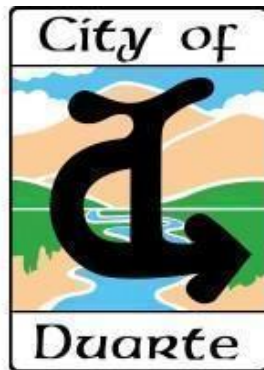


UTILITY BOX ART PROGRAM

Call for Artists 2024



May 6, 2024



Utility Box Art Program

Call Summary

The City of Duarte is seeking original designs by local artists to cover four (4) utility boxes, also known as traffic signal cabinets, as part of the Utility Box Art Program. Some locations also contain a smaller, metal meter pedestal adjacent to the traffic signal cabinet. The Utility Box Art Program aims to transform these metal cabinets into works of art, supporting efforts to create a more vibrant, attractive, and welcoming cityscape and contributing to the unique character of each site location. We invite local emerging artists 18 years of age and older to showcase their talents while promoting eye-catching public art throughout the City.

Each utility box location and theme has been selected for this year's program, as further described below. Artists will need to indicate their preferred location(s) on the application. All approved designs will be printed on vinyl and installed on City-owned utility boxes by a third-party vendor. The City and a third-party vendor will support the artists selected with final design submissions and modifications.

The original artwork can be designed/created in any 2D medium. We encourage applicants to develop designs in digital format utilizing the template attached; however, the City will also accept photographs or scans of physical art for the application as well. Selected artists will need to convert final designs into one of the following file types: PDF, .ai, .psd, TIFF or JPEG. TIFF and JPEG need to be a minimum of 300 DPI and a minimum of 2,000 pixels.

Selected artists will be paid a \$750 stipend per each approved design chosen for those utility box locations that contain only a traffic signal cabinet. Some locations also contain a smaller, metal meter pedestal adjacent to the traffic signal cabinet. Selected artists will be provided an additional \$200 stipend per each approved chosen design for locations that also include a meter pedestal. An artist who submits a design for locations containing both a traffic signal cabinet and a meter pedestal must produce complementary designs for both utility boxes.

Artists can submit up to two (2) design proposals for each Call for Artists cycle; however, an artist can only have one (1) submission chosen by the City per calendar year. An application is required for each submitted artwork proposal and/or location.



Utility Box Art Program

Utility Box Locations and Themes (See Attached for Pictures)

Utility Box #1

- Southeast corner of Huntington Drive and Mountain Avenue
- This location is the westerly gateway of the City and will be one of the first things motorists and pedestrians see as they enter the community. The utility box is located within the public sidewalk.
- This location contains a traffic signal cabinet only.
- The theme chosen for this location is "Route 66".
 - Huntington Drive was originally Route 66, one of the first intercontinental highways in the U.S, allowing travel between Chicago and Los Angeles. The roadway has been featured in music, film, television, and writing. Duarte was originally developed along Route 66, influencing the City's growth and development throughout the years. Utility Box #1 should reflect the City's connection with Route 66 and themes associated with Route 66.

Utility Box #2

- Southwest corner of Duarte Road and Circle Road
- This location is at the easterly entrance to the City of Hope Campus, across the street from the light rail station, and adjacent to the City's Duarte Road bike lane. The utility box will be very visible for the many staff and visitors who use light rail to commute to City of Hope, in addition to the general public. A public sidewalk surrounds the utility box.
- This location contains a traffic signal cabinet with a meter pedestal.
- The theme chosen for this location is "Medical Health".
 - City of Hope National Medical Center was established in 1913, predating the incorporation of the City. The 116-acre campus is the



Utility Box Art Program

City's largest employer and private property owner. City of Hope is designated a Comprehensive Cancer Center, and as a research institution, has produced treatments and therapies for other diseases, such as diabetes and AIDS. Duarte was also home to a second hospital – Santa Teresita. Established in 1930, the property had transformed into a hospital by 1955. The hospital closed in 2004 but Santa Teresita remains a part of the City's healthcare landscape by providing skilled nursing and a five-story medical office building. Utility Box #2 should reflect the City's longstanding affiliation with medical health and healthy lifestyles, and the people, places, and things associated therewith.

