



THE VILLAGE OF BURNS LAKE

**REQUEST FOR PROPOSALS
MURAL ARTIST**

LOCATION #1: Replacement of the current Mural located beside the Red Apple located at
354 Hwy 16 W, Burns Lake, BC

LOCATION #2: Installation of a new mural on the Lakes Artisan Centre building located at
586 Hwy 16 W, Burns Lake, BC

Closing Date and Time: **Wednesday, May 5th, 2:00 pm Local Time**

Project Contact:

Lorie Watson, Economic Development Officer, Village of Burns Lake

Tel: (250) 692-5077

Email: edo@burnslake.ca



1.0 BACKGROUND

The Village of Burns Lake invites professional artists or artist teams to submit proposals to create two original Murals along highway 16 incorporating our new community brand and tagline, "Carve your path."

The Village of Burns Lake invites proposals for the installation of two (2) separate murals. Details about each mural site are outlined in Section 3.0 Requirements.

The two sites are as follows:

LOCATION #1: Replacement of the current Mural located beside the Red Apple located at 354 Hwy 16 W, Burns Lake, BC

LOCATION #2: Installation of a new mural on the Lakes Artisan Centre building located at 586 Hwy 16 W, Burns Lake, BC

2.0 SUBMISSION INSTRUCTIONS

2.1 General

The Proposal shall be submitted electronically to edo@burnslake.ca by the closing date and time.

The Proposal will be evaluated in accordance with the criteria outlined in Section 7, Evaluation Criteria.

Submission of a proposal indicates acceptance by the respondent of all of the conditions contained in this Request for Proposal. The Village reserves the right to negotiate with any proponent.

The successful Proponent will be required to execute a service contract with the Village of Burns Lake.



2.2 Closing Date and Time

Submissions will be accepted until 2:00 pm, Local Time, Wednesday, May 5th, 2021.

2.3 Questions/Inquiries

Inquiries regarding this Request for Proposal are to be directed to Lorie Watson, Economic Development Officer, and Village of Burns Lake at edo@burnslake.ca

All clarification requests are to be sent in writing to the individual mentioned above. Inquiries must not be directed to any other Village employees.

2.4 Rights Reserved by the Village of Burns Lake

The Village is not liable for any costs incurred by interested parties in preparing their response to this request or interviews if held. Furthermore, the Village shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the Village of any response, or by reason of any delay in the acceptance of the response.

The Village reserves the right to reject any or all proposals and to accept the Proposal deemed most favourable in the interests of the Village.

The RFP process does not commit the Village in any way to select a proponent or award or negotiate any contract. The Village reserves the right to cancel this project for any reason whatsoever without any further obligations.

3.0 MANDATORY REQUIREMENTS

3.1 Insurance and Indemnification

The successful Proponent shall at its own expense obtain and maintain until the termination of the contract and prove the Owner with evidence of:



- a) Comprehensive general liability insurance on an occurrence basis for an amount not less than two million dollars (\$2,000,000) and shall include the Village as an additional insured with respect to the Proponent's operations, acts, and omissions relating to its obligations under this Agreement. Such policy to include contractual liability, Village and contractors protective, products and completed operations, contingent employers liability, cross liability, and severability of interest clauses;
- b) Automobile liability insurance for an amount not less than one million dollars (\$1,000,000) on forms meeting statutory requirements covering all vehicles used in any manner in connection with the performance of the term of this Agreement.

The successful Proponent, by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the Village, its elected officials, agents, and employees from and against all loss or expense that may be incurred by the Village, its officials, officers, employees, and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

3.2 Work safe

The Proponent shall provide their Work safe insurance. The Proponent shall ensure that all work is done in compliance with Work Safe BC, including fall protection and the use of scaffolding as required.

3.3 Proposed Documents

These terms of reference and the accepted proposal documents will form part of the contract made with the Village of Burns Lake. All proposals are subject to the provisions of the British Columbia Freedom of Information and Protection of Privacy Act.



3.3 Personnel

Only personnel listed in the successful Proposal shall perform the work unless otherwise approved by the Village of Burns Lake.

3.4 Dispute Resolution

Any disputes will first be attempted to be resolved via open negotiation. If negotiations are unsuccessful, the dispute will be referred to a mutually agreeable third-party mediator whose decision will be final and binding.

3.5 Force Majeure

Neither party will be responsible for carrying out their duties, nor will they be entitled to any compensation if events beyond their control occur. Examples of such events are but are not limited to, acts of God, labour disruptions, political decision delays, and protests.

3.6 Relationship of the Parties

The Proponent and the Village expressly acknowledge that they are independent entities. Neither an agency, partnership, nor employer-employee relationship is intended or created by submitting a proposal or subsequent contract.

3.7 Governing Law

This Agreement shall be governed by and construed in accordance with the laws and courts of the Province of British Columbia, Canada, and shall in all respects be treated as a British Columbia contract.



3.8 Mural Ownership

The murals, when completed, will become the property of the Village of Burns Lake and may be removed or modified at the sole discretion of the owners.

4.0 PROPOSAL SCHEDULE

ACTIVITY	DATE
Issue Request for Proposal	April 15 th , 2021
Request for Proposal Deadline	May 5 th , 2021
RFP Presentation to Council	May 11 th , 2021
Award of Contract	May 17 th , 2021
Project Start Date to occur during this timeframe	May 13 th to August 1 st , 2021
Artwork to be fully installed	September 1 st , 2021

5.0 SCOPE OF SERVICES

5.1 Overview

The Proponent will design and paint/install murals on each location's exterior walls.

