

***City of Sebastopol***  
*Planning Department*  
*7120 Bodega Avenue*  
*Sebastopol, California 95472*

November 1, 2023

**Call for Artists**  
**Sebastopol South Entrance Public Art Project**

The City of Sebastopol Public Arts Committee is seeking proposals from California-based artists for the design, fabrication, and installation of permanent, durable, and low-maintenance original public art suitable for placement at the site. Funds for the budget for this project come from the City of Sebastopol's Art In-Lieu Fee Fund that is set aside for public artworks.

**SUBMISSION DEADLINE: January 29, 2024, 3:00 p.m. to:**  
**[nmahungu@cityofsebastopol.org](mailto:nmahungu@cityofsebastopol.org) (electronic submissions only)**

**Project Contact: Nzuzi Mahungu, [nmahungu@cityofsebastopol.gov](mailto:nmahungu@cityofsebastopol.gov), 707-823-6167**

**About Sebastopol**

Sebastopol, located in Sonoma County, California was incorporated in 1902. Sebastopol is a 'general law' Council-Manager city with five Council members elected at large. Boards and Commissions include the Public Arts Committee.

Sebastopol has a unique and highly-valued small-town character. An incorporated City of 7,600 residents located in the San Francisco/North Bay region, Sebastopol is the hub of west Sonoma County, which is known as a creative center within the County.

While the incorporated area is small, Sebastopol serves a much larger unincorporated area stretching to the Pacific Ocean and the Russian River. Persons with a 'Sebastopol' mailing address number over 25,000. The City's 'market area' comprises a population of approximately 40,000-50,000 people, who, to varying degrees, use Sebastopol as their 'town' for goods, services, and recreational and cultural activities. Thus, the town has far more economic activity, as well as recreational and cultural services than would be apparent based simply on the incorporated area's population.

The City has an extraordinary location, being surrounded by farmland, vineyards, orchards, rural residential and wetlands, located minutes from the Sonoma Coast and the Russian River area, and just 60 miles north of San Francisco. Sebastopol is at the crossroads of two State Highways, Highways 116 and 12, and is eight miles from Sonoma County's largest city, Santa Rosa.

Sebastopol has an active population, highly engaged in community affairs. It is anticipated that there will be a high level of community involvement with this public art project. City web site: [www.cityofsebastopol.gov](http://www.cityofsebastopol.gov)

## Public Art Objectives

Public art helps make our City more livable and more visually stimulating. The experience of public art makes the public areas of buildings and their grounds more welcoming, it creates a deeper interaction with the places we visit, and in which we work and live. Public art illuminates the history of a community while it points to the City's aspirations for the future. A city rich in art encourages cultural tourism which brings in visitor revenues. Sebastopol values public art and artistic expression.

The City has a five-member Public Arts Committee to review public art proposals and perform related functions.

## Project Objectives

The City is open to a range of proposals. There is no set theme or medium. **Durability of materials and construction is of great importance for this public art project.** Generally, potential opportunities and considerations associated with the project may include:

- Site-specific design that reflects the community
- Foster a sense of beauty, multi-layered meaning, or have other compelling attributes
- Be appropriate for a public space
- Help create attractive public places
- Be durable, safe, and low-maintenance
- Enhance the pedestrian environment
- Foster cultural understanding
- Highlight local history, culture, or environment

No logos, specific historic figures, mascots, or any expressions of hate are to be used.

All finalists are expected to stay on budget and to complete work in an approved time frame.

This project occurs in the context of the City as a public agency, which requires a deliberative, open, and inclusive public process.

## Site

The Joe Rodota Trail is one of the most heavily-utilized in Sonoma County, as is Hwy 116 northbound adjacent to the entry point of the trail, serving a large population of resident both of the Town and the surrounding area.

The Joe Rodota Trail in Sonoma County, California, was originally a railroad line built in the late 1800s to transport lumber and passengers from Santa Rosa to Forestville. After the railroad stopped operating in the 1980s, the trail was developed by local government and community groups to provide a recreational trail for walkers, joggers, cyclists, and horseback riders.

The trail stretches over 8.5 miles and features beautiful scenery, including vineyards, farmlands, and redwood forests. It was named after Joe Rodota, a former state assemblyman and advocate for Sonoma County parks and open spaces. Today, the Joe Rodota Trail is a popular destination for outdoor enthusiasts and visitors to the area.

