

BURBANK CHANNEL BIKEWAY PUBLIC ART OPPORTUNITY PHASE I



CALL FOR ARTISTS

Compass Tree Park
601 South Lake Street, Burbank, CA 91502

ISSUED: April 24, 2026

SUBMISSIONS DUE: JUNE 25, 2026, AT 11:59 P.M.

Introduction

In 1992, the City of Burbank (City), recognizing that the lives of the citizens of the City can be enriched by exposure to art in its various forms, created the Art in Public Places program (Program). The Program is designed to accomplish the following goals and objectives:

- To enhance the visual attractiveness of the City.
- To increase the understanding and enjoyment of art by Burbank residents and visitors.
- To encourage artistic collaboration among professional disciplines responsible for urban design.
- To invite public participation and interaction with public spaces.

This Program has made it possible for recognized artists to enhance public spaces throughout the City with sculptures, murals, and other art mediums. The Program has become a significant element in the City's image, with over 130 public art installations.

Artists contracted to create public art for the City, must meet the following requirements of the Program:

- The artwork's composition shall be of permanent-type, durable, and weather-resistant materials that require low maintenance.
- The artwork shall be scaled in a size that is proportional to the size of the development project and is an integral part of the landscaping and architecture of the project.
- An Artwork Identification Plaque must accompany the art installations. The plaque shall list only the date, title, and artist and shall not be mounted directly on the art project itself.

More detailed information about the Program can be found in the Burbank Municipal Code under Section 10-1-1114.

As part of the Program, the Burbank Channel Bikeway Public Art Project (Project) will further enrich the City's aesthetic and cultural identity by thoughtfully integrating art into the urban landscape. The Project will create a vibrant environment that celebrates creativity and enhances the overall experience for residents and visitors alike.

Project Overview

The City is seeking qualified professional artists experienced in large-scale art projects to provide design, fabrication, and installation services for a site-specific artwork at Compass Tree Park (Park), an existing pocket park located along the Burbank Channel Bikeway (Channel). In addition to the Park sculpture, the City intends to commission other artwork opportunities along the Channel.

In 1817, Spanish Padres planted four golden sycamore trees at a nearby location to mark the four cardinal points. This landmark served as an important halfway marker for travelers between the Los Angeles and San Fernando missions. The original trees were removed in the 1940s, and four sycamore trees were later planted to mark this historic site. The Park was dedicated in 2002 by the City to serve as a reminder of the region's early Spanish heritage.

Today, the Park also serves as a key entrance to the Channel and is a well-shaded resting spot for cyclists and pedestrians. Thus, the selected artwork should attract Channel patrons, while reflecting the history of the site. The artwork should also celebrate the Channel's role as a transportation corridor and a community gathering space.

The Channel is a multi-use path that runs parallel to the Burbank Western Wash, providing a safe and convenient route for pedestrians and cyclists. The bikeway spans approximately one mile and is a popular destination for locals and visitors alike. Please refer to the map attached in Exhibit A.

The Channel runs through residential neighborhoods, commercial areas, and a park before ending at Victory Boulevard, with future plans to connect to the Chandler Bikeway. While traversing the Channel, cyclists and pedestrians can enjoy views of the Burbank Western Wash and its surrounding greenery.

This shared-use corridor also serves as a crucial link in the Los Angeles County bicycle network, providing access to other bike paths, including the Los Angeles River Path. The path is also an essential transportation corridor, connecting residents and commuters to major destinations, such as schools, shopping centers, and employment hubs.

In recent years, the Channel has undergone significant improvements, including the installation of new lighting, resurfacing of the path, and the addition of new wayfinding signs and planning for public art. These enhancements have made the bikeway safer and more accessible for all users, encouraging more people to use this vital community resource.

