



Illinois Capital Development Board  
Art-in-Architecture Program

# Request for Qualifications

for Artists that Live & Work in Illinois

*Central Management Services  
Jefferson Terrace  
Springfield, Illinois  
Project Number: 250-000-023*

## CALL TO ARTISTS

The Art-in-Architecture Program of the Capital Development Board is pleased to announce a Request for Qualifications (RFQ) to Illinois professional artists to create permanent original public art for the Jefferson Terrace Building in Springfield, Illinois.

**Final Deadline:** Friday, February 17, 2023  
4:30 P.M.  
EMAIL SUBMITTALS ARE NOW REQUIRED

## ELIGIBILITY

These public art commissions and potential purchases are open to all professional artists, artisans, or artist-led teams *that live and work in the state of Illinois*.

- An artist/artisan is defined as a skilled practitioner that generates designs and concepts for creative works that reflect form, beauty, and aesthetic perception. All artists on a team must live and work in Illinois.
- Subcontractors may be used and are defined as those providing technical implementation such as construction, fabrication, and/or assembly for portions or all of a finished product under direct supervision and control of an artist.
- State employees from the Executive Branch are not eligible to apply for this commission.

## PROJECT SUMMARY

This building renovation provides office space for approximately 200 state of Illinois employees from several state agencies.

An ADA accessible concrete and metal panel ramp has been added to the existing building, east of the existing stair, as shown in the drawings and images.

## PROJECT SITE

The artwork is located on the exterior of a three-story, 130,000-square-foot office building several blocks from the Illinois State Capitol Complex. It is located along the accessible ramp added to the building during the project.

Jefferson St., also the path of Illinois Route 97 West, is a very busy Springfield thoroughfare used heavily by residents, visitors, and travelers. According to the Illinois Dept. of Transportation, Jefferson St. sees an average daily traffic count of over 11,000 vehicles per day at this location.

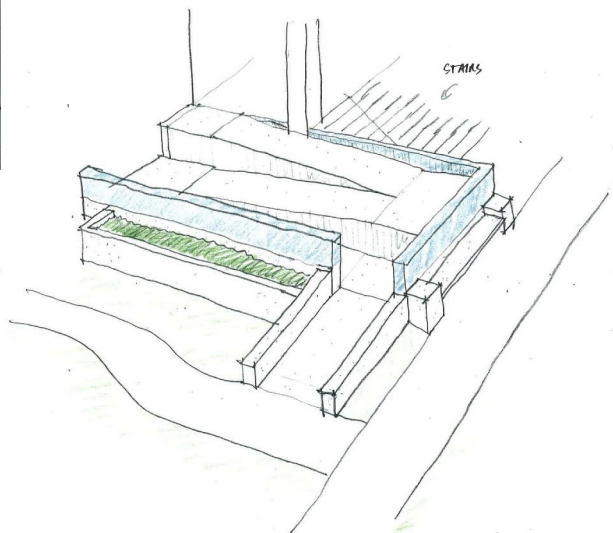
The addition of artwork to this corner will enliven and activate the exterior of the building and will also serve as a wayfinding aid.

The artwork will have to meet all requirements of the Americans with Disabilities Act and the Illinois Accessibility Code for protruding objects along an accessible route.

## ARTISTIC OBJECTIVES

The committee has no preferred theme, media or format and does not wish to be limited to content that relates explicitly to the function or program of the building.

The piece must be durable, safe, and cost effective to maintain and must be able to endure the rigors of the Illinois climate with limited annual maintenance.



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## BUDGET DETAILS

The budget for the project is \$27,000.00.

This budget covers all expenses associated with, but not limited to the project 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

At least three artists/teams will be selected from the pool of eligible artists/teams and paid a fee of \$1,000.00 each to develop and present site specific proposals.

Letters will be sent to the selected artists/teams with details of the proposal process and contracts.

*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

### IF YOU HAVE ALREADY APPLIED TO THE ILLINOIS ART-IN-ARCHITECTURE PROGRAM

You do not need to send your materials again if you have previously applied and your portfolio is on file. To apply for this project submit a Letter of Intent that includes

- the project name and project number
- your name and the name of your team members if applying as a team



- your most current contact information including address, telephone number, and e-mail address

**IF YOU HAVE NEVER APPLIED TO THE ILLINOIS ART-IN-ARCHITECTURE PROGRAM OR WISH TO UPDATE YOUR PORTFOLIO**

Please e-mail a full package including ONE copy of each of the following *labeled with the artist's name as well as the project name and number*.

- Email submittals are required.
- *Résumé* (if a team, one for each member) with current contact information, including:
  - Name
  - Address
  - Phone
  - Fax
  - E-mail
  - Website
- *Artist Statement/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*. Please provide the images in the following format:
  - One image per JPEG
  - Pixel dimensions per image: approximately 600 x 800
  - 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.
  - When submitting by e-mail, please send images as attachments and not in the body of the e-mail.
- *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 e-mail for each reference.

