



# City of Richmond

## Report to Committee

---

**To:** Parks, Recreation and Cultural Services Committee  
**From:** Marie Fenwick  
Director, Arts, Culture and Heritage Services  
**Date:** April 13, 2022  
**File:** 11-7000-09-20-284/Vol 01  
**Re:** Richmond Animal Shelter Public Art Project Terms of Reference

---

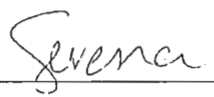

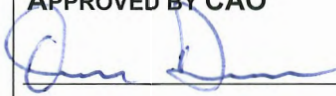
### Staff Recommendation

That the Terms of Reference for the Richmond Animal Shelter Public Art Project as presented in the report titled, "Richmond Animal Shelter Public Art Project Terms of Reference", dated April 13, 2022, from the Director, Arts, Culture and Heritage Services, be approved.

*CM Fenwick*

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

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Department	<input checked="" type="checkbox"/>	
Facility Services & Project Development	<input checked="" type="checkbox"/>	
Animal Protection Services	<input checked="" type="checkbox"/>	
<b>SENIOR STAFF REPORT REVIEW</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## **Staff Report**

### **Origin**

On July 22, 2019, Council approved the renovation and expansion of the Richmond Animal Shelter located at 12071 No. 5 Road. Construction began in 2021 and the project was completed in spring 2022.

In accordance with the Public Art Program Policy No. 8703, the project budget includes an allocation of one per cent of the construction budget for public art. The one per cent public art contribution for this project is \$44,000. As the location best suited for public viewing is facing No. 5 Road, staff determined that the best timing for the artwork installation is after the facility is completed.

This report presents the proposed Terms of Reference for the Richmond Animal Shelter Public Art Project 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.*

### **Analysis**

#### **Richmond Animal Shelter Public Art Project Background**

The Richmond Animal Shelter plays an important role in temporarily housing stray animals. Services also include offering residents the opportunity to adopt companion animals, and promoting awareness of animal welfare and responsible pet ownership. The new facility will be operated by the BC SPCA.

The guiding design and operating principles of the facility are:

- Be designed to ensure efficient operations and delivery of services;
- Include design measures to reduce animal stress and promote animal welfare and health;
- Incorporate best practices and industry standards in the care of animals;
- Provide appropriate spaces for adoption activities;
- Provide adequate spaces to effectively manage disease control;
- Provide safe and appropriate spaces for staff and volunteer operations;
- Provide safe spaces for interaction between the staff and animals, between the staff and the public, and between the public and animals; and
- Be designed to integrate sustainable practices and accommodate future growth.

In keeping with these principles, the proposed public art will co-exist as part of a fence that both encloses the edge of a safe outdoor space for dogs and runs parallel to the main road to the entrance, providing a wayfinding function to signal arrival.

#### Proposed Location

The Richmond Animal Shelter is located at 12071 No.5 Road. The new facility building is set back from the main street frontage and is accessed from a driveway leading to a visitor parking lot and main building entrance. The large dog run enclosure is located on the east side of the site and extends to become the main street frontage on No.5 Rd.

The commissioned artist will have the option of proposing an artwork to replace all or some of the fence, or have the public artwork co-exist with it (e.g., attached to the fence). The commissioned artwork will be required to meet all functional design specifications of the fence to ensure the safety of animals and the general public.

#### Richmond Animal Shelter Public Art Opportunity

Shortlisted artists for this commission will be invited to develop public art concept proposals that support wayfinding and create a sense of arrival and welcome for visitors, volunteers and staff.

The Richmond Animal Shelter Public Art Project Terms of Reference for an artist call is provided in Attachment 1.

#### Selection Process for Artists and Artworks

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.

Following the selection process, the preferred artwork concept proposal will be brought forward to Council for endorsement in fall 2022, in order to proceed with the detailed design and installation phases of the artwork in spring 2023.

The Public Art Advisory Committee endorsed the Terms of Reference at its meeting on April 19, 2022.

#### **Financial Impact**

The total budget for the Richmond Animal Shelter Public Art Project is \$44,000. \$9,000 has been set aside for installation and administration costs. The remaining budget of \$35,000 will be available to cover all implementation expenses including design, production, fabrication, taxes and other associated costs to deliver a completed artwork integrated with the site.

The Richmond Animal Shelter Public Art Project is funded from the approved Richmond Animal Shelter 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 Animal Shelter Public Art Project supports the 2041 Official Community Plan and Richmond Arts Strategy 2019-2024. An artwork at this location will contribute to the neighbourhoods character and foster a sense of identity and belonging for residents and visitors.