Project Goals

- Provide a landmark artwork that enhances the community's experience of the Park and fosters a meaningful connection to the area's history.
- Create a gateway statement that attracts patrons to the Channel, by creating a sense of excitement and interest for visitors and residents alike.
- Furnish a design that harmonizes with the natural beauty and tranquility of the Park and Channel landscape.
- Design to a scale and proportion that complements the Park, the adjacent Channel, and the surrounding residential neighborhood.
- Comply with all aspects of accessibility, public safety, City infrastructure, and any other regulatory building codes.
- Complete the project within the allotted budget and schedule.
- Create an artwork that is unique and one-of-a-kind, contributes to the City's art collection, and represents the diversity of artists.

Location

The Channel is a one-mile bike path in the City of Burbank that runs along the Burbank Western Channel in Burbank, California. The starting point of the Bikeway is at West Olive Avenue and South Flower Street, and it runs south along the channel to West Linden Avenue.

Compass Tree Park, located along the Channel at 601 South Lake Street, has been designated as the site for a freestanding art installation. The park features four trees arranged at the cardinal points around a paved compass rose. Two benches flank the compass, and a nearby bronze plaque commemorates the site's history. Adjacent to the seating area is a level grass area where the artwork will be sited. This specific area within the Park is outlined on Page 10 of this document. While this small park does not lend itself to large gatherings or events, this section of the Channel has bicyclist access and is a popular entrance point to the Bikeway. The area immediately west of the Park is zoned residential.

Eligibility

- This project is open to practicing professional artists experienced in large-scale installations who have successfully completed two or more public art projects with a budget of at least \$100,000 per project.
- Prospective artists may not submit more than one application. Artists must be over the age of 21, U.S. residents, and eligible to work in the United States with a valid Social Security or Tax ID Number at the time of application.

Budget

The total public art budget for this project is \$135,000. The budget shall include the artist's design fee, engineering materials provided by a California licensed structural engineer, supplies, fabrication, delivery, site preparation and installation by a California licensed general contractor, storage, travel, insurance, bonds, permits, contingency, lodging, equipment, sales tax, and any other associated costs needed to execute the artwork. The insurance requirements are outlined in Exhibit B.

Landscaping the area immediately around the artwork is not part of the artist's scope. The City will work with the selected artist to discuss appropriate landscaping selections for the area immediately surrounding the artwork. Separately, the City will host a dedication ceremony.

Scope of Work

Milestone 1: Design Development

- The artist will develop a comprehensive design that includes detailed drawings and renderings to scale, material specifications, and fabrication methods. The artists will need to demonstrate that the artwork can be completed within budget and on schedule. The artist will subcontract with a California licensed structural engineer to finalize the design for permitting and construction.

Milestone 2: Plan Check and Permitting

- The artist will work with the City to obtain all necessary permits and approvals from relevant departments and agencies for the construction and installation of the artwork.

Milestone 3: Fabrication

- The artist will need to ensure the artwork is constructed in accordance with the final design specifications and meets all quality standards. This may involve periodic site visits, review of fabrication processes, and communication with the fabricator to address potential issues.

Milestone 4: Shipping, delivery, and Installation

- The artist will ensure the artwork is packed and crated for delivery to the project site. The artist will work with a California licensed general contractor to ensure proper execution of the installation according to the final plans. This will include working with the City to address outstanding issues before completion.

Milestone 5: Project Close Out and Artwork Dedication

- The artist will produce and provide the City with a comprehensive manual for the care and protection of the artwork. The artist will work with the City on project documentation, media coverage, and public relations, and will be required to participate in the dedication ceremony for the completed project.

Site Requirements

- For site dimensions, please refer to Exhibit A of this document.
- The Artwork shall not significantly impact the Park, interfere with Channel activities, or compromise public safety.
- The Artwork must be fabricated using proven methods and durable materials suitable for a permanent outdoor installation, with inherent resistance to theft, vandalism, and weather elements.
- Works rendered in highly durable materials will be considered, including materials such as stone, bronze, steel, mosaic, masonry, and combinations thereof. Art with functional elements, moving or interactive components, will also be considered for this location.
- Manufacture all major components within the United States.
- The selected artwork may be subject to Los Angeles County's Flood Control District (LACFCD) approval. The artist will be responsible for obtaining appropriate permits from LACFCD as part of their contract with the City.
- The selected artist will be required to perform surface geophysical utility detection using appropriate technologies (e.g., EM, GPR) across the project limits to detect and mark all utilities, including water, sewer, storm, gas, electric, telecommunications, fiber, and other buried infrastructure.

