

SELECTION PROCESS

SITE-SPECIFIC COMMISSION

ART IN PUBLIC PLACES PROGRAM | NEW MEXICO ARTS DIVISION



OVERVIEW

The Local Selection Committee (LSC) Project Director and the AIPP Program Coordinator will guide the LSC through the artist selection process. There will be a minimum of 3 in-person (or virtual) meetings for every committee. Meetings are outlined on this page (right).

Each of these meetings will vary in length of time and number of meetings, depending on site and committee.

All artwork acquired through the AIPP Program must be displayed in public/accessible areas at all times (no private offices or locked rooms). All artwork must comply with ADA guidelines.

MEETING 1

LSC will discuss possible installation site(s), project intent, and develop a prospectus. Then an RFQ is launched seeking artists.

MEETING 2

LSC will evaluate the applications and select up to 5 finalists to move forward to the proposal stage.

MEETING 3

Finalists will present proposals to the LSC. LSC will ultimately select one artist/artist team for commission.

PROJECT DIRECTOR

Each site-specific commission project must have a designated LSC Project Director assigned by the Owner Agency of the site. The AIPP Coordinator will assist the LSC Project Director in assembling the LSC and work with the committee to develop the project intent, prospectus, and facilitate the selection process. Please refer to Project Director Responsibilities doc for detailed information.



LSC Membership

In accordance with the guidelines of NM Arts and AIPP, LSC members are appointed by the Owner Agency of the site. The LSC is comprised of 5 key members and 7 members if the site is an educational institution. The key voting members must be present at all meetings. The Public Art Program Director has final approval of the LSC.

LOCAL SELECTION COMMITTEE

An integral component of the AIPP program is community involvement. In order to assure that the artworks selected reflect the cultural and artistic diversity of New Mexico.

KEY MEMBERS

01

Owner Agency Representative

02

User Agency Representative

03

Architect/Engineer (familiar with the site/grounds)
*If an Architect/Engineer is not required due to the scope of the project, it is mandatory for a facilities manager or physical plant individual to participate

04

Arts Professional

05

Artist

06 & 07

For College/University
A member of the **Board of Regents** & a **Student**

LSC PROJECT DIRECTOR RESPONSIBILITIES

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Overview

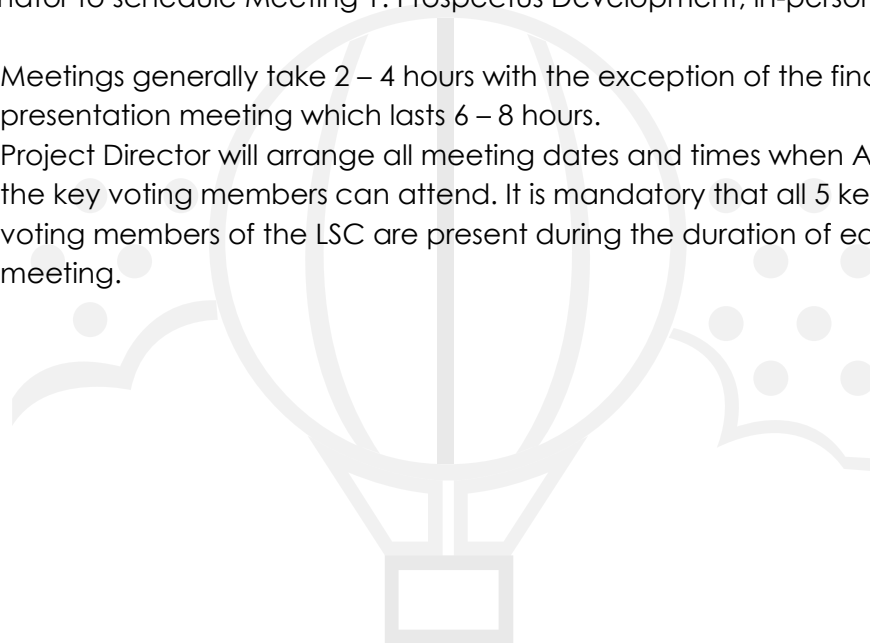
The Local Selection Committee (LSC) Project Director is a vital link between the Owner Agency, the LSC, and NMAD AIPP Team. The role of the Project Director is crucial to the success of the art selection process. The Project Director is an Owner Agency representative who has agreed to work closely with the AIPP Program Coordinator assigned to facilitate the commission project.