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

Att. 1: Richmond Animal Shelter Public Art Project Terms of Reference

# Call to Artists



*Architectural Rendering, Richmond Animal Shelter Renovation and Expansion Project.*

## Richmond Animal Shelter

### Request for Qualifications

May 2022

### Opportunity

The Richmond Public Art Program is seeking an artist or artist team to create a public artwork as part of the renovation and expansion of the Richmond Animal Shelter, 12071 No.5 Road. The public artwork will function as a wayfinding feature and create a sense of arrival and welcome at the entrance to the site and facility. All information about the project is described below.

<b>Budget:</b>	\$35,000
<b>Eligibility:</b>	Professional artists residing in British Columbia
<b>Deadline:</b>	July 11, 2022
<b>Completion:</b>	March 2023

# Call to Artists

PUBLIC ART  
RICHMOND

## Background

The Richmond Animal Shelter (RAS) was originally built in 1978 with a dog kennel and administrative spaces. In 2016, a portable structure was added to accommodate more than 800 animals a year, including dogs, cats, small animals and birds. In 2019, Richmond City Council approved funding for renovation and expansion of the facility. Construction began in 2021 and the project was completed in spring 2022.

RAS plays an important role in temporarily housing stray animals. Services also include offering residents the opportunity to adopt companion animals, and promoting awareness of animal welfare and responsible pet ownership. The new facility will be operated by the BC SPCA.

## Public Art Opportunity

The new public artwork for this facility will function as a wayfinding feature and signal “arrival and welcome” for visitors and staff. The facility is set back from No. 5 Road so it is not readily visible to drivers as they approach. Artwork located at the street entrance will help visitors locate the facility as well as contribute to the neighbourhood’s character and identity.

As shown in Figures 1 to 5, the existing chainlink fence (1.8 meters tall by 20 meters long) encloses the eastern edge of the dog run and runs parallel to No. 5 Road. The dog run provides outdoor space for shelter dogs to run and play under staff supervision. The new public artwork along No. 5 Road will replace all or part of this fence, or co-exist with the chainlink fence if it is installed within the median strip between the fence and sidewalk edge. [See Figures 1 to 5.]

## Design Considerations

- If replacing all or part of the chainlink fence, the artwork:
  - must satisfy the same design specifications (minimum 1.8 meters tall by 20 meters long) and function of the existing fence to keep animals safely within the dog run while keeping out predator animal species.
  - cannot have any transparent or see-through openings. This is required in order to minimize stress in the shelter dogs.
- If the artwork is installed as a stand-alone piece, the above design considerations do not apply.
- Materials for the new artwork must be durable and easily maintained, and may include, but not be limited to powder coated steel, aluminium, wood and/or fibreglass.
- The new public artwork will need to co-exist or could be integrated with the building signage. Please refer to Figure 4 and 5.

# Call to Artists

PUBLIC ART  
RICHMOND

- The artwork must provide clearance at the base to accommodate lawn mowers and string trimmer equipment.
- The artwork cannot extend past the sidewalk or fence line. It must be located within the space between the fence and sidewalk as indicated in Figure 3.

## Location

The Richmond Animal Shelter is located at 12071 No.5 Road in Richmond's – Ironwood neighbourhood. The area is characterized by light industrial and commercial buildings with access to nature and walking trails along the Fraser River. Applicants are encouraged to visit the site to better understand the neighbourhood context.

## Budget

A budget of \$35,000 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.

Engineering fees required to certify the structural integrity of the artwork, including foundation design and structural connections will be the responsibility of the commissioned artist. An additional budget of up to \$5,000 will be allocated by the City for materials and labour to install the artwork. If the cost of materials and labour to install the artwork exceeds \$5,000, costs over that amount will be the responsibility of the commissioned artist.

A \$500 artist fee will be provided to shortlisted artists to prepare a concept and presentation materials for the second stage of the artist selection process.

## Artist Eligibility

Artists and/or artist teams residing in British Columbia are eligible to apply for this opportunity. City employees and members of the Richmond Public Art Advisory Committee are not eligible to apply. Artists who are currently under contract with the Public Art Program are not eligible to apply.

## Selection Process

A selection panel consisting of a combination of artists, art professionals and community representatives will engage in a two-stage artist selection process to review all artist applications. At the conclusion of the process, the panel will recommend one artist and/or artist team for the commission. Indigenous artists and artists from equity-seeking communities are encouraged to apply.

# Call to Artists

PUBLIC ART  
RICHMOND

## Stage One: Selection Criteria

- Demonstrated ability to produce work of the highest quality and merit.
- Experience in producing work that reflects community identity and assists in building meaningful cultural places.
- Demonstrated capacity to complete work within established project schedules and timelines.
- Demonstrated ability to work with multiple project stakeholders.

