

**PERIMETER INSTITUTE  
31 CAROLINE STREET NORTH  
WATERLOO, ONTARIO  
N2L 2Y5**

**Charitable Registration Number 88981 4323**

**Request for Proposal (“RFP”)  
Commissioned Artwork**

Perimeter Institute (“**Perimeter**”) is the world’s largest research hub devoted to theoretical physics. Perimeter was founded in 1999 to foster breakthroughs in the fundamental understanding of our universe, from the smallest particles to the entire cosmos. Research at Perimeter is motivated by the understanding that fundamental science advances human knowledge and catalyzes innovation, and that today’s theoretical physics is tomorrow’s technology. Located in the Region of Waterloo, Perimeter is a not-for-profit institute and a Canadian registered charity. It represents a unique public-private partnership, supported by the Governments of Ontario and Canada, that enables cutting-edge research, trains the next generation of scientific pioneers, and shares the power of physics through award-winning educational outreach and public engagement.

[www.perimeterinstitute.ca](http://www.perimeterinstitute.ca)

Annual Report: <https://annualreport.2024.perimeterinstitute.ca/>

In the spirit of understanding and learning from what has come before, Perimeter respectfully acknowledges that we are located on the traditional territory of the Attawandaron, Anishnabeg, and Haudenosaunee peoples. Perimeter is situated on the Haldimand Tract, land promised to Six Nations, which includes six miles on each side of the Grand River.

As settlers, we thank all the generations of people who have taken care of this land for thousands of years. We are connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our communities.

**1. Accessibility Statement**

Perimeter Institute is committed to providing an environment that is accessible and inclusive to all persons who work, study, or visit Perimeter (including volunteers, patrons, and third-party contractors). Perimeter will strive to ensure that its policies, practices, and procedures are consistent with the following core principles as outlined in the AODA:

- a. Dignity: Goods and services are provided in a manner that is respectful to persons with a disability and does not diminish the person's importance.
- b. Independence: Accommodating a person's disability means respecting their right to do for themselves and to choose the way they wish to receive goods and services.
- c. Integration: Persons with disabilities can access all goods and services. This may require alternative formats and flexible approaches. It means inclusiveness and full participation. This is a fundamental human right.
- d. Equal Opportunity: Service is provided to persons with disabilities in a way that their opportunity to access goods and services is equal to that given to others.

Please read our [Accessibility for Ontarians with Disabilities Act \(AODA\) Policy](#) and email [lmendonsa@perimeterinstitute.ca](mailto:lmendonsa@perimeterinstitute.ca) with any questions.

## **2. Project Description & Scope**

In celebration of Perimeter's 25<sup>th</sup> anniversary, Perimeter is seeking to commission an Indigenous artist ("**Artist**") to create a painting or sculpture ("**Artwork**") which will become part of Perimeter's permanent art collection. The goal of this Artwork is to create a cultural reminder of the connection Perimeter has to the land it is on and to acknowledge the original stewards of the land. A community engagement opportunity is required as part of the project – this will involve actively connecting with the Perimeter community and the public at large.

Perimeter prides itself on being a community builder that fosters innovation and breakthroughs in theoretical physics. As a community leader, it is important to acknowledge and celebrate different ways of storytelling and learning. The Artwork will not only support cross cultural awareness but will amplify Perimeter's commitment to reconciliation and decolonization.

## **3. Eligibility**

The goal of this Artwork is to create a new opportunity for learning and discovery of the Indigenous history and presence in the Waterloo Region. It is also to link the history of the land to the history of Perimeter, which will require personal relationships to and knowledge of the local area.

Artists must:

- a. Be Indigenous

- b. Reside in the geographical area of Kitchener, Cambridge, Waterloo, or Brantford, and demonstrate their connection to and relationship with the area.
- c. Have a proven track record of completing projects on time and within budget.
- d. Be able to work collaboratively and in a team environment.
- e. Have professional standing by peers or arts related experts (references will be taken into consideration)
- f. Demonstrate artistic merit through their proposal package.
- g. Deliver a well-planned proposal that shows the Artwork's relationship with the land Perimeter is on and how it meets its goal.
- h. Demonstrate opportunities for community engagement with the artistic process or final Artwork

#### **4. Project Budget**

The total Project Budget is \$10,000. This includes the Artist Fee and Materials and Production.

#### **5. Compensation**

The successful Artist is paid based on the deliverables per their artist contract and is responsible for managing their project budget.

