

BROWARD CULTURAL AFFAIRS COUNCIL  
REQUEST FOR ARTIST QUALIFICATIONS

PROJECT: (Facility Name)  
(Address)  
(Address)

1. Site Description: This section should describe the general public purposes of the facility or site and should also describe in specific detail the activities or operations that will take place once the capital improvement project is completed. It should note the level of public access, the estimated number of persons projected to use facility, number and nature of employees, operating hours, nature of clientele, any unusual characteristics of operations, etc.

The general location of site should be described: type of neighborhood, urban design considerations, approaches to the site, etc.

Specific plans for the site should be described to the extent that they have been developed. The architectural or engineering program should be attached, along with conceptual designs or schematics, if available.

2. Current Status of the Project: Should note whether project has been funded and appropriated. Source of funding. Status of architect or engineering design consultant selection. Identify other design consultants if they have been selected.
3. Timetable: Should project the overall timetable for the project (schedule for conceptual design, schematics, working drawings, construction documents, bidding/contract award, construction, facility opening) with particular note of the periods during which artist involvement would be required. Should also note, if possible, the level of artist commitment required during each time period (i.e., 50% time, full-time, etc.)
4. Project Description: This section should describe in detail the expected scope of services of the artist. Will the artist be a member of the project design team? What will be the artist's relationship to the architect? Sub-contractor? Co-equal designer? With whom will the artist contract? Will the artist be working on the overall design or specific elements of the architecture program? Typical elements, such as fixtures and furnishings? Discrete artworks? How will these issues be resolved during the course of the design development?

If the project is for the creation of a specific artwork, the nature of the desired work should be described in detail here. For example, if you are looking for an artist to create a stained glass window, then the dimensions of the opening(s), structural considerations, related design elements, etc., should be detailed.

5. Project Budget: This section should state the budget available for the project. Any limitations should be stated here. For instance, if the artist's fee is limited to 15% of the budget for design, with the remainder for the actual fabrication and installation of artworks, that should be stated here. This section should also indicate whether the budget is inclusive of travel, overhead, insurance, site preparation, lighting and utilities, installation, etc.

6. **Project Selection Panel:** This section should identify the members of the selection panel who will be choosing the artist(s) who will be recommended for the project.
7. **Selection Process:** This section should outline in some detail the process for the selection of artists, including what the respondents are being asked to submit, whether travel and honoraria are offered, whether the artists will be asked to develop a proposal, etc. Typically, artists will be asked to submit slides of previous work, a professional resume and a brief statement of their response to the challenge offered by the project, not to exceed two type-written pages. Artists will be selected to interview or prepare a proposal for the project. Finalists who are asked to prepare a proposal will normally be paid a small honorarium. The selection panel should always reserve the right to reject all proposals or applicants.
8. **Pre-submittal Conference/Site Visits:** This section should be included if there is an opportunity to visit the site prior to the submittals or whether there is a mandatory or optional pre-submittal meeting prior to submittal. If so, this section should indicate the time, date and place of the meeting, as well as a contact person.
9. **Deadline:** This section will contain the time and date by which the submittals are due, and should indicate whether this is a postmark deadline or a receipt deadline. This section should also indicate when artists can expect to receive notice about the project.
10. **Instructions:**

This section will contain specific instructions relating to the artist submittals. They might for instance contain the following instructions:

- a. Entries will be accepted in two-dimensional form only.
- b. **Submit:** up to twenty slides or photographs of recent representative work, a list of slides with annotation (copies), your current professional resume (copies) and not more than a two-page response to the opportunity presented by the project (copies).
- c. It is emphasized that specific proposals for the artworks are not requested at this time and will not be reviewed.
- d. Include a self-addressed, stamped envelope with sufficient postage to cover the return of visuals. Only slides and photographs will be returned.
- e. Every slide should be labeled **on** the front of the slide with the artist's name, the title of the work, the medium, dimensions and date of creation. **An** arrow should indicate the top of the slide.
- f. Every item in the artist's submittal should be labeled with the artist's name.
- g. Artists whose work, by its nature, cannot be shown through the media of slides and photographs should contact (Person and phone number), to make special arrangements.

- h. All materials must be contained in a single envelope not to exceed **16" X 20"**. Only one entry per envelope. Artists submitting to other projects should make separate submittals. Entries should be addressed to:

(Project Name)  
Broward Cultural Affairs Division  
100 South Andrews Avenue  
Ft. Lauderdale, FL 33301

- i. While every precaution will be taken to prevent the loss or damage to entries, the Broward Cultural Affairs Division, its staff and selection panels assume no responsibility in the case **of** loss or damage to the items submitted.
- j. The Broward Cultural Affairs Division reserves the right to duplicate slides for its slide registry. Artists not wishing their slides duplicated for the registry should indicate that in their submittal.
- k. All artists who submit for this project will be notified by mail **of** the selection panel's decision. **No** information regarding the decision will be released by telephone.
- l. Artists who wish to be notified that their submittal has been received should include **a** stamped, self-addressed post card that will be mailed back to you upon receipt of your submittal.