday, October 4, 2024.
3. Dropped off in person to the Parks & Recreation Department on the second floor of Brisbane City Hall, 50 Park Place, Brisbane, CA 94005 during business hours. The deadline to drop off in person is 12:00 p.m. on October 4, 2024.

Questions regarding the information contained in the RFP document must be submitted in writing by e-mail to: nleek@brisbaneca.org. All questions must be received by September 30, 2024. Questions will be responded to in writing. Written summaries of all questions and answers will be recorded and will be shared with all prospective Artists. Anonymity of the source of specific questions will be maintained in the responses and a clarification addendum will be issued, if necessary. Verbal inquiries are discouraged and the intent behind this requirement is to ensure that all prospective Artists have the same information available to them and no inconsistent, incomplete, or misinformation is communicated to any party.

Noreen Leek
Parks & Recreation Director
(415) 508-2141
nleek@brisbaneca.org

INTRODUCTION

The City of Brisbane is seeking proposals from experienced artists for a public art installation that will enhance and transform a new public outdoor stairway into a vibrant community landmark.

The Artist will work collaboratively with the City's Public Art Advisory Committee and City staff to ensure public outreach and involvement to curate a vision for this public art installation.

BACKGROUND

The City of Brisbane is a small City in San Mateo County, approximately 20.1 square miles, nestled into the lower slopes of San Bruno Mountain. The city is located immediately south of San Francisco and is bordered to the east by the San Francisco Bay. The City of Brisbane was incorporated on November 27, 1961. Brisbane is known as "The City of Stars" due to a holiday tradition dating back to 1939. Residents and businesses adorn their homes and buildings with illuminated stars in early Winter delighting passersby.

The City of Brisbane adopted a Public Arts Ordinance (ENCLOSURE A) in 2014 to increase citizens' appreciation of art, to improve quality of life, and to enhance Brisbane's identity as a unique community within the greater Bay Area. Additionally, public art should stimulate creativity, imagination, induce creative conflict, and add a unique human quality to the environment and enrich public spaces. A city rich in art becomes an outdoor cultural museum accessible to everyone. The Brisbane Public Art Advisory Committee is the City Committee responsible for ensuring all public art projects in the City of Brisbane meet the program criteria and guidelines for selection of an artist or artist team, artwork, and artwork location established in the Public Arts Implementation Guidelines (ENCLOSURE B).

As outlined in the City's Art in Public Places Ordinance, public art has the power to energize our public spaces, arouse our thinking, and transform the places where we live, work, and play into more welcoming and beautiful environments that invite interaction. By its presence alone, public art can heighten our awareness, question our assumptions, transform a landscape, or express community values, and for these reasons it can have the power, over time, to transform a city's image. Public art helps define a community's identity and reveal its unique character.



PROJECT SCOPE & DESCRIPTION

The Public Art Advisory Committee, in collaboration with the Brisbane City Council, seeks to commission signature works of art as part of the construction of a new outdoor stairway. The Alvarado to San Benito Stairway project will utilize a 12' wide city property to extend the improved Central Brisbane alleyway/stairways from Alvarado Street at the lower end to San Benito Avenue at the upper end. This unimproved steep property located in a residential neighborhood, has been identified by the City as a priority to install a stairway with a handrail and bollard lighting. This will enhance safety for pedestrians, including youth and the elderly in Brisbane by providing an additional passageway from the neighborhood towards central Brisbane's shops, businesses, and schools. It should be stated that the stairway corridor is located directly adjacent to homes. City staff secured grant funds from the Transportation Development Act, for construction itself and improvements will include concrete steps as well as a prefabricated steel stair section where required at the top, drainage, handrail and bollard lighting.

This construction project offers several opportunities to integrate major artworks into the landscape and create stand-alone landmarks that can be experienced from multiple perspectives on the site. The selected artists will be required to work closely with the construction team to incorporate the artwork into the design and construction documents where necessary. The Public Art Advisory Committee seeks applications from artists working in a variety of media and artistic approaches, who will be responsible for the design and implementation of the artwork. Works in a variety of media and

forms will be considered. Examples of opportunities for artwork integration on the site include (but are not limited to) the following: artwork on the stair risers, handrails, lighting, sculptures, etc.

The artwork(s) should:

- Provide excitement for visitors and residents of the community by elevating the space
- Establish a sense of place
- Reinforce the individuality of the community
- Be distinctive, dynamic, and unique
- Integrate into the existing natural environment and construction design

This artwork will become a permanent addition to the Brisbane public art collection. All applicants must consider the issues of long-term conservation and maintenance of public art, along with time and budget. The design of all art for this project shall be very durable, require minimal maintenance, and be resistant to theft, vandalism, and weathering. Art for this project should not cause any kind of safety hazard for traffic or pedestrians. The art should adhere to the highest standards of quality, timelessness, permanence, and general appeal. Artist proposals will be reviewed by the City of Brisbane's Public Art Advisory Committee to ensure conformity with city standards of maintenance and durability, as well as Americans with Disabilities Act (ADA) standards. Artists are expected to stay on budget and to complete work in an approved timeframe.

