

# Follow up to Discussion of Selection Procedures

# Challenges to Consider

- Art Enrichment Ordinance limits administrative costs to 20% of art enrichment allocation.
- Small projects difficult to manage within this funding limitation. (PAP staff salaries are 100% project funded.)
- Project schedule: each administrative step adds time and may impact schedule as well as budget
- State law (prop. 209)
- City contracting requirements
- Federal law

# Project Planning: Client MOU

- Enter into an **MOU** with the Client agency to ensure:
- Client understands process and their responsibilities;
- Approves project outline
- Participation of right decision makers during project planning and selection process
- Facilitates access and introduction of project to project stakeholders
- Agrees to abide by SFAC policies and procedures
- Commits to ongoing coordination with the Arts Commission throughout design and implementation
- Agrees on final approval process
- Includes artist and SFAC in any project completion dedication

# Community Engagement

## Typical Process

- Participation in community meetings sponsored by the client agency as part of the larger CIP; presentation of project to community or project advisory groups
- Staff informs community about project process; solicits possible themes or concerns
- Identification of community member(s) to sit on selection panel
- Artist orientation includes participation of stakeholders
- Proposal are posted and displayed for public comment.
- Selection panels open to public for public comment

## Public Information

- SFAC website and newsletter
- District supervisor newsletter
- Print and electronic media as resources allow

# Selection Process: Panel Members

General: PM ensures panels are balanced by race and gender as well as professional expertise appropriate for the project.

- Arts Professionals: staff submits annual list of potential artists, curators, arts administrators to the VAC for approval. PMs select Arts Professional panelist from approved list.
- VAC representative: appointed by VAC Chair
- Client representative(s) appointed by client
- Community representative(s) identified as part of public meetings or recommendation from client department.
- Architect (optional)



## **Artist Review Panel 2**

Name of Project

Date

# Today's Goals

- Select one artist for the [Name of Project] for recommendation to the Arts Commission.

# Name of CIP Project

- Overview of project
- Location/Community/constituents
- Budget
- Site image



# Public Art Project Goals

- List goals of project as established in Project Outline/RFQ
  - Possible themes/concepts
- **Meets Civic Art Collection Goals**

# SFAC Racial Equity Statement

The San Francisco Arts Commission is committed to creating a city where all artists and cultural workers have the freedom, resources and platform to share their stories, art and culture and where race does not predetermine one's success in life. We also acknowledge that we occupy traditional and unceded Ohlone land. Fueled by these beliefs, we commit to addressing the systemic inequities within our agency, the City and County of San Francisco and the broader arts and culture sector. This work requires that we focus on race as we confront inequities of the past, reveal inequities of the present and develop effective strategies to move all of us towards an equitable future.

# Goals of the Civic Art Collection

1. Artwork should reflect artistic merit may be judged by such measures as originality of concept and artistic vision; the degree to which the work engages the viewer emotionally, intellectually, spiritually; the quality of craftsmanship or mastery of skills and techniques. Artistic merit may also be accredited to artwork that reflects a significant or direct relationship between artist and distinct racial or cultural communities.
2. Artwork should be able to be permanently exhibited in an appropriate site, and be able to be maintained by the Commission.
3. The City's collection should be diverse in its representation of artists and artistic styles. To that end, the Commission strives to acquire artwork that is reflective of the Commission's racial and gender equity values and goals. We seek to be mindful of avoiding Eurocentric biases in selecting artwork, so that the city's collection can be representative of the region's many cultures.
4. The City's collection should emphasize Bay Area artists, styles and movements, but also seek to include the work of artists nationally and internationally so that local culture may be seen within a global context.
5. Artwork should be appropriate in scale, media and imagery with its intended display location, and be relevant within the racial, cultural, historical, social/political context of its location within the community and the City and County of San Francisco and the Bay Area.

# Review of Process to Date

1. Request for Qualifications (RFQ) posted on [DATE].
2. Qualification Panel met [DATE] and reviewed [#] artists to create a short-list of [#] artists.
  - List qualification panel members.
3. Artist Review Panel met on [DATE] and reviewed [#] artists and recommended [#] artists that were approved by VAC and FC.
4. Artist orientation on [date], and public display of proposals [DATES]

# Review Panel 2 Process

1. Presentation of proposals by each finalist followed by questions from panelists.
2. Summary of public comment received during proposal display.
3. Review maintenance report (as needed).
4. Public Comment
5. Panel discussion of each proposal, followed by ranking of each artist/proposal (1 is top pick, [#] is last pick)
6. Staff tallies votes and announces results
7. Panel recommendation presented to Visual Arts Committee, Full Commission and other Commissions, as needed, for approval.

