

**REQUEST FOR  
CALL TO ARTISTS RFP  
FOR  
UTILITY BOX ART BEAUTIFICATION PROGRAM**



**CITY OF COMMERCE, CALIFORNIA  
PUBLIC WORKS AND DEVELOPMENT SERVICES  
DEPARTMENT**

Approved for Advertising:

A handwritten signature in blue ink, appearing to be "Maryam Babaki", is written over a horizontal line.

**Maryam Babaki, P.E.  
Director of Public Works and Development Services**

**SUBMITTAL DEADLINE:  
Wednesday, November 9, 2016 at 5:00 PM**

**Submittal deadline has been extended to January 05, 2017 at 5:00 p.m. per Addendum 1 issued on  
November 7, 2016**

## Call to Artist RFP for A Utility Box Art Beautification Program

### **INTRODUCTION:**

The City of Commerce is issuing a **Call to Artists** for interested Artists to complete an application to be reviewed and selected by the City's Beautification Committee to participate in painting utility boxes throughout the City of Commerce.

### **BACKGROUND:**

Utility Box Art Beautification Program, is a public art beautification program designed to transform common traffic control utility boxes in the City, into distinctive works of art, creating a more vibrant, attractive cityscape. The program also celebrates local artists and their artwork, acts as a deterrent to graffiti, and involves the City and County residents in contributing to the beautification of the city.

### **ARTIST GUIDELINES AND REQUIREMENTS:**

#### **A. Eligibility**

1. All artists, over 18 years old, residing in Los Angeles County or the City of Commerce are eligible.
2. Members of the Beautification Committee and their families are ineligible.
3. Entries must be the original design and artwork of the entrant and suitable for viewing by all ages.

#### **B. Artist Stipend**

1. Artists will be awarded an \$800 stipend, this is inclusive of all artist fees, paints, and materials. Upon selection and execution of the Artist Agreement, artists will receive an initial disbursement of funds at 50% (\$400), with the remaining 50% (\$400) paid upon completion of the project.
2. Completion of the project must be verified by the Beautification Committee and City Council before funds are disbursed.

#### **C. City Responsibilities**

- a. City will be responsible to wash and prime the cabinet before the artwork can begin at a specific location. The cabinet will be washed with soap and water, as well as coat with two coats of the following product: Bulls Eye Primer 1-2-3 All Surfaces by Zinsser. The primer's color is gray.
- b. After the completion of the artwork, the City will apply anti-graffiti coating.

#### **D. Description & Location of Utility Boxes**

1. The dimensions of the boxes vary at each location. Some locations have more than one box and artists should include all boxes at a single site in their design.
2. The specific sites and information about the boxes on each site can be found on the Location Map.
3. Artist will be assigned a box or boxes, unless the artist specifically requests a location. However, the City cannot guarantee that the requested location will be assigned to the Artist.

#### **E. Materials**

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1. Artist is responsible for all art materials and supplies required for creation of the artwork and protection of the surrounding area (paint, brushes, buckets, tarps, etc.).
2. High quality, low-sheen or semi-gloss external acrylic latex paint must be used and it must cover all exposed sides and top of the box(es). Dark colors should be used sparingly due to the potential for overheating of the utility box(es).

### F. Artwork Themes

1. Creativity and innovation of design are encouraged.
2. Artwork theme **is encouraged** but is not required to:
  - a. represent various aspects of the City's history, heritage and culture, or geography
  - b. reflect the specific neighborhood or area of the box location.
3. Artwork must **not** contain:
  - a. written materials (words/sentences)
  - b. political statements or persons
  - c. religious references, symbols or numbers
  - d. copyrighted or trademarked material
  - e. corporate or organizational branding

