



Fondation  
Rideau Hall  
Foundation

## REQUEST FOR PROPOSAL

Solicitation date: February 10, 2025

Closing Date/Time: March 21, 2025 11:59 PM PST

### 1.0 STATEMENT OF PURPOSE

The Rideau Hall Foundation (RHF) is honoured to collaborate with the Office of the Secretary to the Governor General (OSGG) to run a process to select three Indigenous artists representing the three recognized Indigenous groups to produce heart sculptures for a permanent Heart Garden on the grounds of Rideau Hall.

### 2.0 PREPARATION OF RESPONSE

#### 2.1 How to Respond

- Proposals must be submitted electronically by e-mail to: [heart.coeur@rhf-frh.ca](mailto:heart.coeur@rhf-frh.ca)
- Proposals must be received no later than the specified closing date and time.
- Proposals must be prepared in accordance with the instructions in sections 4.2 and 5.

#### 2.2 Budget

The successful artists will be paid a fixed fee of \$15,000 (plus applicable taxes) to cover material and production costs.

#### 2.3 Contact

All correspondence, questions or requests for clarification concerning this RFP should be submitted by email no later than 5 PM PST on February 28.

Email inquiries should be sent to the following address: [heart.coeur@rhf-frh.ca](mailto:heart.coeur@rhf-frh.ca). A response will be sent by 5 PM PST on March 7, 2025.

### 3.0 ABOUT THE RIDEAU HALL FOUNDATION

The [Rideau Hall Foundation](#) (RHF) is an independent and non-political charitable organization established to amplify the impact of the office of the Governor General as a central institution of Canadian democracy, and to better serve Canadians through a range of initiatives linked to learning, leadership, giving and innovation. The RHF serves to shine a light on Canadian excellence, while creating opportunities and connecting communities, all towards the shared purpose of a better Canada.

The RHF is responsible for administering this process, including issuing contracts to the selected artists.

## 4.0 SCOPE OF WORK

### 4.1 Background

An initiative started by the First Nations Child & Family Caring Society, *Honouring Memories, Planting Dreams* encourages individuals and organizations to plant heart gardens in their communities in memory of the First Nations, Inuit and Métis children who died in the Canadian residential school system and those who survived.

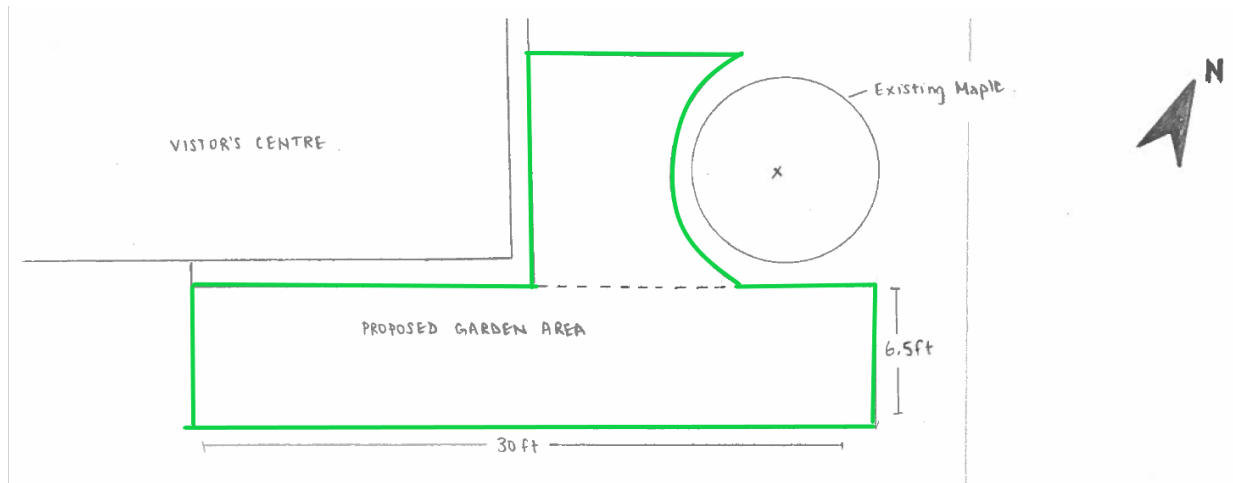
The act of planting the garden represents an individual's or organization's commitment to reconciliation and to upholding the 94 Calls to Action presented by the Truth and Reconciliation Commission of Canada (TRC).

Rideau Hall is the first official residence of Canada's Governor General. It, and the grounds on which it is located, serves as a convening space for Canadians of all backgrounds as well as international visitors. The heart garden at Rideau Hall will include the three heart sculptures, as well as local indigenous plants and paper hearts made by members of the public seasonally from June 21 to September 30.