Questions

All questions or requests for clarification related to this Call to Artists shall be submitted via email to CallForArtists@BurbankCA.gov on or before May 15, 2026, by 12:00 pm. Please include the section title for each question, if applicable, to ensure the questions are answered correctly. All questions submitted and answers provided shall be posted electronically along with this Call to Artists. Any resulting modifications to the Call to Artists will be made via addenda and posted electronically on June 5, 2026, at www.BurbankCA.gov/CallForArtists.

Any oral communication by City staff or designee concerning this solicitation is not binding on the City and shall in no way modify the Call to Artists or any obligations arising hereunder.

For the entire duration of the open solicitation period for this procurement, no Respondent nor anyone representing a Respondent is to discuss this Call For Artists with any official or employee of the City, other than the designated contact named in this Call for Artists. Neither Respondents, nor anyone representing a Respondent, are to discuss this Call for Artists with any other third party engaged by the City for assistance in acting as a consultant, in preparing the Call for Artists documents, or any cost estimate associated with this procurement. Violation of this prohibition may result in the disqualification of the proposer and termination of the agreement, even if the agreement has already been awarded.

Application Requirements

All materials must be submitted by 11:59 p.m. on June 25, 2026.

Only items submitted via the City's secure online portal will be accepted. To submit your documents, please follow the provided secure link or QR code below.

<https://cloud.burbankca.gov/s/b9D6e8NZr7tgsGC>



Your submission must include:

1. Letter of Interest

- Briefly share your experience, interest in the project, and artistic vision (PDF Format - 1 page max).

2. Resume

- Highlight relevant education, experience, exhibitions, professional recognition, publications, and past public art commissions. (PDF Format - 3 pages max).

3. References

- Provide 3 professional references (with contact information) from similar projects. (PDF Format - 1 page max).

4. Portfolio

- 20 image files of relevant past work in JPEG or PDF format. Do not submit renderings or illustrations of incomplete or proposed artwork.

5. Image List

- Provide the title, year, medium, size, budget, and commissioning agency for each work sample. (PDF Format - 1 page max).

No submissions by mail, email, hand delivery, courier, file-sharing service, telephone, or facsimile will be accepted. All files must be submitted in the required format and begin with your first and last initials, followed by an underscore and the file name. For example, documents submitted by John Smith should be titled: JS_Resume.pdf, JS_Portfolio.pdf, JS_Image1.jpg, etc.

Furthermore, all qualification submissions MUST be fully completed and include all items listed under "Application Requirements" to be considered. Incomplete submissions will not be reviewed or considered by the Site-Specific Selection Committee. This requirement ensures that all artists have an equal opportunity to be evaluated based on the same criteria.

Selection Process

Qualification Phase

All Call for Artists submissions will be reviewed by the City for eligibility, completeness, and responsiveness. The Site-Specific Selection Committee will assess and rank the qualified submittals based on the stated evaluation criteria, such as artistic merit and appropriateness, in order to short-list finalists to develop conceptual site-specific proposals.

Proposal Phase

Short-listed finalists will be invited to participate in a proposal-development phase and will receive a briefing document outlining the relevant specifications, parameters, and limitations to ensure their proposed designs do not interfere with other municipal equipment in and around the Park. Finalists will have approximately six weeks to develop a preliminary concept and budget.

Proposals will be presented to the Site Selection Committee in an interview format. Proposals will be evaluated based on the stated criteria for project feasibility, taking into account factors such as artistic merit, appropriateness, longevity, maintenance, budget and schedule.

Upon submission of the proposal, participation in the interview, and execution of the agreement, each finalist shall receive an honorarium of \$500 to offset the costs of proposal development and preparation for their interview.

