

# City of Waltham SWITCHBOX Art Project

The City of Waltham, through its Mayor's Office, and the Waltham SWITCHBOX Art Committee, invites any person who lives or works in Waltham to participate in a public art project, according to the specifications and instructions in this document.

This program is designed for 15 City of Waltham owned utility switchboxes; light and signal control boxes, (LSBs). The switchbox art will become the property of the City of Waltham.

**Submittal Deadline: Friday, July 12, 2013 by 4:00 PM**

Please submit proposals by hardcopy to:

Waltham SWITCHBOX Art Project Committee  
c/o Mayor's Office  
Waltham City Hall  
610 Main Street  
Waltham, MA 02452

## **Introduction:**

Waltham is a community rich in history, diversity and cultural resources. Our community led the Industrial Revolution and continues to support and promote 21st century technology. Waltham has embraced cultures and traditions from countries all around the globe and continues to be a prime location for stores and restaurants spanning many cuisines and ethnicities. Positioned along the Charles River, Waltham is fortunate to possess areas of natural beauty from Prospect Hill to Beaver Brook North.

With efforts to enhance the City of Waltham, a Waltham student, Ms. Cora Casteel and Ms. Sally Collura, submitted requests to jump start a SWITCHBOX Art Project. The main objective of this project is to implement a switchbox enhancement initiative to improve the appearance of Waltham in conjunction with its residents, labor force, citizens, schools, community based organizations, and businesses. The Mayor then assembled various individuals to form the Waltham SWITCHBOX Art Project (WSBAP) Committee.

## **Mission:**

To represent the vibrancy and spirit of Waltham, a switchbox art project will be instituted to "transform" plain electrical boxes throughout the City into public pieces of art. These metal canvases will present an exciting opportunity to turn background urban utilities into conversational pieces that celebrate the historical and cultural wealth of our City and increase the beauty of our public space.

Through the WSBAP Committee, this invitation to submit proposals is being issued to any person who currently lives or works in Waltham, and who has a desire to contribute to beautifying the City.

The Committee is seeking artwork that will celebrate Waltham: then, now and beyond. The images chosen will emphasize Waltham's diversity, and celebrate the City's historical, cultural, industrial, and/or social contribution.

This initial phase of the project will incorporate 15 boxes at various key locations (see exhibit 4) throughout the City. All painting and artwork must be completed by October 31, 2013.

## **The WSBAP Committee:**

- ✓ **Mayor Jeannette A. McCarthy** – Mayor of Waltham
- ✓ **Councillor Daniel P. Romard** – Councillor Ward 1
- ✓ **Ms. Kathy Carey** - Waltham resident
- ✓ **Ms. Cora Casteel** – Waltham resident, student
- ✓ **Ms. Sally Collura** – Waltham businesswoman and former Councillor
- ✓ **Ms. Ginger Conneaney** - Artist, Waltham School Department, Art Education
- ✓ **Ms. Mary Coughlan** - Artist, Waltham School Department, Art Education
- ✓ **Mr. Tim Kelly** - City of Waltham, Wires Department Director

## **Benefits to the Artists:**

- Artist recognition via their signature(s) on the utility box (no larger than 3"x5" total area)
- Notable mention of all artists in media information relating to this project
- Information will appear on Waltham's websites: [www.walthamtourism.com](http://www.walthamtourism.com), [www.city.waltham.ma.us/open-bids](http://www.city.waltham.ma.us/open-bids) , and other periodic and promotional material for the City of Waltham, and include artist name, artwork title, and photos of the artwork

## **Eligible Proposals:**

The Committee is seeking artwork that will celebrate Waltham: then, now and beyond. Proposals should be positive, original and creative.

Submissions will be judged in part by how they reflect the historical and cultural vibrancy of the community and/or a specific site within the City.

Chosen artists under 18 years of age, must have adult supervision during the painting process.

Proposals will be ineligible if they involve, depict, hint at or otherwise indicate:

- A breach of intellectual property rights (i.e., somebody else's idea)
- Trademarks, brand or business names, logos or copyrighted images
- Anything that is harmful to a third party
- Collage or gluing anything onto the box
- Majority of dark paints as dark paints can overheat a box

All designs become the property of the City of Waltham.

## **Specifications and Guidelines:**

1. Applicants must either live and/or work in Waltham.
2. Proposals should be based on the dimensions of the enclosed template (Exhibit 3) and designs should include all sides. However, please note the actual box may be a different size.
3. Applicants may submit up to 3 separate proposals; however, a selected artist will be allowed to paint only one box.
4. Each proposal can be no greater than 8½" x 11" in size and submitted on 8½" x 11" paper. Digitally produced art is welcomed (and in keeping with Waltham's reputation as a host of innovative ideas) as long as it conforms to the same legal restrictions as art produced in a traditional way (no copyright infringement...) and can be submitted via the application template.
5. Fifteen (15) switchbox locations have been selected by the Committee for this initial phase of the project, (see exhibit 4). Applicants should view and become familiar with the selected utility boxes. You may indicate first, second and third preferred box locations. However, the Committee reserves the right to make all assignments.

