



Illinois Capital Development Board

Art in Architecture

Request for Qualifications

Project Name

Project Location

Project Number

CALL TO ARTISTS

The Art-in-Architecture program of the Capital Development Board is pleased to announce a Request for Qualifications to Illinois artists to create permanent original public art at <Project> in <Location>.

Deadline:

ELIGIBILITY

This public art commission is open to all professional artists, artisans, or artist-led teams that live and work in the state of Illinois. For this project, artists that are <special consideration if any> are especially encouraged to apply.

Employees of the <using agency> and degree-seeking fine art students are not eligible to apply.

PROJECT SUMMARY

Art Location:

Medium:

Area:

Dimensions:

Budget:

The <using agency> is seeking. . . .

ARTISTIC OBJECTIVES

PROJECT SITE

The project is A site plan is attached.

BUDGET DETAILS

The budget for the project is \$<amount>.

This budget covers all expenses associated with, but not limited to the design, labor, fabrication, project management, materials, tools, contracted services, operations and meetings, and travel required to complete the artwork plus installation, related permits, licenses, taxes and insurance, and transportation and delivery of the work to the site, as well as documentation of the completed project. Any expense that exceeds the contracted amount will be the artist's responsibility.

The artist is responsible for working with the Capital Development Board Art-in-Architecture program, the using agency, and other relevant partners to oversee all aspects of the art installation.

SELECTION PROCESS

Up to <number> artists/teams will be selected from the pool of eligible artists/teams and paid a fee of \$<amount> each to develop and present site specific, **two-dimensional/three-dimensional** proposals. The artists/teams selected to provide proposals will be announced on the website <day, date>. Letters will also be sent to the <number> selected artists/teams with details of the proposal process and contracts.

The proposals from the artists contacted with further instructions will be due <day, date>. *Do not send a proposal unless you have been contacted by the Art-in-Architecture Coordinator.*

LEGAL AGREEMENT

The Capital Development Board Art-in-Architecture Program reserves the right to alter any aspect of the selection process or overall project in any way for its own convenience at any time. This Request for Qualifications does not constitute either an expressed or implied contract and these provisions are subject to change.

HOW TO APPLY

Artists, artisans, and artist-led teams interested in the project should e-mail or post ONE copy of each of the following labeled with the artist's name as well as the project name and number:

- *Résumé* (if a team, one for each member) with current contact information, including:
 - Name
 - Address
 - Phone
 - Fax
 - E-mail
 - Website
- *Letter of Intent* (1 page maximum, double spaced)
 - If the submission is on behalf of a team, please identify the lead artist and indicate if the individuals have previously collaborated and the nature of the collaboration.
 - If the artist or artist team has worked with not-for-profit organizations, local governments, state agencies, or other similar and relevant groups, please describe the project.
- *Up to 15 JPEG images of relevant past work*. If provided on a CD, please label it clearly with artist or team name and date. Please provide the images in the following format:

- One image per JPEG
 - Pixel dimensions per image: approximately 600x800
 - Image resolution: 72–300 pixels per inch
 - Maximum file size per image: 1MB
 - Name each image: lastnamefirstnameimagenumber.jpg, for example: mirojoan01, mirojoan02, mirojoan03, etc.
 - A corresponding, numbered, annotated image list with title, media, dimensions, location, brief description, date of the work, project budget, and project partners, if applicable
- ***PowerPoint presentations are not accepted.***
 - *References* of at least three professionals (commissioning agency or organization, design or arts professional, architect, landscape architect, engineer, etc.) who have a detailed knowledge of the artist’s work and working methods. Include contact name, complete address, telephone number, and email for each reference.
 - *Optional.* One PDF file of additional support material, including press clippings or other relevant information on past projects (maximum 1MB file)

Please Note:

- Send art as JPEG files ONLY. Do not send slides.
- **Do not send design proposals.**
- All submittals become property of the Capital Development Board Art-in Architecture Program and will not be returned. Submissions can be made available for public viewing. The artist retains copyright.

HOW AND WHERE TO SUBMIT

Interested artists must send application materials by <day, date>. Submissions received after this date will be kept for review for other Art-in-Architecture pro

E-mail to CDB.ArtinArchitecture@illinois.gov

Hand delivery—4:30 P.M., <day, date>

USPS or other mailing service—postmarked <day, date>

Art-in-Architecture Program
Capital Development Board
Wm. G. Stratton Building, 3rd Floor
401 South Spring Street
Springfield, IL 62706

QUESTIONS?

Contact the Art-in-Architecture Program at CDB.ArtinArchitecture@illinois.gov

The Art-in-Architecture Procedure Manual, commission opportunities, and other information is posted at <http://www2.illinois.gov/cdb/services/art>

ABOUT THE ART-IN-ARCHITECTURE PROGRAM

The Illinois Art-in-Architecture program promotes and preserves Illinois art and enriches communities by commissioning original artwork for public buildings constructed with State funds.

The enabling legislation for the program requires that the Capital Development Board "shall set aside 1/2 of 1 percent of the amount authorized and appropriated for construction or reconstruction of each public building financed in whole or in part by State funds and generally accessible to and used by the public for purchase and placement of suitable works of art in such public buildings." A committee of artists, art professionals, architects, and community representatives oversee each project and select the artwork.

Since its inception in 1977, the Art-in-Architecture Program has purchased or commissioned over 1000 works of art by Illinois artists for public display throughout Illinois. For more information visit <http://www2.illinois.gov/cdb/services/art>.

ATTACHMENTS

SITE PLAN
