



**MuralsDC
2016**

**CALL FOR
ARTIST SUPERVISORY CONSULTANT**

REQUEST FOR QUALIFICATIONS

Deadline: Friday, April 22, 2016 at 4:00pm

Budget: \$10,000.00

Eligibility: District Arts Organizations with a 501(c)(3) status

The DC Commission on the Arts and Humanities (DCCAH) in partnership with the DC Department of Public Works (DPW) is seeking an experienced artist supervisory consultant to manage the artistic design, fabrication and installation of aerosol murals that will be created by selected final *MuralsDC* graffiti mural artists. The artist supervisory consultant will cover a number of functions from: project, artist and budget management, marketing, permit and insurance requirements, conducting meetings and presentations as well as hosting youth training workshops.

CONTEXT

MuralsDC was created to replace illegal graffiti with artistic works, revitalize sites within communities in the District of Columbia and to teach young people the art of aerosol painting. This initiative aims to positively engage the District's youth by teaching proper professional art techniques, providing supplies, and a legal means to practice and perform artistic skills in a way that promotes respect for public and private property and community awareness.

The *MuralsDC* project is based on three platforms:

- **Illegal Graffiti Abatement**
- **Youth Engagement**
- **Neighborhood Enhancement**

There are more than 55 *MuralsDC* projects on display across the District. Each mural tells a unique story of DC's diverse neighborhoods with a goal toward deterring further illegal graffiti.

TERM OF SEASON

The Artist Supervisory Consultant will manage the life-cycle of the *MuralsDC* season which extends between May 2016 and October 2016.

ELIGIBILITY

This Call is open to District based arts organizations only. All members of the team must be practicing professionals residing in Washington, DC. An experienced creative/artistic director must serve as one of the team's key personnel.

Arts Organizations may apply upon meeting the following eligibility requirements:

- Incorporation as nonprofit corporation within in the District of Columbia organized for charitable purpose with a designated tax exempt status under section 501(c)(3) of the United States Internal Revenue Code;
- Federal and DC tax exempt statuses (subject to DC Department of Consumer and Regulatory Affairs [DCRA] verification) in good standing **for one (1) year prior to the application deadline**;
- Incorporation as an charitable arts or cultural organization with public art, exhibition, presentation or training in the arts as its primary function, as documented within its mission statement;
- Proven professional experience managing the design, fabrication and installation of aerosol murals;
- Demonstration of principal office location within the District of Columbia through IRS Form 990;
- Status of “good standing” with the *MuralsDC* program, DCCAH and DPW.

INELIGIBLE

- Individual Artists;
- Arts organizations that have not maintained a DC tax exempt status for one year prior to the application deadline;
- Incorporated organizations outside of the District of Columbia;
- Organizations that utilize post office boxes or the addresses of board members or volunteers as a primary business address;
- Principals and fiscal agents;
- Colleges, universities or other government agencies.

BUDGET & PAYMENTS

The total budget for the *MuralsDC* program is one hundred thousand dollars (\$100,000) which includes: artist supervisory consultant fee, design concept renderings, mural artists fees, costs associated with the design, fabrication, transportation, graffiti protective coating, youth stipends, travel and accommodations (if applicable) materials, equipment rentals, shipping and handling, insurance, permits, mural plaques and photo documentation.

- The budget for the Artist Supervisor Consultant Fee is \$10,000.
Payments are made directly to the Artist Supervisory Consultant, principals and fiscal agents of any kind are prohibited.
- The budget for each mural may range from \$3,000 to \$15,500.
Mural budgets are contingent upon many variables and include but do not limit: site preparation, wall dimensions, murals designs and materials, permits, equipment rental, etc.

SITE SELECTION

Site selections are based, largely but not solely, on areas of the District with high incidence of illegal graffiti as identified by the Department of Public Works, Mayor's Office of Community Relations and Services (MOCRS) other agencies and site owners.