LOCATION #1: Replacement of the current Mural located beside the Red Apple located at 354 Hwy 16 W, Burns Lake, BC. The exterior wall consists of painted concrete. The Proponent will be responsible for replacing/concealing the existing mural with a new one.

LOCATION #2: Installation of a new mural on the Lakes Artisan Centre building located at 586 Hwy 16 W, Burns Lake, BC. The wall of location #2 consists of vinyl siding. The proponent will be responsible for priming the siding to ensure the longevity of the mural.



The Proponent will be responsible for ensuring the paint and material used in the mural design will adhere to the wall surface and be supported safely.

5.2 Mural Design Considerations

The mural design concept is up to the Proponent to propose; however, Proponents should consider the following:

- Utilization of the Space: the Proponent should utilize the space as effectively as possible for optimum impact. The Proponent shall, in their Proposal, identify how much of the wall space they will utilize. Photographs of the wall and approximate dimensions are attached as an appendix to this Request for Proposals. The Proponent may propose to use as much of the space as they require for their design.
- Public Safety and Vandalism: The murals will be installed in a high-traffic area along highway 16. The Proponent shall ensure that the mural does not present a safety hazard and will be durable and reduce the potential for damage due to vandalism. The Proponent shall identify materials used in the design and identify sealants and other measures taken to minimize the potential for damage due to vandalism.
- Place-making: The mural designs should embrace the Village of Burns Lake brand, including the new tagline: Carve your path. The murals should be cohesive thematically and/or stylistically to create a sense that while they are distinct works of art, they also complement each other in the space. The proposed mural designs should be vibrant and reflect the Village's contemporary brand. Please see Attachment for details on the Village of Burns Lake brand.

5.3 Mural Design Themes

The Design Concept may be based on any theme that the Proponent would like to propose; however, the following three themes have been identified as preferred options that support the Community's branding initiative. These themes may be used in combination or separately, may be included in whole or in part, and are provided only to guide Proponents in developing their



Design Concept:

1. **Land of Opportunity** (independent business, family, home/neighbourhood setting)
2. **Tight-knit Community** (volunteers, working together, people)
3. **Healthy outdoor living** (lakes, forests, trails, activities, four seasons)
4. **Hub for creativity** (Indigenous heritage, arts and culture scene, special events)

5.4 Deliverables

- Finalize the design of the two murals with the Village of Burns Lake
- Design a schedule for painting/installation of the murals through July and August
- Coordinate work with Village Staff to ensure worksite safety
- Ensure that scaffolding and lifts used in the project are secured
- Train and supervise workers engaged in the project
- Advise Village Staff on concerns related to the nature or progress of the implementation
- Communicate regularly with Village staff to help keep the Community informed regarding the progress of the project
- Resolve issues on-site and advise Village staff to resolve issues or challenges related to the project

6.0 PROPOSAL SUBMISSIONS

6.1 General

The Village is requesting proposals from proponents who are both interested and capable of undertaking the project. The onus is on the Proponent to show their knowledge, understanding, and capacity to conduct the work outlined in this Request for Proposals.

The response will be assessed according to how well they assure the Village of success in relation to the submission requirements. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.



6.2 Proposal Contents

Application for the Village of Burns Lake Mural Project

Application and ALL materials should be submitted via a single email to edo@burnslake.ca

Use the subject heading, "Village of Burns Lake Mural Project"

1. Include all information below in the body of the email.
2. Resume helpful but optional (.doc or .pdf)
3. Rough, black and white, an initial sketch of the proposed design
4. Proposed color palette, written and/or swatches
5. Written explanation of proposal concept
6. Detailed, comprehensive project budget including all supplies, tools, labor, and rights to reproduce the work.
7. A single pdf containing 5-10 images of previous murals or related work. Each image should be labeled with the location, size, and installation date.

Include in the email:

- Full name
- Current address
- Phone number(s)
- Website and social media pages

7.0 EVALUATION CRITERIA

The Village of Burns Lake Council will evaluate each Proposal and award the contract to the successful Proponent(s). By responding to this RFP, proponents agree to the Village of Burns Lake Council's final decision.



A contract will be awarded around May 17th, 2021, to the Artist chosen by the Village of Burns Lake Council. In selecting a proposal, the following criteria will be considered:

- Cost of bid
- Previous experience with, and artistic merit of, murals of similar scale
- Creativity, composition, and artistic merit of initial rough sketch
- Relevance of sketch and concept statement to the required theme



8.0 APPENDICES

Appendix A: Photos of Mural Locations

Location 1:

Red Apple located at 354 Hwy 16 W, Burns Lake, BC (replacement of the current mural)



- Dimensions: 41' W x 9' H
- Building Material: Concrete (painted)
- Bids shall be submitted with the initial application and shall cover all costs, including supplies, tools, labor, and rights to reproduce the work as stated previously.



Location 2:

Lakes Artisan Centre located at 586 Trans-Canada Hwy, Burns Lake, BC



- Dimensions: 40' W x 10' H
- Building Material: vinyl siding
- Bids shall be submitted with the initial application and shall cover all costs, including supplies, tools, labor, and rights to reproduce the work as stated previously.