

PUBLIC ART STEP-BY-STEP An outline of a public art project.

Please be aware that there is no such thing as a “typical” public art project. Each project is different and each commissioning agency has its own system for contracting with artists.

Before applying for a project, read the sections that discuss “scope of work” and “selection process” in order to get a clearer picture of the process to be followed for that particular project. There is generally a contact person list on the Call for Artists. If you have questions about the process, call the contact.

- 1) Funding and general scope of work established by commissioning agency.
- 2) Call for Artists, also called an RFQ (Request for Qualifications), issued
- 3) Artists submit qualifications, which usually consist of images of past work, a letter of interest, a resume and other supporting materials.
- 4) A selection panel convenes to review qualifications of applicants and selects finalists.
- 5) The selection panel reconvenes to interview finalists and select one artist for project.
- 6) Agency issues design contract to selected artist.
- 7) Design development includes concept development, drawing and model-making, research, meetings with and presentations to relevant community groups, governmental agencies, and design consultants such as architects and landscape architects.
- 8) Artist presents final design to selection panel or design review committee for review.
- 9) Upon approval of design, agency issues contract for fabrication and installation of artwork.
- 10) Artist fabricates and installs artwork. This includes making the work as well as project administration tasks such as permitting, hiring and overseeing subcontractors, maintaining commercial liability insurance, coordinating with architects and contractors responsible for building project, etc.
- 11) Artwork installed; ownership of artwork transfers to commissioning agency.
- 12) Artist attends dedication, submits final paperwork and documentation.
- 13) Project complete.

BUDGETS

A typical fabrication and installation budget may include the following items:

- materials and equipment
- identification plaque (sometimes provided by the commissioning agency)
- structural engineer’s stamp for structural integrity and installation
- labor - artist
- labor – assistants
- fabrication (if not covered under “labor”)
- permitting fees, as applicable
- insurance
- delivery of artwork to site
- artist travel costs
- installation labor and equipment rental
- documentation of artwork
- attendance at public event (such as dedication)
- artist fee (administrative oversight and additional design as needed)
- contingency (including inflation)
- Washington State sales/use tax

This document developed by the Seattle Office of Arts & Cultural Affairs