Utility Box #3

- Northeast corner of Fasana Road and Highland Avenue
- This location is adjacent to the City's light rail station, and across the street from the Duarte Station Specific Plan – the community's transit-oriented neighborhood. A 344-unit apartment building was completed last year, and a second, 292-unit, apartment building is slated to be completed by the end of the year. Future uses adjacent to this box location may include additional mid-rise apartment buildings, mixed-use, and/or hospitality. This location is located at a "T" intersection and will be very visible to eastbound Fasana Road traffic. There is no sidewalk abutting this utility box. A bike "sharrow" lane is located on both sides of Highland Avenue.
- This location contains a traffic signal cabinet with a meter pedestal.
- The theme chosen for this location is "Transportation".
 - Duarte has always been located close to major modes of transportation, including: the Santa Fe Railroad originally constructed in 1885, Route 66 built in 1926, the 210 Freeway in 1968, and finally Metro's A Line (Gold Line) opened in 2016. Utility Box #3 is located adjacent to the City's light rail station and former Santa Fe Railroad line. Box #3 should incorporate themes associated with the City's current and/or past connections with rail and may include the City's tie with other modes of transportation affiliated with the community.



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Utility Box #4

- Southeast corner of Huntington Drive and Crestfield Drive
- This utility box is located on the public sidewalk, in front of the Maryvale Early Education Center along with the easterly segment of Huntington Drive. This location will be most visible to pedestrians and many of the commuters who take Huntington Drive for their evening commute.
- This location contains a traffic signal cabinet only.
- The theme chosen for this location is "Childhood".
 - Utility Box #4 is located next to the Maryvale Early Education Center. This location should incorporate design themes that reflect: youthfulness, education, learning, bright futures, and other imagery associated with the positive characteristics of childhood.



Utility Box Art Program

Submittal Content

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. To expedite the evaluation of proposals, submittals, shall include:

- A. Utility Box Art Program application
- B. Original artwork
- C. An artist statement (200 word maximum)
 - The statement shall describe why the artist is interested in designing artwork for the utility box, previous experience working on art projects, previous experience working on public art projects (not required), and how the artist believes the art will beautify the surrounding area.
- D. An artwork statement (200 word maximum)
 - The statement shall describe and/or interpret the artwork as it relates to the theme and topics.
- E. Resume (optional)
 - A resume that includes exhibition history and past projects.
- F. One to three examples of previous artwork (optional)
 - Include a brief description of each artwork. Please provide a hard and/or digital copy.

The original artwork can be designed/created in any 2D medium. We encourage applicants to develop designs in digital format utilizing the template attached; however, the City will also accept photographs or scans of physical art for the application as well. The design concept must be provided in color. Selected artists will need to convert final designs into one of the following file types: PDF, .ai, .psd, TIFF or JPEG. TIFF and JPEG need to be a minimum of 300 DPI and a minimum of 2,000 pixels.



Utility Box Art Program

Project Details

Project Timeline*

- Call for Artists announced: May 6, 2024
- Application submission deadline: July 8, 2024 by 6 PM (PDT) or until 100 complete applications are received
- Artwork evaluated by Arts Ad Hoc Committee: August-September, 2024
- Artwork approved by City Council: September-October, 2024
- Final design completed: November, 2024
- Project(s) installed: January, 2025 (dependent upon vendor availability)

****All dates are subject to change at the City of Duarte's discretion.***

Artist Stipend

Selected artists will be paid a \$750 stipend per each final design chosen for those utility box locations that contain only a traffic signal cabinet. Some locations also contain a smaller, metal meter pedestal adjacent to the traffic signal cabinet. Selected artists will be provided an additional \$200 stipend per each final design chosen for locations that also include a meter pedestal. The stipend will be paid ½ upon selection, ½ after final installation. The City will cover the cost of installation and maintenance of the utility box wrap.

