

# The Corporation of the *Town* of Georgina

## Expression of interest – *artist* opportunity

Project summary	
Project name	Commemoration of the Old Shiloh Road Bridge
<i>Town Representative</i>	<u>Main Contact:</u> Jodi Pridham <u>Alternate:</u> Owen Sanders
<i>Town Representative email</i>	<u>Main Contact:</u> <a href="mailto:jpridham@georgina.ca">jpridham@georgina.ca</a> <u>Alternate:</u> <a href="mailto:osanders@georgina.ca">osanders@georgina.ca</a>
<i>Town Representative phone #</i>	<u>Main Contact:</u> 905 952 7264 <u>Alternate:</u> 905 806 7470
Scope of <i>Work</i>	<p>Artwork to commemorate the existing concrete arched Old Shiloh Road bridge;</p> <p>And</p> <p>Assist <i>Town</i> staff to develop a display board to accompany artwork that details the history of the bridge and its connection to local residents.</p> <p>Both items will be relocated within different <i>Town</i> venues before being permanently mounted in a location yet to be determined.</p>

# Instructions to *Respondents*

## 1. General

1. Complete the information requested below in its entirety as incomplete *bid submissions* may not be considered;
2. *Respondents* must read this Expression of Interest (EOI), all applicable attachments and related *documents* in their entirety;
3. *Bid submissions* must be provided via email in PDF, JPEG, or Word format ONLY.
4. Email the completed and signed EOI form including any attachments directly to the *Town Representative*;
5. All *bid submissions* must be signed by the *respondent*.
6. Costs associated with the preparation of the *bid submission*, site inspections, demonstrations, or any other services that may be required as part of the evaluation process for this EOI request are the sole responsibility of the *respondent*;
7. The intent of the *bid call documents*, unless otherwise stated, is to include the labour, products, and services necessary for the performance of the *work* by the successful *respondent (artist)* in accordance with these *bid call documents*.
8. It is not intended, however, that the *artist* will supply products or perform *work* not consistent with, not covered by, or not properly inferable from the *bid call documents*;
9. Nothing contained in the *bid call documents* will create any *contractual* relationship between:
  1. The *Town* and a subcontractor, a supplier, or their agent, personnel, or other person performing any portion of the *work*; or
  2. The *artist* (where applicable) and the contractor, a subcontractor, a supplier, or their agent, personnel, or other person performing any portion the *work*.

10. The *bid call documents* are complementary, and what is required by anyone will be as binding as if required by all.
11. Words and abbreviations that have well known technical or trade meanings are used in the *bid call documents* in accordance with such recognized meanings; and
12. Provisions of Bylaw No 2024-0004 (PUR-1) of the Corporation of the Town of Georgina apply to all *contracts* and *agreements*.

## **2. Submit a question**

1. If a *respondent* needs to address any discrepancies, errors and/or omissions in this *bid call document* or if they are in doubt as to any part thereof they must submit questions by email to the *Town Representative*;
2. The *Town Representative* will only respond to questions submitted by email and will not respond to questions submitted outside of this method; and
3. The *Town* is under no obligations to provide additional information, and the *Town* is not responsible for any information provided by or obtained from any source other than by written addendum issued by the *Town Representative*.

## **3. Bid call documents**

1. The following *documents* will apply to and form a part of this *bid call document*, and apply in like force to any resultant *contracts* or purchase orders for the acquisition of *deliverables*;
2. All *bid submissions* offered to the *Town Representative* will bind *Respondents* to the terms and conditions set forth in the *documents* listed below, except as otherwise stated in this *bid call document*;
3. *Respondents* may view all *documents* that form part of this *bid call document* online at [georgina.ca/PublicArt](http://georgina.ca/PublicArt); and [georgina.ca/OldShilohBridge](http://georgina.ca/OldShilohBridge)

## 4. Acceptance period

1. All *bid submissions* remain valid and open for acceptance by the *Town* for a period of one hundred twenty days (120) calendar days, following the *bid submission* deadline; and
2. If the *Town* requests an extension of this acceptance period, the extension will apply to, in like force, the *respondent's* entire *bid submission*, including but not limited to, pricing, insurance and other *bid submission* requirements.