The heart garden will be located near the front of the grounds by the Visitor Centre, a prominent position which will allow for maximum visibility and engagement with the public. Please refer to the diagram and photographs below to get an idea of the location and size of the space. The Office of the Secretary to the Governor General and the National Capital Commission will be responsible for managing the Heart Garden. The heart sculptures will also be added to the National Capital Commission's Official Residences Collection upon installation

Garden is 40% shade, 60% sun.





## 4.2 Heart Sculpture Requirements

We are seeking a total of three artists, one for each of the three recognized Indigenous groups: First Nations, Métis, and Inuit, to produce one heart sculpture each for a permanent Heart Garden on the grounds of Rideau Hall.

### 4.2.1 Technical Requirements

The heart sculptures will be installed outdoors and be displayed year-round. Please consider these requirements when completing your design proposal.

- 1) The sculpture must be heart-shaped
- 2) The sculpture must be approximately 30 cm tall by 30 cm wide, the depth is at your discretion
- 3) The back of the sculpture must have a flat surface so that it can be mounted (see mounting example below)
- 4) The sculpture must be made of a weather resistant material (material must be impervious to weather and proposals will not be considered if this requirement is not met)





Examples of 30 x 30 cm sculptures; these photos are included simply to give a sense of requested sizing.

## **5.0 QUOTE CONTENT AND FORMAT**

### **5.1 Technical Quote**

Interested parties should organize their Technical Quotes to provide the following information sequentially in a single PDF document:

- 1) Contact information and artist biography (1 page maximum)
- 2) 2 to 6 examples of past work (preference for sculptural works, but variety of mediums acceptable)
- 3) Simple sketch of proposed design (rendered by hand or digitally)
- 4) The technical requirements of your design:
  - a) What material(s) will it be made of
  - b) What would be the long-term care and maintenance needs of the sculpture
- 5) Thematic requirements: Written description of your concept (1 page maximum). Please include:
  - a) How does it represent your community
  - b) How it reflects your understanding of reconciliation
  - c) How it honours the children who died as a result of residential schools, as well as those who survived
  - d) How it represents hope for the future
- 6) Declaration of Indigenous Identity (Appendix B)

See Appendix A for a submission checklist.

## **6.0 EVALUATION**

The selection process will take place in two phases. First a technical screening will be completed by the OSGG and RHF. Applications will be reviewed to ensure that all required information in accordance with the sections above are included in the proposal. Only the proposals which include all the required documentation and fit the technical requirements for the project will be moved forward. The second phase will be a thematic assessment. A committee external to the OSGG and RHF will evaluate the proposals based on how well the themes represented in the sculpture fit with the goals of the Heart Garden at Rideau Hall.

### **6.1 Costs to Quote**

The RHF will not be liable for any costs incurred by the bidder in preparing a quote submitted in response to this RFP or in performing any other activities related to responding to this RFP.

### **6.2 No Obligation**

This RFP does not obligate the RHF to contract for the services specified herein. The RHF reserves the right at its sole discretion, and without penalty, to reject any and all proposals received and not to issue a contract as a result of this RFP.

### **6.3 Estimated Schedule of Procurement Activities**

Below is an approximate schedule for our RFP process. RHF reserves the right to amend as required.

Issue RFP: February 10, 2025

Proposals Due: March 21, 2025

Notification to successful bidders: May 1, 2025

Artwork delivered: September 1, 2025

Artwork installed/unveiled: Lead-up to September 30, 2025



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## APPENDIX A: SUBMISSION CHECKLIST

- Contact information and artist biography (1 page maximum)
- 2 to 6 examples of past work (visuals)
- Simple sketch of proposed design (rendered by hand or digitally)
- The technical requirements of your design:
  - What material(s) will it be made of
  - What would be the long-term care and maintenance needs of the sculpture
- Written description of your concept (1 page maximum). Please include:
  - How does it represent your community
  - How it reflects your understanding of reconciliation
  - How it honours the children who died as a result of residential schools, as well as those who survived
  - How it represents hope for the future
- Declaration of Indigenous Identity



## Appendix B: DECLARATION OF INDIGENOUS IDENTITY

The Rideau Hall Foundation (RHF) aims to walk humbly in relationship with the communities we serve. We are committed to recognizing, respecting, and upholding Indigenous rights, especially Indigenous self-determination, and working towards transformative decolonization leading to reconciliation. To ensure rigorous accountability and integrity of RHF's activities and initiatives we invite you to fill in the Indigenous membership/citizenship form below regarding your Indigenous identity.

Name: \_\_\_\_\_

1. I self-identify as an Indigenous person (i.e., First Nations, Inuit, Métis, or other ways in which you identify as an Indigenous individual).

Yes  No

2. Please specify your nation, community, and/or membership:

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please note: Successful candidates of this RFP process may be requested to provide verification of First Nations, Métis or Inuit Identity\