



City of Richmond

Report to Committee

To: Parks, Recreation and Cultural Services Committee
Date: March 22, 2021

From: Marie Fenwick
 Director, Arts, Culture and Heritage Services
File: 11-7000-09-20-283/Vol 01

Re: **Bowling Green Community Activity Centre Terms of Reference for Public Art Project**

Staff Recommendation

That the Terms of Reference for the Bowling Green Community Activity Centre public artwork, as presented in the report titled "Bowling Green Community Activity Centre Terms of Reference for Public Art Project" from the Director, Arts, Culture and Heritage Services, dated March 22, 2021, be endorsed.

CM Fenwick

Marie Fenwick
 Director, Arts, Culture and Heritage Services
 (604-276-4288)

Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	<i>Sevenc</i>
Parks Services	<input checked="" type="checkbox"/>	
Facilities & Project Development	<input checked="" type="checkbox"/>	
Recreation and Sport Services	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: <i>W</i>	APPROVED BY CAO <i>[Signature]</i>

Staff Report

Origin

On May 27, 2019, Council approved funding of \$5.3 million for the replacement of the Richmond Lawn Bowling Clubhouse.

In accordance with the Public Art Program Policy No. 8703, the project budget includes an allocation of 1 per cent of the construction budget for public art to be integrated with the Bowling Green Community Activity Centre. The 1 per cent public art contribution for this project is \$33,000.

On October 11, 2011 Council formally endorsed the City Centre Public Art Plan as a guiding plan for public art opportunities in the City Centre, including the Civic Precinct in Brighthouse Village. The plan included a civic art trail linking all City-owned buildings from City Hall to Minoru Park to promote the city's cultural identity and the Minoru precinct's significance within the downtown core. It also identified that Public Art opportunities incorporated into future civic upgrades would create continuity throughout the precinct.

This report presents the terms of reference for the public artwork opportunity for Council's consideration.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.3 Utilize an interagency and intercultural approach to service provision.

3.4 Celebrate Richmond's unique and diverse history and heritage.

This report supports Council's Strategic Plan 2018-2022 Strategy #4 An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.2 Ensure infrastructure meets changing community needs, current trends and best practices.

Analysis

City Centre Public Art Plan

The City Centre Public Art Plan identifies guiding principles that create continuity throughout the City Centre and its individual villages. The City Centre is a rapidly growing urban core that includes new businesses, housing, parks, pedestrian precincts as well as arts and entertainment hubs. Public art plays an important part in animating the urban core with artworks that offer visitors and residents intimate and “discovered” artworks. Public art situated in strategic locations also helps to create a sense of place while providing geographic locators and wayfinding signals. The City Centre Public Art Plan’s vision is to enrich Richmond’s urban identity through inspirational and purposeful art in the public realm.

Terms of Reference –Bowling Green Community Activity Centre Public Artwork

The Public Art Terms of Reference for the Bowling Green Community Activity Centre Public Artwork (Attachment 1) was developed in collaboration and consultation with City staff and representatives from the Richmond Lawn Bowling Club. The Terms of Reference describes the art opportunity, themes, site description, scope of work, budget, eligibility criteria, selection process, selection criteria, project schedule and submission requirements.

The Terms of Reference was presented to and endorsed by the Richmond Public Art Advisory Committee (RPAAC) on February 18, 2021.

Bowling Green Community Activity Centre

The new single storey, 4,900 square feet community amenity building located in Minoru Park will feature multipurpose rooms, a kitchen, change rooms and lockers, washrooms, storage and an administration office. A covered viewing area with seating will provide users with a sheltered area to view the greens and gather during events.

Public Artwork Location

City staff met with representatives from the Richmond Lawn Bowling Club to discuss possible locations for the public artwork. A subsequent review process with staff, identified two possible locations for the placement of public artwork to signify entry and arrival and welcome visitors at the north-east Minoru Park entrance. The location opportunities are a) a stand-alone artwork located near the arrival plaza and, b) an integrated artwork as part of the surface paving for the main pedestrian east-west corridor. Shortlisted artists will have the opportunity to propose an artwork for one of the two proposed locations.

