

# PROJECT STEPS

July 8, 2010–November 15, 2011

AAPAC Public Art Projects

Purpose: This document is intended to serve as a general guide to assist AAPAC, city staff, artists and the community in the planning, development and installation of public art projects in the City of Ann Arbor. There are many types of art projects, being initiated and coordinated by different individuals, departments and organizations. As a result, it is understood that the specific project steps, as defined herein, may need to be modified in order to be responsive to the specific needs of the project. **Specific types of public art projects, or public art programs, may require a separate project process.** Proposed modifications to these project steps should be discussed with AAPAC at the earliest stage possible in the process.

Applicability: All public art projects that will be owned by the City of Ann Arbor within or on City property. This includes projects:

- that are funded by the Percent for Art or other funds
- ~~Applicants can be city staff, city residents, AAPAC members, donations, organizations etc.~~
- That are part of municipal projects or;
- ~~are part of the annual art plan (gateway project) or;~~
- generated by the community at large

1. **Project Intake Form Completion**– applicant (city staff, resident, AAPAC etc) to work with AAPAC Administrator.
2. **Review of Project Intake Form** – When the AAPAC Administrator is satisfied that the form is substantially complete, they will submit to the AAPAC Projects Committee for review and tracking. The amount and type of public input should be identified at this stage. Additional information, if needed, will be requested through the AAPAC Administrator. Optional projects committee meeting with applicant to discuss public art project.
3. **Preliminary Project Assessment:** Once the form is determined to be as complete as possible, the Projects Committee will submit to Planning Committee to determine if the project is in keeping with the overarching mission/ goals and annual priorities of AAPAC. A **Preliminary Assessment Form** will be completed by the Planning Committee and submitted to the AAPAC Administrator

1. **Project Intake Form Completion**– applicant (city staff, resident, AAPAC etc) to work with AAPAC Administrator.
2. **Review of Project Intake Form** – **The AAPAC Administrator is responsible for completion of the form.** The amount and type of public input should be identified at this stage. Additional information, if needed, will be requested through the AAPAC Administrator. **A Sub-Committee meeting with applicant may be arranged to discuss public art project.**
3. **Preliminary Project Assessment:** Once the form is determined to be as complete as possible, **it will be submitted to the appropriate AAPAC Sub-Committee, if there is meeting scheduled prior to the monthly AAPAC meeting,** to determine if the project is in keeping with the overarching mission/ goals ~~and annual priorities~~ of AAPAC. A **Preliminary Assessment Form** will be completed by the **Sub-Committee** and submitted to the AAPAC Administrator. **If there is not a Sub-Committee meeting before the monthly AAPAC meeting, the Administrator may determine if the project is in keeping with the overarching mission/goals of AAPAC, then complete a Preliminary Assessment Form and forward it to the members of the appropriate Sub-Committee.**

4. **Preliminary City Staff Input:** The AAPAC Administrator and AAPAC chair will meet with City Staff on a regular basis (quarterly) to review completed assessment forms and receive feedback regarding possible funding source, project management approach (city vs. consultant) and to receive feedback on the appropriateness of the project (if Percent for Arts funds are to be used). This meeting and comments will be documented by the AAPAC Administrator
5. **Preliminary AAPAC Support:** At this point the potential project along with support from the planning committee and the city (including identification of funding source) will be taken by the Planning Committee to AAPAC to vote on formal support for formal support.
6. **Task Force(or Champion) Appointment:** If AAPAC votes to support the project, at a preliminary level, a task force (for larger projects) or a champion (for smaller projects ) will need to be formed. The AAPAC Administrator will oversee the formation.
7. **RFQ/RFP Preparation and Review:** AAPAC Administrator will develop the RFQ/RFP and submit it to both the Task Force and City Staff for review and comment.
8. **AAPAC RFQ/RFP Support:** Once comments have been addressed by city staff and the Task Force, the City Administrator will submit RFQ/RFP to AAPAC members for review and approval at the next scheduled AAPAC meeting
9. **Selection Committee:** The Task Force and AAPAC Administrator will identify and coordinate the selection committee.
10. **AAPAC Artist Selection Support:** Once the selection committee has identified the preferred artist, the Administrator will coordinate the RFQ/RFP process, candidates and preferred artist to AAPAC at a regularly scheduled meeting. AAPAC will be asked to approve the recommendation of the selection committee.

