



CITY *of* BRISBANE

Public Art Advisory Committee Agenda

Tuesday, October 8th, 2024 at 5:15PM • 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.

JOIN VIRTUALLY

Join Zoom Webinar: brisbaneca.org/pa-zoom (please use the latest version: zoom.us/download)

Or open directly from the Zoom website: <https://zoom.us/join> Enter meeting ID: 8656 065 0564

Call In Number: 1 (669) 900-9128

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

The agenda materials may be viewed online at www.brisbaneca.org at least 72 hours prior to a Meeting. Archived videos can be replayed on the City’s website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

TO ADDRESS THE COMMITTEE

IN PERSON PARTICIPATION

To address the Committee on any item on or not on the posted agenda, please wait until Public Comments are being accepted.

REMOTE PARTICIPATION

Members of the public may observe/participate in the Committee meeting by logging into the Zoom Webinar. Public comments received one hour prior to the meeting via email will be noted for the record. Written comments after that time will not be responded to or brought to the attention of the Committee during the meeting.

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 Committee Member to attend the meeting remotely under the “Emergency Circumstances” of AB 2449

APPROVAL OF AGENDA**APPROVAL OF MINUTES**

- B. Approve Minutes from August 26th, 2024 Public Art Advisory Committee

DISCUSSION ITEMS

- C. Review the Received Public Art Proposals for Alvarado to San Benito Stairway Project

PUBLIC COMMENT**NEXT MEETING**

TBD

ADJOURNMENT

File Attachments for Item:

B. Approve Minutes from August 26th, 2024 Public Art Advisory Committee



CITY of BRISBANE

Public Art Advisory Committee Minutes

Monday, August 26th, 2024 at 5:00PM • Hybrid Meeting

CALL TO ORDER - 4:33 p.m.

ROLL CALL

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

Committee Members Absent: Committee Member Salmon

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

APPROVAL OF MINUTES

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

Approved by Cunningham, seconded by Seawell. 5 Ayes, 0 No's, 1 Abstain (Glazman), 1 Absent (Salmon)

PRESENTATIONS AND DISCUSSION ITEMS

C. Public Art Fund Balance Report Update

The Committee reviewed the report and did not have any questions.

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

The consultants walked the Committee through the public outreach survey results. The public responses lined up very closely with the Committee's responses. The group then discussed the next steps in the process for the Public Art Master Plan. The Committee wanted to be sure the consultants included a mechanism for identifying budgets for projects that would go out for an RFP and utilizing their expertise on determining when to use a curator or firm for certain projects. The Committee is interested in continued check-ins with Nine dot Art after the master plan is completed.

E. Review the Draft Request for Proposal for the Alvarado to San Benito Stairway Project

The Committee reviewed the draft Requests for Proposal (RFP) prepared by staff. Other than a few minor tweaks, the Committee recommended the RFP go to the City Council for approval. Aside from the extensive outreach that staff does, the Committee asked staff to reach out to Deborah Monk, the Recology Curator.

PUBLIC COMMENT

None

NEXT MEETING DATE

Tuesday October 8th, 2024, at 5:15pm

ADJOURNMENT

6:05PM

DRAFT

File Attachments for Item:

C. Review the Received Public Art Proposals for Alvarado to San Benito Stairway Project

(Last page of report has links to the artists' proposals via Dropbox)



PUBLIC ART ADVISORY COMMITTEE MEMO

Meeting Date: October 8, 2024

To: Public Art Advisory Committee

From: Noreen Leek, Parks & Recreation Director

Subject: Review Proposals for Alvarado to San Benito Stairway Public Art Project

Purpose

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.

Recommendation

Review and discuss each of the proposals and make a formal recommendation to City Council for the award of contract.

Background

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. Public art helps define a community's identity and reveal its unique character. In September, the City Council approved the Public Art Committee's recommendation to publish an RFP (Attachment 1) soliciting proposals for a public art project at the stairway between Alvarado and San Benito.

On September 6, 2024, staff published the project RFP to the City website and posted the RFP to sites hosting calls for artists including publicartist.org, artcall.org, artshow.com, and codaworx.com. Staff also personally conducted direct outreach to over 600 artists nationwide. A total of nineteen (19) proposals were received from a variety of artists. Attachment 2 includes the artist list and provides links to review their proposals online.

Discussion

Committee members are encouraged to review these proposals prior to the meeting on Tuesday, October 8th, and to come prepared to share feedback. This is a qualifications-based selection process which requires a public agency to hire art professionals based on their qualifications and competence. Therefore, cost estimates for services are not to be considered as part of the selection process.

Committee members should consider the issues of long-term conservation and maintenance of the art. The design of all art for this project shall be 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 and must comply with City building codes and the City's dark-sky ordinance.

Committee members should also consider the timing for this project. 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. The artist would be expected to work closely with the City's public works team and contractor to ensure a seamless installation in tandem with the stairway construction itself. Alternatively, if artwork is supplementary to the stairway construction (i.e. art on the stairway risers or an adjacent sculpture), installation would take place after June 30th, 2025, and allow time for more substantial public input.

The Committee should rank their top 5 applicants and be prepared to discuss with the Committee at the meeting. The Committee will be responsible for determining next steps with the intent to make a formal recommendation to the City Council.

Fiscal Impact

The budget range for this project is \$30k-\$80k which will be allocated to the artist selected. The Committee may choose to recommend dividing the budget between multiple successful applicants. Funds to support this are available within the Public Art Fund (Fund 275). RFP respondents have provided their cost proposals in a separate document which will be shared with the Committee only after a selection has been made.

Attachments

1. Alvarado to San Benito stairway public art RFP
2. Artist proposals (with links for online viewing)



Noreen Leek, Parks & Recreation Director

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 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, drainage, handrail and 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 artist will be required to work closely with the construction team to incorporate the artwork into the design 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. NOTE: Art must comply with City building codes and the City's dark-sky ordinance. 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 8, 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	Project Location and Site Photos

Alvarado to San Benito Stairway Public Art Project

Artist Proposals

The Committee should review all proposals in advance of the meeting and be prepared to share their top 5 artists for further discussion.

Applicant	Link to Proposal	Ranking
Angelina Duckett	Duckett Proposal	
Gillie and Marc	Gillie and Marc Proposal	
Hank von Hellion	Von Hellion Proposal	
Musa Hixon	Hixon Proposal	
Jason Tetlak	Tetlak Proposal	
JD Trejo	Trejo Proposal	
Andrew Kovacs	Kovacs Proposal	
Jesus Magana & Team	Magana Proposal	
McGrath Arts	McGrath Proposal	
Rachel Slick & Timothy Schirack	Slick Proposal	
Paul Reimer	Reimer Proposal	
Stephen Shachtman	Shachtman Proposal	
Studio Folia	Studio Folia Proposal	
The Heavy*	The Heavy Proposal	
Timothy Smith	Smith Proposal	
Jennifer Tran & Team	Tran Proposal	
Edward Williams*	Williams Proposal	
Sheila Wyne	Wyne Proposal	
Jeff Zischke	Zischke Proposal	

* Proposal may be deemed non-responsive since the applicant did not submit a fee proposal.