Public Artwork Themes, Aims and Objectives

In response to the guiding principles of the City Centre Public Art Plan, the public artwork will have a strong visual presence and signal arrival and welcome to Minoru Park. Shortlisted artists will be invited to respond to the theme “Honouring Yesterday, Celebrating Today, Building Tomorrow” as it relates to creating inclusive and welcoming spaces for all in Minoru Park. Shortlisted artists will be encouraged to explore contemporary forms of artistic expression and approaches to create an engaging and tranquil art experience for the area.

The project will join a growing number of artworks as part of a civic public art trail linking artworks located at Richmond City Hall to Minoru Park, including the Richmond Cultural Centre, Gateway Theatre, Minoru Centre for Active Living and Brighthouse Fire Hall No.1. The new public artwork will contribute to the City Centre's cultural identity and the Minoru Precinct's significance within the downtown core.

Public Art Artist Selection Process

A two-stage artist selection process will be implemented and will follow the Richmond Public Art Program Policy guidelines as outlined in the Public Art Program Administrative Procedures Manual. The Artist Call will be open to artists residing in British Columbia.

A representative from both the Richmond Lawn Bowling Club and the Richmond Fitness and Wellness Association will join professional artists and arts professionals on a five-person artist selection panel. Following the selection process, the preferred artwork concept proposal will be brought forward to the Richmond Public Art Advisory Committee for endorsement and to Council for approval in summer 2021, in order to proceed with the detailed design and installation phases of the artwork in 2021-2022.

Financial Impact

The total public art budget for the Bowling Green Community Activity Centre public artwork is \$33,000, funded from the approved Richmond Lawn Bowling Clubhouse capital project. Any maintenance and repairs required to the artwork will be the responsibility of the Public Art Program and will be funded out of the Public Art Program's annual operating budget.

Conclusion

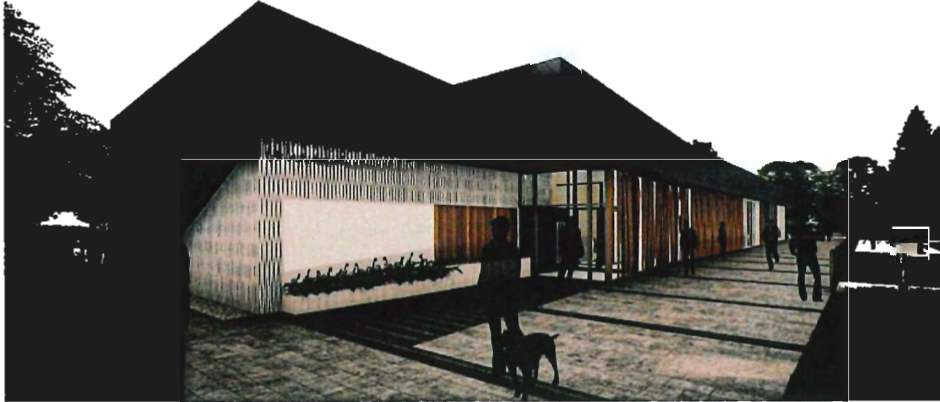
The Richmond Arts Strategy, 2019-2024 recognizes that the arts are integral to vibrant communities. This public art project will play a significant role in creating inclusive spaces for all within Minoru Park and the larger civic public art trail in Richmond's rapidly growing and diverse urban core. By infusing creativity and imagination in our public spaces, residents and visitors alike can experience a greater sense of pride in our communities, which contributes to quality of life, health and wellness, and community building.



Biliana Velkova
Public Art Planner
(604-247-4612)

Att. 1: Bowling Green Community Activity Centre Artist Call Terms of Reference

call to artists



Bowling Green Community Activity Centre Public Art Opportunity

Request for Qualifications, RFQ

OPPORTUNITY

The City of Richmond Public Art Program is seeking an artist or artist team to create a legacy public artwork as part of the construction of the Bowling Green Community Activity Centre. The public artwork will serve to welcome visitors to the north-east entrance to Minoru Park located at 6131 Bowling Green Road.