### G. Application Requirements

1. Print, complete and sign an application form, and:
  - a. Include a detailed description describing your design theme. Indicate if your theme has specific relevance to the City of Commerce's history, culture, heritage or geography; or to a specific location. This must be attached to the application. Please limit description to one page.
  - b. On the application form, you may request a particular box location, although there is no guarantee any artist will be assigned their requested location.
  - c. Create full color, detailed concept drawings. Use the template provided. Show each side and top of the largest box. Boxes vary in size and shape, so be prepared to accommodate your assigned box. Some sites have a second box. If applicable, provide a drawing for that box which compliments your main design.
2. Designs are accepted as either:
  - a. *only* single sided full color printouts or drawings on 8.5 x 11 sheets using the template provided. Print identification at the bottom of each sheet as follows:  
Artist last name\_artist 1st initial\_001  
**AND\OR**
  - b. jpg files of full color scanned art created using the template provided as a guide. Images should be between 150-180 dpi. Save the files as follows:  
Artist last name\_artist 1st initial\_001.jpg.
3. Read and sign the Utility Box Art Beautification Program Participant **Release of Liability Form**.
4. Complete and sign the **Artist's Application Form**.
5. Attach a detailed description about your design. The should be clearly printed or typed up. Please limit to one page.
6. Attach samples of work, colored images required.

## Call to Artist RFP for A Utility Box Art Beautification Program

7. Attach completed, initialed and signed **Application Checklist and Certification Form**.

### H. Submission of Entry

1. Mail or deliver the signed application with the full color designs to the City of Commerce, (address is on the application form) **OR** sign, scan and email the application with full color designs in jpg format to [mdemirci@ci.commerce.ca.us](mailto:mdemirci@ci.commerce.ca.us)
2. Artist can submit up to 3 designs. Only 1 design per artist will be chosen.
3. Entries must be postmarked, emailed or hand delivered no later than **November 9, 2016, by 5:00 p.m.**

### I. Selection Process and Criteria

1. Designs will be reviewed and selected by the City of Commerce's Beautification Committee
2. The Beautification Committee will submit recommendations for final approval to the City Council. All decisions are final.
3. All the submitted designs for each site will be viewed as a group. Follow the application requirements to ensure your entry is considered.

### J. General Guidelines

1. Art should be visible from a distance.
2. Art cannot restrict any vents or airflow through the box(es).
3. Any nameplates, keyholes, ID numbers, and windows must be left unpainted and uncovered.
4. An area on a box will be specified for use in affixing a label that shows the name of the artist and any sponsor(s).
5. Installation will begin only after design approval and completion of all required liability and contract forms.
6. Artwork is a long-term installation and becomes the property of the City of Commerce.
7. Artists must complete the project within a stipulated time frame. On acceptance, a time frame will be established.
8. Artists and any assistants are required to sign a liability waiver prior to start of the project.

### K. Questions

1. Contact: Melissa Demirci by email only at [mdemirci@ci.commerce.ca.us](mailto:mdemirci@ci.commerce.ca.us)
2. All questions must be received by **November 2, 2016, by 5:00 p.m.**

**Deadline to submit questions has been extended to December 21, 2016**

### ATTACHMENTS:

Attachment "A"	Artist Application Form (Application and Diagram Template)
Attachment "B"	Location Map
Attachment "C"	Utility Box Art Beautification Program Participant <b>Release of Liability Form</b>

# ARTIST'S APPLICATION FORM



## Utility Box Art Beautification Program

Thank you for your interest in the City of Commerce's Utility Box Art Beautification Program. Please print clearly and review the Artist's Guidelines & Requirements before signing the application.

### Submit material by mail or in person to:

City of Commerce – City Hall  
ATT: Maryam Babaki  
Utility Box Beautification Program  
2535 Commerce Way  
Commerce, CA 90040

Deadline for Entry: **November, 9 2016, by 5:00 p.m.**

Submit material by email to: (including completed, signed, and scanned application) to [mdemirci@ci.commerce.ca.us](mailto:mdemirci@ci.commerce.ca.us)

**Submittal deadline has been extended to January 05, 2017 at 5:00 p.m. per Addendum 1 issued on November 7, 2016**

### Please print

Artist Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

*Street Address*

*City*

*Zip*

Email: \_\_\_\_\_ Website (if available): \_\_\_\_\_

I certify that I have created the attached artwork \_\_\_\_\_ (please initial)

I am over 18 years old \_\_\_\_\_ (please initial).

