

Art in Public Places Committee

The Process of Procuring Public Art for the City of Jacksonville

March 8, 2017

Preliminary Administration

Call to Artists and Selection

Design Proposal to Fabrication

Fabrication to Dedication

Cataloguing and Archiving,
Maintenance and Collections Management

Preliminary Administration

- **Identifying eligible CIP public art projects and budget**
- **CCGJ meetings with design team**

Ex: COJ Departments: Risk Management, Planning, Public Works, OGC, etc.
- **Assess costs, identify project-specific components**

Evaluate budget & needs re: site selection, infrastructure, administration, conservation, documentation, etc.
- **Develop criteria for Call to Artists**

Build Call to Artists for Café, website, social media, other publications, Universities, PAN, newsletter, ESA, etc.
- **Risk requirements and review**
- **Establish Art Selection Panel (ASP)**

ASP members are confirmed by APPC before they're contacted with schedule of engagement

Call and Selection

- **Develop and issue Call to Artists (RFQ)**
This is a joint venture among CCGJ, APPC, COJ and the project-specific ASP
- **Conduct FAQ session for Call to Artists**
- **Receive artist qualifications**
- **ASP evaluates submissions and makes recommendations to APPC**
- **CCGJ meets with stakeholders – business and property owners, residents, etc.**
- **APPC votes to approve ASP recommendations and finalists are notified**
- **Negotiate artist agreements (will vary depending on scope of service)**
- **Payment #1 issued for artist site visits, insurance, etc.**
- **Artist coordination meetings**
Design Team meetings, Public meeting(s) with the artists

Design Proposal to Fabrication

- **Risk review, authorization to proceed, Payment #2 is issued to finalist**
- **Artists submit designs**
- **ASP begins review of design proposals**
- **APP Administrator and Conservator correspond with artists**
- **Art Conservator conducts technical review of the proposed designs**
- **ASP votes to approve final design recommendations with changes (if any)**
- **APPC votes on the ASP recommended final designs with changes (if any)**
- **Payment #3 issued to artist to proceed with fabrication and installation**

Fabrication / Dedication

- **Artists begin fabrication of approved designs**

- **Sites are prepared for installation**

This might include sidewalk preparation, pressure washing, cleaning, etc.

- **Installation of artwork**

- **Payment #4 issued to artist (Final Payment)**

Fabrication and install are completed and accepted by COJ and all cataloging materials received from artist.

- **Plaques are installed, Dedication ceremony**

Ideally there is funding available to pay for travel and accommodations for artists to attend

- **Close out project**

Cataloguing and Archiving, Maintenance and Collections Management

- **Collecting all cataloguing materials from artists for inventory files**
- **Filing of archival materials (media, photos, video, etc.)**
- **Submitting public art information to COJ for City's fine art schedule**
- **Maintaining the collection, including scheduled maintenance, Emergency repairs, deaccession and conservation, and budgeting for such.**