

CITY OF BRISBANE

Artful Bench Program

**REQUEST FOR
PROPOSALS (RFP)**
RELEASE DATE TBD



Call for Artists

The City of Brisbane, CA is seeking 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 their proposal outlining their experience in performing work directly related to the services required. Artist selection will be made based on a combination of experience, qualifications, availability, and capacity to perform the scope of services.

SUBMISSION

Please submit your statement of qualifications using the format specified in this Request For Proposals (RFP). PROPOSALS MUST BE RECEIVED BY **DATE**, NO LATER THAN 12:00PM. Those 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.

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.

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](#)

“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.”

PROJECT SCOPE & DESCRIPTION

The Public Art Advisory Committee, in collaboration with the Brisbane City Council, seeks to establish an artfully designed bench program that combines public seating with site-specific artwork, enhancing both the functional and aesthetic value of public spaces throughout the community. Such a program would provide opportunities for local, regional, and national artists, increase civic engagement, complement the City's age-friendly goals, and contribute to a more vibrant and welcoming streetscape. The artfully designed benches should:

- Enhance the visual identity and character of public spaces.
- Provide durable, functional seating that is also a work of art.
- Foster community pride and engagement.

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 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.

INSTALLATION LOCATIONS

Anticipated Number of Commissions: Up to 6

There are two project types being sought through this RFP. The first is a request for three (3) new, artistically designed benches that will be added to the community's existing bench inventory. The second is a request to refurbish existing benches in **(2-3 locations)** in a way that makes them more artistic and inviting to the community. For the benches being refurbished, the City will provide the bench to the artist as the canvas and therefore the artist is not expected to construct or build a bench on their own. A description of these projects is detailed in the next section and an overview of the budget for each project type is detailed in the budget section of this RFP.

Location 1

Mission Blue Center, 475 Mission Blue Drive, Brisbane, CA 94005

Project Type: NEW

Description of Location: This site is the location for the Mission Blue Center. This stunning facility offers panoramic views of San Bruno Mountain and is host to many large-scale community and private events. There is a large gathering area between the parking lot and the entrance to the facility which could serve as an ideal canvas for artfully designed seating.

Dimensions/Area Footprint: Approximately 25ft x 30ft (See below)



Site Images:



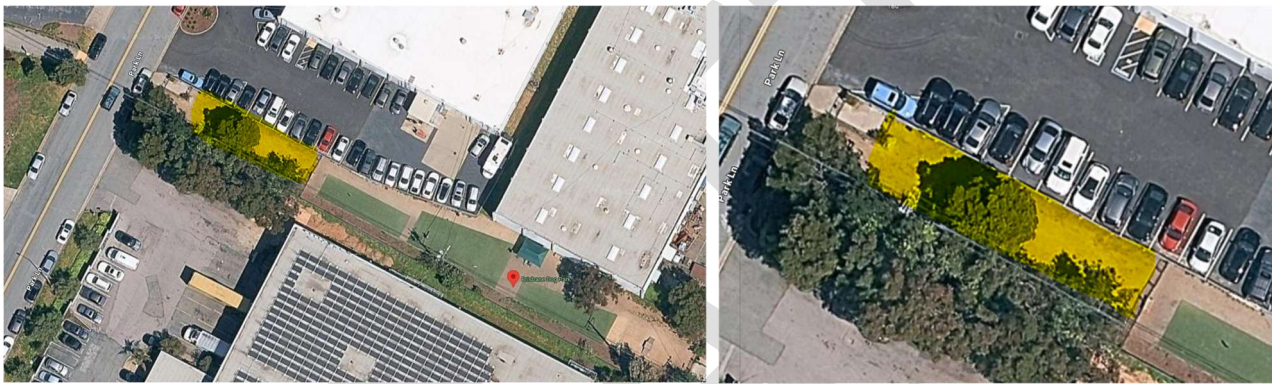
Location 2

Brisbane Dog Park, 50 Park Place, Brisbane, CA 94005

Project Type: **NEW**

Description of Location: The City's Dog Park resides next to City Hall and can be accessed through the City Hall parking lot or on the northern side via Park Lane. Dogs can enjoy a large grassy area or a smaller, fenced, decomposed granite area, as well as other amenities. A seating area in the smaller (Northern) portion of the park is desired in keeping with the character of the overall facility.

Dimensions/Footprint: Approximately 18ft x 50ft (See below)



Site Images:



Location 3

Brisbane Community Center, 250 Visitacion, Brisbane, CA 94005

Project Type: **NEW**

Description of Location: The Community Center is a neighborhood hub for community gatherings, events, classes, and more. Its location in the heart of the City means it is surrounded by activity and passersby. A bench in this location at the entrance of the building would offer respite for people walking up and down Visitacion Avenue and provide a resting place for the older adult community and children who frequent the facility.

Dimensions/Footprint: Approximately 4ft x 8ft

Site Images:



Location 4

Brisbane Marina, 400 Sierra Point Parkway, Brisbane, CA 94005

Project Type: REFURBISH

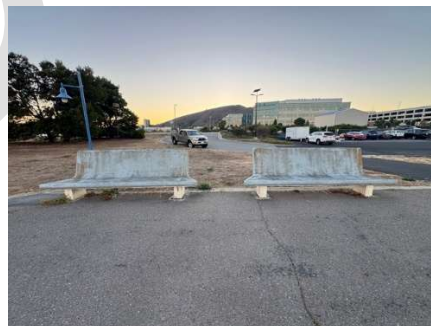
Description of Location:

The Brisbane Marina is located only 7 nautical miles from the Bay Bridge and can house up to 580 boats ranging in size from 10ft to 120ft. It's location at Sierra Point includes sweeping views of the San Francisco Bay and San Bruno Mountain. These existing benches are located adjacent to the Bay trail and serve as a place of respite and sightseeing for those who visit Sierra Point. Because of the location's harsh environment, the benches are worn and could use a vibrant refresh to enhance the area. There are 6 benches total; 4 grouped on the North end of the site and 2 grouped on the South end.

Dimensions/Footprint: Each of these concrete benches are approximately 9ft x 3ft.



Site Images:



Location 5

Mission Blue Tennis Court, 475 Mission Blue Drive, Brisbane, CA 94005

Project Type: REFURBISH

Description of Location:

Dimensions/Footprint:

Site Images:

Is the intent to have a refurbish project for this location or to simply relocate the existing dog park bench here?

BUDGET

The commissioned artists will be selected through a multi-stage process which involves the Public Art Advisory Committee and members of the public. The budget allocations are as follows for each project type and location:

Location 1 (NEW)	\$25,000
Location 2 (NEW)	\$25,000
Location 3 (NEW)	\$25,000
Location 4 (REFURBISH)	\$10,000-\$50,000 (Contingent on total number of benches refurbished)
Location 5 (REFURBISH)	TBD

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. Fee proposals must be submitted separate from the rest of the RFP response.

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
Design and Fabrication	TBD
Installation	TBD

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

PROPOSAL 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 artists' approach. Include drawings, renderings, materials, and dimensions. Your proposal should indicate your location(s) of interest. (*See installation locations.*)
4. Images of Original Representative Work -not to exceed 10 images.
5. Sealed Fee Proposal - The Fee Proposal shall be submitted in a separate sealed envelope or PDF document marked "Artful Bench Program Fee Proposal".

SELECTION PROCESS

Pursuant to Sections 4525-4529 of the Government Code of the State of California, the Artist 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:
 - 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. Applicants are responsible for reviewing all portions of this RFP. Applicants are to promptly notify the City, in writing, if they discover 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

**Do we want to include the samples of artfully-designed benches?*