## 5. Contract rates

1. *Bid submission* prices offered by the *respondent* must be all-inclusive and will include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, modifications, including any pre-delivery inspection charges, disbursements and all other overhead, including any fees or other charges required by law, exclusive of Harmonized Sales Tax (HST);
2. There will be no other charges payable by the *Town* under the *contract* to the *artist* other than the rates established under the *contract*; and
3. *Bid submission* prices offered by the *respondent* must be firm for the term of *contract* including any renewal term(s).

## 6. Purchase order / delivery timeline

1. The *Town* will issue a purchase order to the successful *respondent(s)* (*artist*) for the *deliverables* as submitted;
2. No *contract* for the *deliverables* will exist until the *artist* is in receipt of the purchase order and has submitted the required post *award documents* to the *Town Representative* and the *Town Representative* has subsequently approved them.
3. All *deliverables* must be provided by the completion date indicated in the *bid call document*.
4. The *contractor* must reference the purchase order number on all invoices throughout the term of *contract*; and

5. Invoices that do not reference the purchase order number will be returned to the *artist* without being processed for payment and the *artist* must re-issue the corrected invoice.

## 7. Invoicing

1. All invoices must be issued to “The Corporation of the *Town* of Georgina”;
2. All invoices must be emailed directly to the project specific *Town Representative*;
3. All invoices MUST reference the purchase order number and conform, at a minimum, to the order and content as set out in the *Town’s* purchase order and will provide additional information including, if required:
  1. Harmonized Sales Tax shown separately; and
  2. *Artist’s* H.S.T. registration number if applicable.

## 8. RESERVED RIGHTS OF THE *TOWN*

1. The *Town*, at its sole discretion, may request clarification, request additional information or conduct interviews where competition is highly competitive, as deemed necessary to evaluate the *bid submission(s)*.
2. The *Town* retains the sole discretion to determine whether a *bid submission* is responsive and if the prospective *respondent* is capable of performing the *work*.
3. The *Town* reserves the right, at its sole discretion, to determine the number of pre-qualified *respondent(s)*.
4. The *Town*, at its sole discretion, may conduct independent research on a *respondent* and their performance in executing previous *work* for previous organizations independent of the references provided by the *respondent*; and the information gathered from independent research may be used in the evaluation of the *respondent’s* capabilities and ability to complete the *work*.
5. The *Town* reserves the right to not proceed with *awarding* a *contract*.

# Special provisions

## 1. Project background

1. The purpose of the project is to commemorate the existing concrete arch Old Shiloh Road bridge located approximately 750 m west of Victoria Road in the hamlet of Udora.
2. The Old Shiloh Road bridge was constructed in 1925. Deterioration of the bridge has been observed for many years, with rehabilitative construction previously carried-out in 1988 and 2011. Engineering bridge inspections conducted in 2018, 2020, 2022, and 2024 confirm the bridge's poor condition, continued deterioration and need for replacement.
3. The *Town* conducted a Municipal Class Environmental Assessment, which considered technical, environmental, budgetary, and public feedback to determine the preferred alternative to address the deteriorating structure. The preferred alternative from the Municipal Class Environmental Assessment was to remove the existing bridge, and construct a new modern two-lane bridge. Another recommendation from the Environmental Assessment was to commemorate the history of the existing bridge.
4. To commemorate the bridge, Council has directed staff to procure a piece of art that expresses the historical, architectural, and community connection with the bridge. Council has also directed staff to develop a display board that will accompany the *artwork* that details the history of the bridge including the rehabilitation *works*, community involvement, Environmental Assessment, *artwork*, and decommissioning and construction of a new bridge. It is expected that the *artist* will collaborate with the *Town Representative* to develop the contents and display style of the display board. The display board should compliment the *artwork*.
5. *Respondents* are encouraged to visit the *Town's* webpage which contains previously completed *works* and reports related to the Old Shiloh Road bridge. The webpage can be accessed at: [Georgina.ca/OldShilohBridge](https://Georgina.ca/OldShilohBridge).