6. Submit your hardcopy entry or entries to the Waltham SWITCHBOX Art Project, in care of, Mayor's Office, Waltham City Hall, 610 Main St, Waltham, MA 02452 no later than **Friday July 12, 2013 by 4:00 PM**. The preparation and painting period will officially commence upon notification by the WSBAP committee. A copy of the application and template is available at the end of this RFP.
7. The WSBAP Committee will review the proposals. Entries will be numbered and judged anonymously. Therefore, an applicant could have up to three of his/her proposals chosen; however, an applicant will only be allowed to paint one box.
8. Accepted proposals become the exclusive property of the City of Waltham. There is no guarantee of selection. There is no guarantee of how long the artwork may remain on the boxes as they may require upgrading or replacing. The City has the right to move, or remove the artwork at any time.
9. Artwork submitted on the proposal template must match the design that will be painted on the switchbox. Artists are responsible for preparing the boxes; this includes scraping, sanding and priming. The box preparation will then be inspected and approved by the City of Waltham Wires Department before any painting can begin.
10. The sizes of the boxes may vary slightly; applicants must be prepared to adjust the design to fit the box.
11. Artwork using a majority of dark colors **cannot** be considered due to the potential for overheating the utility boxes.
12. Painting will begin after notification by the committee and the completion of required documentation.
13. The City of Waltham, or its contractors, must have access to the components inside the box at all times.
14. Door hinges should be painted in such a way that it does not lock the hinges in place. The levers/handles/keyholes on the box should not receive any type of coating.
15. When washing or painting the box, no moisture should get inside the box through any vents. There are sensitive electronic components in the box that must be preserved. The vents should not be covered such that airflow is restricted inside the cabinet. Ventilation keeps the box from overheating.
16. Artists may want to block off the box to keep the public from brushing against wet paint, but care should be given to leave at least five (5) feet of the sidewalk open where possible for compliance with ADA requirements.
17. Artist signatures on the box must not exceed 3" x 5" in total size
18. Upon completion of the painting, the City of Waltham will be responsible for sealing all switchbox designs.

19. A reimbursement of no greater than \$150 per box will be allowed. Valid receipts for supplies used in the completion of a switchbox design will be required for reimbursement. The Committee reserves the right to approve/disapprove any and all reimbursements.

**Instructions for Chosen Artists:**

The WSBAP Committee will notify you by phone and/or letter, if your design is chosen.

**Orientation Meeting**

An orientation meeting will be held for all selected artists. At that time, you will be required to sign and return necessary contract forms, as well as complete and be granted a Wire Permit prior to painting your box. In addition, you will receive directions to your utility box, and an overview of painting instructions. The time and place of the orientation meeting will be announced at a later date.

**Painting**

Use only acrylic paint: Golden or Liquitex high-viscosity paint, as approved by the committee prior to the commencement of the project. The City of Waltham will apply the final sealant.

## **Frequently Asked Questions**

### **How many designs may I submit to the Project?**

You may submit for consideration, up to three designs. However, you will be allowed to paint only one box.

### **How will I be notified that my artwork has been selected?**

You will receive a formal notification by letter after the Committee has reviewed all the submissions.

### **How will artwork be judged?**

Artists' names will not appear on artwork during the selection process. All submitted artwork will receive numbers. The names of the artists will not be made public until the selection process is completed.

### **What does WSBAP look for when selecting the artwork?**

The Committee is seeking artwork that celebrates Waltham: then, now and beyond. The Committee is honored to review ideas from talented individuals and will look for artwork that is original and creative. Imagination is key.

### **What is the painting schedule?**

Painting and preparation may begin any time a directive is issued by the Committee. The project must be completed by October 31, 2013.

### **Do I get to choose my utility box?**

Within this initial phase of the project, 15 switchbox locations will be selected. You can submit a design(s) for a particular box(es) and indicate first, second and third preferred box locations; however, the Committee reserves the right to make all assignments.

### **Do you have examples of utility box art?**

There are many such programs available across the country. It is recommended that you search the internet for images of utility box art.

## **Submission Checklist:**

Submit the following application materials in hardcopy by **Friday, July 12, 2013 @4:00 PM**

1 – Art Project Application (Exhibit 1)

2 - Artwork Information (Exhibit 2)

Please state the name for the artwork and brief description (50 words or less) of the reasons or inspirations behind the proposal. This information may be used for publicity purposes.