## Stage Two: Selection Criteria

- Ability of concept proposal to reflect arrival and welcome, community identity and contribute to building the character and identity of the neighbourhood.
- Ability of the 3D artist visualizations (such as digital renderings, maquettes or models) to communicate the concept and how it responds to the existing character of the site by taking into account scale, colour, material, texture, content and the physical characteristics and design parameters of the location.
- Appropriateness of the proposed project budget including, but not limited to: artist fees, materials, fabrication, administration, insurance, installation, documentation and consultant fees.
- Concept proposal sensitivity to durability, life span and environmental concerns with respect to artwork materials, method of fabrication, installation and maintenance.
- Artist response to any feedback and follow-up questions from Selection Panel regarding artistic merit of the concept proposal in response to project opportunity.
- Appropriateness of the concept proposal to the [Public Art Program goals](https://www.richmond.ca/culture/publicart/policy.htm): (<https://www.richmond.ca/culture/publicart/policy.htm>)

## Submission Requirements

Email all ~~documentation as one~~ (1) PDF document, not to exceed a file size of 5 MB to: [publicart@richmond.ca](mailto:publicart@richmond.ca).

### Stage One

- ☐ **INFORMATION FORM** – please complete the information form attached to this document.
- ☐ **STATEMENT OF INTEREST** – no more than 300 words, describing artist or creative practice and experience of work and themes/topics of interest you would like to explore for this opportunity. Please consider and reference the Stage One Selection Criteria (above) in your



# Call to Artists

PUBLIC ART  
RICHMOND

Statement. Please do not include text descriptions of a concept proposal. This information will not be accepted and will be removed by staff prior to review with the Selection Panel.

- ☐ **ARTIST CV** – two-page maximum. If submitting as an artist team, please submit maximum one pages per team member.
- ☐ **WORK SAMPLES** – up to ten (10) supporting image examples of previous work. One image per page. Please include artist name(s), title, year, location and medium information to be on each image page.
- ☐ **REFERENCES** – three (3) references who can speak to your skills and experience. Please only provide the names, titles and email and/or telephone contact information for each individual. Only references for shortlisted artists will be contacted.

## Stage Two (shortlisted artists ONLY)

- ☐ **CONCEPT PROPOSAL** – no more than 500 words, describing concept, rationale in response to the public art opportunity, materials and location/site.
- ☐ **CONCEPT VISUALIZATION** – may include digital artist renderings, maquettes/models to fully communicate dimensions, scale, colour, viewer experience, materials and relationship to site features.
- ☐ **PROJECT BUDGET** – to outline the allocation for expenses, including but not limited to artist fee, administration, materials, production, fabrication, installation, insurance, documentation, engineering design fees, other consultant fees.
- ☐ **PRESENTATION/INTERVIEW** – 15-20 minute artist presentation to the Selection Panel followed by a Q+A to present the shortlisted artist concept proposal for consideration.

## Project Timeline

\*Applicants are requested to be available for a meeting on this date.

<b>Submission Deadline:</b>	July 11, 2022
<b>Finalist Notifications:</b>	July 21, 2022
<b>Shortlist Artist Orientation:</b>	July 26, 2022*
<b>Contract Start:</b>	October, 2022
<b>Completion:</b>	March, 2023

# Call to Artists

PUBLIC ART  
RICHMOND

## Submission Guidelines

1. All supporting documents must be complete and strictly adhere to these guidelines and submission requirements (above) or risk not being considered.
2. All submissions must be formatted to 8.5 x 11 inch pages. Portfolio images and concept sketches would be best formatted to landscape format.
3. Submission files must be 5 MB or smaller.
4. All documents must be sent by email to: [publicart@richmond.ca](mailto:publicart@richmond.ca)

## Accessibility

We strive to implement an inclusive and accessible program that enables all individuals to engage fully in our programs. If completion of the written application poses barriers, we will accept oral applications. Please contact [publicart@richmond.ca](mailto:publicart@richmond.ca) or phone (604) 204-8671 if you require additional support or have any accessibility-related questions.

## Additional Information

1. The selected artist may be required to show proof of WCB coverage and \$2,000,000 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 re-issue 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 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

Email: [publicart@richmond.ca](mailto:publicart@richmond.ca) | .Tel: 604-204-8671

# Call to Artists

PUBLIC ART  
RICHMOND



Figure 1. Aerial map location of Richmond Animal Shelter at 12071 No.5 Road.