The project site is a triangle of land adjacent to the trailhead of the Joe Rodota Trail on Hwy 116 just south of the USPS Annex at 275 Petaluma Ave, Sebastopol, CA 95472. Petaluma Avenue is a heavily-trafficked roadway in Sebastopol, and is the major north-south route through Sebastopol. The location will demark the southern entry to Sebastopol's downtown.

The artwork can be installed in the center of the site and proposals should indicate foundation/mounting requirements for the piece. Utility services are not available on the site.

There is no height limit on the site. However, the site has natural features such as trees that will be retained; we suggest the artists consider these in their proposals.

See attached map, site plan photographs and dimensions.

### **Eligibility**

This competition is open to artists/artist teams living in the State of California. For purposes of this request, 'artist' or 'professional artist' means a practitioner in the visual arts, generally recognized by critics and peers as a professional of serious intent and ability.

Artists who are immediate family or business partners of members of the Public Arts Committee, City Council, or City staff are not eligible.

### **Durability, Maintenance and Safety**

The durability, maintenance requirements, and safety of this project will be essential elements in the selection process.

All applicants are expected to consider the issues of long-term conservation and maintenance of public art, along with time and budget. The project will be located outside and in the public realm and may therefore be exposed to weather and physical stresses, as well as potential vandalism. The project should be fabricated of highly durable, low-maintenance materials. The selected artist may be required to apply an anti-graffiti coat to the finished product.

The environmental effects of this project, during and after installation should be considered. The City will ensure conformity with city standards of maintenance and durability, as well as ADA and safety standards.

### **Selection Criteria**

Proposals will be evaluated based on both the art concept, and the qualifications of the artist.

The art concept will be evaluated based on appropriateness to the site, aesthetic quality, durability of the art, maintenance requirements, and safety considerations.

Practicality of the fabrication process; reasonableness of the project budget; and schedule may also be factors in the selection.

Previous experience in public art is highly desirable, but not required. Experience with public process, and demonstrated success in conceiving, fabricating, and installing durable artworks is also desirable. Such experience will be a factor in selecting proposals.

In selecting finalists, the Committee will also consider professional qualifications, i.e. record of artistic achievement, successfully completed projects, as evidenced by resume and professional recognition, and artistic merit as evidenced by submitted images.

The selected artist must be able to meet the City's contract requirements, and in the course of the project process, be available to meet with City staff, the Public Arts Committee, the City Council, and the Sebastopol community at specified times. An agreement with the selected artist will establish a minimum number of such meetings.

**Selection Process**

The Public Arts Committee will select up to three finalists; these artists/artist teams will be asked to further develop their proposal to the public. A \$1,000 honorarium will be provided to the finalists who are selected and choose to continue in the process.

The City will make the finalist proposals available for public review and comment (displayed at the Sebastopol Library or another public location). Each finalist or their representative will be required to make a presentation at a public meeting of the Public Art Committee.

The Public Arts Committee will make a selection recommendation to the City Council, who will consider the Public Arts Committee recommendation as well as any public comment, and make a final selection decision.

One artist/artist team will be selected for the project and will enter into a contract for design, fabrication and installation of the artwork. Consultation with City staff and the Public Arts Committee may be needed in the course of project implementation. Final City approval is required prior to the work’s installation.

**Budget**

The all-inclusive artist budget to be provided by the City to the commissioned artist/artwork is \$25,000. This budget includes design, fabrication and installation, and also covers any other project-related expenses—including but not limited to design, fabrication, installation, transportation and travel, presentation materials, taxes, and insurance. City insurance requirements may be reviewed at the end of the document.