#### **6. Deliverables**

Based on the description and scope of this project, the selected Artist will provide the following deliverables:

- a. Engagement:
  - i. Attendance at an onsite event on September 20, 2025, for public engagement.
  - ii. Additional attendance at Perimeter's community engagement events.
- b. Shortlisted Artists will provide a presentation to the Jury that should cover:
  - i. A description of their proposed Artwork and its connection to the project description
  - ii. Proposed medium, dimensions, materials, location, and mounting needs (if required) for the Artwork
  - iii. Proposed timeline of the project, including community engagement opportunities
  - iv. Detailed pricing structure

- c. A physical Artwork that will be completed by September 26, 2025.

## 7. Commission Site Locations

Perimeter is offering the choice between two (2) locations in the building to place the Artwork. If the Artist is submitting a proposal for an outdoor location, it is the Artist's responsibility to ensure the longevity of the Artwork.

Preference will be given to proposals that do not permanently alter the architecture of the building, or that can be installed with minimal permanent alterations.

**Descriptions and images of the locations are available in Appendix A.**

## 8. Proposal Process

Artists must read all RFP instructions carefully. Failure to comply with the instructions in this RFP may result in the proposal not being considered.

- a. Perimeter RFP Contact:

All communications relating to this RFP, including the submission of Proposals, must be addressed to the following Perimeter representative (the “Perimeter RFP Contact”):

Leanne Mendonsa  
Coordinator, Engagement & Inclusion  
[lmendonsa@perimeterinstitute.ca](mailto:lmendonsa@perimeterinstitute.ca)

- b. Timetable for RFP:

<b>Release of RFP</b>	May 16, 2025
<b>Deadline for email inquiries</b>	May 30, 2025
<b>Distribution of responses to email inquiries</b>	June 4, 2025
<b>Deadline for Proposal submissions (“RFP Closing Time”)</b>	<b>June 18, 2025, at 11:59 PM</b>
<b>Shortlist Notice</b>	June 20, 2025
<b>Site Visit (for shortlisted Artists only)</b>	June 27, 2025
<b>Shortlist Presentations</b>	July 11, 2025

c. Receipt of RFP:

This RFP will be distributed through Perimeter's website, social media, and trusted partners or contacts. Any additional supporting documents will be sent **via email** from the Perimeter RFP Contact. Artists should review the RFP contents to ensure all documents have been received and that all attachments are capable of being completed where required. Artists should immediately communicate with the Perimeter RFP Contact in case of any questions or concerns regarding the RFP documents.

d. Artist Questions:

Artists are responsible for making the necessary enquiries to validate that they understand Perimeter's requirements and the intent of the RFP and to seek any clarification for perceived errors, inconsistencies, or omissions. Perimeter will not be responsible for any misunderstanding on the part of Artists concerning this RFP (including its process). All questions about this RFP must be submitted by email to the Perimeter RFP Contact.

## 9. Proposal Application Package

Eligible submissions must include:

- a. Letter of interest (250-500 words) that highlights the reason for interest in this project, a description of intended approach and design of the proposed commission, and how this concept meets the objectives as outlined in the project description.
- b. Curriculum Vitae
- c. Artist statement / Bio
- d. Up to 10 images of current or past work in acceptable digital formats; .jpg with a maximum size of 4MB per image. Please do not use accents or special characters in your file names as they may cause application submission errors.
- e. List of images (title, medium, date), with a brief description of the commission and information on the project partners if applicable
- f. Documentation supporting Indigenous identity (e.g. status card, letter of lived experience or self-declaration)

- g. A minimum of 2 client references with contact information which will assist with demonstrating your previous experience.

## **10. Proposal Submissions**

Please email your full Proposal Application Package to the Perimeter RFP Contact and follow all the provided guidelines:

- a. Subject Line: “Commissioned Artwork: Application Package”
- b. Attach all the required documents in a single email
- c. Maximum attachment size for an email is 50MB
- d. Incomplete or late submissions will not be considered

## **11. Selection Process**

Eligible submissions will be reviewed by the Jury Selection Committee that consists of: Professional Indigenous Artist, Arts Professional, Perimeter Institute (PI) Faculty Member, Senior PI Leader, PI Postdoc, PI Student, and PI Administrative Staff Member.

