



REQUEST FOR QUALIFICATIONS

RFQ #HCD-2016-06-13

PUBLIC ART COMMISSIONS – QUALIFIED ARTISTS POOL

For technical information please contact:

City of Takoma Park Maryland
Housing and Community Development Department
7500 Maple Avenue, Takoma Park, MD 20912

301.891.7119

arts@takomaparkmd.gov

**REQUEST FOR QUALIFICATIONS
PUBLIC ART COMMISSIONS – QUALIFIED ARTISTS POOL**

RFQ #HCD-2016-06-13

TABLE OF CONTENTS

Notice to Potential Respondents	3
Purpose of Qualified Artists Pool	4
Submission Requirements	5
Evaluation and Selection Process	7



NOTICE TO POTENTIAL RESPONDENTS

REQUEST FOR QUALIFICATIONS

RFQ #HCD-2016-06-13

PUBLIC ART COMMISSIONS – QUALIFIED ARTISTS POOL

- Qualifications:** Public Art Commissions – Qualified Artists Pool
- Publication Date:** Monday, June 13, 2016
<http://www.takomaparkmd.gov/bids-and-contracts>
- Deadline:** 12:00 p.m. on Friday, July 15, 2016
- Scope of Work:** The City of Takoma Park, MD invites artists and artist teams to apply for inclusion in a Qualified Artists Pool. Artists selected during this process will be eligible for consideration for a range of future public art commissions. Artists already selected for the pool in past years need not reapply as we have your information on file.
- Contact:** City of Takoma Park, Maryland
Housing and Community Development Department
301.891.7119
arts@takomaparkmd.gov

PURPOSE OF QUALIFIED ARTISTS POOL
Public Art Commissions – Qualified Artists Pool
RFQ #HCD-2016-06-13

PURPOSE

The City of Takoma Park invites artists and artist teams to apply for inclusion in a Qualified Artists Pool. Artists selected during this process will be eligible for consideration for a range of future public art commissions. The listing of qualified artists developed during this process will be updated on periodic basis.

ELIGIBILITY

The Qualified Artist Pool is open to all artists or artist teams working in a variety of media and artistic approaches. No restrictions have been established on the type of medium that is used by the artist though the anticipation is that any commissioned artwork will be appropriate for permanent or semi-permanent outdoor installation and that it will be safe and easily maintained.

Performing artists will not be considered for this call and are encouraged to apply for consideration for the *We Are Takoma* cultural series at www.takomaparkmd.gov/arts.

ANTICIPATED COMMISSIONS

The City of Takoma Park's public art budget ranges from \$25,000 to \$45,000 per year with one or more commissions per year anticipated over the next five years. Additional funds may be available as capital projects are developed and funding sources finalized. Budgets include all design, engineering, material, fabrication, transportation, delivery and installation costs associated with a commissioned piece as well as any indirect costs incurred by the artist for expenses such as liability insurance and worker's compensation insurance.

Artists and artist groups included in the Qualified Artists Pool will be eligible for consideration for future public art commissions which may include, but are not limited to sculpture, mosaics, stained glass, decorative pavement, metalwork, murals, and light, video and/or audio installations. The City is particularly interested in commissioning sculptures and three dimensional pieces for FY17.

ASSIGNMENT OF COMMISSIONS

The Qualified Artists Pool will be used by the City of Takoma Park to select artists for each new public art commission, based on specific project requirements or restrictions established by outside funding sources. Staff recommendations for specific commissions will be forwarded to the Takoma Park Arts and Humanities Commission for consideration. Commissions in excess of \$10,000 will be presented to the Takoma Park City Council for authorization to proceed.

SUBMISSION REQUIREMENTS
Public Art Commissions – Qualified Artists Pool
RFQ #HCD-2016-06-13

Deadline for submissions is 12:00 p.m. on Friday, July 15, 2016.

Submission materials must be sent in a single PDF and emailed to arts@takomaparkmd.gov with the following subject line: Public Art RFQ_Artist Last Name

The document should be a maximum of 14 pages, including resume and images, and formatted for 8.5 x 11 viewing and printing.

The following information must be included in your submission to be considered complete. Incomplete submissions will not be considered.

Letter of Interest (Maximum of one page)

- Brief description of the inspirations/interests reflected in your artwork.
- Summary of your professional experience as an artist.
- If you are applying as a team, please identify the lead artist, and address the justification for the collaboration.

Public Art Commission Listing (Maximum of one page)

- List of not more than five recent public art commissions, the budget of each commission and a reference/contact person and phone number for each project. Please note whether or not the project was completed on time and within budget, and if not, explain why.
- If you have not previously executed a public art project, or worked in permanent outdoor materials, address how you envision making this transition.

Resume (Maximum of two pages)

- If you are applying as a team, please include your team/studio resume. If that is not available, please combine the individual resumes of each team member into one document.

Samples of Previous Work (Maximum of ten pages)

- A maximum of 10 digital images that are reflective of your work or the work of the team with an annotated Image Identification List noting the title, medium,

dimensions, year, price/commission budget (if available), and a brief statement (2 sentences maximum) about each work.

- Images should be at least 72 dpi and no larger than 1500 x 1500 pixels. Do not include more than two images of the same work. Composite images are acceptable, but please keep them simple and easy to view.
- A maximum of 5 video/audio files should be kept to less than 3 minutes each and should be used to show work that is produced in a narrative or soundscape form. To submit video or audio files, provide links to samples on YouTube, Vimeo, SoundCloud, etc.
- Submit only samples of your own original artwork, or collaborative work for which you share copyright credit.
- Do not submit samples of work by other artists for which you played a supportive role (fabricator, engineer, editor etc.).
- Do not submit specific proposals.

EVALUATION AND SELECTION PROCESS
Public Art Commissions – Qualified Artists Pool
RFQ #HCD-2016-06-13

Artist Selection Panel:

Applications will be reviewed by a five member Artist Selection Panel consisting of a representative of the Takoma Park Arts and Humanities Commission, the City of Takoma Park's Public Works and Housing and Community Development Departments, and two arts professionals.

Initial Review

Applications will be initially screened by the Artist Selection Panel for the following minimum qualification criteria.

- Application is complete.
- The application submitted represents the artist's own original creative work.
- The artwork submitted reflects basic professional quality of craftsmanship, mastery of skills and techniques, professional approaches to processes and presentation, and/or communication of a unique vision or perspective.
- The artist's resume reflects evidence of professional competence. Qualifying activities would include some combination of the following: education and training as an artist; an exhibition record in museums, commercial art galleries, and/or non-profit art spaces; previous public or private commissions; participation in artist-in-residency programs, or other related activities indicative of a professional practice.

Secondary Review

The panel will then use the following criteria to score all remaining eligible portfolios.

- Artistic excellence
- Demonstrated creativity in approach to engaging and interacting with the community in the development of commissioned work.
- Appropriate imagery or style for public space. A broad range of imagery and styles appropriate for a public place may be considered, from figurative, representational, abstract, or non-objective. Examples of non-appropriate imagery include artwork with religious and sexually explicit content.
- Professional experience.

Final Approval

Artists that score within a competitive range will be forwarded to the Takoma Park Arts and Humanities Commission for approval and inclusion in the Qualified Artist Pool. Said action may be ratified by the Takoma Park City Council.