Application and Review Process

Please complete the attached application and submit it to the Community Development Department no later than July 8, 2024 at 6 PM (PDT). Entries must be postmarked, emailed, or hand-delivered no later than the deadline time and date. If submitting via email, the application must be a PDF file. Artwork must be uploaded and sent utilizing media requirements found below:

Email

Email: jgolding@accessduarte.com

Subject: Utility Box Art Program



Utility Box Art Program

Mail/Walk-in

City of Duarte
Community Development Department
1600 Huntington Drive
Duarte, CA 91010

Artwork will be evaluated and recommended by the Arts Ad Hoc Committee to the City Council for final approval. Artists will be notified within one (1) week of City Council approval, if their work is selected.

Media/Art Requirements

Design Guidelines

- A. Utility box art may be graphic art, photos, or similar material that can be converted to digital format.
- B. Artwork must be original and may not contain advertising, copyrighted material, religious art, drug-related content, sexual imagery, or convey political partisanship. All artwork should be appropriate for all ages to view in a public setting.
- C. Art should be visible from a distance.
- D. Text is discouraged, however if the design is to include text, it must be included in the proposal. The artist must have the right to use this text.
- E. The name of one artist or artist group name may be included on the art, but shall be limited to no more than a 2" tall x 10" wide letter block, located on no more than two sides of any box, and placed in the lower one-third of the artwork. Artist(s) names should not detract from the art.

Media Requirements

- A. Photography/photos submitted must be taken with a high-resolution camera with a minimum resolution of 20 megapixels.
- B. Selected artwork must be created in or convertible to AI, PDF, PSD, or JPEG formats. These formats are most common because of the workability of the files, which helps prevent pixelation in the final prints. Size/resolutions should be minimum 300 dpi, minimum of 2,000 pixels, and 40" wide by 20" high.



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- C. The City reserves the right to make layout edits to the design to ensure proper scaling, and to ensure the artwork does not cover any keyholes, meter windows, door hinges, sensors, ventilation, etc.
- D. Artists of selected artwork understand and agree to the following: Selected artwork will be digitally applied to anti-graffiti vinyl and wrapped on utility boxes that may be targeted by vandals. Art is applied to functioning equipment that may need repair or replacement. No guarantee is issued for the location or longevity of the display. The vendor may make adjustments to the finished piece to address installation challenges.

Artist Requirements

Artist Eligibility

- A. Artist must be 18 years of age or older to apply.
- B. Applicants must reside, work, or attend school in Los Angeles County.
- C. Application is open to all artists: professional, amateur, and student.
- D. Open to individual artists, or a team of artists working as a group. If applying as a group, the application will need to be submitted as a group; and all individuals associated with the group must complete and sign both the Artist Application and the Utility Box Art Policy forms.
- E. Artist may be evaluated on previous experience.
- F. If all else is equal, priority will be given to residents of Duarte.

Artist Responsibilities

- A. It is the responsibility of the artist to submit a completed application by the listed due date, as well as to include all required materials.
- B. The artist shall adhere to all Utility Box Art Program Guidelines and the Call for Artists application.
- C. Artist will be responsible for working with the printer/installer of vinyl wraps to assist in adjusting all artwork, files, and necessary materials for printing and installation on the utility boxes.
- D. The artist retains the copyright of the artwork.

City Responsibilities



Utility Box Art Program

- A. The City will work with a third-party vendor to install the selected designs as a graffiti resistant vinyl wrap on each box.
- B. The City is responsible for the maintenance of artwork.
- C. The City owns all installed artwork and reserves the right to copy, reproduce and adjust the artwork as it sees fit, in perpetuity.

Process and Installation

Art Duration

While this art is intended for long term use (5+ years), the City reserves the right to modify or remove artwork should a utility box require maintenance, modifications, repairs, or any other reason deemed by the City. Should this occur, the City can convert the utility box back to its original state and color, solicit new proposals and change the artwork, or work with the artist to update the art to the respective changes that occurred.

Ownership

Under the terms of the City's contract with the artist, all City-funded art installed on City property is owned by the City upon its completion. Additionally, the attached terms and hold harmless agreement is required for entry.