## 2. Project themes

1. The *artwork* and display board must one or more of the following themes:
  1. History of the Old Shiloh Bridge

2. Architectural aesthetics of the concrete arch bridge
  3. Connection to the local Indigenous peoples and the residents of Udora
  4. Connection to the natural environment
2. The *artwork* and interpretive display board will be featured in public areas within a *Town* owned facility. Public safety is a priority in the acquisition of *artworks*. The *Town* prefers *artworks* that are sustainable, durable, non-corrosive in nature and require low maintenance. *Artworks* must be capable of being properly and safely supported by mechanically anchoring to an interior wall.
  3. In addition, a core purpose of installing public *artwork* is to support an accessible, welcoming and equity-affirming space that can be enjoyed by people from any cultural background, ethnicity, class, social disposition or recreational ability.

### 3. Scope of work

1. The *Town* is seeking *bid submission* from experienced and qualified *Respondents* to:
  1. Collaborate with the *Town Representative* to create a commemorative interpretive display board. The display board will contain historical information about the bridge, local significance to the community, architectural features, rehabilitation *works*, the Environmental Assessment completed in 2024, new bridge construction *works*, and how the bridge is being commemorated. The minimum size of the display box is 36" x 36". *Town* staff will collaborate in this task to gather information and help develop the display board.

And
2. One of the following two alternatives, Option A, or Option B:
  - A. A proposal to create a new commissioned *artwork* that aligns with the project themes. The minimum size of the *artwork* must be 36" x 36". The maximize size must allow for transportation in and out of typical building doorways.

Or,

- B. Submit an existing completed *artwork* that aligns with the project themes. The minimum size of the *artwork* must be 36" x 36". The maximize size must allow for transportation in and out of typical building doorways.

## 4. Schedule

1. It is expected that the *artist* will comply with the project's general timeline dates, as stated in Table 1 below:

Table 1: Schedule of Events

Schedule of Events	
Release Date	December 19, 2025
Question Submission Deadline	February 6, 2026 at 4pm
<i>Bid submission</i> Deadline	February 17, 2026 at 4pm
<i>Contract</i> Award	March 27, 2026
Authorization to Proceed	March 27, 2026
Completion of <i>Work</i>	Summer 2026

## 5. Submission requirements

1. The following aspects are required as part of the *bid submission*:
  1. *Respondent* information. Complete the form at the end of this document which contains *respondent* information such as name, address, contact information etc.



2. *Bid submission* price. Complete the form at the end of this document which contains the *respondent's* bid submission to complete this work.
3. *Respondent* biography. The *respondent* must complete Table 3, including a 250-word maximum biography which may include:
  1. Medium / technique / style
  2. Key themes or concepts
  3. *Artwork* commission experience
  4. Achievements
  5. Education
4. Commemorative interpretive display board description. The *respondent* must complete Table 4, including a 250-word maximum description of how the *respondent* would complete the interpretive display board, any relevant experience, and how the interpretive display board would meet the theme of the proposed *artwork*.
5. The *respondent* must complete one of the following two options.  
Option A: New commissioned *artwork* or Option B: Existing completed *artwork*
  - A. Complete Table 5, Option A. Maximum 250-word description of the content proposed for the newly commissioned *artwork*. This includes the medium, technique, style, and concepts that meet the project's themes. Visual references and / or sketches are welcome to be included along with the submission.

Or

  - B. Complete Table 5, Option B. Maximum 250-word description of the existing *artwork*, its medium, technique, style, and how it meets the themes / concepts of the project. A picture of the *artwork* must be submitted as part of Option 2.
6. Respondent portfolio. The respondent must submit a PDF of their previously completed work. Maximum 2 images per 8.5" x 11" page, with a maximum of 5 pages. Internet links are discouraged.

7. The *respondent* must submit three (3) reference letters speaking to their relationship to the *respondent*, the *respondent's* artistic skills, character, and ability to meet *contractual* obligations such as scope, budget, and schedule.