PROJECT TIMELINE

The anticipated schedule for this project is as follows:

City Council reviews and authorizes RFP	September 5, 2024
RFP Release Date	September 6, 2024
Question Submission Cutoff Deadline	September 30, 2024
Proposal Submission Deadline	October 4, 2024
Selection Committee review and recommendation	October 7, 2024
City Council award of Contract	October 17, 2024
Notice to proceed issued to Artist	October 18, 2024

IMPORTANT DISCLAIMER REGARDING PROJECT TIMELINE FOR COMPLETION:

If artwork is integrated into the construction (i.e. railing or lighting), design plans must be prepared and approved by the City by November 1st with construction and installation completed no later than June 30th, 2025.

If artwork is supplementary to the stairway construction (i.e. art on the stairway risers or an adjacent sculpture), public engagement regarding design would likely occur between November 2024-February 2025, and installation would take place after June 30th, 2025.

**Disclaimer: This timeline is subject to change and the City of Brisbane reserves the right to adjust as deemed necessary.*

BUDGET

The budget range for this project is \$30,000-\$80,000, which will be allocated to the ARTIST selected. Please note: the Public Art Advisory Committee may choose to recommend dividing the budget between multiple successful applicants. The budget should include all costs associated with the completion of the project, including but not limited to: artist fees, materials, labor costs for assistants, insurance, permits, taxes, business and legal expenses, operating costs, art dealer's fees (if applicable), fabrication, and installation. Applicant shall provide a proposed budget itemized by task, as well as the total project cost proposed. Hourly rates for project staff shall also be provided if applicable. **Cost Proposal must be submitted separate from the rest of the RFP response.**

SUBMISSION REQUIREMENTS

To be responsive, each RFP submission must include the following information in the format indicated. The submittals shall be organized to match the following categories. Submittals not organized according to the following format may be rejected.

1. **Letter of Interest** - not to exceed one page explaining interest in the project and including pertinent information about the artists approach and projects of a similar nature.
2. **Resume** - not to exceed two pages listing professional artistic accomplishments, contact information, education or other relevant information, and current contact information for at least two references.
3. **Proposal** - not to exceed five pages describing the artwork and the artist's approach. Include drawings, renderings, materials, and dimensions.
4. **Images of Original Representative Work** -not to exceed 10 images.
5. **Annotated Image List** – Each image must include the artist's name and a brief description of each image stating its title, medium, size, location, and purchase price or commissioned price.
6. **Sealed Fee Proposal** - The Fee Proposal shall be submitted in a separate sealed envelope or PDF document marked "Stairway Art Budget Proposal".

SELECTION PROCESS

Pursuant to Sections 4525-4529 of the Government Code of the State of California, the Consultant selection will be based on qualifications. The City's Public Art Advisory Committee will review the proposals received by the deadline and make recommendations to Brisbane City Council. The City of Brisbane reserves the right to reject any or all proposal(s), to waive technicalities, and to accept whichever proposal(s) that may be in the best interest of the City, at its sole discretion.

GENERAL TERMS AND CONDITIONS

1. This RFP does not commit the City to enter into an agreement, to pay any cost incurred in the preparation of a submittal to this request or in subsequent negotiations, or to procure or contract for the project.
2. At any time prior to the specified time and date set for the submission, a person/firm, or their designated representative, may withdraw their proposal.
3. The issuance of this RFP and the acceptance of a proposal do not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right to:
 - Reject any or all proposals.
 - Reissue an RFP.
 - Extend the time frame for submission of the proposals by notification to all parties who have registered an interest in this RFP with the City.
 - Request more information from any or all applicants.
 - Waive any immaterial defect or informality.
 - Decline to go forward with the RFP.
 - Reject any Subcontractor or Contractor proposed by the Proposer.
 - The City expressly reserves the right not to award a contract under this RFP.
4. All services shall be provided in accordance with Enclosure "C," the City's Professional Services Agreement. Final terms of any agreement will be established during negotiations. Negotiations may be terminated by the City for failure to reach mutually acceptable terms.
5. Each Artist will be responsible for all costs incurred in preparing a response to this RFP.
6. All materials and documents submitted in response to this RFP will become the property of the City and will not be returned. Artists selected for further negotiations will be responsible for all costs incurred by it during negotiations whether or not such negotiations lead to a contract with the City.
7. Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing, if the proposer discovers any ambiguity, discrepancy, omission or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than five working days prior to the date for receipt of proposals.

ENCLOSURES

Enclosure A	City of Brisbane Public Arts Ordinance
Enclosure B	Public Arts Implementation Guidelines
Enclosure C	Sample Professional Services Agreement
Enclosure D	Stairway Plan Sheets & Construction Details
Enclosure E	Map Location and Site Photos