

Part 1: Public Art Selection Panel Process (SOQ Review by Selection Panel)

1. Timeline

A timeline will be established upon issuing the SOQ for selecting the artist(s) for the RFP.

2. Initial sorting in final artist determination

- review the artist submissions and assess the submissions against the established evaluation criteria using the guidelines addressing how to review and define the criteria
- score the artist submissions using the evaluation rubric
- compile the Selection Panel member's scores
- discuss and refine the list of artists who are eligible for selection
- determine the top artists
- further refine the list of artists who will be interviewed and are eligible for selection

3. Further information gathering to narrow the artist field

- interview the top artists via phone or other electronic means (The questions will be determined prior to calls. They may be varied according to depth and quality of artist initial information)
- review the information received during the interview and assess the information against the public art project's goals
- select the artist finalists and determine the final number of artist finalists (up to five)

A Request for Proposal will be delivered to the selected artist finalists. The artists will submit a design proposal. A design proposal will consist of, but not be limited to the following parts:

- A visual design concept
- A Project Work Plan and proposed Timeline
- A Project Budget

All requirements to be delineated in the rfp

The selection of the commissioned artist will include public engagement, review of artist presentations and proposals.

Part 2: Public Art Selection Panel Process (RFP review – final artist selection)

1. Selection Panel begins the selection process, following the receipt of the SOQ submission. They review the submissions, weigh their evaluation against project criteria and conduct interviews. Up to five qualified finalists are selected. If there are not adequately qualified responders, SOQ can be re-issued.
2. The RFP should be crafted prior to the SOQ request, but not issued until the SOQ process has determined the top artists
3. City will issue an RFP to each of the finalists.
4. Prior to submitting their response to the RFP, finalists will attend a fact-finding trip prior to submitting their response to the RFP that includes:
 - site walk-through open to stakeholders
 - public input meetings- artist learns about the residents, land, community, issues and Interests surrounding the project. Info about artists available, but not a presentation by the artist or concept.
5. The finalists will submit a proposal (response to RFP) to the City of Ann Arbor. Each artist will be paid to complete the proposal. Amount of payment to be determined by Task Force. Amount will be relative to scope of project. Typical amounts range from \$500-\$2000. Travel will be a reimbursed amount, based on reasonable and allowed expenses as per the City of Ann Arbor regulations. Artist must complete the following to receive payment:
 - Attend scheduled fact-finding trip (see #4)
 - Present a full Design Proposal to the Selection Panel (Presentation/access to the design proposals to the public may be through a variety of methods (online, meetings, etc.) and to a variety of groups. The opportunity for artist and public interaction is encouraged. Artists will be made aware that their presentation will also be viewed by the public)
 - Presentation of the Design Concept
 - Create a written narrative of the project
 - Provide a project Budget
 - Provide a project Work Plan
 - Provide an independent estimate of maintenance costs for 10 years
 - Respond to any other required information requested in RFP
6. *Presentation of Design Proposal by artist to the Selection Panel at appointed interview time, in person. (Please see Presentation of Design Proposal that follows)
7. Selection Panel recommends an artist to the Public Art Commission.
8. Public Art Commission approves an artist and Design Proposal at the concept level. City Council approves the proposal and the artist contract.
9. There will be a presentation of final design to AAPAC at AAPAC meeting, after the concept is further developed and finalized.

***Presentation of Design Proposal**

Presentation Process:

1. Artists who present the Design Proposal to the Selection Panel will be expected to present their concept in person or via an interactive electronic method that addresses audio, visual and interactive discussion.
2. The electronic or in-person presentation is proposed to be a choice of the selection committee. Remote or in-person will not change the public engagement process. (currently both projects that are in the RFP process have elected the in-person option)
3. Artists who are asked to present a Design Proposal paid for by the City of Ann Arbor will be required to participate in step #4 in the Selection Process. This addresses interaction with public, site, site requirements, etc. prior to any design work.

It is proposed that the amount paid to the artists in the future will be divided between the fee for the concept and travel costs. As different locals require different travel costs, the travel costs will be a reimbursed cost as per City of Ann Arbor per diem, expenses, reasonable air travel and car rental. What is reasonable should be a city standard and not fall to AAPAC to determine. This would give each artist the same amount for the concept, rather than excessive constraint on the fee due to travel.

4. The presentation process would follow this procedure
 - a. At the time of issuing the RFP, the day, location and time of the presentation will be named. A schedule will also be included that lists any receptions or activities the artist is expected to attend. Artists will know well in advance of the presentation date when their work is due and what travel plans they must make.
 - b. The day, location, time and events will be widely publicized
 - c. On the day of the presentation, the artist will present at the appointed time and place and be given 45 minutes to present their design proposal.
 - d. The presentation will be held in a city location that allows for live streaming (such as the council chambers). Interested public would be able to attend the live stream in a place such as the library or a room in city hall, etc. The public would be issued feedback forms with specific questions as well as room for additional feedback. It is also possible that the presentation can be conducted as a webinar, and participation also garnered by that means.
 - e. At the end of each presentation, the camera will be turned off for 15 min. During the 15 minutes, the Selection Panel will have discussion and the public can submit feedback. There is an option of facilitated discussion with the public.
 - f. The feedback forms would be collected from the public, the camera turned on again and the next presentation will commence.
 - g. Repeat as necessary

5. After the presentation, there will be a public reception held at City Hall or a location such as the library. The artists would have their design concepts on display. They can elect an electronic presentation (they would bring their own computer, projectors by the city) or boards that can be placed on easels. The city could offer up to 3 easels per artist available. Additional by artist.

The public reception will allow further view of the concepts by public and Selection Panel. There may be a question and answer period.

6. The Selection Panel will use the collected feedback, public reception, interview and presentation results, and artist ability to evaluate the project from an aesthetic, technical and process viewpoint (to name a few) and determine the winning artist within 1 week.
7. During this week it is reasonable to expect that additional questions will come up. These questions will be addressed with the artist during this week via phone. In fairness to the process and artist, the follow up will be done as quickly as practical.
8. Artists will be notified of the top artist and the selected artist will proceed with contract to the city.