

**FRIENDS OF THE
GLASS TOWN CULTURAL
DISTRICT**

**Call to Artists
Town of Sandwich Public Art
Project**

INTRODUCTION

The Town of Sandwich, via the Glass Town Cultural District, invites artists or artist teams to apply to create a temporary (3 year) public artwork to complement the historic downtown and Sandwich Glass Town Cultural District.

Call released: November 30, 2020

Deadline for responses: February 1, 2021, midnight EST

Budget: \$15,000 (\$10K artist stipend/ \$5K, maintenance, etc)

Project Context

The Glass Town Cultural District is a two mile, walkable designation in and around the historic downtown district of Sandwich, Massachusetts.

The sculpture will be situated at the intersection of two busy streets, on the grassy area of the adjacent historic Dexter Grist Mill. The installation is intended to be welcoming to the community, while also having a civic presence. To that end the sculpture will be constructed of durable materials, but incorporating a prominent glass element, in part or in its entirety.

The landscaped area at the intersection of Main Street and Rte. 130 will connect the neighborhood to the historic district and should be warm and inviting with, ideally, an element of interaction and solar lighting.

Design Goals and Community Values

Historic – Sandwich is the oldest town on Cape Cod incorporated in 1635. It is important that any art compliment its surroundings, including (but not limited to) the Dexter Grist Mill, Shawme Pond and the historic Town Hall.

Glass – Dubbed “the Town that Glass Built”, glass is a material important to the Town and its historic surrounds. The material should figure prominently in the design.

Solar – The historic district is subtly lit at night and in order to appreciate the installation, an element of solar powered lighting is strongly encouraged.

Interactive – Art that suggests engagement (though not necessarily literal engagement) will be weighted more favorably than static submissions.

Percent for Art Timeline and Process

Timing

The Town anticipates that this project will take approximately two years to complete. The following is the anticipated RFP timeline and a proposed project timeline.

<i>RFP Timeline</i>	
November 30, 2020	RFP available by noon EST
February 1, 2021	Deadline to respond to the RFP, midnight EST
February 2021	Interviews with artists/teams; specific date and time TBD (Non-local artists may interview remotely via Google Hangouts)
April 2021	Artist/team contract executed
<i>Proposed Project Timeline (subject to change)</i>	
Spring 2021	Artist/team design phase
Spring 2021 / Summer 2021	Artist fabrication
Summer 2021/Fall 2021	Public art installation; open to the public

Budget

The total project budget is \$15,000. This includes the artist/team fee, fabrication, installation, documentation, and all costs associated with the project. A preliminary itemized budget is required to apply but is subject to change until the Glass Town Cultural District approves the artist/teams final design.

Who Should Apply/Eligibility

This Call to Artists is open to all artists, artisans, architects, landscape architects or teams with experience in public art or site responsive design.

Project Site(s)

The Town has identified several sites for the artwork. These sites are based on the preliminary landscape and architectural design; sites are subject to change as the design is further developed.

See Appendix A for images

Artist Responsibilities

The selected artist /team is responsible for:

Conducting site and community research as needed

Incorporating design feedback from the Glass Town Cultural District Steering Committee

Creating a detailed design of the proposed artwork and associated plans (such as engineering, lighting design, site details, electrical documents or fabrication) to be presented for final approval from the Glass Town Cultural District Steering Committee.

Fabrication of the completed work, documentation, as well as management and oversight of all implementation and installation in coordination with the Town of Sandwich public officers.

Creating a maintenance plan and appropriate documentation, including final recommendations for conservation.

Glass Town Cultural District

This project is commissioned by the Town of Sandwich via the Glass Town Cultural District Steering Committee, which must vote to formally approve the project. The artist/team will meet with the Glass Town Cultural District Steering Committee, as well as the Town of Sandwich Selectmen and appropriate Town officials at each phase of the project. The artist/team is expected to be collaborative and open to community input; however, the Glass Town Cultural District has sole approval over each phase of the public art project and final acceptance of the temporary artwork.

Selection Criteria

Artist/team selection will be determined by a Selection Committee comprised of representatives

from the Glass Town Cultural District Steering Committee representing the District.

The Selection Committee will review proposals using the following criteria:

Does the artist/team respond to the goals and community values described in the RFP?

Does the artist/team demonstrate that they have the experience to complete this project?

Does the artist/team demonstrate knowledge of materials and their durability in similar sites and with similar lifespans?

