



PUBLIC ART ACQUISITION PROCEDURE

The scope of the Public Art project will be defined by the Edmonds Arts Commission working with City staff. Scope will include budget, parameters of the site, schedule, applicant geographic restrictions and the appropriate selection methodology:

- Integrated design process which enables the selected artist to develop a specific design in the course of working with the design team and the community on a project site in development, or,
- Competitive site-specific proposal process which may be most appropriate for an existing and well-defined site.

An analysis of project factors, such as schedule, budget, technical parameters and expectations of community interaction inform which selection methodology will be the most successful.

The scope of the project as defined in the Call-to-Artists (prospectus) is recommended by the Arts Commission and approved at City Council. The Artist Selection Panel (Jury) process will be facilitated by the City Arts & Culture Manager.

1 | ARTIST SELECTION PANEL

All artist Selection Panels shall have flexible membership, as determined by the Edmonds Arts Commission (EAC), based on the size, location and complexity of the project. The Panel shall also include a representative of the Architectural Design Board when appropriate to comment on architectural elements of public buildings. Panelists will be chosen from the Arts Commission, City Council, City staff and the community.

1.1 Panels will include at least one visual artist and one person familiar with the design and use of the site. Panelists shall not be paid for their services unless it is a professional artist consultant deemed necessary.

1.2 Panelists are responsible for recommending the selection of the artist or artist team or proposal to be commissioned. Panels review public comment on finalists before making a recommendation.

1.3 All sessions where the finalist artist(s) are interviewed or present proposals to the Panel will be advertised public meetings with public comment taken.

1.4 If the Panel cannot reach consensus, a vote shall be taken with majority rule. A written recommendation will be made to the Arts Commission. The Panel may decide not to select from the available artists or submitted proposals. In this case City staff will review the budget, timeline etc. and decide to extend the deadline for applications or to recommend that the Arts Commission review the project and send out a new call-to-artists.

2 | SELECTION OF ARTISTS

The Arts Commission will determine eligibility requirements for each project, establish a Panel, facilitate the selection process, and make a recommendation to City Council. The City Council will approve the call for artists and final selection for significant works of public art (defined by the Arts Commission as valued at more than \$5,000).

2.1 Call-to-Artists. These calls may be issued as a Request for Qualifications (RFQ) where the artist is selected on the basis of interviews or a Request for Proposals (RFP) where up to three finalists are selected on the basis of qualifications and then paid to develop site-specific proposals. Call-to-Artists are developed by Arts Commission and approved by City Council prior to publication. The Call will be advertised by Arts Commission to reach eligible artists.

2.2 Selection Panel. Establish panelists including member(s) of the Arts Commission, the City Council and the public.

2.3 Public Hearing for Finalist. Finalists for a project shall be interviewed or present proposals at an advertised Public Meeting before the Panel. Notice of the meeting shall be posted at the site and designated locations. If the artwork is visible from a public way or adjacent private property, written notice of the hearing shall be directed to owners of private property within 300' of the site. Public Comment will be taken.

2.4 Public Hearing with City Council Final Recommendation. The recommendation of the Panel through the Arts Commission is presented at City Council with notified Public Hearing for City Council approval.

3 | CRITERIA FOR SELECTING ARTISTS AND WORKS OF ART

3.1 Professional Eligibility: Artist finalists will be selected on the basis of their qualifications, as demonstrated by their past work and education, the appropriateness of their work for the particular project, and the probability of its successful completion, as determined by the Artist Selection Panel.

3.2 Quality: The Panel shall bear in mind quality and strength of past work as demonstrated in submitted application materials.

3.3 Elements and Design: Consideration will be given to the site-specific design of a project, understanding of dynamic spatial relationships, functional elements, and potential for integrated design.

3.4 Permanence: Ability of materials to withstand age, theft, vandalism, weathering, and ongoing maintenance and repair costs should be considered.

3.5 Style and Nature of Work: Appropriateness for public places and compatibility in scale, material, form, and content with their surroundings shall be considered.

4 | SELECTION PROCESS

4.1 The Panel will meet initially to review all of the artist application materials and qualifications sent in response to the Call for Artists. The Call and guidelines for selection of public art will be reviewed. Panelists should acknowledge any conflicts of interest that exist with the field of applicants at this time.

4.2 The Panel may select up to five artists or artist teams to interview for an integrated design process project or may select without interview up to three artists or artist teams to develop a specific site-based proposal. The finalists will be provided any additional information on the site that the Arts Commission identifies.

4.3 In an integrated design process, where the selected artist or artist team is expected to work with the design team consultants/contractor, community, or city staff, the Panel will select up to five artists or artist teams as finalists. Finalists are required to attend an orientation meeting prior to interviewing with the Panel at a public meeting for recommendation of the artist to be commissioned to the Arts Commission.

4.4 In a specific site-based proposal process the Panel will reconvene at a public meeting where the three finalists will present their site-specific proposals in the form of maquettes and/or renderings. This is an opportunity for the finalists to present their ideas to the community and for the Panel to learn about the specific proposals and the public's reception. Following this presentation, the Panel will recommend one finalist proposal to the Commission.

4.5 The written recommendation of the Panel will be presented to the Arts Commission and with Commission approval will be remanded to City Council for authorization to proceed.

4.6 The Arts Commission will present the Commission's recommendation to the City Council seeking authorization to contract with the artist. Artist and Panelists are requested to attend this presentation if possible. For an integrated design process the authorization to contract with the artist includes in the contract a requirement for additional Panel review and Public Hearing on the final design which will be recommended to City Council. For a site-specific proposal process, the presentation of the recommended proposal will be made with a Public Hearing at City Council.

4.7 With City Council approval, the Mayor will sign the contract with the artist.

4.8 Construction and installation will be monitored by the Arts Commission through City staff.