The selected artwork will undergo a compliance review by the Art in Public Places Committee, and upon approval, the Committee's recommendation will be presented to the City Council for agreement approval.

All finalists will be notified by the City after the selection process is completed and an artist is recommended for contract award.

The City reserves the right to the following:

- Reject any proposal or all proposals at its sole discretion;
- Extend the deadline or accelerate the pace of the Call for Artists process;
- Waive any or all information, defects, irregularities, or informalities in a proposal
- Revise, change, or amend the Call for Artists selection criteria before the submission deadline;
- Reissue the Call for Artists.

Selection Process (cont.)

Qualification Evaluation Criteria

- **Artistic Merit (50 points):** Assesses the innovation, creativity, and originality demonstrated in the applicant's portfolio of past work.
- **Professional Qualifications (20 points):** Considers education, recognition, experience, and technical skill as evidenced in the applicant's résumé.
- **Medium and Style Appropriateness (20 points):** Evaluates how well the artist's preferred materials and stylistic approach align with the character and requirements of the designated site.
- **Relevant Experience (10 points):** Reviews prior experience related to the project's goals, setting, scale, and scope, including the demonstrated ability to work effectively with public agencies and to deliver projects on schedule and within budget.

Proposal Evaluation Criteria

- **Artistic Merit (35 points):** Evaluation of the proposal's innovation, creativity, and originality.
- **Suitability for Permanent Display (25 points):** Evaluation of the artwork's durability and long-term viability in an outdoor recreational environment, including its resistance to weather, wear, theft, and vandalism.
- **Site and Context Appropriateness (20 points):** Assessment of how well the concept and artistic style complement the designated site and its surroundings.
- **Budget and Schedule Feasibility (20 points):** Consideration of whether the proposed budget and timeline are realistic, well-structured, and achievable.

Special consideration will be given to Burbank-based businesses and/or artists with a meaningful connection to the area and its history.

Project Timeline

- Call for Artists Released on April 24, 2026
- Questions (if any) due on May 15, 2026, at 12:00 p.m.
- Responses to the Questions posted on June 5, 2026
- Qualification Submission Deadline: June 25, 2026, at 11:59 p.m.
- Qualification Review: July 2026
- Semi-Finalists Selection: August 2026
- Semi-Finalists Develop Proposals: September - November 2026
- Artist Selection & Approval: Winter 2026
- Design Finalization & Permitting: Winter 2026 - Spring 2027
- Fabrication & Installation: Spring 2027
- Substantial Project Completion - Summer 2027

Please note that this schedule may be subject to change.