Selection Process

- A. Selection and approval will be based on the original artwork meeting the location's theme, innovation, appropriateness, originality, visual impact, and Approval Criteria provided in the Program Guidelines.
- B. All entries will be reviewed, scored, and recommended by the Arts Ad Hoc Committee for ultimate consideration and approval by the City Council.
- C. Artists will be notified by City staff if their artwork is approved or not.
- D. A vendor of City staff's choosing will work with the artist, and then install a vinyl wrap of the approved original artwork.
- E. Selected artists must provide a completed IRS Form W-9 prior to payment and will receive an IRS Form 1099 for any amount over \$600.

Contact Information

For additional questions regarding this program, please contact Jason Golding, Planning Manager, at (626) 357-7931 ext. 231 or via email at jgolding@accessduarte.com.



Utility Box Art Program

Artist Application Form

Full Name:	Alias:
Date of Birth:	Address:
City:	Zip Code:
Phone Number:	Email:
Utility Box Number and Theme:	
Artwork Title:	

Application Checklist	
<input type="checkbox"/>	Signed and initialed artist application form for each submitted design proposal
<input type="checkbox"/>	Artist statement (maximum 200-words)
<input type="checkbox"/>	Artwork statement (maximum 200-words)
<input type="checkbox"/>	Resume (optional)
<input type="checkbox"/>	One (1) to three (3) examples of previous artwork (optional)
<input type="checkbox"/>	Signed Utility Box Art Terms, Agreements & Releases form
<input type="checkbox"/>	Artwork, which must meet submittal content and applicable media requirements

I certify that I have created the attached artwork _____ (Please initial)

I have read and agree to the City of Duarte's requirements and responsibilities provided within the Utility Box Art Program Guidelines.

Applicant/Artist Signature

Date

OFFICE USE ONLY

<input type="checkbox"/> Received Date: _____	<input type="checkbox"/> Incomplete Date: _____	Comments/Case No.
<input type="checkbox"/> Received Time: _____	<input type="checkbox"/> Complete Date: _____	



Utility Box Art Program

Utility Box Art Terms, Agreements, & Releases

Please print clearly:

Artist Name: _____

D.O.B.: _____

Address: _____

City: _____ Zip: _____

Cell Phone: _____

Email: _____

Terms of Submission

I agree that: (1) I have read and agree to adhere to all application procedures, requirements, responsibilities, guidelines, and other general information related to the Utility Box Art Program; (2) my submission(s) and their contents will be original art and automatically become the property of the City of Duarte, with no compensation to me; (3) The City of Duarte may use or redistribute the submissions and their contents for any purpose and in any way; (4) there is no obligation for the City of Duarte to review the submission; and (5) there is no obligation to keep any submissions confidential. Further, I agree to waive any and all rights in the Visual Artists Rights Act, 17 U.S.C §§106A and 113(d) ("VARA"), the California Art Preservation Act, Cal. Civil Code §§987 and 989 ("CAPA") including but not limited to, rights of attribution and rights to removal or possession.

Hold Harmless Agreement

I agree to waive and release the City of Duarte and its officers, agents, and employees from and against any and all claims, cost liabilities, expenses, or judgments, including attorney's fees and court costs arising from my child's (or my) participation in the City's Utility Box Art Program or any illness or injury resulting therefrom.

This waiver release is intended as a full and complete release covering any possible claims, contingent or otherwise, involving personal injury or property damage which may arise in connection with the Utility Box Art Program. This release includes, although it is not specifically limited to, any claim for any injuries or damages which the undersigned may suffer in connection with the Utility Box Art Program, related actions in connection with any work, labor, or services performed by the undersigned for or on behalf of the City or the Utility Box Art Program, regardless of whether the undersigned is actually participating in said activities, any injury to the person or damage to property which may be suffered by the undersigned as the result of or arising out of the participation in the Utility Box Art Program.



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I further agree to indemnify and hold harmless the City of Duarte from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from willful misconduct on the part of the City, and its employees. I understand and agree that by signing this waiver, I am freeing the City of Duarte, its officers, agents, or employees from any liability resulting from my child's (or my) participation in this activity.

Photo & Videography Release

I give my permission to the City of Duarte to photograph or video record me, or my children, participating in the program for use in the City of Duarte's publicity and publications and will not seek compensation for such.