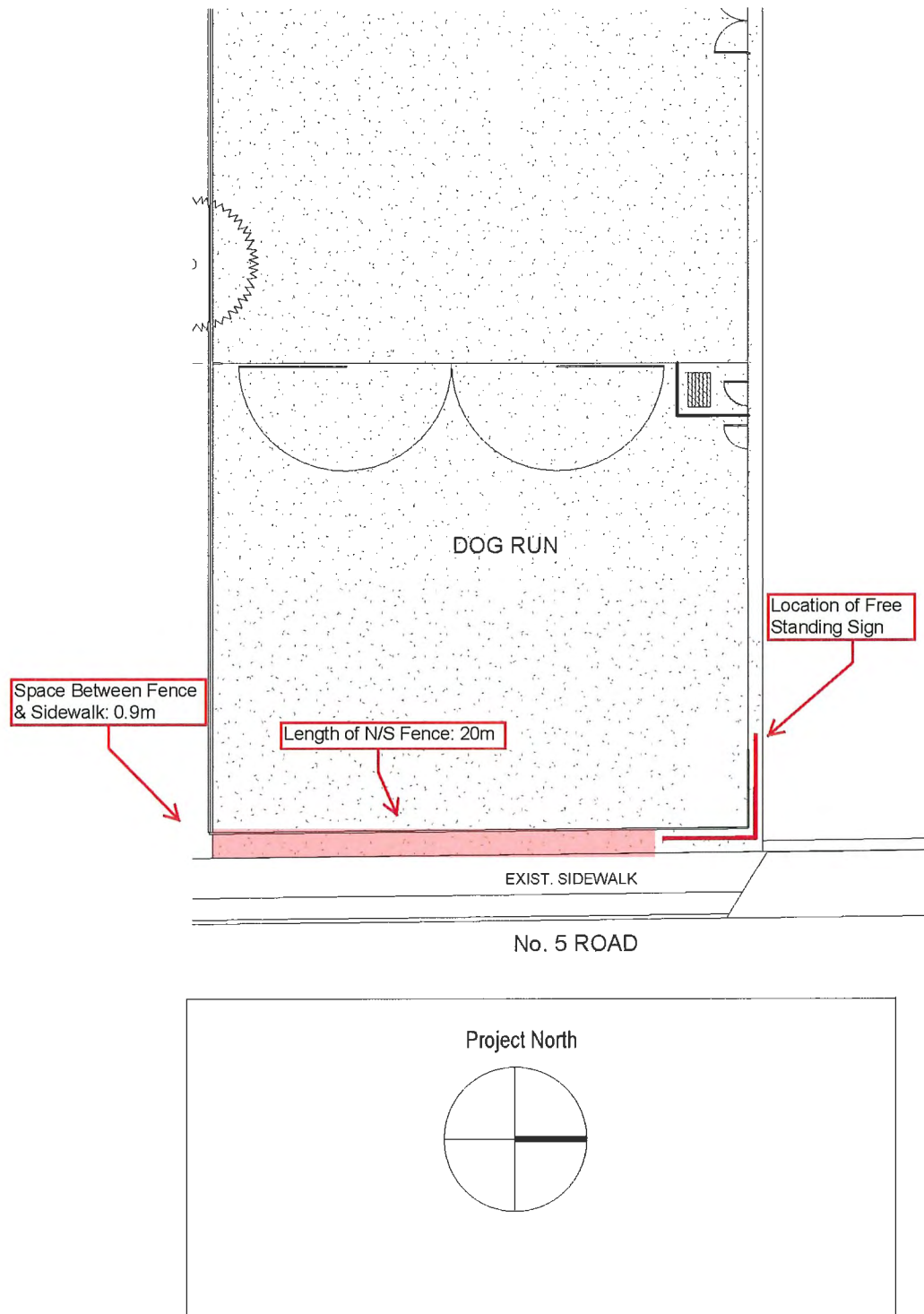
## ANIMAL SHELTER BUILDING — RENOVATION AND EXPANSION SITE PLAN | FLOOR PLAN



Figure 2. Site Plan of Richmond Animal Shelter Renovation and Expansion. Proposed location of the public artwork is indicated by the red dashed rectangle at the eastern edge of the dog run perimeter fence, parallel to No.5 Road.

# Call to Artists

PUBLIC ART  
RICHMOND



**Figure 3.** Cropped site plan showing proposed location of public artwork and extent of the east section of chain link fence.



# Call to Artists

PUBLIC ART  
RICHMOND



Figure 4. Site photo and rendering showing 6-foot high chainlink fence with mesh scrim and proposed building signage. The public artwork will co-exist with the building signage.



Figure 5. Building signage at entrance to RAS driveway. Overall dimensions 5' high x 8' 6" length

PRCS- 19

# Call to Artists

PUBLIC ART  
RICHMOND

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

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_  
(One website or blog only)

Incomplete submissions will not be accepted. Emailed submissions over 5 MB will not be accepted.

The 2019-2024 Richmond Arts Strategy's guiding principles include advancing and promoting inclusivity and diversity in the arts. The City invites members of diverse groups, including those typically under-represented, to participate in the telling of their story in the Richmond context and through creative expression.

Do you self-identify as a member of an equity-seeking and/or under-represented community? If so, please specify: \_\_\_\_\_

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

Would you like to receive direct emails from the Richmond Public Art Program? ☐ Yes ☐ No

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

Submit applications by email to: [publicart@richmond.ca](mailto: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 RFQ as required. All submissions to this RFQ 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.