

## City of Alameda Physical Art Grant Checklist

### ☐ Conceptual design phase

#### Required documents

- ☐ Conceptual drawings, schedule and budget

#### Required actions

- ☐ City staff and selection panel reviews and selection of awards

### ☐ Execution of Agreement

#### Required documents

- ☐ Provide proof of insurance as required in Article 5 and Exhibit C
- ☐ Provide list of all subcontractors and copy of the agreement between the artist and each subcontractor

#### Required actions

- ☐ Final agreement signed by both parties

#### Note

- ❖ *5% of the total grant amount will be issued to the artist upon execution of the Agreement for the Design, Fabrication, Transportation and Installation of Public Artwork*

### ☐ Final design phase

#### Required documents

- ☐ Presentation-quality colored drawings or computer-generated color images (in plan and elevation) and/or 3-dimensional models that accurately reflect the artwork and how it will be installed at the project site, taking into consideration comments from the Conceptual Design Review phase.
- ☐ Construction drawings, which must be signed and stamped by design professionals licensed in the State of California, as required by the California Uniform Building Code and any local government amendments to the Building Code.
- ☐ Final color and materials samples
- ☐ A list of all proposed materials including the manufacturer name and supplier and for each material, a Product Data Sheets (PDS), Technical Data Sheets (TDS), and Safety Data Sheets (SDS).

- ☐ Plaque design and installation plans, consistent with plaque guidelines provided by the City
- ☐ Proposed fabrication methods
- ☐ Feasibility studies, if needed
- ☐ Proposed schedule for fabrication, inspections, installation, final walk through
- ☐ Final budget/cost estimates
- ☐ Preliminary maintenance plan, including detailed description of future maintenance requirements for the artwork, and the proposed lifetime

#### Required actions

- ☐ Submit final design to City staff for review & approval
- ☐ Submit final schedule and budget to City staff for review and approval
- ☐ Submit preliminary Maintenance Plan to City staff for review and approval
- ☐ Revise proposals as needed during City's final design review
- ☐ Submit applications for planning & building permits, including all required documentation
- ☐ Respond to comments and submit any necessary revisions for permits
- ☐ Receive approved permits

#### Note

- ❖ *As part of the final design phase, a conservator hired by the City will review materials submittals and the artist's maintenance plan. The conservator will recommend benchmark inspections, if needed.*
- ❖ *15% of the total grant amount will be issued to the artist upon City's notification to the artist of its approval of the final design phase documents, including the issuance of all planning and building permits*

## ☐ **Fabrication Phase**

*Note that the City shall have the right to review the artwork at reasonable times during fabrication upon reasonable notice. Please anticipate a minimum of 1 to 2 inspections during fabrication, not including final inspection.*

#### Required documents

- ☐ Photo documentation of fabrication process, in high-resolution. electronic format

#### Required actions

- ☐ Notify the City upon commencement of fabrication
- ☐ Notify City of any benchmarks for required inspections
- ☐ Notify the City upon completion of 50% of fabrication

- ☐ Notify the City upon completion of fabrication, when the artwork is ready for inspection, delivery and installation (if fabricated offsite)
- ☐ Completion of all requested inspections, if needed
- ☐ Completion of City final inspection and approval of fabricated artwork

Note

- ❖ *30% of the total grant amount will be issued to the artist upon commencement of fabrication*
- ❖ *10% of the total grant amount will be issued to the artist upon completion of 50% of the fabrication*
- ❖ *10% of the total grant amount will be issued to the artist upon completion and approval of fabrication*

## ☐ **Installation, Approval and Acceptance**

Required documents

- ☐ As-built drawings, if there is deviation from approved final design and permitted construction drawings
- ☐ Final revised maintenance manual incorporating City's review, with instructions for future maintenance and preservation of the artwork

Required actions

- ☐ Prior to artwork installation, inspect the project site with City Representative to ensure that it is ready to accept the artwork
- ☐ Schedule artwork installation with the City staff
- ☐ Provide any necessary site safety required during installation
  - Installations shall comply with all local, regional and national site safety regulations such as OSHA. The installation site is to be protected for safety of the public and workers at all times
- ☐ Once approved, install plaque
- ☐ Completion of conservation inspection and review of final maintenance manual
- ☐ Notify the City in writing when all services are complete.

Note

- ❖ *15% of the total grant amount will be issued to the artist upon delivery and approval to the City of the maintenance manual for the maintenance and preservation of the artwork under Section 1.7 (g)*
- ❖ *15% of the total grant amount will be issued to the artist upon final acceptance of the artwork by the City as set forth in Section 1.8(b)*

- ❖ *Final payment shall be issued upon written notice of the City's final acceptance of the artwork.*