**SUBMISSION SCHEDULE:**

Project Timeline (some times are estimated and subject to change)

- Call Released: November 1, 2023
- Deadline for Questions: December 11, 2023, 5 pm (questions to staff, Nzuzi Mahungu, [nmahungu@cityofsebastopol.org](mailto:nmahungu@cityofsebastopol.org); 707-823-6167)
- Submissions Due: January 29, 2024, 3 pm
- Finalists Selected: February 2024
- Proposal Presentation: March 2024 (Estimated 40 days after finalists selected)
- Public Arts Committee Recommendation: April-May 2024
- City Council Award: May 2024
- Installation: TBD (artist to include in proposal time anticipated for fabrication/installation)
- Reception: TBD

## Submission Requirements

Your submission should include the following:

1. A Letter of Interest. In not more than one typed page, describe your interest in and qualifications for this project, and generally, the process you would utilize for the project, if selected.
2. Art description/depiction. Using a text description please describe your concept for this project (250 word maximum), with or without a sketch or more specific visual image.
3. Timeline/Schedule for fabrication and installation
4. Budget. Address each of the following elements in the following order (if not applicable, so indicate):
  - A. Artist Fees
    - a. Design fees (may include research time and/or time spent with local groups getting pertinent information about our community.)
    - b. Structural Engineering
  - B. Materials, Equipment, and Production costs
  - C. Studio Fees
    - a. Rental if unique space needed for this project
    - b. Utilities (gas, water, electricity), if not included in rental
  - D. Transportation of finished artwork to site in Sebastopol
  - E. Installation costs, including any equipment rental
  - F. Lighting costs
  - G. Insurance
  - H. Taxes
  - I. Documentation
4. A Professional Resume. List last name first. In not more than two typed pages per artist, provide an outline of your professional experience as an artist. If submitting qualifications as a team, please provide a simple resume for each member of the team with a maximum of two pages per team member. The resume should include descriptions of successfully completed similar projects, and client contact information.
5. Images of Past Work. Submit up to ten (10) images of past work. Each image should be clearly labeled and include artist's name, title of work, materials, dimensions, year, the commissioning entity, and project budget (if applicable). Images should be original works by the proposing artist(s).
6. The artist's name should appear on all materials submitted.

Please note:

- Respondents to this RFQ do so at their sole expense.
- All submittals will become property of the City. Do not submit materials you would want returned.
- Incomplete or unresponsive submittals may be rejected.
- Prospective consultants shall not contact Public Arts Committee or City Council members about this RFP without specific authorization from City staff. Doing so may be grounds for disqualification.
- The City reserves the right to reject any and all proposals and to cancel or alter the selection process at its sole discretion.

**Questions**

The Planning Department is managing this project. Any questions about the RFQ may be directed via email to: [nmahungu@cityofsebastopol.gov](mailto:nmahungu@cityofsebastopol.gov)

**Submittals**

One (1) digital copy of your complete submittal. This may be emailed to: Nzuzi Mahungu at [nmahungu@cityofsebastopol.gov](mailto:nmahungu@cityofsebastopol.gov); you may also email Nzuzi a dropbox or other link at this email. You may also deliver a flash drive or CD-ROM to:

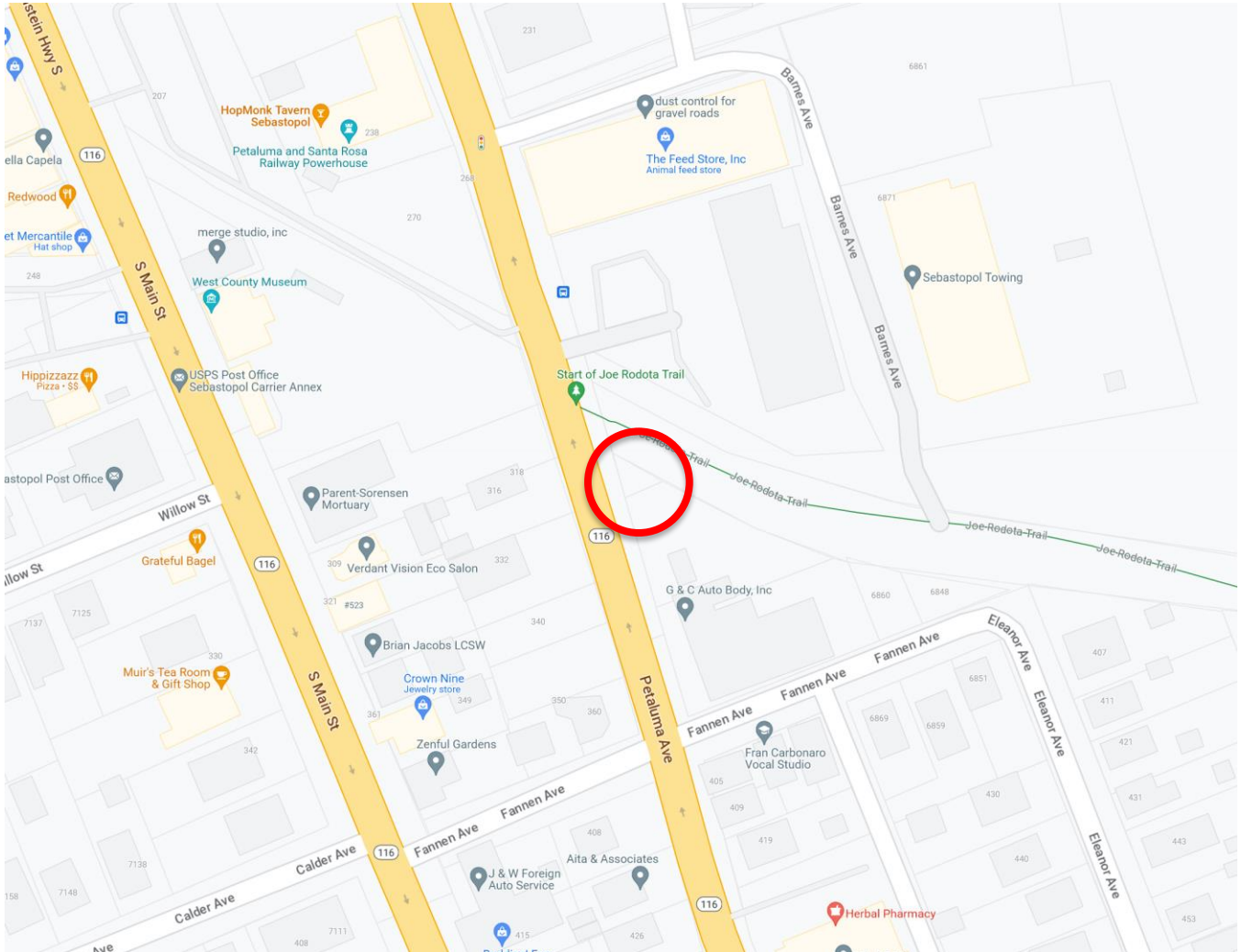
Sebastopol Planning Department  
Attn: Nzuzi Mahungu / Call for Artists  
7120 Bodega Avenue  
Sebastopol CA 95472

