Minneapolis
City of Lakes

Call for Artists
Vinyl Mural on Glass

Arts & Cultural Affairs and Community Planning & Economic Development
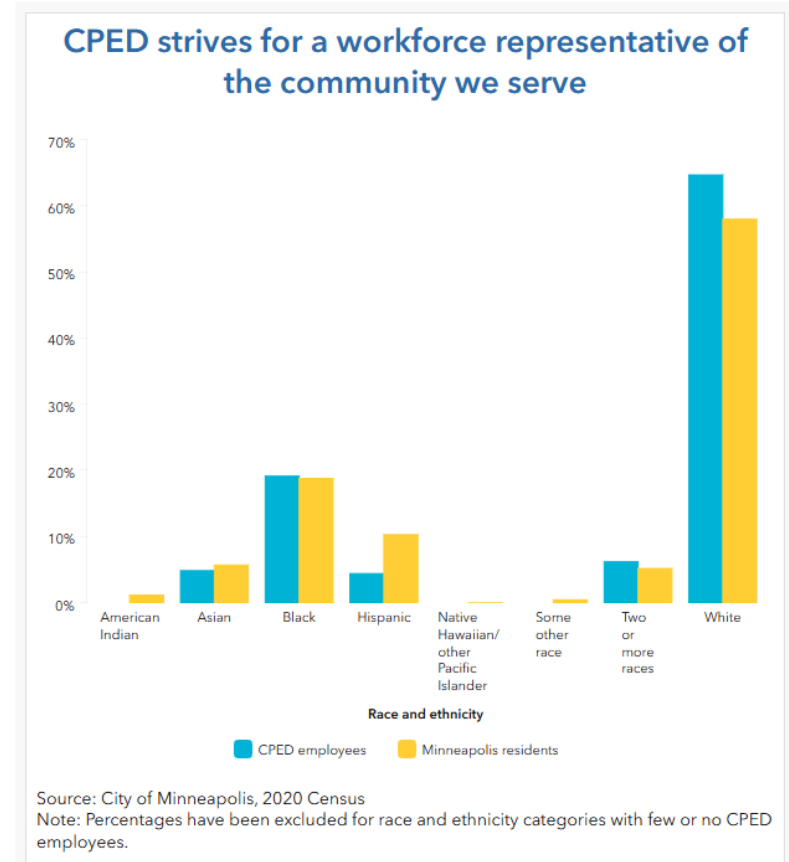
What We Will Cover Today

- Introductions, Meeting Recording

- Community Planning & Economic Development

- Public Service Building

- Vinyl Mural on Glass

- Artist Compensation

- Artist Responsibilities

- Project Timeline

- Artist Eligibility

- How to Apply

- What to Submit

- How Will Applications be Reviewed

- Questions

- Tips

- Meeting Video and QA online

Community Planning & Economic Development

- **Starts with community.**

- Is a community of public service professionals.

- Serves the diverse communities of our City.

- 230 staff live, work and play in the communities we co-design and inhabit.

- Primary constituents are the 423,000 residents of Minneapolis (2024 census).

- Mission is to grow a vibrant, livable, equitable, sustainable, and safely built city for everyone.

- CPED's 2023 Impact Report includes story maps featuring the work of all divisions.

CPED strives for a workforce representative of the community we serve

Source: City of Minneapolis, 2020 Census
Note: Percentages have been excluded for race and ethnicity categories with few or no CPED employees.

Community Planning & Economic Development

Five Divisions:

- **Housing and Policy** is responsible for expanding and preserving housing choice, affordability, and opportunity for current and future residents. This Division develops and preserves affordable and mixed-income rental and ownership housing options.

- **Economic Policy and Development** helps entrepreneurs launch, grow, and sustain their businesses while following necessary regulations. Its workforce unit supports youth and adults to build skills, develop careers and achieve their full potential.

- **Planning** determines how land is used throughout the city and what can be built on it. This group charts the future of the city so that growth is equitable and meets the changing needs of the Minneapolis community.

- **Development Services** ensures a quality-built city environment. This unit ensures that homes and buildings are constructed and maintained to meet standards of quality, safety, and health.

- **Operations and Innovation** supports internal and external departmental services. These include IT and communications, budgeting, employee engagement, policy and research, and data analytics.

Public Service Building

- 505 Fourth Ave. S. diagonally across from City Hall.

- Supports City employees from several departments and provides services to the City's broad range of constituents.