Evaluation Criteria:

- a. Understanding of the project
  - i. Why this opportunity appeals to the Artist
  - ii. How the Artist’s background and practice will contribute to the execution of the Artwork
  - iii. Knowledge of or connection to the local area
- b. Project Experience
  - i. Experience with delivering projects on time
  - ii. Demonstrated ability to deliver a project within a budget
  - iii. Ability to collaborate with teams and stakeholders
  - iv. Demonstrated ability to engage with the public
- c. Artistic Practice
  - i. Demonstrated artistic excellence in contemporary art practice
  - ii. Demonstrated flexibility of practice, responsiveness to contextual opportunities
- d. Public Art Experience
  - i. Demonstrated, relevant experience in completing public art projects of a similar scope
  - ii. Responsiveness to community engagement

- iii. Understanding of the project's context within the community

## 12. RFP Terms and Conditions

- a. Revisions to RFP; Changes to RFP Process

Perimeter reserves the right to modify this RFP, including the process for obtaining and evaluating proposals and selecting a successful Artist, in Perimeter's discretion at any time. Any additions, changes or revisions to this RFP will be issued in writing to each Artist that has indicated its intent to participate in this RFP as a formal addendum to this RFP (collectively, the "**Addenda**" and individually, the "**Addendum**") at the address provided to and acknowledged by Perimeter RFP Contact in writing. Perimeter will not be responsible for any oral explanations or instructions, or for any written explanations or instructions unless in the form of an Addendum.

- b. Other Perimeter Rights

Perimeter may, in its sole discretion and without liability, exercise any or all of the following rights and options with respect to this RFP at any time:

- i. discontinue the RFP process or cancel or withdraw this RFP with or without the substitution of another request for proposal;
- ii. alter the terms and conditions of this RFP (including extending the times and deadlines referred to herein), or conduct investigations as to the qualifications of Artist;
- iii. request clarification where any Artist's intent is unclear, or waive or request amendments where, in the opinion of Perimeter, there is an irregularity or omission in the information that has been submitted in the proposal; provided, however, that Perimeter is not obliged to seek clarification of any aspect of a proposal and may request clarification from some but not all Artists;
- iv. waive any non-compliance with this RFP;
- v. reject any or all proposals and seek additional responses;
- vi. not award any contract for any of the services described in this RFP to any Artist, whether or not Perimeter has entered into any negotiation with Artist;
- vii. disqualify or eliminate any Artist from this RFP at any time if: (a) Artist Artist's proposal does not comply with any term or condition of this RFP; (b) Artist or Artist's proposal does not follow any instruction set out in this RFP; (c) Artist or Artist's proposal contains

- misrepresentations or any other false, inaccurate, or misleading information; or (d) Perimeter believes, in its sole discretion, that Artist has engaged in any unethical behaviour or conduct, including any conduct that places Artist in a conflict of interest situation (e.g., gifts, benefits, or entertainment offered to Perimeter personnel);
- viii. verify any Artist's statements or claims by whatever means Perimeter deems appropriate, including implementing appropriate due diligence processes and obtaining references other than those offered by Artist;
  - ix. negotiate any of the provisions of a proposal with an Artist, which negotiations may result in changes to the proposal, without entering into similar negotiations with any or all of the other Artists; or
  - x. provide one, some, or all bidders with a modified form of agreement or contract terms.

Perimeter will not be required to provide reasons for accepting or not accepting any proposal but, upon request, will do so. Please contact the Perimeter RFP Contact for feedback.

c. Confidentiality

This RFP, including its attachments, and all other information provided by Perimeter during this RFP process ("**Confidential Information**"), constitutes confidential information that is proprietary to Perimeter. Artists will use the Confidential Information for the sole purpose of preparing their proposal and for no other use. Prospective Artists will hold all Confidential Information in confidence, and will not reproduce or otherwise disclose any Confidential Information to any person or party except the Artist's employees, advisors, independent contractors, representatives, and agents who are directly responsible for the preparation of the Artist's proposal and who have agreed in writing to abide by these provisions regarding the disclosure and use of the Confidential Information. Perimeter reserves the right to require Artist to return all copies of Confidential Information and to permanently and irretrievably delete all electronic copies thereof at the conclusion of this RFP process.

d. Proposal Preparation Costs



Perimeter will not be responsible for any costs incurred by an Artist in preparing or submitting their proposal or for any delivery, storage, or other charges involved in the shipment of any items requested in this RFP.

e. No Publicity

Artist will not publish or distribute any media releases, public announcements, or external disclosures of any nature relating to this RFP or its subject matter or use or display the name or any trademark of Perimeter without Perimeter's prior written consent. News releases pertaining to this RFP or any award of a contract related to this RFP may not be made without the prior written approval of Perimeter.

f. Disclaimer and Limitation of Liability

This RFP does not commit Perimeter to any specific course of action or bind Perimeter to any or all Artists.

