

CALL FOR ARTISTS

City of Richmond Manchester District Courthouse

Located at Manchester Courthouse 920 Hull Street

The City of Richmond Public Art Commission is seeking qualified artists to create commissioned outdoor artwork for the Manchester District and Community. The selected site is located on the grounds of the newly renovated and expanded Manchester Courthouse along Richmond's bustling Hull Street. The total purchase budget for this project is \$120,000. More than one piece of art may be selected.

PROJECT BACKGROUND

Construction began in May of 2008 for the expansion of Richmond's historic Manchester District Courthouse. The expansion more than doubled the square footage of the existing building, providing the general district court with a third courtroom and additional work and storage space. A landscaped brick plaza is located along the 9th Street side of the building, which serves as the main entrance for visitors to the courthouse.

PROJECT DESCRIPTION

This Call for Artists requests proposals for original artwork created specifically for the Manchester community. No previously created or designed artwork will be considered. The artwork should strengthen the identity of this facility and should create a sense of place for both employees and visitors. It should give vibrancy to its public spaces, humanize the plaza, and make employees and visitors feel welcome. Themes should respect the building's purpose, but need not be limited to judicial subject matter. The artwork should be extremely durable. Potential sites for artwork are for exterior locations along the brick plaza and the grounds surrounding the courthouse. Other locations around the building will be considered. Specific sites will be discussed at the pre-submission meeting and tour of the site.

REVIEW PROCESS

The Site Selection Team, made up of members of the Public Art Commission, the landscape architect, and City and community representatives, will review all complete proposals and choose finalists. Finalists will be selected based upon their previous work and their specific proposals. Each finalist will then be asked to create, and present in person, a specific proposal for review. An honorarium will be paid to each finalist upon successful submission of their proposal. The selected proposal(s) will then be recommended to the Public Art Commission and the City Planning Commission for review and approval. Once approved, the City will enter into a contract with the selected artist(s). If no proposals are deemed suitable, the Public Art Commission reserves the right to reopen the search for artists and/or take whatever action deemed appropriate to complete the selection process.

ELIGIBILITY

The City of Richmond's Public Art Program is open to all professional artists, regardless of race, gender, age, belief, or national origin. While artists from the Richmond metropolitan area are encouraged to participate, there are no geographic boundaries affecting eligibility or selection. The primary criteria will be: a) the level of expertise and quality in conception and fabrication of art work as demonstrated

by the materials submitted, b) the suitability of artist's work to context and placement on the building or on site, and c) the artist's statement.

SUBMISSION REQUIREMENTS

All material should be submitted on a PC compatible CD-ROM and three copies should be submitted. Each CD-ROM should include:

1. A maximum of twelve digital images of no more than six original works may be submitted – six works and up to six detail images. The digital images must be formatted as follows: jpeg format, up to 200 dpi, maximum 600x800 pixels. Label all images with your name and image number (e.g.: smith_1.jpg, smith_2.jpg). Please number the images in the order in which you would like them shown.
2. Please provide corresponding image numbers for the digital files submitted. Indicate the title of each work, date, media, and dimensions. Include your name, mail and email addresses, phone and fax numbers, your web site and online photo gallery at the top of this sheet. (please provide three CD-ROM copies)
3. An artist *resume* with art and public art commissions.
4. A letter of interest/approach, not to exceed one page in length. This should not be a detailed project description, but rather a general statement of intent or approach. You may include up to three drawings.
5. A maximum of three pieces of support material, such as exhibition announcements, reviews, or newspaper clippings. Do not send originals, as this material will be retained along with your resume. (provide eight copies)
6. A completed application form.

Note: An artist may submit more than one project. However, a complete application will be required for each proposal.

PRE-SUBMISSION MEETING AND TOUR

There will be a pre-submission meeting on Monday, October 17, 2011, at 4:00 p.m. at Manchester District Courthouse Plaza at the corner of 9th & Hull Streets in Richmond, Virginia. City staff, the landscape architect, and members of the Site Selection Team will be present to answer questions about possible art locations, submission requirements, and the selection process and criteria. Artists are strongly encouraged to attend this meeting. The Public Art Commission staff is also available by phone, at (804) 646-3709, or by email, at jonathan.baliles@richmondgov.com, to answer questions.

CALENDAR

- ☑ Monday, October 17, 2011, 4:00 p.m.: Artists pre-submission meeting and tour of the site (9th & Hull Streets)
- ☑ Friday, November 11, 2011: All Applications due by 5 p.m.
- ☑ Friday, November 18, 2011: Finalists proposal(s) presented to site selection team
- ☑ Tuesday, November 22, 2011: Finalists proposal(s) reviewed by the Public Art Commission
- ☑ Friday, December 9, 2011: Finalists notified
- ☑ Monday, January 16, 2012: Submissions due
- ☑ March 2010 - Selected proposal(s) reviewed by the City Planning Commission and commission(s) awarded
- ☑ May 2012: Commission(s) begins
- ☑ July 1, 2012: Installation deadline

All dates and times subject to change.

SUBMISSION DEADLINE

Friday, November 11, 2011, 5:00 p.m. (postmarked or hand delivered)

Artists should submit all material on DC-ROMs described under Submission Requirements in a sealed envelope. Do not bind or use folders or booklets. All material must fit into a standard file folder. Please submit material to:

Jon Baliles
Re: Manchester Courthouse Project Submission
City of Richmond Department of Community Development
900 East Broad Street, Room 510
Richmond, VA 23219

APPLICATION FORM

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number(s) _____ Fax Number _____

Price Range: _____

Note: These figures should include all expenses: materials, fabrication, design, engineering and construction labor costs, overhead, insurance, taxes, site preparation, transportation, delivery, installation, dealer's commission (if applicable) and contingencies.

Dealer/Gallery:

Complete this section if you are a dealer, agent or an organization submitting this application on behalf of an artist.

Do you have a written agreement with the artist agreeing to the terms of your commission?

_____yes _____no

Name of Dealer/Gallery _____

Address _____

City _____ State _____ Zip Code _____

Phone Number(s) _____ Fax Number _____