3 - Template Sample (Exhibit 3)

The proposal should be submitted on material as described under the Guidelines and Specifications section of this document, and should include all sides of the box. In addition, a color rendering as an accurate depiction of your proposed design for the artwork should include the artist's signature on the proposal. All chosen designs become the property of the City of Waltham.

4 - Switchbox locations (Exhibit 4)

All applicants should plan to review the switchbox locations.

5 - Submission must be by hardcopy. No electronic submissions will be accepted.

# Exhibit 1

## Waltham SWITCHBOX Art Project Application

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

Name: \_\_\_\_\_  
(Please Print)

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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Employer: \_\_\_\_\_

Work address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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If under 18 years of age; Parent/Guardian information is required:

Age: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Consent: \_\_\_\_\_

Parent/Guardian Address: \_\_\_\_\_

Parent/Guardian City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent/Guardian Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/Guardian Email address: \_\_\_\_\_



# Exhibit 2

## Waltham SWITCHBOX Art Project Artwork Information

Name/Title of the Artwork: \_\_\_\_\_  
(Please Print)

Preferred Switchbox Locations:

- 1 - \_\_\_\_\_
- 2 - \_\_\_\_\_
- 3 - \_\_\_\_\_

NOTE: Within this initial phase of the project, 15 switchbox locations will be selected. (See Exhibit 4). You can submit a design(s) for a particular box(es) and indicate first, second and third preferred box locations; however, the Committee reserves the right to make all assignments.

Description or reason behind the inspiration for the artwork (50 words or less):

# Exhibit 3

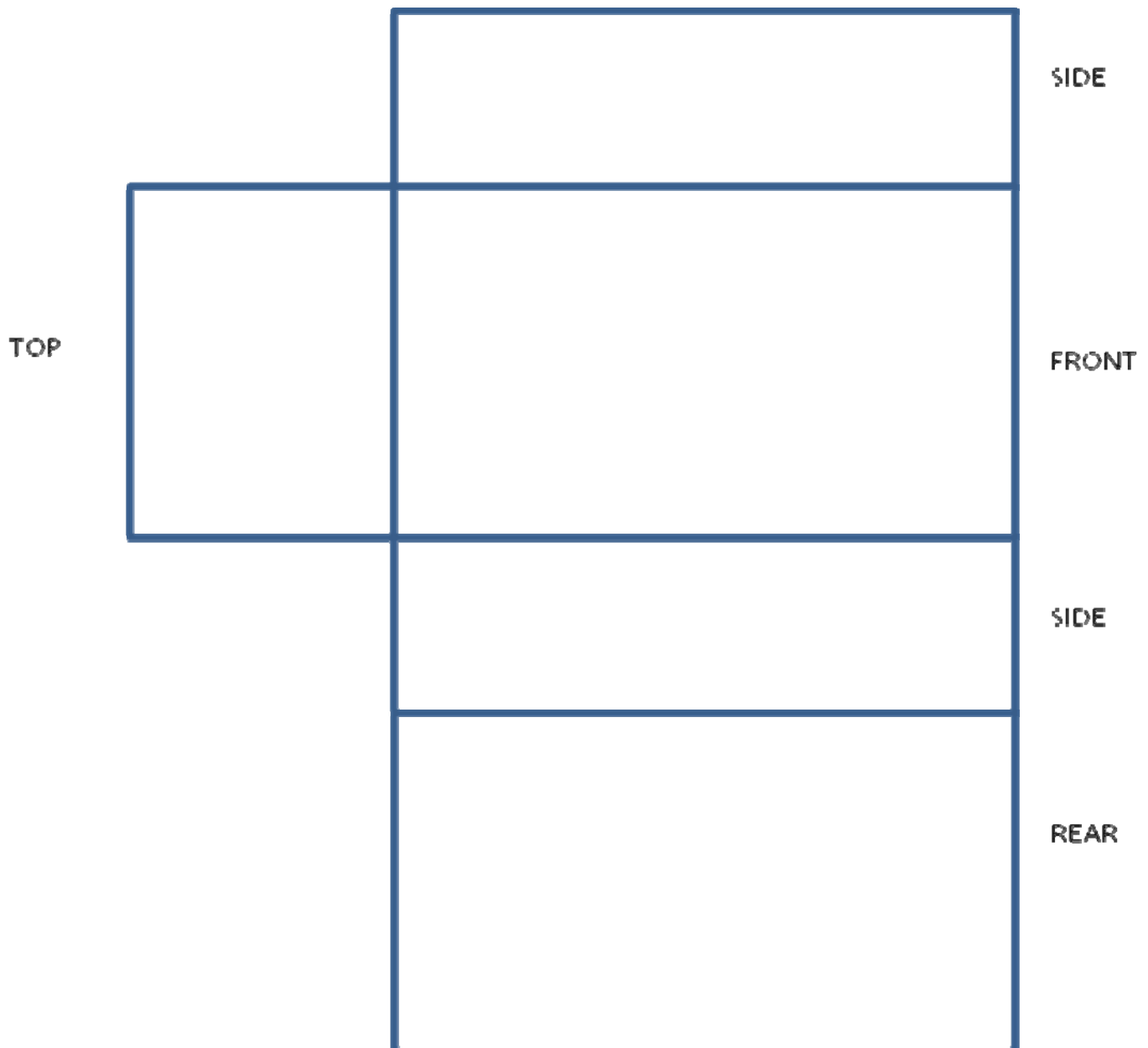
## Waltham SWITCHBOX Art Project Drawing/ Template

