

Hiawatha Lake Call for Artists

Questions and Answers



[View a presentation from the information session](#)

[Watch a video of the information session](#)

1. **Are artists submitting RFQ applications to your email? Or is there a city site?** *Artists who have completed the [online Intent to Apply form](#) will receive an email with a link to a folder to upload your application. Do not email proposals to staff. Do not send links to applications through Drop Box or any other file transfer programs.*

Additional information on submitting applications is found on Page 9 of the RFQ.

2. **What file format should I used to submit my application?** *Formatting details are listed on page 10 of the Call for Artists.*
3. **I can't find my folder. What should I do?** *Folders were emailed to artists who filled out the [Intent to Apply](#) by December 5, 4pm. If you did not receive your folder, check your spam folder and if you still cannot find it email Kirstin.Wiegmann@minneapolisMN.gov*
4. **Is it expected or preferred that applicants propose an idea for the project? If so, should I include image mockups or just describe the proposed design in the written description. Or, is the application process primarily based on previous experience and existing projects?** *We are only asking for qualifications at this time. Do not submit designs or plans.*
5. **As an organization, can we submit the application on behalf of the artist we're helping, or should I have them submit this themselves? Also - I've spoken with the artist about submitting as an artist collaborative, as I would bring that side of the experience.** *Applicants must be artists. See Section G (p9) of the Call for Artists for Eligibility information. Project Managers and art consultants are not eligible applicants.*
6. **It sounds as if maybe (entity name) would not be eligible given that it's an "organization," as listed? Is that the case?** *Correct, organizations are not eligible and will not be considered in the selection process. Only artists are eligible applicants. See Section G (p9) of the Call for Artists for Eligibility information.*
7. **Given the scope and scale of the project (particularly with the community engagement component), I was wondering if artists/teams are able to use the funding to hire organizations/consultants for services and/or support?** *Artists are often supported by contracted entities during the project lifecycle. Artists may hire and/or partner with consultants and specialists to realize their project plans.*
8. **How will the artist be involved in lighting design? Should we be prepared to propose a lighting design?** *All lighting on has been designed and installed. This includes lighting from the artwork by Seitu Jones, fixed directional lighting over the surface where the artwork will be installed and ambient lighting. The selected artist/team will have access to light studies and related information. No additional lights may be added to the site.*
9. **Will there be access to restrooms, water, and/or a secure location to store supplies and equipment at the site?** *We can help you identify businesses surrounding who may be willing to provide access to bathrooms. If you want to use a portion of your budget to rent a portable bathroom, you may. You can pull a hydrant permit to access water.*

10. **Can we apply as both as an individual artist and also on a team? Can we be the lead artist in both scenarios?** *Yes, you can apply as an individual artist and as part of a team. You can be the lead artist on the team.*
11. **Should there be community engaged in the design process, or is that more up to the artist team selected?** *Yes, community needs to be engaged in the design process. A major portion of this project will be the community engagement coordinated by the selected artist/artist team prior to and during design development. This will include no fewer than eight non-traditional or pop-up engagement activities.*

In Section C (p4-5) and D (p6) of the Call for Artists, you will find further expectations for engagement.

12. **Please give an example of a non-traditional community engagement or successful community engagement on past projects and, conversely, what would be a traditional event that the City does not want for this project?** *This community has been engaged a lot since 2020. We seek to support a project and activities that are aligned with community needs, build upon the existing assets and activities in the community, and are not extractive of those assets. We are seeking approaches to engagement that are fun/outside of the box and meet people where they are already gathering. Non-traditional engagement that we've seen in the past include creative/art-driven pop-up events like a pop-up meal or art activity at a high traffic site or event where people are already gathering. Dialogue-based meetings are not an acceptable form of engagement. A mix of different approaches to connecting with people will be the most successful approach to engagement in this project.*
13. **Each community engagement event be completely unique. Or can we have some be the same?** *We expect each artist/team might approach engagement differently depending upon their experience working in and with community and this communities needs. Also, the engagement activities will need to reach a broad range of people, and one type of activity is unlikely to do so. If selected for this commission, you will be required to produce a plan for engagement. City staff and Steering Committee members will support the development and refinement of your plans.*
14. **For community engagement activities, are we able to do this on the site whenever we wish and not have to pull a permit for serving food, et cetera?** *Artist/teams will be required to submit a plan for community engagement. The City will assist in determining what permissions are required to successfully implement events at the site. The site is a publicly utilized and accessible space, so it's highly likely that permits will be required for activities and installation.*
15. **Will the city help to market and promote community engagement events?** *City staff most definitely assist using whatever channels are available and appropriate to the target audience. The Steering Committee and community connections made prior to the project will be made available to the selected artist/team. This group of individuals often offers the most direct connections to the immediate community. We anticipate that the artist/team will build upon the existing connections to form their own relationships and network. The artist and artist team will also need to follow City communications policies and will be briefed on those policies after being selected.*
16. **Are you expecting to see our application experience with unique community engagements or are you just looking to see that we have the capacity to do so?** *This is a Request for Qualifications (RFQ). Do not submit designs or plans. Do not write about designs or plans. We are not looking for specific plans for engagement or designs for the artwork. We are only seeking an application that shows your capacity and/or qualifications to do the proposed scope of work in the Call for Artists. The group of people reviewing your application will be looking for experience engaging the community. We recommend that you find ways to amplify your experience doing this work or clearly outline any adjacent experiences or transferrable skills which would express your capacity to be successful with this project.*

17. **Will there be multiple artists selected to go to the design phase or is this a project selecting one artist and team to go to the final?** *This is a Request for Qualifications. You will submit the materials listed in the Call for Artists in Section I (p10). An independent panel will review the applications and select approximately three artists/teams to be interviewed on January 29th. One of the finalists will be selected to enter into a contract to design the work.*
18. **Does the project allow for shallow inset work?** *We know that attachments are allowed. We have not confirmed that insets will be possible.*