Does the artist/team past work show a strong, original, artistic vision?

Does the artist/team have experience working with multiple stakeholders?

How to Respond to this Call-to-Artists

To respond to this Call to Artists, please prepare your application materials and submit your written proposal through the online application at: [HYPERLINK "mailto:ldrake@sandwichmass.org" ldrake@sandwichmass.org](mailto:ldrake@sandwichmass.org)

Please note we are not requesting design work at this time and you will be asked to communicate your artistic concept through a written proposal only. The online application will ask you the following:

Artist/Team Description – Provide background of each member of your team, including bios, resumes CVs etc., or other information that best highlights the strength of the applicant.

Statement of Interest (500 words or fewer) – Narrative describing the artist’s interest in this project, connecting this project to the artist’s past and future work.

Initial Project Concept (500 words or fewer) – Narrative describing the initial artistic concept for this artwork as well as any additional community processes that the artist/team would like to propose (if applicable).

Relevant Work Samples – up to 5 relevant work samples and a numbered, annotated image list with details (if applicable).

References – Please include contact information for up to three references for the artist/team.

Itemized Budget – Please provide an initial itemized budget of your project expenses using the template provided in Appendix C. If price is based on time spent, please provide your hourly rate.

Contact

Please contact Rob Vinceguerra, liaison, Glass Town Cultural District, with any questions and/or to arrange a site visit.: framerav@yahoo.com

About the Glass Town Cultural District

The Glass Town Cultural District (GTCD) serves as a town advocate for culture-based economic development and to position Sandwich as a place where culture- based business thrive. As such, the Glass Town Cultural District Committee will strive to create a sustainable economic base while preserving the rich, historic heritage of this quintessential seaside village, through organization and promotion of its unique cultural and creative assets in order to encourage year-round visitors.

Appendix A – Additional Site Information

Appendix B – Budget Template

Please itemize your project expenses using the template below or something similar. The Glass Town Cultural District requires that total project costs will be less than or equal to \$ 10,000

Budget Item	Dollar Amount
Design, including models, schematics, etc.	
Fabrication costs	
Materials/supplies	
Engineering	
Installation, including specialty equipment (lifts, cranes, etc.)	
Insurance	
Administration	
Documentation	
Artists Fee (20% cap)	
Other expense	
Other expense	
Total project cost	\$15,000.00

Explanation of any other expenses:

Appendix C – Insurance Requirements

The Town of Sandwich requires insurance coverage in place for contractors to protect the Town and the contractor. The Contractor shall maintain during the term of the Contract, at his expense, all insurance required by the applicable laws of the Commonwealth of Massachusetts and insurance required in this section. Insurance will be issued by licensed insurance companies and evidence of insurance requirements will be provided on Accord Form 25 Insurance Certificates after being awarded the contract. Renewal certificates will be delivered 30 days prior to the expiration of the preceding policy. These requirements shall not be construed to limit liability of the Contractor or its insurers.

The amounts and types of insurance required may be modified by the Town if it is determined they do not provide adequate coverage. The minimum insurance requirements are:

Commercial General Liability for Bodily Injury and Property Damage, on an Occurrence Form, naming the Town of Sandwich as Additional Insured, including Premises/Operations, Products/Completed Operation Liability, Contractual, Broad Form Property Damage, and Personal/Advertising Injury for one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per project per location.

Workmen's Compensation Insurance as required under General Laws c.152 (the Workman's Compensation law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee for the disease. This type of insurance is not required if the contractor will only use volunteers or casual employees in the contract and will hold the Town harmless for any personal injuries.

Automotive liability insurance to cover artist while traveling and transporting materials to and from the site, if required the Town will mandate an automotive liability coverage for \$250,000/accident for property damage, \$250,000/per person, \$500,000/accident for bodily injury for any vehicle used in performance of Contract including but not limited to personal transportation.

The Town's general conditions for Insurance are:

The Town of Sandwich will be named as Additional Insured on all policies except Workers' Compensation and Employer's Liability

Above insurance shall be primary and noncontributory over any such insurance available to the Town of Sandwich, its officials, employees and volunteers.

Waiver of Subrogation will be included as respects all coverage listed above in favor of the Town

of Sandwich.

All policies will be endorsed to provide thirty days written notice to the certificate holder, the Town of Sandwich, in the event of cancellation, non-renewal or material changes in coverage.