This is a two-stage open artist call. Following review of the submissions, the Selection Panel will recommend up to three artists to be shortlisted. Shortlisted artists will be invited to develop concept proposals and attend an interview. An artist fee of \$500, plus applicable taxes, will be paid to each of the shortlisted artists or artist teams. All information about the opportunity is contained herein.

- Project Budget:** \$30,000 CAD
- Eligibility:** Professional artists residing in British Columbia
- Deadline:** [month, day], 2021 at 5:00 p.m. PST.
- Completion:** Fall 2022

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BACKGROUND

The Richmond Lawn Bowling Club was founded in 1966 with a mandate to promote the sport of lawn bowling and operate a social club. One 8-rink lawn bowling green served the club until 1989 when a second green was installed in Minoru Park to serve a growing club membership. In 2018, the club had 250 members and continues to expand. The majority of members compete locally through club tournaments. Approximately 10-15 per cent of its members compete at a provincial, national and international level. 28 club tournaments are organized annually from May to September. Social activities including annual BBQs, club dinners and opening day celebrations play a key role in creating a community-oriented facility for members to enjoy.

The Bowling Green Community Activity Centre will serve as both a clubhouse and community amenity building for use by the larger public. The facility will be well-suited for workshops, programs and meetings.

MINORU PARK

Minoru Park is a vibrant social, cultural, recreational and community gathering place – a signature civic park located in Richmond’s city centre. As one of the oldest parks in Richmond, Minoru Park has a rich history including its beginnings as the Minoru Race Track (1909) and hosting the first airplane flight to take place in British Columbia (1910) by American Charles K. Hamilton.

The park contains several community-oriented cultural facilities including the Gateway Theatre, Minoru Centre for Active Living and the Richmond Cultural Centre, home of the Richmond Art Gallery, Richmond Arts Centre, Richmond Public Library, Richmond Archives and Richmond Museum.

The Bowling Green Community Activity Centre will be located on the existing site of the Richmond Lawn Bowling Clubhouse along the east edge of the Lakes District in Minoru Park, a place of tranquility and respite where visitors can quietly stroll or rest and connect with nature. This area provides environmental benefits and contributes significantly to Richmond’s ecological network. Numerous trails connect the northern, peaceful Lakes District to the active, sporting areas to the south. The District’s amenities can be enjoyed throughout the year, including picturesque walking routes with perennial floral displays and majestic trees (Figure 1).

BOWLING GREEN COMMUNITY ACTIVITY CENTRE

The new single storey, 4,900 sq. ft. Bowling Green Community Activity Centre will feature a multipurpose rooms, kitchen, change rooms with lockers, washrooms, storage and administration office. An arrival plaza located at the northeast corner of the building will connect to a five-metre-wide public promenade to guide and welcome visitors into the park.

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The proposed public promenade on the north side of the Centre will have paving comprised of cast-in-place concrete with accent bands of granite stone pavers along its length. The concrete is natural colour with a medium sandblast finish. The granite pavers will be arranged in a basket weave pattern and mortared onto a concrete base. Pavers are 100mm thick x 100mm wide x 400mm length, arranged in a basket weave pattern. (See Figure 4).

ARTIST OPPORTUNITY

The City Centre Public Art Plan aims to instill a sense of place and cultural identity within the urban core. Artists are invited to respond to the theme *"Honouring Yesterday, Celebrating Today, Building Tomorrow"* as it relates to creating inclusive and welcoming spaces for all in Minoru Park. Shortlisted artists will be encouraged to explore contemporary forms of artistic expression and approaches to create an engaging and tranquil art experience for the Lake District.