- Designed by the Minneapolis firm MSR (Meyer, Scherer & Rockcastle) in partnership with the international firm Henning Larsen.

- Features seventeen public artworks, including six vinyl murals by artists CRICE, Witt Siasoco, Kao Lee Thao, Marlena Myles and Angela Two Stars.

- The artwork will be adjacent to several artworks, and the selected artist will need to design an artwork that is compatible with these works.

- Although this work is intended to celebrate CPED, the main audience is the public served by the City.

- Bit.ly/mpls-art

Genesis, Aaron Marx

Last Updated 11/14/2024

Vinyl Mural on Glass

- Will be a *two-sided* vinyl-printed mural

- Roughly 130 square foot glass wall on level three, CPED's offices,.

- Separates the public space from the workspace of City employees.

- Will be printed by a professional fabricator and adhered permanently to the glass. (Different Contract)

- Likely printed on 3M vinyl graphic film.

- Artists need to have the capacity to create a semi-transparent design and to provide the final digital design files. They can subcontract for the creation of the final files if needed.
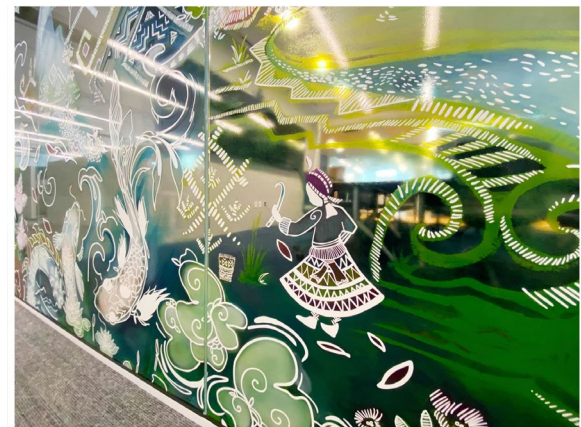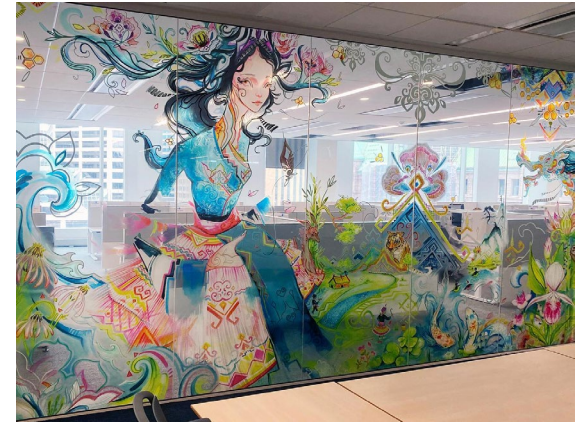
Threads of Life, Kao Lee Thao

Goals

- Create a public space that is inviting, pleasant and compelling for employees, customers and other visitors.

- Reflect and center the unique culture and diversity of CPED, through a compelling visual depiction of community, identity, culture, history and storytelling.

- Reflect the City's mission of public service and the commitment to public service.

- Support a work environment that promotes wellness, a diversity of work styles, collaboration and innovation.

- Complement and converse with the existing murals and artwork in the Public Service Building.

- Represent the work of CPED as an organization, as a work group, and as a team of professionals who invest their talents, perspective and energy into community planning and economic development.

- Foster a sense of pride in the places, spaces and initiatives CPED supports and champions.

Compensation

- The total budget for the public art project is $12,000 for employee engagement and mural design.

- This budget covers all of the artist's fees and expenses.

- The final vinyl artwork will be printed and installed by a professional fabricator under a separate contract.

- Contracts with the selected artist will define stages of completion and a payment schedule.

- Compensation is based on completing deliverables and not on number of hours worked.