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**Preliminary AAPAC Support:** At this point the potential project along with support from the Sub-Committee and the city (including identification of funding source) will be taken by the Planning Committee submitted to AAPAC to vote on formal support for formal support.

**Task Force(or Champion) Appointment:** If AAPAC votes to support the project, at a preliminary level, a task force (for larger projects) or a champion (for smaller projects ) will need to be formed. The AAPAC Administrator will oversee the formation. If necessary, a public input process will be conducted.

**RFQ/RFP Preparation and Review:** AAPAC Administrator will develop the RFQ/RFP and submit it to both the Task Force and City Staff for review and comment.

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**Selection Committee:** The Task Force and AAPAC Administrator will identify and coordinate the selection committee.

**AAPAC Artist Selection Support:** Once the selection committee has identified the preferred artist, the Administrator will coordinate the RFQ/RFP process, selected candidates and preferred artist to AAPAC at a regularly scheduled meeting. AAPAC will be asked to approve the recommendation of the selection committee.

12. **City Council Support (for projects over \$25,000):** Artist and contract for services

13. **Appoint Project Manager:** By City Department (or AAPAC Administrator if not a direct City Dept. Project)

14. **Conduct Public Involvement:** The Task Force, Artist and AAPAC Administrator will conduct the public engagement tasks as identified in earlier steps.

15. **Conceptual Design:** The Project Manager will serve as the liaison between the Task Force and artist to ensure that the project is moving forward according to schedule, the city staff is being informed, goals are being met and budgets are kept in mind.

16. **AAPAC Conceptual Design Support:** Once the task force is ready to recommend a conceptual design it will be presented to AAPAC for review and approval at a regularly scheduled meeting.

17. **City Council Support (for projects over \$25,000):** Conceptual Design

18. **Design Development:** The Project Manager will serve as the liaison between the Task Force and artist to ensure that the project is moving forward according to schedule, the city staff is being informed, goals are being met and budgets are kept in mind. Task Force meetings will be scheduled as needed to respond to the specific project.

19. **AAPAC Design Development Support:** Once the task force is ready to recommend a design it will be presented to AAPAC for review and approval at a regularly scheduled meeting.

20. **City Council Support (for projects over \$25,000):** Design Development approval and funding appropriation.

21. **Installation Oversight:** Construction administration will be the responsibility of the selected project manager and city staff. Any deviations to the approved project/budget will come back to AAPAC for review and approval

22. **Project Completion/Dedication:** The Task Force will develop the schedule, the event and publicity plan for the Dedication. The Public Relations committee will assist in the coordination of the event and the public relations.

**City Council Support (for projects over \$25,000):** Artist and contract for services

**Appoint Project Manager:** By City Department (or AAPAC Administrator if not a direct City Dept. Project)

**Conduct Public Involvement:** The Task Force, Artist and AAPAC Administrator will conduct the public engagement tasks as identified in earlier steps.

**Conceptual Design /Art Proposal:** The Project Manager will serve as the liaison between the Task Force and artist to ensure that the project is moving forward according to schedule, the city staff is being informed, goals are being met and budgets are kept in mind.

**AAPAC Conceptual Design Support:** Once the task force is ready to recommend a conceptual design it will be presented to AAPAC for review and approval at a regularly scheduled meeting.

**City Council Support (for projects over \$25,000):** Conceptual Design

**Design Development:** The Project Manager will serve as the liaison between the Task Force and artist to ensure that the project is moving forward according to schedule, the city staff is being informed, goals are being met and budgets are kept in mind. Task Force meetings will be scheduled as needed to respond to the specific project.

**AAPAC Design Development Support:** If the task force, or Administrator, finds major variations between the conceptual design and the final design, it should be presented to AAPAC for review and final approval.

**City Council Support (for projects over \$25,000):** Design Development approval and funding appropriation.

**Installation Oversight:** Construction administration will be the responsibility of the selected project manager and city staff. Any deviations to the approved project/budget will come back to AAPAC for review and approval

**Project Completion/Dedication:** The Task Force will develop the schedule, the event and publicity plan for the Dedication. The Public Relations committee will assist in the coordination of the event and the public relations.