The project will join a growing number of artworks as part of a civic public art trail linking artworks located at Richmond City Hall to Minoru Park, including the Richmond Cultural Centre, Gateway Theatre, Minoru Centre for Active Living and Brighthouse Fire Hall No.1. The new public artwork will contribute to the City Centre's cultural identity and the Minoru Precinct's significance within the downtown core.

Artists proposing functional art elements are required to incorporate accessible design into their proposed work to ensure all residents are able to interact with the artwork.

LOCATION

The artwork will animate one of the main entrances into Minoru Park. Two locations have been identified for the placement of public artwork. Shortlisted artists will be required to select one of the two locations accompanied by a statement to explain approach or rationale. Please refer to Figure 2 for artwork locations.

For artwork integrated into the promenade, the artist can propose activation of the full length of the area, or portion(s) of it.

Artists are encouraged to visit Minoru Park and the Lake District prior to submitting an application.

MATERIALS

Artists will be required to work with long-lasting materials that are low maintenance and durable. Additional information on suitable materials, mediums and other design parameters for both locations will be provided to the shortlisted artists prior to beginning the concept proposal stage.

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Any proposed artwork for the promenade must work with the proposed paving treatment, bearing in mind constructability, walkability, accessibility, safety and durability. Examples include: elements that can be inserted into the paving such as mosaic on pre-cast concrete slabs, laser-cut metal, custom pre-cast unit pavers; or, paving finishes such as stamped concrete, or patterned sandblasting.

BUDGET

A total budget of \$30,000 CAD, inclusive of all applicable taxes, excluding GST, is available for this project. The budget will include (but is not limited to) artist fees, engineering fees, materials, fabrication, installation*, photography and insurance. Shortlisted artists will be required to provide a detailed budget as part of their second stage submission package.

In the event that the City of Richmond installs the work, the expenses associated with the installation will be identified to the commissioned artist and deducted from the total contract budget. Additional artwork installation-related construction credits may be available, to be explored with the commissioned artist, staff and City-contracted consultants and service providers.

ARTIST ELIGIBILITY

This opportunity is open to artists or artist teams residing in British Columbia. Qualified artists will have proven experience producing artworks for civic projects. City of Richmond staff, Public Art Advisory Committee members, selection panel members, project personnel and artists who are currently contracted by the City Public Art Program are not eligible to apply.

SELECTION PROCESS

A selection panel comprised of artists, arts professionals and community representatives will recommend the artist/artist team through a two-stage process. An artist honorarium of \$500 CAD will be paid to each of the shortlisted artists or artist teams to develop a concept proposal and attend an interview with the selection panel. All interviews will be held remotely using a video conference application.

Concept proposals submitted as part of the Stage 1 application and selection process will not be accepted.

Shortlisted artists will be required to attend an artist orientation session prior to developing a concept proposal.

ARTIST SELECTION CRITERIA

Stage 1

- artist response to the Artist Opportunity cited above;
- artist's demonstrated qualifications, skills and experience of past work;

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- artist's demonstrated ability to respond to the existing character of the site by taking into account scale, colour, material, texture, content and physical characteristics of the location;
- artist's capacity to work with other design professionals and stakeholders; and;
- appropriateness of the proposal to the Public Art Program goals: www.richmond.ca/culture/publicart/policy.

Stage 2

- artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of Artist Statement of Intent and Conceptual Artist Sketch in response to project theme and goals;
- artist response to any feedback and follow-up questions from Selection Panel regarding ability of the artwork to respond to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics of the location;
- artist response to any feedback and follow-up questions from Selection Panel regarding appropriateness of the proposal to the Public Art Program goals: www.richmond.ca/culture/publicart/policy;
- detailed project budget including, but not limited to: artist fees, materials, fabrication, administration, insurance, installation, documentation, permits and consultant fees;
- 3D artist visualizations and/or models to communicate how the artwork will respond to the site including scale, colour, material, texture, content, installation method and physical characteristics of the location; and
- artwork sensitivity to environmental concerns with respect to artwork materials and method of fabrication and installation.