# Panel Composition

- Client Representative *Name*
- Arts Commissioner *Name*
- Community Representative(s) **Names**
- Arts Professional(s) **Names**
- Design Team Representative **Name**

Advisors:

Names, organization

# Role of Review Panel

- The role of the review panel is to review the applicants and final proposals and score according to the established criteria with the goal of selecting one proposal to recommend to the Arts Commission for implementation.
- Panelists will review the applications and final proposals and score each application fairly and judiciously.
- Individual panelists are expected to bring their expertise to the process, such as knowledge of art and artists, architecture, culture of the community or client department, or other special knowledge relevant to the project, and share it with the rest of the panel in order to better inform their decision making.
- The panel will undertake its deliberations in accordance with Arts Commission policy and procedures.
- The panel will undertake its work with all due courtesy to the other panelists and take under consideration the viewpoints of the other members.
- Panel recommendations must be approved by the Arts Commission, and there may be other entities that must approve the recommendation as well.

# Rights Retained by the Arts Commission

- The issuance of an RFQ and convening of a review panel does not constitute an agreement by the Commission that any contract will actually be entered into by the City. The Commission expressly reserves the right at any time to:
  - Waive or correct any defect or informality in any response, proposal, or proposal procedure;
  - Reject any or all proposals;
  - Reissue a Request for Qualifications;
  - Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals; or
  - Procure any materials, equipment or services specified in this RFQ by any other means.



# Conflict of Interest

Panelists must declare any conflicts of interest and recuse themselves if they have:

City Attorney to provide language that corresponds with city requirements.

# Ethical Declarations

- The following relationships do not require recusal, but should be publicly stated to the panel. These include: CITY ATTORNEY to PROVIDE;TO BE INSERTED

# Scoring Criteria

- **Artistic Merit:** Artistic merit may be judged by such measures as originality of concept and artistic vision; the degree to which the work engages the viewer emotionally, intellectually, spiritually; the quality of craftsmanship or mastery of skills and techniques. Artistic merit may also be accredited to artwork that reflects a significant or direct relationship between artist and distinct racial or cultural communities. (7 pts.) support materials are examples of the artist's past work.
- **Relevant Skills & Experience:** The panel shall consider the assessed ability of an artist to successfully implement the project, such as the ability to work constructively with other project stakeholders, meet deadlines, willingness to resolve issues as they arise, and generally manage the demands of the project. Cultural competency and/or significant connection between the artist and the project constituency, or experience that may particularly qualify an artist to meet project goals may also be considered. (3 pts) Supplemental support materials include artist resume, letter of interest, reference checks, other professional experience, potential conflicts between project schedule and artist's current work obligations..
- **Meets Project Goals:** Proposal (or assessed ability of artist to design a proposal) that meets the specific goals of the project (State any particular goal) (7 pts.) Support material: Project Outline and RFQ
- **Appropriate to Site:** The proposal is appropriate for its intended display location in terms of scale, media, design or imagery and is judged relevant within the context of the surrounding community and is appropriate for the mission and operations of the client department. (3 pts.) Supplemental information include public comment, client department comment, architectural team comment.
- **Feasibility and maintainability:** proposal is judged to be feasible within the budget and maintainable within the means of the Commission. (10 pts.) Supplemental information includes staff report, conservator's report
- **Contributes to the Quality of the Civic Art Collection:** Is judged to support/improve the collection in terms of artistic quality and diversity of artists represented, vision or cultural perspective and otherwise supports CAC goals. (5 pts.) Supplemental information includes staff report on whether or not artist is already represented in collection; whether style, approach, media is already well represented; stated goals of the Civic Art Collection.

# Next Steps

[Insert Date]	VAC approval of recommended finalist
[Insert Date]	Arts Commission approval of VAC recommendation
[Insert Date]	[Include other approvals as necessary: i.e. Airport Art Steering Committee, Port Commission, etc.]
[Insert Date]	Artist enters into contract

On behalf of the San Francisco Arts Commission,

Thank you for your participation.