ART IN PUBLIC PLACES
Exhibit C: Artist Deliverables, Payment Milestones and Approvals
Design Contract

Minneapolis Community Planning and Economic Development

	Deliverables and Payment Milestones		
Deadline for Deliverables	3/31/2020	7/31/2020	12/31/2020
Invoice upon approval of completed deliverables	$4,000	$4,000	$4,000
	2	3	4 & 5
PROJECT PHASE AND PAYMENT MILESTONE	Artist Orientation	Conceptual Design (Roughly 30%)	Design Development and Approvals (Roughly 60%)
CITY DOCUMENTS AND TOOLS	Orientation Checklist	30% Checklist	60% Checklist
ARTIST DELIVERABLES			
Attend Artist Orientation	●		
Paragraph Bio and Photo for Media Purposes	●		
Proposed format for deliverables	●		
Access Sharepoint	●		
Insurance Documentation	●		
Signed Contract	●		
Monthly email updates		●	●
Community Engagement Plan		●	●
Community Engagement Summary		●	●
Engagement photos		●	●
Written Description		●	●
Site Plan		●	●
Public drawing		●	●
Two or more elevations		●	●
Details and cross sections		●	●
Timeline		●	●
Budget			●
Optional Proposed Payment Schedule			●
Digital presentation or powerpoint		●	●
Cost Estimates			●
Mock up or Model			At Artist's Discretion
Material Samples			●
Material Specifications			●
Footing structural drawing			●
Artwork structural drawing			●

Artist Responsibilities

- Engagement and Design, including developing an engagement plan, engaging employees, developing final drawings, and approvals.

- Communications and project management, including email, email, email and regular updates.

- Digital files, prototyping, making design modifications and reviewing final prints.

- Learning the process, two prototypes, design modifications.

- Providing the City with permission to use the images for informational purposes and waiving VARA rights.

- Final high-quality documentation, including written documents and photos.

Timeline
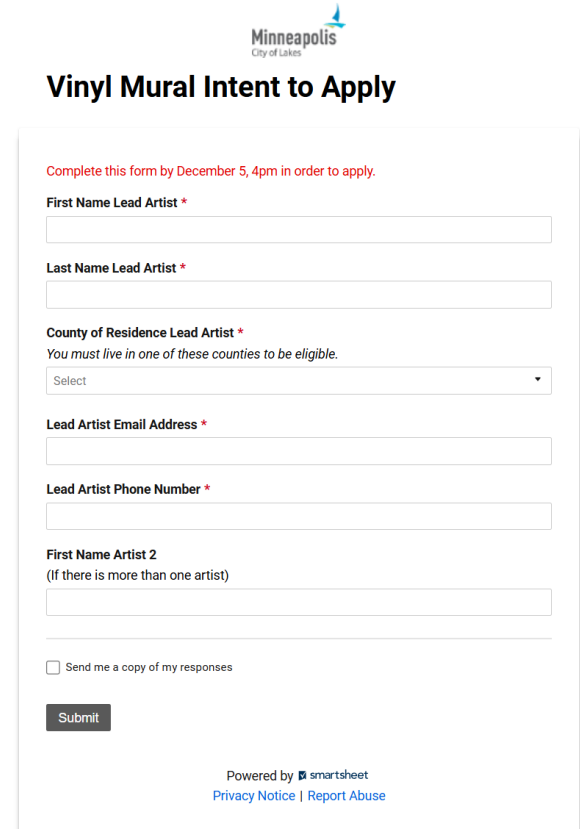
November 13, 4pm CDT	Artist Informational Meeting
Week of November 18	Posting of Materials from Info Meeting on the website
November 20, 4pm	Last day for emailing questions to Mary Altman
Week of November 25	Answers to questions posted on the website
December 5, 4pm	Intent to Apply Deadline
December 10, 4pm	**APPLICATION DEADLINE**
Mid-late January	Finalists notified
Week of January 25 or February 3, 2025	Finalist presentations and interviews
February 2025	Selected artist/artist team notified, contracting
March + April 2025	Planning and preparation

Eligibility

- Open to artists in/with strong connections (live, work, play) to Minneapolis and its communities, and/or to the subject matters of CPED (housing, economic development, planning, etc.).

- Must be readily available during the timeline.

- Those under contract with the City art projects may not be eligible, depending on the timeline and schedule for those projects.

- Current City staff and Minneapolis Arts Commissioners are not eligible.

- Open to practicing artists. Architectural, engineering and design firms; galleries; organizations; art consultants; fabricators and project managers are not eligible.

- Applications from Teams:

  o No restriction on the number of team members. *Small teams are recommended* to ensure simplicity in project coordination.

  o A lead artist must be identified in the application to be the main contact

  o The lead artist is the liaison and communicates between the team and City staff.

  o It is strongly recommended most members have previous experience working together as a team on at least one project. Additional team members may also be considered after beginning work on the project.

How to Apply

- Fill out an Intent to Apply form online here by **December 5**, 4 pm. CDT. Fill out as early as possible, because you will receive updates regarding project deadlines and support opportunities.