SUBMISSION REQUIREMENTS

E-mail all documentation as one PDF document, not to exceed a file size of 5 MB to: publicart@richmond.ca

- **INFORMATION FORM** – Please complete the information form attached to this document.
- **STATEMENT OF INTENT** – (one page maximum) a brief artist bio, demonstrated experience and skillsets in past work, proposed medium(s) or material(s) for the artwork. If applying as a team, please address how team members will work together.
- **ARTIST CV** – (one page maximum) current professional CV. Artist teams will include a one page CV for each team member.
- **WORK SAMPLES** – Artists and artist teams can submit up to ten (10) samples of past work that best illustrate their qualifications for this project. One image per page. Please include artist name(s), title, year,

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location and medium information.

- **REFERENCES** – Three references who can speak to your abilities, skills and accomplishments. Please provide name, title and contact telephone number and/or email. Reference letters are not required. Teams should include two references for each member.

PROJECT TIMELINE

*Applicants are asked to reserve this date in their calendar.

Submission Deadline:	[Month/Day], 2021, 5:00 p.m. PST
Artist Orientation: (for shortlisted artists)	[Month/Day], 2021, 1:00 p.m. PST*
Finalist Interviews:	[Month/Day], 2021*
Completion:	Fall 2022

SOURCES FOR ADDITIONAL INFORMATION

[Richmond Lawn Bowling Club](#)

[Minoru Park](#)

[City of Richmond](#)

[City of Richmond Archives](#)

[City Centre Public Art Plan](#)

[Richmond Public Art Program Policy](#)

SUBMISSION GUIDELINES

1. All supporting documents must be complete and strictly adhere to the guidelines and submission requirements or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Past work images and concept sketches would be best formatted to landscape format.
3. Submission files must be a single PDF file that is 5 MB or less.
4. If submitting as a team, the team should designate one representative to complete the entry form. Each team member must submit an individual resume/curriculum vitae. (See Submission Requirements)
5. All documents must be sent by e-mail to: publicart@richmond.ca

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ADDITIONAL INFORMATION

1. The selected artist will enter into contract with the City of Richmond and may be required to show proof of WCB coverage and up to \$5,000,000 general liability insurance.
2. Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the Artist Call as required.
3. All submissions to this Artist Call become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright in the concept proposal. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.
4. Extensions to the submission deadline will not be granted under any circumstances. Submissions received after the deadline and those that are found to be incomplete will not be reviewed.

QUESTIONS

Please contact the Richmond Public Art Program:

Tel: 604-204-8671

E-mail: publicart@richmond.ca

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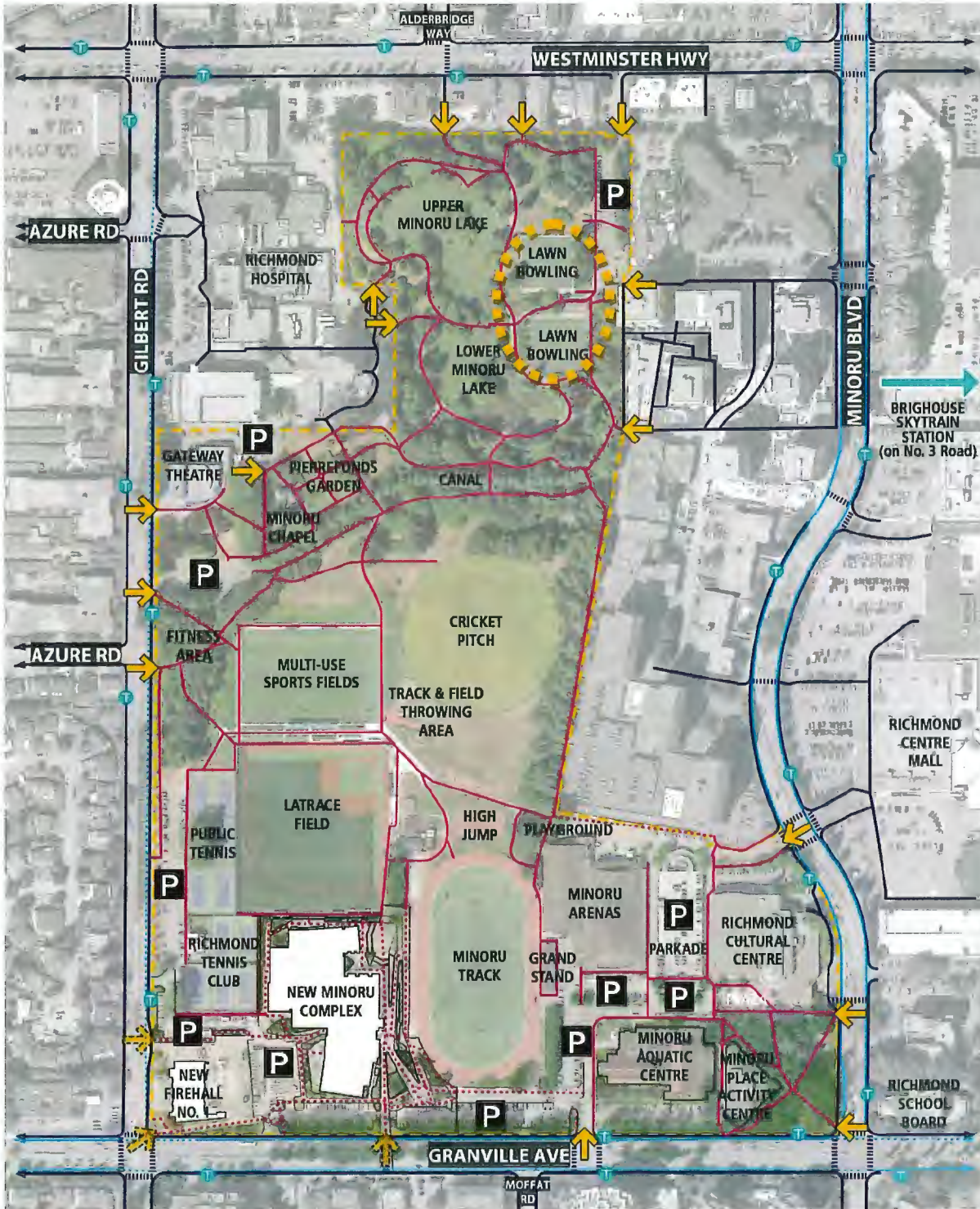


Figure 1. Context site plan showing location of the Richmond Lawn Bowling Club in Minoru Park