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- *Optional* One PDF file of additional support material, including press clippings or other relevant information on past projects (maximum 1MB file.)
  - *Digital Submittals*
    - Email submittals are required.
    - Ensure that images are sent as attachments and are not embedded in the body of the email
  - *PowerPoint presentations are not accepted.*

Please Note:

- Send art images as JPEG files ONLY. Slides will not be accepted nor returned.
- **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 no later than **Friday, February 17, 2023 at 4:30 P.M.** Submissions received after this date will be kept for review for other Art-in-Architecture projects.

E-mail to [CDB.ArtinArchitecture@illinois.gov](mailto:CDB.ArtinArchitecture@illinois.gov)

## QUESTIONS?

Contact the Art-in-Architecture Program at [CDB.ArtinArchitecture@illinois.gov](mailto:CDB.ArtinArchitecture@illinois.gov)

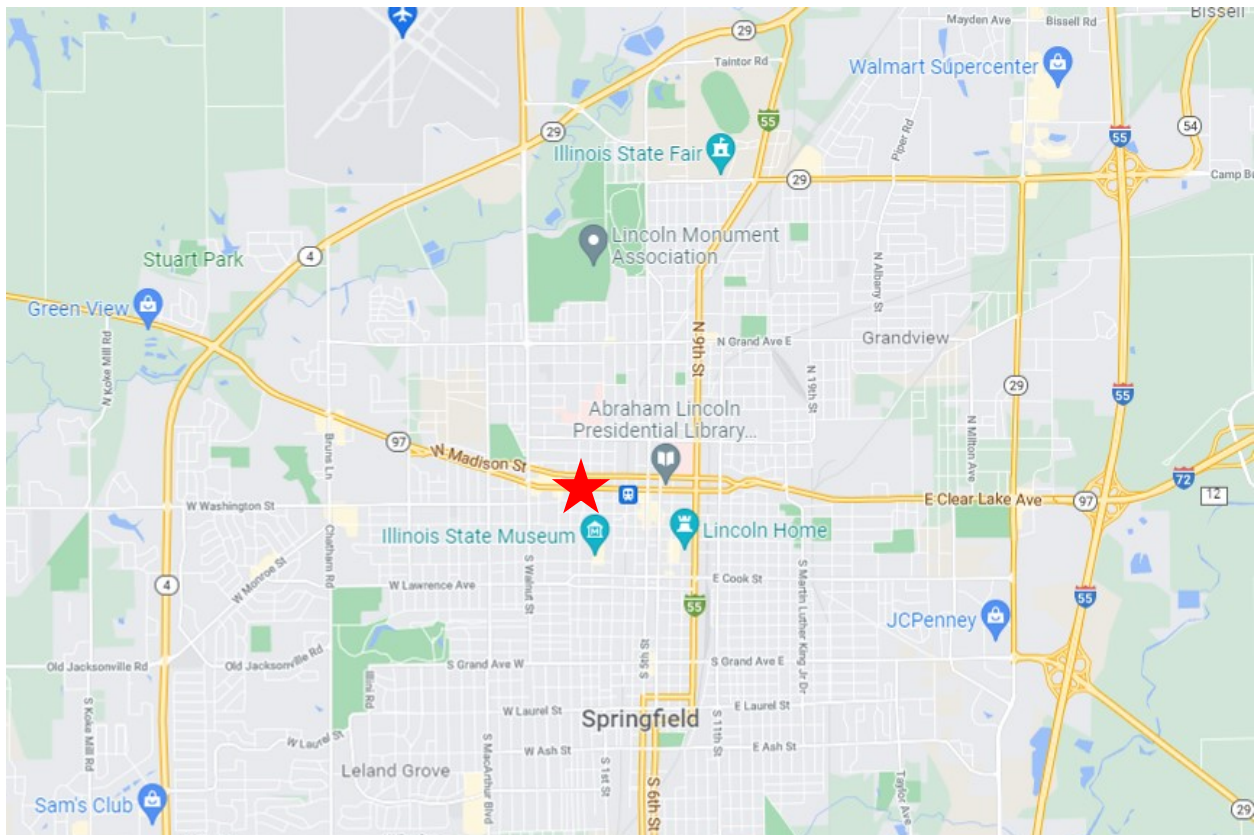
The Art-in-Architecture Procedure Manual, commission opportunities, and other information are posted on the [AIA Program website](#).

## 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 including art professionals and the project architect oversee each project and selects the artwork.

Since its inception in 1977, the Art-in-Architecture Program has purchased or commissioned works of art by Illinois artists for public display throughout Illinois. For more information visit the [AIA Program website](#).



Project location









Central Management Services  
Springfield, Illinois  
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