

A large rectangular area at the top of the page is defined by four thin, light-colored lines that meet at the center, forming a diamond shape. This area is intended for a cover photo.

Placeholder for  
Cover Photo

Illinois Capital Development Board  
**Art-in-Architecture Program**

# Request for Qualifications

for

**USER**

**PROJECT**

**CITY, Illinois**

**Project Number:**

## 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 PROJECT at USER in CITY, Illinois.

### FINAL DEADLINE DATE

**3:00 P.M.**

**CDB.ArtinArchitecture@illinois.gov**

Note: Applying before the final deadline is highly encouraged. Any portfolio submitted after the deadline will not be considered for this project.

## 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 be from 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.
- Faculty and staff of USER are not eligible to apply for this commission.

## CONSTRUCTION PROJECT

A description of the construction project goes here.

## ARTWORK SITE

A description of the artwork site goes here.

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## ARTISTIC OBJECTIVES

Specific artwork preferences go here, like theme, material, goals, etc.

The artwork must be durable and safe with limited annual maintenance, as well as meet regulations of the Americans with Disabilities Act and the Illinois Accessibility Code.

## SELECTION PROCESS

The Fine Arts Review Committee will review the portfolios of eligible applicants. At least three artists/teams will be selected as semi-finalists and paid a fee of \$X,XXX each to develop and present a site specific proposal. After the proposal presentations, the Committee will select a winning artist/team for the commission.

Correspondence will be sent to the semi-finalists and to the winning artist/team detailing the proposal process and contracts.

## BUDGET DETAILS

The budget for the project is \$XX,XXX. 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.

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## 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 AND WHERE TO SUBMIT

Email portfolio materials to **CDB.ArtinArchitecture@illinois.gov** no later than **Date at 3:00 P.M.** Any portfolio submitted after the deadline will not be considered for this project.

## HOW TO APPLY

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

If you have previously applied you do not need to send your portfolio again. To apply for this project email the following:

#### Cover Letter (letter of intent or artist statement)

- One page maximum
- Include the project in which you are applying
- Your name and the name of your team members if applying as a team
- Your most current contact information including address, telephone number, and email address

### IF YOU HAVE NEVER APPLIED TO THE ILLINOIS ART-IN-ARCHITECTURE PROGRAM

### OR YOU WISH TO UPDATE YOUR PORTFOLIO

Please email a full portfolio which includes one copy of each of the following

#### Cover Letter (letter of intent or artist statement)

- One page maximum
- Include the project in which you are applying

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**Résumé** (include your contact information)

- If applying as a team, provide a resume for each team member

**Artwork Images** (up to 15 images for individuals or teams)

- 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

**Artwork Image List** (one document)

- A corresponding, numbered image list listing the artwork title, media, dimensions, date, location (if applicable), budget (if applicable), and brief description (optional)
- Do not include images within this document

**Support Material** (OPTIONAL)

- One page maximum
- Press clippings, volunteer work, artwork/commission spotlight, or other relevant information

**Please note:**

- Attach all files to the email
- DO NOT include artwork images within the body of the email
- JPEG files are required for artwork images
- Name each image lastnamefirstnameimagenumber.jpg, for example:  
KahloFrida01.jpg  
KahloFrida02.jpg  
KahloFrida03.jpg
- PDF or Word files are required for all documents
- Name each document lastnamefirstname\_document, for example:  
KahloFrida\_coverletter.pdf  
KahloFrida\_imagelist.doc
- DO NOT send design proposals
- All submittals become property of the Capital Development Board Art-in-Architecture Program. Submissions can be made available for public viewing. The artist retains copyright.

## QUESTIONS

The Art-in-Architecture Procedure Manual, commission opportunities, and other information are posted at [AIA Program website](#). For questions, contact the Art-in-Architecture Program at **CDB.ArtinArchitecture@illinois.gov**.

## 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, and oversees 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](#).

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**MAPS, DRAWINGS, AND/OR RENDERINGS OF PROJECT SITE**



Image Placeholder



Image Placeholder

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**MAPS, DRAWINGS, AND/OR RENDERINGS OF PROJECT SITE**



Image Placeholder



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**RENDERINGS OF ARTWORK SITE**



Image Placeholder



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