**Attachments:**

Map  
Site plan  
Site photographs

# Call for Artists

## Sebastopol Public Art Project



Location Map



Aerials



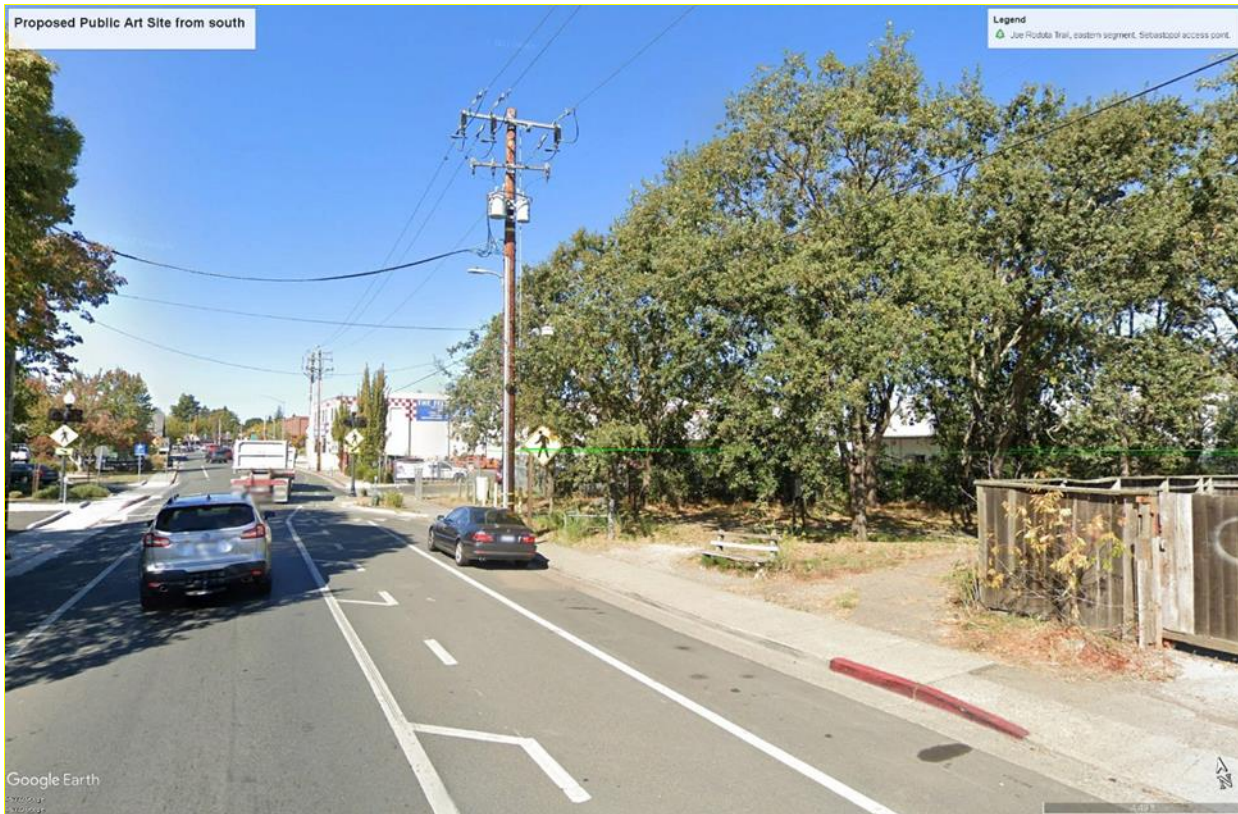
## Site Photographs



Petaluma Avenue facing east t to site



Petaluma Avenue facing east to site





## City of Sebastopol

### Attachment A, Insurance Requirements

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to the City of Sebastopol. By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by the City of Sebastopol, and if a conflict occurs, the broader requirements shall prevail.
2. You should check with your Insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits of Insurance carried by, or available to, the Contractor shall be available to the City of Sebastopol and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be either: 1— all the Insurance coverage and limits carried by, or available to, the Contractor; or 2—the minimum Insurance requirements shown in this agreement; whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to the City of Sebastopol.
3. Contractor shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory and Additional Insured endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsements Pages of the policies listing all policy endorsements to the City of Sebastopol before work begins. The City of Sebastopol reserves the right to require full-certified copies of all Insurance coverage and endorsements.

#### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Contractor shall procure and maintain for the duration of the contract, and for **five** years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$2,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

4. Contractors' Pollution Legal Liability and/or Asbestos Legal Liability and/or Errors and Omissions (if project involves environmental hazards) with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate. If the services involve lead-based paint or asbestos identification/remediation, the Contractors Pollution Liability policy shall not contain lead-based paint or asbestos exclusions. If the services involve mold identification/remediation, the Contractors Pollution Liability policy shall not contain a mold exclusion, and the definition of Pollution shall include microbial matter, including mold.

If the contractor maintains broader coverage and/or higher limits than the minimums shown above for all policies, the City of Sebastopol requires, and shall be entitled to, the broader coverage and/or higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Sebastopol.

#### **Self-Insured Retentions**

Self-insured retentions must be declared to and approved by the City of Sebastopol. At the option of the City of Sebastopol, either: the contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the City of Sebastopol, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City of Sebastopol guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Sebastopol.

#### **Other Insurance Provisions:**

##### **Additional Insured**

The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor.

General liability coverage can be provided in the form of an endorsement to the Contractor's insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

##### **Primary Insurance**

For any claims related to this project, the Contractor's insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

##### **Notice of Cancellation**

Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance.

##### **Acceptability of Insurers**

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the City of Sebastopol.

**Waiver of Subrogation**

The Contractor hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of the Contractor may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the City of Sebastopol has received a waiver of subrogation endorsement from the insurer.

**Verification of Coverage**

Contractor shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

**Subcontractors**

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City of Sebastopol is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

**Special Risks or Circumstances**

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

I have read and understand the above requirements and agree to be bound by them for any work performed for the City of Sebastopol.

Authorized Signature: \_\_\_\_\_

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

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

Title: \_\_\_\_\_