The following sequence of tasks outlines the general responsibilities of a Project Director:

1. The Project Director assembles the LSC (with 5 key members). The LSC should reflect the diversity of the local community. The Project Director completes the LSC Membership Form and returns it to New Mexico Arts for final approval by the Public Art Program Director.
5 Key Voting Members are mandatory and must commit to participate in the full duration of all meetings. These members must be:
 - Owner Agency Representative (can be Project Director)
 - User Agency Representative
 - Architect or Engineer (familiar with grounds/facility)
 - Arts Professional
 - Artist

For educational institutions, a member of the Board of Regents and a student will be mandatory members of the LSC. Additional members such as community representatives can also be appointed.

2. Once LSC is approved, the Project Director consults with the AIPP Project Coordinator to schedule Meeting 1: Prospectus Development, in-person or virtual.
 - Meetings generally take 2 – 4 hours with the exception of the finalist presentation meeting which lasts 6 – 8 hours.
 - Project Director will arrange all meeting dates and times when ALL of the key voting members can attend. It is mandatory that all 5 key voting members of the LSC are present during the duration of each meeting.



3. Meeting 1: Prospectus Development – Introduction to the AIPP Program, explanation of art selection process, approximate timeline, project budget, eligibility, and discussion of the project intent.
 - Based on this meeting, the AIPP Program Coordinator will develop a draft prospectus and the Project Director will approve prior to a RFQ call launched.
 - AIPP Program Coordinator announces the project via press release, monthly newsletter, and social media.
 - AIPP Program Coordinator launches RFQ via CAFÉ (callforentry.org). Artists/Artist Teams typically have 4 – 8 weeks to submit qualifications.

4. Application Review – Approximately one week after the submission deadline, the Project Director and members of the LSC will begin an independent first-round review of submissions online via CAFÉ. The AIPP Program Coordinator will provide each member of the LSC with a unique login to access the applications.
 - Depending on the eligibility (NM Only, Southwest Only, Nation-wide), the number of applications can range from 20 to 100.
 - It is mandatory that ALL key voting members participate in the first-round application review.

5. Meeting 2: Finalist Selection – Once the LSC has completed the independent first-round review, the committee will then meet in-person or virtually to discuss the top scoring applications and select up to 5 finalists to move forward to the proposal stage.
 - AIPP Program Coordinator will notify finalists and secure finalist presentation contracts.
 - The Project Director and AIPP Program Coordinator will work closely with the finalists as they develop their proposals for presentation.
 - If applicable, the Project Director will schedule a site visit with the finalists.

6. Meeting 3: Finalist Presentations – The finalists will present proposals and maquettes and/or digital renderings to the LSC and the public. All voting members must be present. Presentation meetings are typically 6 – 8 hours in length.
 - Upon conclusion of all finalists' presentations the LSC will discuss and make a final decision as to which artist/artist team will be selected for the commission. The final selection of an artist and proposal must be secured with a majority vote.
 - AIPP Program Coordinator will contact the selected artist and begin the professional services contract process.
 - AIPP Program Coordinator will also notify all finalists of the LSC decision.

7. The Project Director signs all invoices for phase payments under the professional services contract and forwards to the AIPP Program Coordinator for payment processing.
 - The Project Director monitors the creation and installation of artwork on site and notifies the AIPP Program Coordinator of any issues that may arise.
 - The Artist/Artist Team will coordinate the installation date with the Project Director.

8. Upon delivery and installation of artwork on site, the Project Director will sign the Final Payment Invoice/Notice of Acceptance form. The Project Director will then email the signed form to the AIPP Program Coordinator for further processing.
 - **Project Director should not sign the Final Payment Invoice/Notice of Acceptance form if there are concerns about the finished artwork or installation. All questions and concerns should be directed to the AIPP Program Coordinator.**



art in public places program

LOCAL SELECTION COMMITTEE MEMBERSHIP

Project/Community: _____ Project Amount: _____

AIPP# (DCA/ASD): _____

Project Director: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

The first 5 positions on the committee are mandatory. A meeting cannot proceed without the 5 key members present for the entire meeting. The membership of the committee must reflect the cultural diversity of the community. AIPP will provide final approval of the Local Selection Committee.

Owner Agency Representative: _____

Address/Phone: _____

Email: _____

*User Agency Representative: _____

Address/Phone: _____

Email: _____

Architect: _____

Address/Phone: _____

Email: _____

Artist: _____

Address/Phone: _____

Email: _____

Arts Professional: _____

Address/Phone: _____

Email: _____

The following two slots are mandatory when the commission project is at an educational institution. A member of the Board of Regents or a designee must be present at all meetings when the project is at a college or university. A currently enrolled student must fill the second community representative slot.

Community Member: _____

Address/Phone: _____

Email: _____

Community Member: _____

Address/Phone: _____

Email: _____

*Please indicate if there is more than one User Agency in the building.