- Upload a completed application by **December 10**, 4 pm CDT. 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.

- Contact for More Information: All questions regarding this proposal should be submitted in email to Mary Altman by **November 20** at 4pm CDT. Do not contact other City staff or partner agencies affiliated with this project.

- Questions, answers, and additional information: All questions and answers and materials from the informational meeting and submitted by the November 20 deadline will be compiled and sent to all artists who complete Intent to Apply form.

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Vinyl Mural Intent to Apply

Complete this form by December 5, 4pm in order to apply.

First Name Lead Artist *

Last Name Lead Artist *

County of Residence Lead Artist *
You must live in one of these counties to be eligible.

Select ▾

Lead Artist Email Address *

Lead Artist Phone Number *

First Name Artist 2
(If there is more than one artist)

☐ Send me a copy of my responses

Submit

Powered by smartsheet
Privacy Notice | Report Abuse

Sharepoint Submission Folder

- Will contain the two attachments you need to complete – Cover Sheet & Image List.

- Access is limited to the email(s) provided in your intent to apply form.

- If you have trouble accessing or uploading materials, please contact Mary Altman.

- Enter folder at any time before deadline and make changes.

- You will lose access to your folder at the deadline **December 10**, 4 pm CDT.

What to Submit

Artwork Samples: Submit ten images as jpegs, demonstrating your artistic style and similar projects you have completed in the past.

- Only submit one image per jpeg.

- Photo collages and images incorporating informational text are not allowed.

- Only share images of works for which you are the author/designer.

- It is recommended images be roughly 1920 x 1920 pixels and no more than 1.8 MB in file size.

- Images that do not meet the required formats may not be considered by the Selection Panel.

- Submit a completed image list that corresponds to the samples you have provided (see Image List section in the written materials section below for more information).

From Protecting the Generations, Marlena Myles

What to Submit

Written Materials: as one single pdf, formatted to paper sized at 8 ½" x 11". :

1. Cover Sheet: A completed copy of the attached cover sheet (1-page).

2. Narrative Description: A brief narrative describing the following answering the questions in the RFQ.

3. Resume: A current artistic resume(s) of all the artists involved, including information on background, large-scale mural projects, and experience with government agencies, community members, youth, and/or educators. (Up to two pages per artist)

4. Image List: A completed copy of the attached Image List (1-page).
    If you completed a project as a team member, the image identification should indicate your role in image submitted.

5. References: The names, addresses, emails, and daytime phone numbers of three professional references from past or similar projects (1-page).

What to Submit

Narrative Description Questions:

- What are your connections to Minneapolis and CPED's work (housing, economic development, planning) and how might they inform your process and artwork?

- In looking at the Artist Responsibilities listed in the Call for Artists, which aspects do you think you might need support from staff to be successful?

- Provide an example of a past engagement process where you learned about a community's history, gathered community input, and incorporated both into a public artwork. How might a process like this work with CPED employees?

- What is your experience with digital images and files, and would you be producing the files for this project or would you subcontract with someone?

- For artist teams, describe your experience working together in the past, including listing specific projects you have worked on.

How will Applications Be Reviewed

Review Criteria:

- Stimulate Excellence in Urban Design & Public Arts
- Enhance Community Identity & Place
- Contribute to Community Vitality
- Involve a Broad Range of People & Communities
- Value Artists & Artistic Process
- Use Resources Wisely

Artist Selection Panel:

- Artist
- Arts Administrator
- Architect/ Landscape Architect
- Arts Commissioner
- Project Site Representative
- Public Works Staff
- Community Representative
- Two At-Large Members

Homesick, Aaron Marx

TIPS

Overall:

- Direct your questions to the designated staff members; do not reach out to other staff or project affiliates.

- Read the submission guidelines carefully.

- Ask your questions before November 20. We cannot answer questions after that date.

Application:

- Do not send links to applications through Drop Box or any other file transfer programs.

- Do not email proposals to staff.

- Make sure you submit exactly what is requested. Extra images, pages and/or info will be removed.

- No videos, weblinks or outside information are accepted.

QUESTIONS

Mary Altman, Public Art Supervisor, mary.altman@minneapolismn.gov;

Week of November 25, the Questions and Answers will be available at:

https://www.minneapolismn.gov/call-for-artists

If you fill out the intent to Apply Form, we will notify you
when they will be available.