

*Call for Artists (Utah only)*

**REQUEST FOR QUALIFICATIONS  
2016/2018 PRE-QUALIFIED PUBLIC ARTIST POOL**



**Application Deadline: Monday, February 1, 2016 by 5:00 p.m.**

**STATEMENT OF PURPOSE FOR THE PRE-QUALIFIED PUBLIC ARTIST POOL (POOL)**

Citywide projects are developed throughout the year and often do not work on a timeline that allows for a standard *Call for Artists* process. Consequently, public artwork or artistic elements may be excluded from the project all together. The POOL allows the public art program an opportunity to select pre-qualified Utah artists from its pool through a fair, expedited process. This will enable more local artists to participate in a public art project and build a stronger portfolio to, hopefully, compete more successfully for other projects advertised statewide and nationally. The purpose of this streamlined process is to commission more Utah artists for local projects and to integrate more artwork and artistic elements into citywide infrastructure while successfully meeting the project schedule.

THE PUBLIC ART PROGRAM WILL CONTINUE TO ISSUE INDIVIDUAL  
CALLS FOR ARTISTS FOR OTHER SITE-SPECIFIC PUBLIC ART OPPORTUNITIES IN  
SALT LAKE CITY FOR WHICH ALL UTAH ARTISTS ARE ELIGIBLE AND MAY APPLY.

**INTRODUCTION**

The Salt Lake Art Design Board invites experienced and emerging artists and artist teams residing in Utah to submit qualifications for potential inclusion in the *2016/2018 Pre-qualified Public Artist Pool* for various public art opportunities in Salt Lake City. The Salt Lake Art Design Board seeks to include in the POOL, visual artists working in a variety of media and artistic approaches. All public art projects will be developed and managed by the Salt Lake City Public Art Program.

Examples of types of projects the *Pre-Qualified Public Artist Pool* may be used for include:

- New infrastructure projects including integral and free-standing artistic elements associated with bridges, traffic roundabouts, streetscapes, and parks.
- Community Identity / Placemaking: Public Art projects in neighborhoods or districts.
- Mural commissions on existing City buildings or walls.
- Consulting / Planning: Opportunities for an artist or team to work as a design consultant or be part of a design team along with the project architect, engineer, etc. to provide expertise, experience, and review of artistic elements on various public art projects.

For each project, the Design Board will evaluate the POOL for the purpose of selecting the artist(s) from whom they will request a proposal for the project. The specific requirements for each project will be the basis for selecting the artist(s) from POOL. In some cases the Design Board will select one artist for the project. In other cases however, the Design Board may select up to three artists to receive the project criteria and to develop full proposals for the project. In order to be selected, the proposal must meet the specified criteria, including the project scope, goals, and budget. Each artist submitting proposals, except the artist awarded the

commission, will receive a minimum honorarium of \$500 for their proposal. Honorariums will be determined based on the overall project commission budget. For each project, the Salt Lake Art Design Board will convene a Review Committee that includes project partners and stakeholders to consult with the Design Board and review the qualified candidates and proposals. As with all City public art projects, the Design Board makes the artist selection and will forward their recommendation of their selection to the Mayor for final approval.

**NOTE:** Artists who have not already been selected for the 2014-2016 Pre-Qualified Public Artist Pool project will be given first priority for new POOL projects in the given period (March 2016 – February 2018). Should the Design Board choose to issue another *Call for Artists* for POOL in 2018, all Utah artists will be eligible to apply or reapply.

### **ELIGIBILITY**

Professional practicing artists or artist teams residing in Utah are eligible to apply for the Pre-Qualified Public Artist Pool. Artist teams of no more than two members may apply (both artists who apply as a team must reside in Utah and may not also apply individually).

### **PROJECT BUDGETS**

Budgets will range depending on the type of project with a maximum budget of \$80,000.

### **POOL ARTIST SELECTION PROCESS**

The Salt Lake Art Design Board will select artists for inclusion in the POOL, however, inclusion does not guarantee a POOL commission during the period. Selected artists shall remain active for a two-year period (March 2016 – February 2018). The Design Board will use the following criteria when considering eligible applications:

- Application is complete and submitted on time.
- The artist's resume reflects evidence of professional competence. Qualifying activities would include some combination of the following: education and training as an artist; previous public or private commissions; participation in artist-in-residency programs, or other related activities indicative of a professional practice; representation by a commercial gallery.
- The application submitted represents the artist's own original creative work.
- Artistic excellence with evidence of some or all of the following: mastery of skills and techniques, professional approaches to process and presentation, and/or communication of a unique vision or perspective.
- Appropriate materials with evidence of the artist's ability and/or willingness to execute artwork utilizing durable materials that are appropriate for a public space.
- Site responsiveness with evidence of the artist's potential to create artwork that addresses the physical and/or community context of its placement.
- Evidence of preparing and managing a detailed project budget.

