

REQUEST FOR QUALIFICATIONS
City of Fort Collins, Colorado
Art in Public Places Program
2019 DESIGN CONSULTANT LIST

The City of Fort Collins Art in Public Places Program (APP) is seeking submissions to create the list of approved artists who can work as Design Consultants for City of Fort Collins capital projects.

SUBMISSION INFORMATION

Qualifications will be received at the City of Fort Collins's Purchasing Division, 215 North Mason St., 2nd floor, Fort Collins, Colorado 80524.

Art in Public Places Program
2019 Design Consultant List
Proposals must be received before 5:00 p.m. (our clock), May 6, 2019
Final Selection: May 2019

Applications may be emailed to:

purchasing@fcgov.com

Type **APP Design Consultant List** in the subject line
(Request an acknowledgement email)

Or may be mailed to:

APP Design Consultant List

City of Fort Collins Purchasing Division
P.O. Box 580
Fort Collins, CO 80522

Or may be hand-delivered to:

APP Design Consultant List

City of Fort Collins Purchasing Division
215 N. Mason
Fort Collins, CO 80524

CONTACT INFORMATION

Questions concerning the scope of the projects should be directed to Ellen Martin at (970) 416-2789.

Questions regarding submittal or process should be directed to Beth Diven, Purchasing Buyer at (970) 221-6216.

PROJECT

The City of Fort Collins is seeking visual artists to serve as Design Consultants for City construction projects. The APP Program is creating a list of approved visual artists who can work as Design Consultants for City projects that may or may not have an independent art budget. Design Consultants selected from the resource list will work with a project team, architects, engineers, and managers to designate opportunities for art within the project or within a separate art budget. This approach requires good collaboration skills, creativity, flexibility, and an open mind. The department, design team, and APP Board will determine the extent of the Design Consultant's involvement in a project. The Design Consultant will be paid a fee of \$50 an hour for the design phase and could be commissioned to create a piece of artwork for the site. The APP program will use this list of artists for approximately two years. Acceptance onto this list will not exclude the artist from submitting and being selected for other City of Fort Collins's APP Projects.

ELIGIBILITY

This project is open to artists within a 250 mile radius from the City of Fort Collins, CO. The artist must be willing to work with the selected project team.

SELECTION PROCESS

A selection committee may consist of members of the APP Board and a City Purchasing Department representative. The committee will review application materials and make a final recommendation. The selection committee reserves the right to reject any or all entries at any time in the review and selection process.

SELECTION CRITERIA

1. Technical Competence as demonstrated in letter of intent, resume, and letters of recommendation
2. Artistic Excellence as demonstrated in digital images.

APPLICATION MATERIALS TO BE SUBMITTED

Please submit one (1) copy of the following materials:

1. **A one (1) page letter of intent** describing your approach to working with a design team or on collaborative projects.
2. **Current resume** (max. 2 pages) outlining your professional accomplishments as an artist and experience with design team projects.
3. **Two (2) Letters of Recommendation**, that speaks to your experience as an artist and past public art projects.
4. **Image list** including artist name, title, media, dimensions, location, date, cost, and description of the artwork.

In addition to the above materials please also submit:

Eight (8) digital images total of relevant work completed within the past ten years. Digital images should be presented in a jpeg format up to 300 dpi, no larger than 1.5 MB per image. When opened, each image file should appear in the proper orientation. Please label each image with artist's last name and image number matching the artist's image list. If mailing or hand delivering your submission, burn image jpegs onto a PC compatible CD and include with your submission materials.

Submissions must be complete or will not be reviewed.

Materials not requested will not be reviewed.

NOTICE

All proposals submitted must meet all applicable City codes and Charter requirements. The City of Fort Collins reserves the right to reject all proposals and to waive irregularities or informalities. Artists are not to contact the project community/neighborhoods for an APP project unless arranged through Ellen Martin, APP Coordinator for the City.

Sincerely,

Gerry Paul
Purchasing Director