Perimeter makes no representations or warranty as to the accuracy or completeness of the information provided in connection with this RFP and disclaims all express and implied representations, warranties and conditions in connection with this RFP. Each Artist should make their own investigations, projections and conclusions, and consult their own advisors, to independently verify the information contained in this RFP, and obtain any additional information that they may require, prior to submitting their Proposals.

Perimeter will have no liability to any person or entity for any damages, including direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, each Artist's participation in this RFP process, or Perimeter's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims, whether arising in contract, tort, equity, or otherwise, including any claim for a breach by Perimeter of a duty of fairness, fundamental breach, or relating to a failure by Perimeter to comply with the rules set out in this RFP.

g. Language; Time and Governing Law; Interpretation

Except where otherwise requested, all documents relating to the Artist's Proposal and all communications between the Artist and Perimeter will be in the English language. Except where otherwise disclosed, all references to times in this RFP will mean Eastern time (ET). This RFP and each Artist's

proposal will be governed by the laws of the Province of Ontario and the laws of Canada applicable therein. As used herein, the term “including” means “including without limiting the generality of the foregoing”.

h. Perimeter’s Legal and Professional Advisers

Each Artist hereby acknowledges that Perimeter may at any time engage any professional advisor or law firm to represent Perimeter in connection with this RFP, the negotiation of definitive agreements, or ongoing assistance or advice relating to any such definitive agreements. By submitting a proposal, each Artist, together with their subcontractors and representatives, hereby expressly consents to any professional advisor or law firm acting for or continuing to act for Perimeter notwithstanding any unrelated relationship, including unrelated solicitor-client relationship, that each Artist or their subcontractors or representatives may have or previously had with such professional advisor or law firm.

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Thank you for your interest in partnering with Perimeter. We look forward to receiving your proposal and working with you.

This project is supported by The Musagetes Fund held at Waterloo Region Community Foundation.