Exhibit A | Site Location

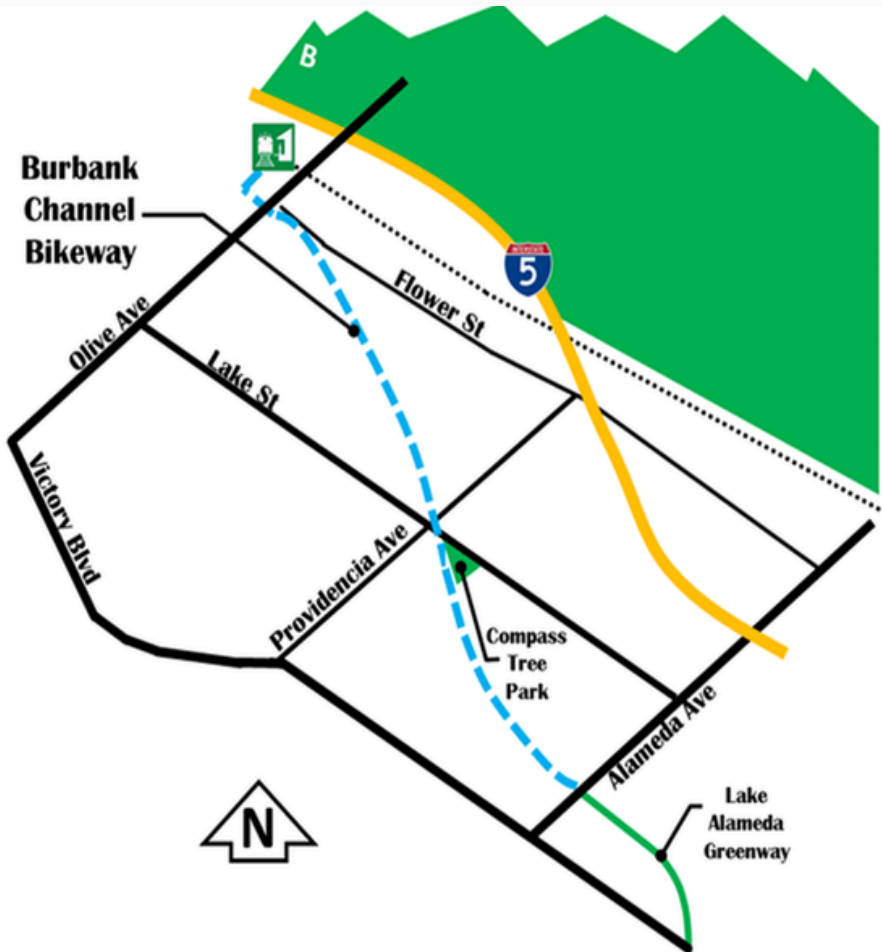


Exhibit B | Insurance Requirements

Minimum Scope of Insurance. Coverage shall be at least as broad as:

- **Commercial General Liability:** Insurance Services Office Form CG 00 01 covering commercial general liability insurance (“CGL”) on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be at least \$2,000,000.
- **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
- **Workers’ Compensation:** as required by the State of California, with statutory limits, and employer’s liability insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
- **Professional Liability or Errors and Omissions:** Errors and Omissions insurance appropriate to the Consultant’s profession (“E&O Insurance”), with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Consultant.

Other Insurance Provisions:

- Additional Insured Status
- Primary Coverage
- Notice of Cancellation
- Waiver of Subrogation
- Deductibles and Self-Insured Retentions
- Acceptability of Insurers
- Claims Made Policies
- Verification of Coverage

City shall inform Consultant if such insurance is required.

Exhibit C | Contractual and Legal Requirements

Separate Agreement with the City

The selected artist and the artist's installation contractor will be required to enter into a formal agreement with the City of Burbank. This agreement will outline responsibilities, project scope, indemnification, insurance, and compliance with applicable laws and regulations.

Indemnification

The contractor shall agree to indemnify, defend, and hold harmless the City, its officers, employees, and agents from and against any and all claims, damages, liabilities, costs, and expenses, including attorneys' fees, arising out of or related to the performance of work under this contract.

Insurance Requirements

The contractor shall provide and maintain insurance coverage as outlined in Exhibit B of the Call for Artists, including Commercial General Liability, Automobile Liability, Workers' Compensation, and Professional Liability (Errors and Omissions). Certificates of insurance must be submitted and approved prior to the execution of the agreement.

Prevailing Wage and Labor Code Compliance

The contractor must comply with the California Labor Code, including all provisions relating to prevailing wages. Contractors and subcontractors must be registered with the Department of Industrial Relations (DIR) and comply with all requirements of the California Public Works program.

Licensing and Permits

All work must be performed by contractors licensed in the State of California and authorized to perform the required scope of work. The contractor is responsible for securing and maintaining all necessary permits and approvals, including those from Los Angeles County Flood Control District (if applicable).

Ownership and Intellectual Property

The final artwork and all associated design documents shall become the property of the City of Burbank upon acceptance and final payment. The artist may retain portfolio rights to use images of the work for professional purposes.


Warranty

The artist and contractor shall provide a warranty guaranteeing the quality, durability, and safety of the installed artwork for a minimum of one (1) year after final acceptance by the City. The contractor will be responsible for correcting any defects during the warranty period at no additional cost to the City.

Contact



 150 North Third Street, Burbank, CA 91502

 818-238-5300

 CallForArtists@burbankca.gov

 <https://www.burbankca.gov/APP>