## 6. Evaluation criteria

1. *Bid submissions* will be evaluated based on the information provided by the *respondent* in compliance with the requirements specified herein;
2. The *respondent* must ensure complete and correct information is provided in their *bid submission*; and
3. *Bid submissions* will be scored based on a two-stage evaluation. Stage 1 of the *bid submission* is a quantitative analysis as per Table 2 below:

Table 2: Evaluation Criteria

Evaluation criteria	Potential maximum score
<i>Respondent</i> biography	20
<i>Respondent</i> portfolio	20
Extent to which the existing / proposed artwork meets the project theme	30
Extent to which interpretive display board achieves commemoration and meets project theme	15
Scope and scale of existing / proposed artwork	10
Reference letters	5
<b>Total points</b>	<b>100</b>

4. The highest total three (3) *bid submissions* from Stage 1 will advance to Stage 2. The Stage 2 evaluation is a roundtable discussion culminating in a consensus decision by a jury. The jury will be unbiased in reviewing the *bid submissions* and will sign a *document* confirming they have no conflicts of pecuniary interest.
5. The compliant *bid submission* chosen unanimously by the Stage 2 jury will be recommended for *award of contract*.
6. The *Town* will have a jury consisting of a minimum of three evaluators to review all compliant *bid submissions* and rank each *bid submission* in Stage 1 and Stage 2. The jury will consist of Council member(s), local *artist(s)*, and *Town* staff.

## **7. Budget**

1. The approved budget value for this project is \$12,500.00 exclusive of taxes; and
2. *Respondent* will interpret this budget value to be the upset limit, above which the *Town* may not *award a contract* and to offer a *bid submission* of a higher value may result in the *bid submission* not being eligible for the *award of contract*.

## **8. Public art commissioning agreement**

1. The *artist* must execute the Public Art Commissioning Agreement (see Attachment 1) prior to commencing any *works*. The Public Art Commissioning Agreement must be completed prior to the *Town* *awarding* the purchase order to the *artist*.



# Old Shiloh Bridge Expression of Interest *Bid submission*

## ***Respondent* information**

This offer is being submitted by:

Full legal or business name of *respondent*:  
(company/personal name on invoice): \_\_\_\_\_

HST registration number (if applicable): \_\_\_\_\_

Website (if any): \_\_\_\_\_

## **Primary contact**

Name and title: \_\_\_\_\_

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

City/Town \_\_\_\_\_ Province \_\_\_\_\_ Postal code \_\_\_\_\_

Telephone: \_\_\_\_\_ Office \_\_\_\_\_

Alternate \_\_\_\_\_ Fax \_\_\_\_\_

Email address: \_\_\_\_\_

## ***Bid submission price***

Submission includes

- Interpretive display board and proposed existing *artwork*
- Lump sum pricing
- Quantity: 1

*Bid Price:* \$ \_\_\_\_\_ (excluding HST)

(Budget maximum \$12,500 excluding HST)

I, \_\_\_\_\_ of \_\_\_\_\_  
confirm and offer to enter into a *contract* to complete all of the *work* described herein,  
and to furnish all necessary labour, machinery, tools, apparatus and other means of  
implementation, and other materials to complete the *work* in strict accordance with the  
conditions outlined within this *document* and to accept in full payment therefore, the  
sums calculated in accordance with the actual measured quantities at the unit price set  
forth herein as follows:

By my/our signature, hereunder, I/we hereby agree to complete this *contract* in  
accordance with the terms contained herein.

Dated: \_\_\_\_\_

## ***Bid submission details***

### **Written description of proposal**

TABLE 3

*Respondent* biography (max 250-words)

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TABLE 4

Interpretive display board description (max 250-words)

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TABLE 5

Option 1: New commissioned *artwork* description (max 250-words) or

Option 2: Existing *artwork* description (max 250-words)

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## ***Bid submission checklist***

Note this list below is for reference only. *Respondents* do not need to submit this checklist.

- ☐ *Respondent* information
- ☐ *Bid submission* price
- ☐ *Respondent* biography (Table 3)
- ☐ Commemorative interpretive display board description (Table 4)
- ☐ New commissioned *artwork* description OR existing *artwork* description (Table 5)
- ☐ *Artist* portfolio (5 page maximum)
- ☐ Reference letters (3)