This is a diagram of a typical utility box showing four sides and a top. Use it as a sample template to show the image as you would like it to be painted on the box. The City of Waltham's utility boxes are generally 4' tall, 3-4'wide, 2' deep, though sizes may vary slightly.

Feel free to include a photograph of the proposed drawing.

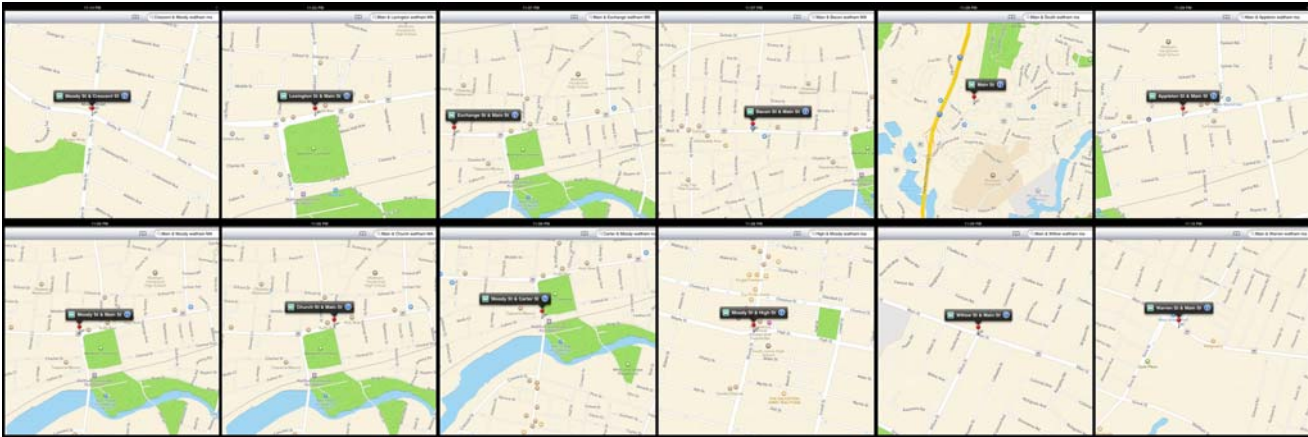
Artwork Title: \_\_\_\_\_

Artist: \_\_\_\_\_



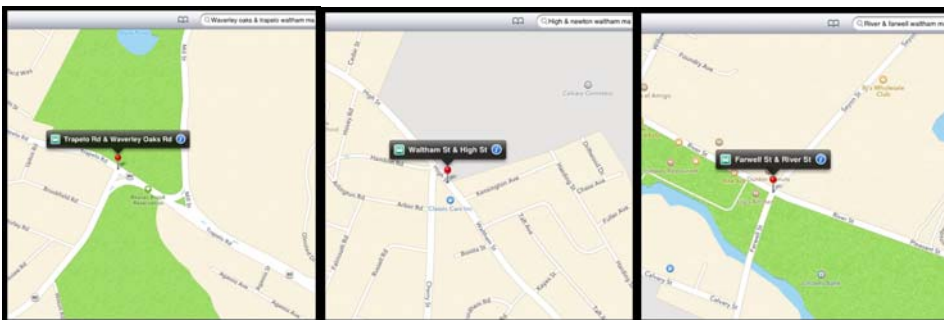
# Exhibit 4

## Waltham SWITCHBOX Art Project Switchbox locations



### DOWNTOWN AREA

1. Crescent & Moody
2. Main & Lexington
3. Main & Moody
4. Main & Church
5. Main & Exchange
6. Main & Bacon
7. Carter & Moody
8. High & Moody
9. Main & South
10. Main & Appleton
11. Main & Willow
12. Main & Warren



### OUTER WALTHAM AREA

13. Waverley Oaks @ Trapelo
14. High @ Newton
15. River @ Farwell