Downtown Staircase Project Call for Artist Request for Qualifications (RFQ) 2018

The Montevideo Arts Project (M.A.P.), in partnership with the City of Montevideo, seeks an artist interested in working with us in the planning stage of designing a public art project utilizing some of the staircases in downtown Montevideo.

Opportunity and project description:
There are three sets of staircases in downtown Montevideo that provide an opportunity for public art. It also provides an opportunity for exercise and working with partners such as Statewide Health Improvement Partnership (SHIP), a group that encourages activity and health. This project may utilize one, two or three of these staircases.

We are looking for an artist to work with us on the planning stage of this project and complete the following:

1. Complete a project proposal to do a public art project in the downtown area in Montevideo utilizing the staircases.
2. Work with MAP to set goals for the project that includes feedback from partners such as SHIP and the city of Montevideo.
3. Include community engagement in the project proposal.
4. Research and fully describe the maintenance and longevity of this potential project.

The artist compensation for the planning stage is $1,500. Once completed, MAP will work to find funding for the full project ($5,000 - $25,000).

The working theme of this project will be “healthy communities”, but will be developed further in this planning phase.
The artist search is open to all artists, but we are unable to reimburse for travel expenses to Minnesota.

We are not looking for a full proposal now. **We are looking for a letter of interest with your qualifications that briefly identifies how you will meet the following project goals:**

- The end project must be unique and of a high artistic quality.
- The artist chosen should have experience with community engagement and public art projects, and be able to lead a community effort, including working with a committee to design the process.
- The artist chosen should demonstrate the ability to fully understand maintenance and longevity of the project working with cement stairs.

**Expectations of the chosen artist:**

We are looking to hire an artist to do the following:

1. Work with MAP to set goals for the project.
   - a. Meet with the MAP committee at least three times throughout the process.
   - b. One meeting will include a walking tour with the MAP committee of the downtown area.
   - c. Goal setting will include feedback from the city council.
   - d. Include partners such as SHIP and downtown fitness rooms.

2. Once goals are set, the artist will have **three weeks** to complete a project proposal to do a public art project in the downtown area in Montevideo utilizing the cement staircases.
   - a. Include drawings of proposed design
   - b. Include a full description of the proposed process with a timeline
     - i. Includes community engagement process.
   - c. Include a detailed budget
   - d. Include plan to fully describe the maintenance longevity of this project.

3. The artist will meet with MAP to present the proposed project, take comments and make modifications as needed.

4. Once the project is finalized, MAP will begin with fundraising efforts.
Selection process

The RFQs will be reviewed by a committee made up of volunteers from MAP. Up to three artists will be interviewed either in person or via Skype/Google Hangout.

One artist will be selected and paid $1,500 to work with the MAP group to complete this work. The final product will be drawings of the design, a full project description of the process and a detailed budget.

The artist will have approximately three months meet with MAP, complete drawings, budget and a full project description. A travel stipend of an additional $250 will be allowed.

When the final project is developed, we can begin to fundraise for the project. At this time we cannot guarantee that a project will be funded. The main grant deadlines to the Southwest MN Arts Council is December 2018 with a project start of February 2019.

Selection Criteria:

Our criteria in selecting an artist for this project

- Artistic Quality of work samples submitted.
- Experience and ability to complete project based on prior projects.
- Understanding of the maintenance of the stairs.
- Experience and shows ability to lead a community effort, including working with the MAP committee and including the public in the final project.
- Cost effectiveness.

Budget:

We intend to fundraise $5,000 - $25,000 depending on the total cost of the project. We currently have funding for this planning but not for implementation. The final proposal will allow us to fundraise and write grants. The M.A.P. committee will be responsible for fundraising.

Timeline:

June 22, 2018: Request for Qualifications due
Mid July Set interviews
Artist selected to prepare full proposal with design concepts and budget.
August 1, 2018: Artists notified and contracts written

August - November, 2018:

Months 1-2: Artist meets with MAP – walking tour
Artist works with UMVRDC, MAP and City council to develop goals

Month 3 Artist develops full proposal

Month 4 Artist meets with MAP to present final proposal

(all dates are subject to change)
Submission materials:

1) **Letter of interest (2-page limit)**
   a) Briefly outline why you want to develop a proposal for this project
   b) Briefly explain how you intend approach the process.
   c) Briefly outline your experience with similar projects.
   d) Briefly outline how you will handle the maintenance of the project.

2) **Three References**

3) **Up to 10 Work Samples** in electronic format (PDF or JPEG format)
   Digital images CD, DVD or via Dropbox or Google docs. Dimensions: 1920 x 1920 pixels, File Format: Save all images as a Standard JPEG. File Size: JPEGs must be under 1.8 MB

4) **Work Sample description** (1-page limit) that includes budget information for each piece.
   Name, Title, Medium, Year, Budget information and a 1-2-line description of the project.

5) **Contact information**

All materials should be sent electronically to: Kristi.fernholz@umvrdc.org
Please contact Kristi to send large documents.

Questions: Kristi Fernholz, 320-289-1981x106  Kristi.fernholz@umvrdc.org
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