Box Location Preference (see location map):

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_ 4<sup>th</sup> Choice \_\_\_\_\_

### **ATTACHMENT REQUIREMENTS:**

1. Please attach and submit a detailed description about your design. Please clearly print or type up information. Please limit to one page.
2. Please provide *only* single sided full color printouts or drawings on 8.5 x 11 sheets using the template provided on page 2 of this application. Please use the template shape provided and sketch your proposed artwork, detailed images in color of each side of the utility box was be submitted and in full detail. Print identification at the bottom of each sheet as follows: Artist last name\_artist 1st initial\_001 **AND\OR** .jpg files of full color scanned art created using the template provided as a guide. Images should be between 150-180 dpi. Save the files as follows: Artist last name\_artist 1st initial\_001.jpg.
3. Please provide samples of work, colored images required.
4. Please attach Release of Liability Form.
5. Please attach Application Checklist and Certification Form.

# ARTIST'S APPLICATION FORM

Utility Box Art Beautification Program



## APPLICATION CHECKLIST AND CERTIFICATION FORM

*(Please Check and initial)*

- \_\_\_\_\_ Read and sign the Utility Box Art Beautification Program Participant **Release of Liability Form**.
- \_\_\_\_\_ Complete and sign the **Artist's Application Form**.
- \_\_\_\_\_ Attach a detailed description about your design. This should be clearly printed or typed up. Please limit to one page.
- \_\_\_\_\_ Attach single sided full color printouts or drawings on 8.5 x 11 sheets using the Utility Box Template provided on page 3 of this application. Please use the template shape provided and sketch your proposed artwork, detailed images in color of each side of the utility box was be submitted and in full detail. Print identification at the bottom of each sheet as follows: Artist last name\_artist 1st initial\_001 **AND\OR** .jpg files of full color scanned art created using the template provided as a guide. Images should be between 150-180 dpi. Save the files as follows: Artist last name\_artist 1st initial\_001.jpg.
- \_\_\_\_\_ Attach samples of work, colored images required.
- \_\_\_\_\_ Attach completed, initialed and signed **Application Checklist and Certification Form**.

**All Artists: Please sign, date and return:**

### TERMS OF SUBMISSION

I agree that: (1) my submission(s) and their contents will automatically become the property of the City of Commerce, with no guarantee of compensation to me; (2) The City of Commerce may use or redistribute the submissions and their contents for any purpose and in any way; (3) there is no obligation for the City of Commerce to review the submission; and (4) there is no obligation to keep any submissions confidential. Further, I agree to waive my rights of attribution out in the Visual Artists Rights Act, 17 U.S.C §§106A and 113(d) ("VARA"), the California Art Preservation Act, Cal. Civil Code §§ 987 and 989 ("CAPA").

