



The City of Pomona
Cultural Arts Commission
Hamilton Park
Part B: Proposals
V. 10/24/24

Hamilton Park Call for Art – PART B: PROPOSALS

TIMELINE	
Call for Art Released	September 5, 2024
Call for Art Information Meeting	September 19, 2024, 12 – 1:30PM
Submission Deadline	October 3, 2024, by 5PM PST
Artist Selection- Part A	October 28, 2024
Proposal Submission Deadline	December 2, 2024, by 5PM PST
Artist Selection- Part B	December 12, 2024
Project Execution	February 2025
Project Completion	May 30, 2025

Part B: Proposals

In this Phase, the semi-finalists selected in Part A will be asked to develop a proposal and individually present their proposals to the Community, a Hamilton Park Review Committee, and Cultural Arts Commission. With guidance from Staff, the three reviewing bodies will review the artist proposals.

Application must include:

- **Three Professional References, (PDF format only)** with name, title, phone, email addresses, and specification into what project they can attest towards your work for them included.
- **Description of Project / Community Responsiveness**
 - **PDF format only.**
 - Describe your project in full detail – which of the submitted community artworks inspired which designs, symbolism and meaning, and sources of inspiration.
- **Rendering of Project**
 - Rendering **MUST** be in **JPG or PNG format only**. If rendering is done traditionally, a high-resolution photograph or physical original turned into the Arts Coordinator at the Planning Counter in City Hall is acceptable.
 - Rendering should come in two parts—alone and reflected on the space it will occupy.
- **Project Timeline Outline** – This project has a hard deadline for May 30, 2025, and will require a strict schedule to complete. **(PDF format only)**



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- A detailed outline of your intended timeline for the project. Please include tentative dates of project completion markers with full descriptions of what should be completed.
- **Budget of Project** – This project has an allocated all-inclusive project budget of \$100,000.00. This allocated funding is not up for negotiation. **PDF format only.**
 - Based on the funding amount, create a budget line item that details how the funding will be utilized. Approved Line Items—artist fee, project assistant(s), administrative overhead (cannot exceed more than 22% of your project assistant(s) amount), auto and liability insurance, travel expenses, materials, artwork fabrication, storage, equipment, art installation costs, permit and inspector fees (as necessary), site preparation, signage and plaque fabrication and installation, professional photography, and contingency.
 - **Briefly respond to the following question**— what is your experience managing budgets of similar scale or working within time constraints?
 - **Identify a subcontractor organization to paint the basketball court. We will only accept organizations with the history, knowledge, and experience of painting basketball courts. (i.e. SportMaster, Project Backboard, etc.)**
 - NOTE: There will be a contingency hold of 10% of the project’s budget until the project is fully completed. All applicable artworks must have UV and anti-graffiti coatings applied to their surfaces.
 - Below are the different phases in which funding will be released, and each will have a requirement of meeting City criteria (i.e. Project update form, budget expenditure report, on-site project visit) –

Disbursement	Amount
Phase 1 (20% of Awarded Funds)	\$20,000.00
Phase 2 (20% of Awarded Funds)	\$20,000.00
Phase 3 (30% of Awarded Funds)	\$30,000.00
Phase 4 (20% of Awarded Funds)	\$20,000.00
Total	\$90,000.00
Contingency Hold (10% of Awarded Funds)	\$10,000.00
Total	\$100,000.00

- The City of Pomona may elect to revise the budget to address changes in the Scope of Work, price, or any term and condition. This will be a deliverable-



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based contract, with payments made as deliverables are completed and approved. In the event there are unspent funds in the budget after completion of the project, The City of Pomona, at its sole discretion, may choose to contract with the Artist for additional services.

SUBMIT ALL DOCUMENTS HERE – PublicArt@pomonaca.gov

If you experience an issue at any point, please reach out prior to the deadline, assistance after the deadline is not guaranteed--

Jocelyn Ayala, Public Arts Coordinator
 (909)524-8985 or Jocelyn.Ayala@pomonaca.gov

Scoring and Judging of Proposals

All proposals will be evaluated by the residents of Pomona, the Public Art Committee, and the Cultural Arts Commission.

Proposals will be scored using the following criteria (up to 1,000 points):

Up to 230 points	Artistic Merit: Artwork reflects authenticity, originality, evokes response or inquiry.
Up to 225 points	Community Responsiveness and Public Engagement: Artists demonstrated utilizing the designs the City collected from the Public into their designs. Artists have included a community component of their proposal that involves residents to actively join their project.
Up to 225 points	Site Specificity: Artwork demonstrates relevance and is appropriate for the site, architecture, occupants, visitors, environment, and fulfills any recommended themes or goals. The Artist has identified an organization to subcontract with to paint the basketball court. This organization must have great experience painting sports courts and will need to be vetted by the City of Pomona.
Up to 200 points	Feasibility: Project budget and the project schedule are clear, specific, and detailed indicating the artwork can be fully implemented.
Up to 50 points	Durability and Permanence: The artwork is materially and structurally sound.
Up to 50 points	Public Safety: Proposed artwork does not create unsafe conditions nor utilize unsafe materials.



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	<i>If the Risk Management Department deems the project unsuitable due to lack of proper insurance and details of project scope, then the project will not continue forward.</i>
20 points	Attended Art Call Information Session Staff will make note of this on their scoring sheet.

The City will offer an in-person workshop for the general explanation of proposal materials and field any questions. We highly recommend that all artists submitting proposals attend this workshop. This will be an opportunity to ask questions about the application.

Date: November 6, 2024 @ 5:30PM

Location: Hamilton Park, 825 W Monterey Ave, Pomona, CA, US

Proposal Submission Deadline: December 2, 2024, by 5PM PST	
Reviewing Bodies	Reviewing Actions
Staff	1. Review all proposals to check for all materials being submitted. Any missing materials will not proceed forward.
Special Ad-Hoc Committee (2 Public Art Committee members, 2 Parks and Recreation Commissioners, and 1 Community member)	1. Review and score each proposal based on the rubric shared at the time of the application process. Make recommendation of which proposals the Commission should approve.
Cultural Arts Commission	1. Review scores and recommendations from Staff and the Special Ad-Hoc committee. 2. Approve select proposals for funding.
Staff and Committee Review Period: December 2024	
Cultural Arts Commission: December 12, 2024, at 5:30PM	
Grant Award Notification: December 13, 2024	

Additional Information

- Incomplete or late proposals will not proceed for review.
- The City of Pomona reserves the right to accept or reject any and all proposals received.
- The request for Proposal submissions does not constitute an offer to contract or promise of remuneration, recognition, or any other thing.



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- The information provided by each Call may be changed, amended, modified, canceled, revoked, or abandoned without notice at any time and for any reason in the sole discretion of The City of Pomona.