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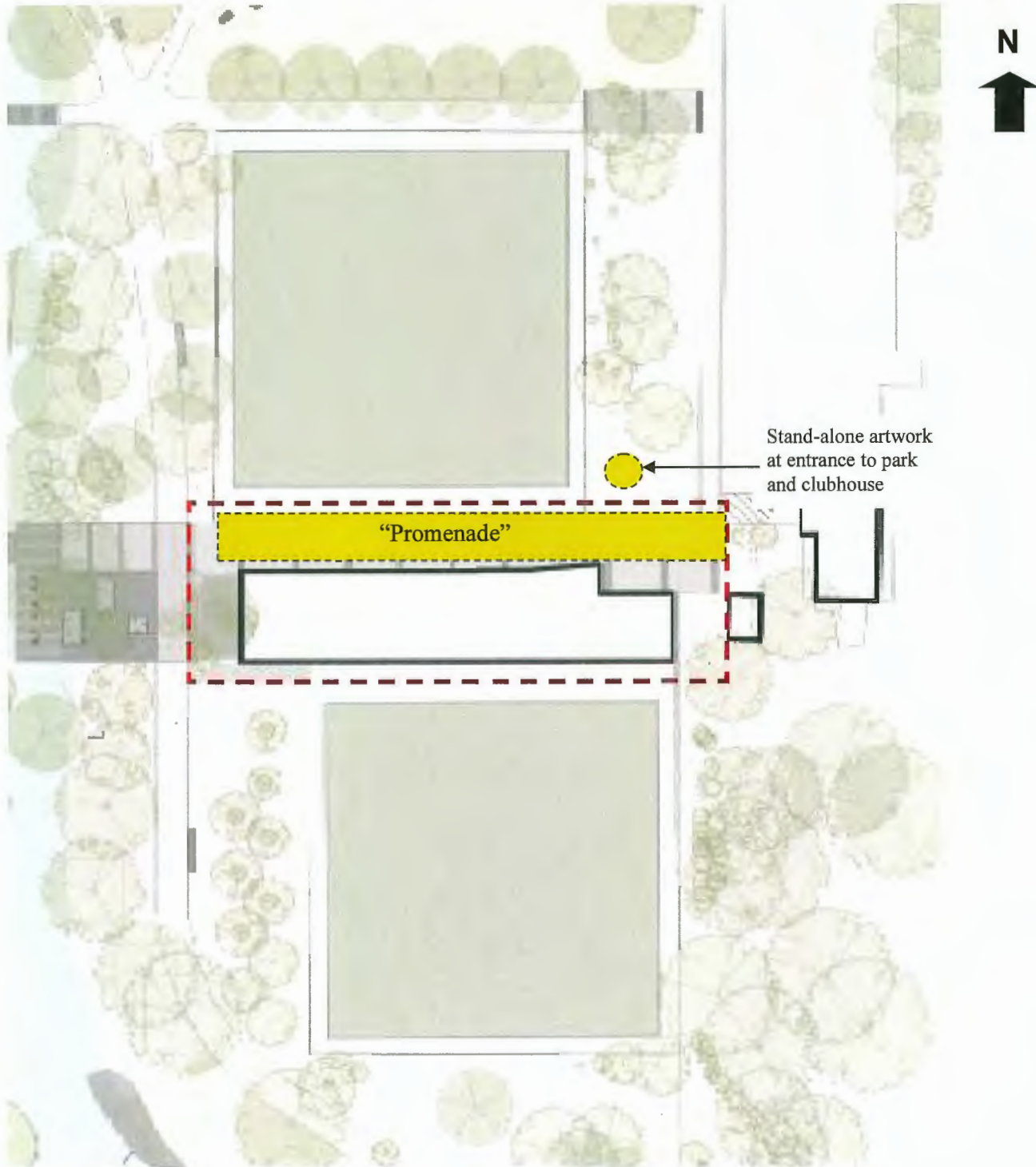


Figure 2. Proposed locations for legacy public artwork. 1) Integrated into the pavement in the "Promenade"
2) Stand-alone artwork at entrance to the park and clubhouse

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Figure 3. View from north-east entrance.



Figure 4. five-metre-wide promenade between Bowling Green Community Activity Centre and greens, view from east.

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Figure 5. View from north-west (Lake side)



Figure 6. View from north green

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Attach one (1) copy of this form as the first page of the submission.

Name: _____

Address: _____

City: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

E-mail: _____ Website: _____
(One website or blog only)

Incomplete submissions will not be accepted. E-mailed submissions over 5 MB will not be accepted. Information beyond what is listed in the checklist will not be reviewed.

If applicable, please indicate additional members of your artist team:

Please let us know how you found out about this opportunity:

Would you like to receive direct e-mails from the Richmond Public Art Program? Yes No

Signature: _____ Date: _____

Submit applications by e-mail to: publicart@richmond.ca

Additional Information

Please be advised that the City and the selection panel are not obliged to accept any of the submissions and may reject all submissions. The City reserves the right to reissue the EOI as required. All submissions to this EOI become the property of the City. All information provided under the submission is subject to the Freedom of Information and Protection of Privacy Act (BC) and shall only be withheld from release if an exemption from release is permitted by the Act. The artist shall retain copyright of the submitted documents. While every precaution will be taken to prevent the loss or damage of submissions, the City and its agents shall not be liable for any loss or damage, however caused.