### **APPLICATION REQUIREMENTS**

**Please carefully read and follow the submission requirements listed below. Incomplete or incorrect applications will not be considered.**

To be considered for the project, applicants must submit the following (items 1 - 5) required materials on a CD (not a DVD) or flash drive labeled with applicant's name. Materials submitted

in any other format will not be reviewed. Late applications will not be accepted. NOTE: Artist teams should submit one application and no more than 10 images total.

1. **Letter of interest - (first name\_last name\_letter of interest.pdf)** describing interest in, experience and / or other special qualifications and strengths (construction, engineering, fabrication, project management, etc.) the Design Board should consider. Letter must include artist's name (teams must include information for both artists), mailing address, phone and email; website address if applicable – 2 pages maximum.
2. **Résumé (first name\_last name\_resume.pdf)** for each member if you are submitting as an artist team – 2 pages maximum per artist.
3. **Professional References (first name\_lastname\_references.pdf)** Three professional references, including name, title, phone number, email address and relationship context – 1 page maximum.
4. **6 to 10 images of representative work.** Submit JPG files that are **no larger than 1MB each**. Number images to correspond with the Image List.
5. **Image List (first name\_last name\_image list.pdf)** Includes the image file name and number, title, date complete, dimensions, medium, location and the budget of the artwork. Please include a thumbnail and a one or two sentence description of each image – 2 pages maximum.

All materials submitted in response to the *Pre-Qualified Public Artist Pool* will become the property of the Salt Lake City Public Art Program and will not be returned. Late applications will not be accepted.

If you have any questions please contact Roni Thomas, 801-596-5000, [roni.thomas@slcgov.com](mailto:roni.thomas@slcgov.com)

#### **SALT LAKE CITY CORPORATION ADDITIONAL POLICIES**

The City may accept *Call for Artists (CFA)* submittals as deemed to be in the public interest; proceed with further selection processes; reject any and all submissions; or may waive any irregularity, informality, or technicality in proposals received. The Mayor, based on the Salt Lake Art Design Board's recommendation, will determine from the submitted information the most qualified Proposer to meet the stated duties as evaluated under the criteria set forth herein. The determination of the most advantageous proposal shall be final and conclusive.

The issuance of the *CFA* and the receipt and evaluation of the submittals does not obligate the City to select a proposer or enter into any agreement. A submittal does not constitute business terms under any eventual agreement. The City will not pay costs incurred in responding to the *CFA* unless specified in the *CFA*. The City may cancel this process at any time prior to the execution of any agreement without liability.

The City reserves the right to revise the *CFA* evaluation process. Such revision will be announced in writing to all *CFA* respondents or short-listed teams, depending on the timing of the change. The City also reserves the right to reject any and all *CFA* responses at any time, or to terminate any negotiations implied in this *CFA* or initiated subsequent to it. If the Design Board receives a

submittal it deems incomplete or ambiguous, it reserves the right to request additional information or to reject the submittal.

The City reserves the right to, at any time and for any reason, discontinue negotiations with any initially selected Proposer, and to pursue negotiations with an alternative team.

Proposers or their agents are instructed not to contact Design Board members, City officials or employees or attempt to externally manipulate or influence the procurement process in any way, other than through the instructions contained herein, from the date of release of this CFA to the date of execution of an Agreement resulting from this solicitation. City, in its sole discretion, may disqualify Proposers who violate this paragraph.

Typically, the selected artist will be required to enter into a two-party agreement with Salt Lake City Corporation. Click here to view a copy of the [Artists' Commissioned Work Agreement](#).

### **APPLICATION CHECKLIST**

Submit all of the following documents in the format shown and images on a CD or flash drive

- Letter of Interest – 2 pages maximum
- Current Résumé – 2 pages maximum
- 3 Professional References – 1 page maximum
- 6 to 10 Images, maximum of 1MB each, formatted as: first name\_last name01.jpg, first name\_last name02.jpg, etc. Make sure the image numbers correspond with the Image List
- Image List – 2 pages maximum

**Mail or deliver your application by Monday, February 1, 2016 by 5:00 p.m. to:**

Pre-Qualified Public Artist Pool  
Salt Lake City Arts Council  
54 Finch Lane  
Salt Lake City, UT 84102

Arts Council Office Hours: Monday – Friday, 8:00 a.m. to 5:00 p.m.