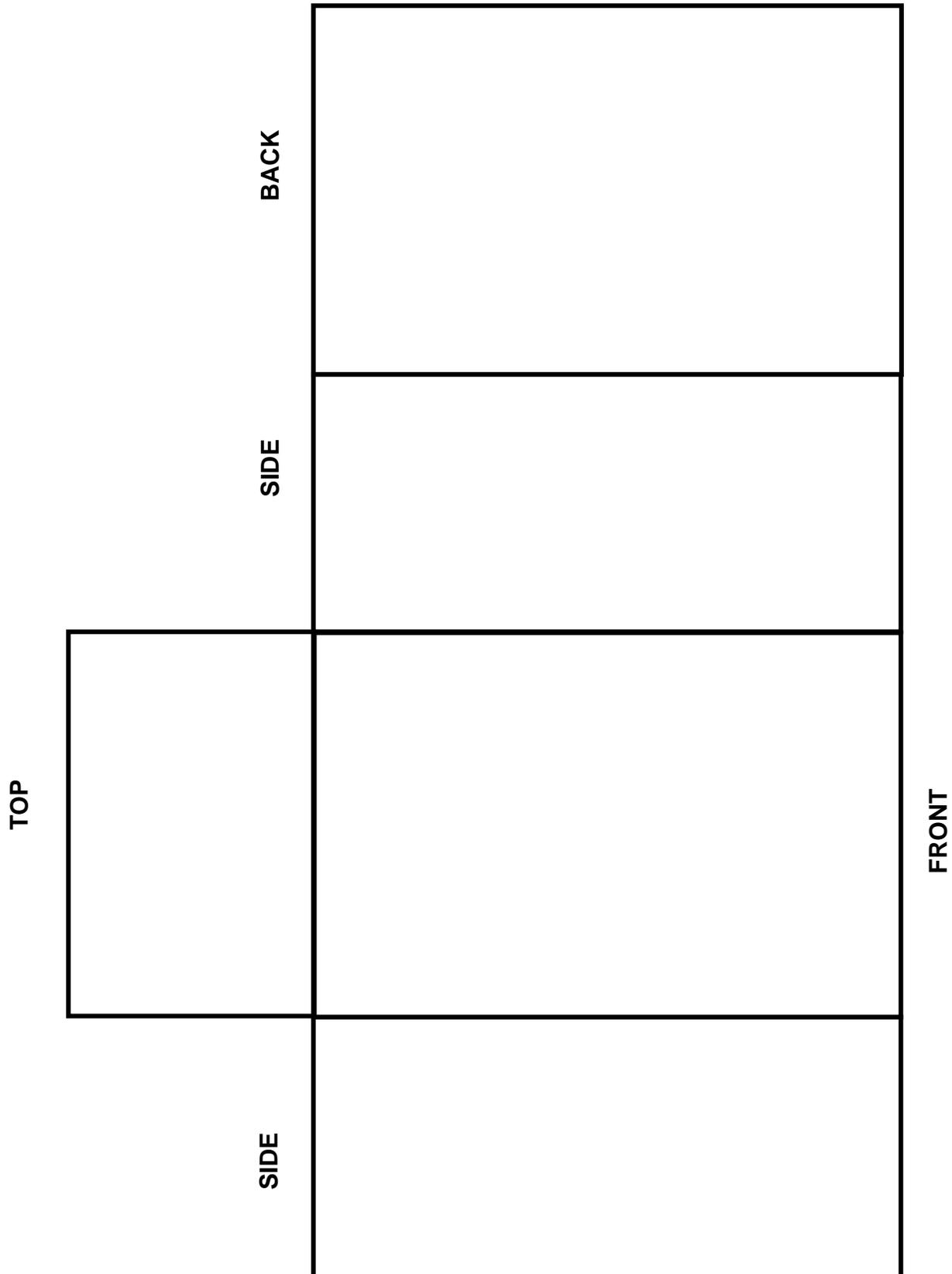
Signature \_\_\_\_\_ Date \_\_\_\_\_

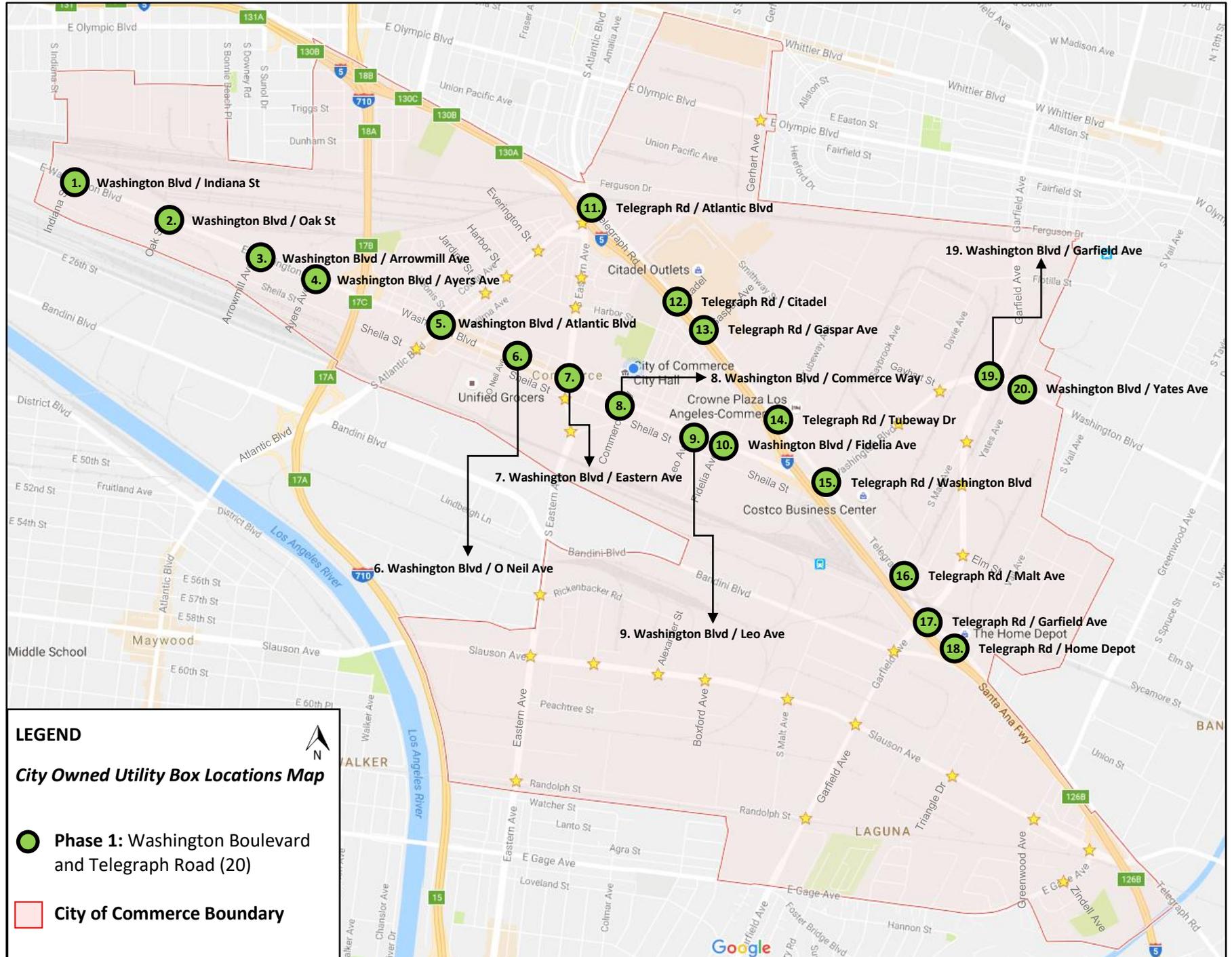
# ARTIST'S APPLICATION FORM

Utility Box Art Beautification Program



## UTILITY BOX TEMPLATE





# CITY OF COMMERCE, CALIFORNIA

## UTILITY BOX ART BEAUTIFICATION PROGRAM PARTICIPANT

### RELEASE OF LIABILITY FORM

PLEASE PRINT OR TYPE

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY STATE/ZIP \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ AGE DOB (##/##/####) \_\_\_\_/\_\_\_\_/\_\_\_\_

Participant does hereby release the City of Commerce, California, ("City") its City Council, representatives, employees, volunteers, agents and/or assigns, as well as all other participants, from any and all claims, obligations, causes of action, and liability of any kind, arising from the Participant's involvement in any events conducted as part of the Utility Box Art Beautification Program, or in connection with any work, labor, or services performed by the undersigned for and on behalf of any of the participants in events conducted and sponsored by the Utility Box Art Beautification Program, City, or otherwise.

This release is intended as a full and complete release covering any possible claims, contingent or otherwise, involving personal injury or property damage which may arise in connection with the Utility Box Art Beautification Program. This release includes, although it is not specifically limited to, any claim for any injuries or damages which the undersigned may suffer in connection with the Utility Box Art Beautification Program related actions in connection with any work, labor, or services performed by the undersigned for or on behalf of City or the Utility Box Art Beautification Program, regardless of whether the undersigned is actually participating in said activities, any injury to the person or damage to property which may be suffered by the undersigned as the result of or arising out of the Utility Box Art Beautification Program.

The consideration for this release is the undersigned's participation in the Utility Box Art Beautification Program, the permission granted by City to the undersigned to enter onto City property or to participate in events and activities sponsored by the Utility Box Art Beautification Program, and the permission granted by City to the undersigned to engage in any City sanctioned or sponsored events. To the extent permitted by law, Participant agrees to protect, defend, hold harmless, and indemnify City, its Council, officers, employees, volunteers and agents, from and against all claims, injury, liability, loss, cost, and expense, arising out of, occurring by reason of, or in any way connected with Participant's participation in the Utility Box Art Program, except for acts arising out of the sole negligence of City.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_