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## Appendix A

### Commission Site Locations: Descriptions and Images

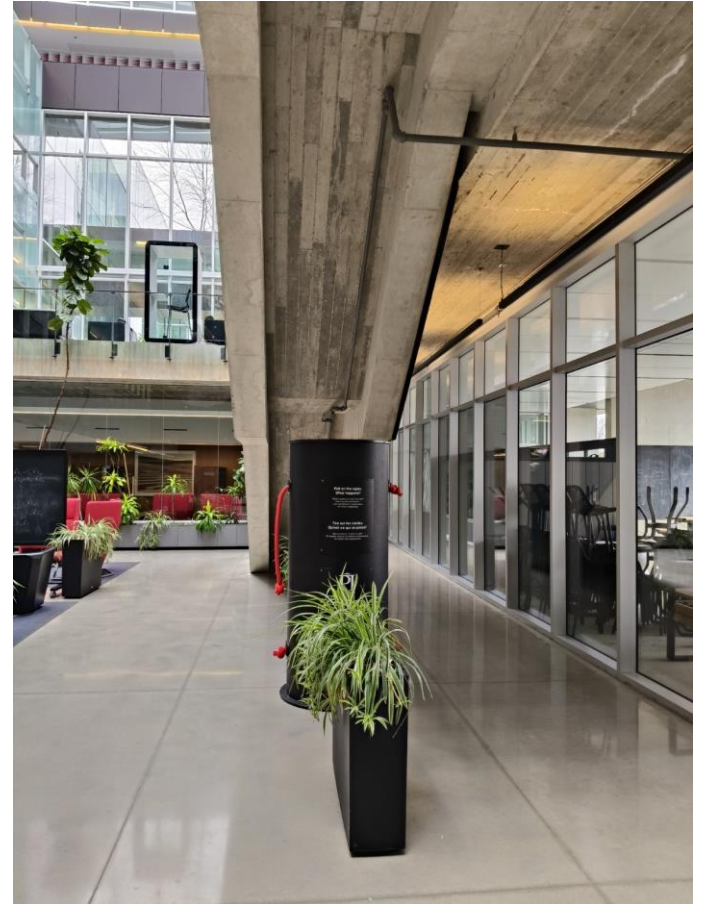
#### 1. Under Atrium Staircase

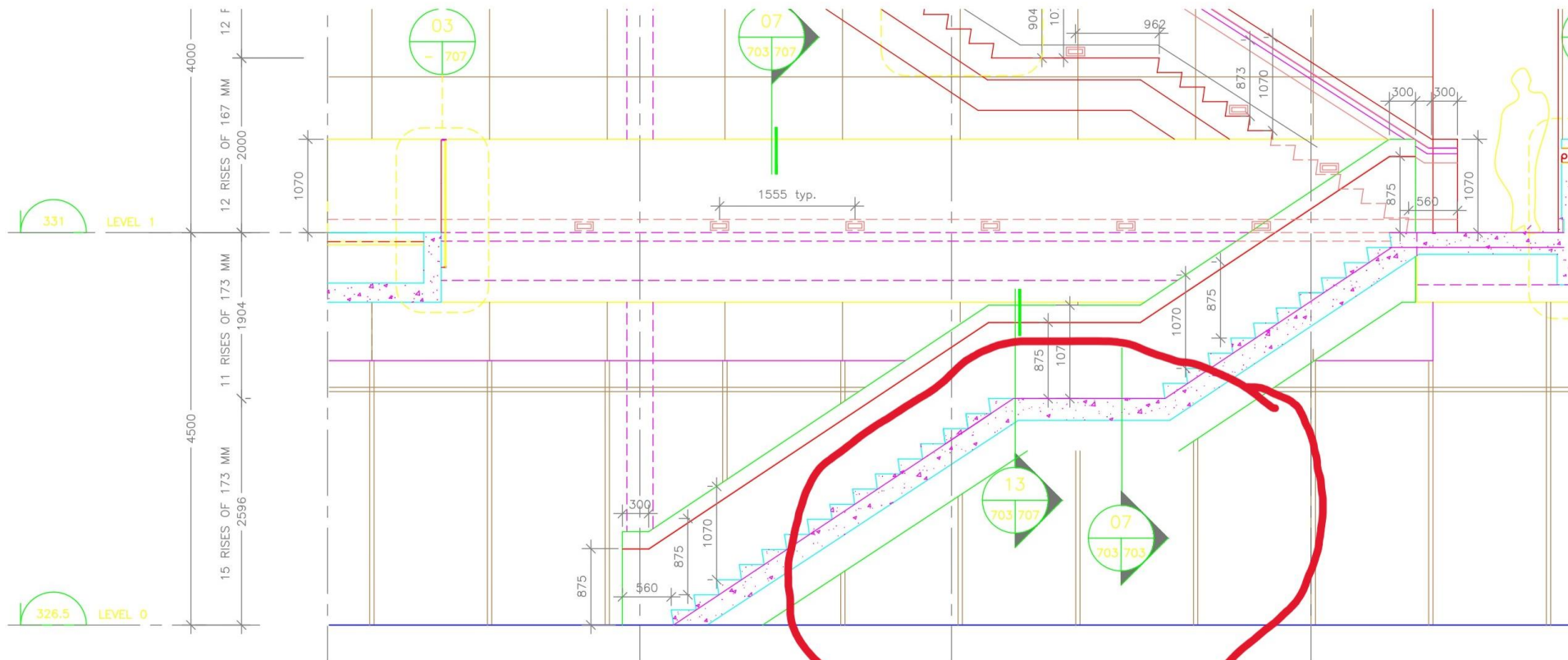
There is a time capsule buried under the staircase (first image: silver disc on the floor to the right of the planter) that holds items from early Perimeter leaders and funders. The planters and the black tube can be moved as needed. The third image shows the rough dimensions of the staircase so Artists can better understand the space available. The proposed location is circled in red. Shortlisted Artists will be able to view the space during planned site visits.

**Under Atrium Staircase: Main**



**Under Atrium Staircase: Full Scope**





05 STAIR 2 - SECTION  
703 703 1:50

## 2. Reflecting Pool Wall

The cement wall overlooks the Reflecting Pool which is filled with water during the spring and summer months, creating a beautiful reflection. The path to the right of the wall is open to and frequented by the public and can be seen from multiple points inside the building, including Perimeter's in-house restaurant.

**Reflecting Pool Wall: Main**



**Reflecting Pool Wall: Full Scope**

