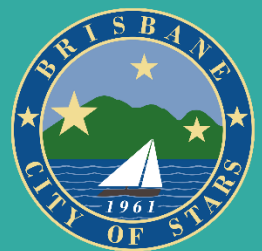


BRISBANE

Firth Park Public Art Project

RELEASE DATE (TBD)

**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 DATE, 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 DATE.

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 DATE.

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 DATE. 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 to refresh and revitalize two existing art pieces in the City's public art collection. The selected Artist will work collaboratively with the City's Public Art Advisory Committee and City staff to finalize a vision for these public art pieces.

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.

In 2014, the City of Brisbane adopted a Public Arts Ordinance 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.

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.

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. In 2025, the City of Brisbane (with support from NINEdotARTS) adopted its first ever Public Art Master Plan, intended to integrate public art into the fabric of the city and thereby promote beauty, creativity, and community engagement. The master plan provides long-term guidance and direction to the City of Brisbane on the planning and processes necessary to administer and maintain a successful public art program.

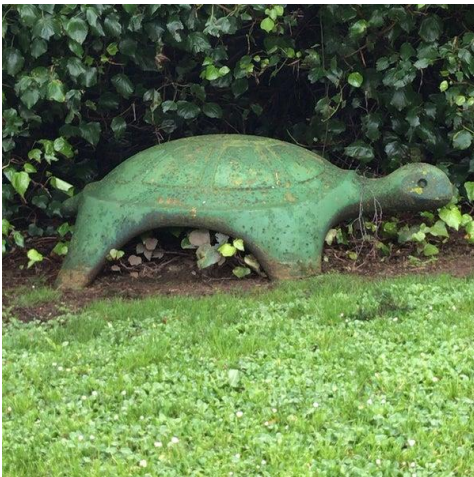
[Link to Public Art Master Plan](#)

PROJECT SCOPE & DESCRIPTION

The Public Art Advisory Committee, in collaboration with the Brisbane City Council, seeks to hire an Artist, or Artists, to revitalize two art pieces in the existing collection. Both pieces are housed in Firth Park located at 201 Glen Park Way, Brisbane, CA 94005. These pieces have been part of Brisbane's collection since the 1970's and were designed by Jim Miller-Melberg and manufactured by his company, Form, Inc. and Wausau Title. After being exposed to the elements and kids climbing on them for more than 50 years, these treasured pieces are poised for rejuvenation. The City has already conducted phase one of the restoration project: cracks were repaired and epoxied, and the pieces were primed with a rejuvenate primer, and finished in a high-performance acrylic. The images below demonstrate the condition of the pieces before they were repaired, and after the initial restoration effort.

Artwork #1 "Turtle" --- Concrete, approximately 750lbs

Before restoration



After restoration



Artwork #2 "Tree Form" --- Concrete, approximately 875lbs

Before restoration



After restoration



At this time, the Public Art Advisory Committee invites proposals from artists working in a variety of media and artistic approaches, who will be responsible for the design and installation of the artwork.

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.

These pieces will remain a permanent part of 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 for this project shall be very durable, require minimal maintenance, and be resistant to theft and vandalism. Art for this project should not cause any kind of safety hazard. 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. 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	TBD
RFP Release Date	TBD
Question Submission Cutoff Deadline	TBD
Proposal Submission Deadline	TBD
Selection Committee review and recommendation	TBD
City Council award of Contract	TBD
Notice to proceed issued to Artist	TBD

**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 TBD, 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.

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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:
 - a. Reject any or all proposals.
 - b. Reissue an RFP.
 - c. 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.
 - d. Request more information from any or all applicants.
 - e. Waive any immaterial defect or informality.
 - f. Decline to go forward with the RFP.
 - g. Reject any Subcontractor or Contractor proposed by the Proposer.
 - h. The City expressly reserves the right not to award a contract under this RFP.
 4. All services shall be provided in accordance with Enclosure "A," 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 Sample Professional Services Agreement