Applicant/Artist Signature

Date



Utility Box Art Program

Selected Utility Boxes

Utility Box #1: Southeast corner of Huntington Drive and Mountain Avenue

Art Box Theme: Route 66



North (Front)



South (Back)



East (Side)



West (Side)



Utility Box Art Program

Utility Box #2: Southwest corner of Duarte Road and Circle Road (one traffic signal cabinet and one meter pedestal)

Art Box Theme: Medical Health



North (Front)



South (Back)



Utility Box Art Program



East (Side of Utility Box)



West (Side of Utility Box)



East (Side of Pedestal)



West (Side of Pedestal)



Utility Box Art Program

Utility Box #3: Northeast corner of Fasana Road and Highland Avenue (one traffic signal cabinet and one meter pedestal)

Art Box Theme: Transportation



West (Front)



East (Back of Utility Box)



East (Back of Pedestal)



Utility Box Art Program



North (Side of Utility Box)



South (Side of Utility Box)



North (Side of Pedestal)



South (Side of Pedestal)



Utility Box Art Program

Utility Box #4: Southeast corner of Huntington Drive and Crestfield Drive

Art Box Theme: Childhood



North (Front)



South (Back)



West (Side)



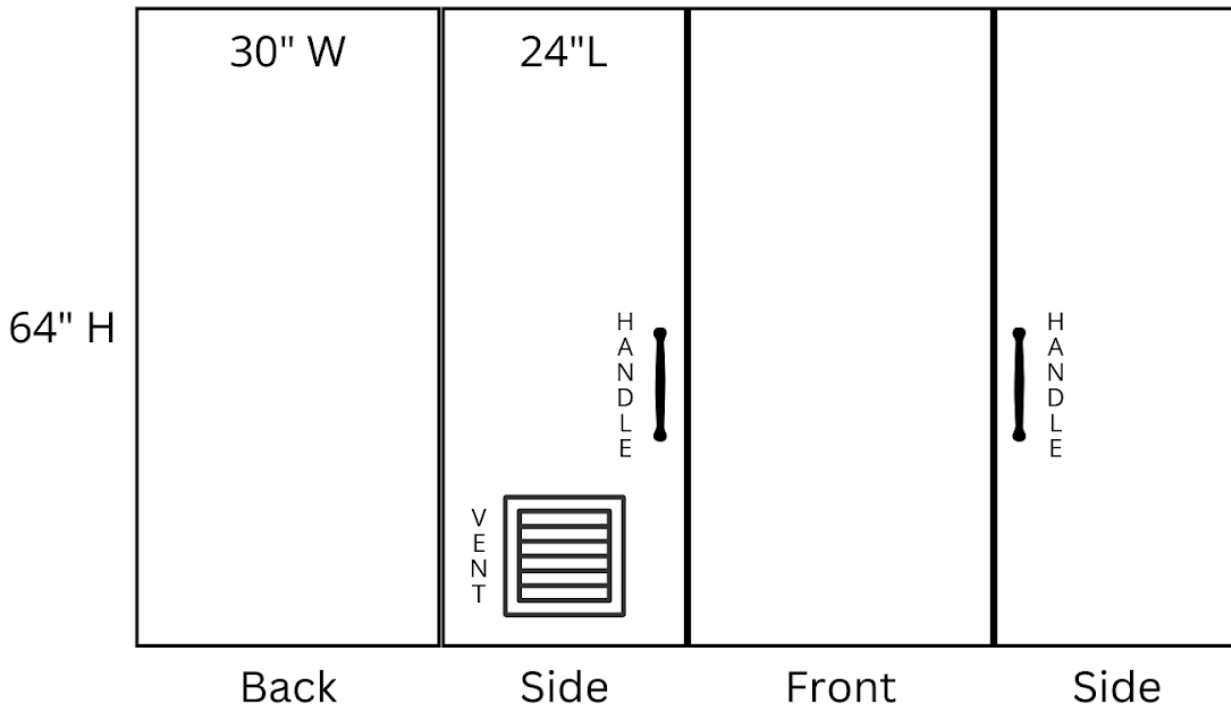
East (Side)



Utility Box Art Program

Typical Traffic Signal Control Box Template

Actual Box May Vary



Typical Meter Pedestal Template

Actual Box May Vary