SELECTION CRITERIA

The Artist Supervisory Consultant will be selected based on artistic merit, community impact and managerial capability using the following evaluation criteria:

- Experience managing murals that are of high quality and a strong reflection of the graffiti and Hip-Hop aesthetic.
- Experience with site specific public art projects and use of personnel with demonstrated arts expertise (such as arts administrators, creative directors, and professional artists) to plan and implement artistic content.
- Depth and growth of arts expertise as evidenced by the body of work submitted in the application or work samples.
- Strength in organizational capacity and financial status.
- Quality of fabrication and installation of aerosol murals.
- Demonstration of internal capacity to administer project life-cycle and has appropriate financial monitoring systems in place to track budget and expenditures;
- Substantial experience working with professional artists, youth, community representatives, business and government entities.
- Experience in producing similar public art projects and adaptability to the collaborative process of design.
- Demonstrated knowledge of: site preparation, exterior aerosol mural installation, equipment/machinery, marketing, finance/budgets, mural documentation, permitting and insurance processes.
- Availability to manage the duration of the *MuralsDC* season: May 2016 – October 2016.

SELECTION PROCESS

The selection process consists of two stages. DCCAH will convene a *MuralsDC* Artist Supervisory Consultant Selection Panel, representing diverse interests and expertise, to review the qualifications of organizations who respond to this Call.

Stage One

- The Panel will screen applications to review the qualifications of applicants who respond to this call.

Stage Two

- The Panel will conduct interviews with most qualified applicants and then select a Lead Artist Consultant for the upcoming Murals DC 2016 season.

The final Artist Supervisory Consultant must have “citywide clean hands” (see below) in order to enter into an agreement with DCCAH.

CITY-WIDE CLEAN HANDS (CCH)

The CCH web application supports the “Clean Hands” Mandate (D. C. Code § 47-2862) which stipulates that individuals and businesses are to be denied City goods or services if there is a debt owed to the District of Columbia of more than one hundred dollars (\$100.00) for fees, fines, taxes or penalties.

WORK SAMPLES

Work samples are a critical part of the application and are considered carefully during application review. **All applicants are required to submit artistic work samples for the evaluation of artistic merit.** Submitted work samples should be recent (within the last 2 years), be of high quality and represent the applicant’s best work. **Work samples should be submitted using only the following files: jpg, pdf or tiff.** Applicants can submit images up to 5MB each and PDFs up to 10MB each. **Organizations are required to submit 10 digital images which include:**

- Four (4) work samples that best showcases the work of the organization and
- Six (6) completed murals of which the organization has managed the design, fabrication and installation processes.

SCOPE

The Artist Supervisory Consultant will cover a number of functions from: project, artist and budget management, marketing, permit and insurance requirements, conducting meetings and presentations as well as hosting youth training workshops.

Artist Supervisory Consultant tasks include but are not limited to:

- Planning and organizing program logistics related to attending and conducting meetings and presentations (i.e. community meetings, all property owners involved with accessing the site and artist meetings), site assessment and preparation (i.e. wall cleaning, priming, etc.), mural fabrication and installation, celebratory events;
- Developing project budgets and digital artist design proposals for approval, estimating time lines and material costs;
- Provide weekly reports and updates to DCCAH and DPW program managers;
- Planning, directing and coordinating of all artists and youth apprentice logistics (also includes: transportation, travel and accommodations for out-of-town artists only);
- Scheduling and securing of materials and equipment (i.e. spray paint, site preparation, scaffolding, permits. etc.) and obtain permits and licenses where necessary;
- Providing creative direction and on-site supervision of mural installation;
- Conferring with clients, artists and other interested parties regarding the nature and content of artwork to be produced;
- Collaborating and conferring with technical experts as necessary to install murals;
- Inspecting equipment, structures and supplies to identify the cause of errors or other problems or defects;
- Securing materials to document completed murals with program approved mural plaque/signage;
- Estimating sizes, distances, and quantities; or determining time, costs, resources or materials needed for mural installation.
- Completing interim, final financial and mural maintenance reports.

The Artist Supervisory Consultant should have all of the following qualities, experience and abilities:

- Decision and problem solving skills;
- Observe, receive and obtain information from relevant sources;
- Familiarity with a variety of field concepts, practice and procedures;
- Experience and judgment to plan and accomplish goals, detect, assess and mitigate problems;
- Control machines and processes using either control mechanisms or direct physical activity to operate (scaffolding) machines or processes (not including computers or vehicles);
- Evidence of high standard of work within their own organizations/practices;
- Ability to effectively communicate and creatively work with professional artists, and youth (ages 14-18) of varying skill levels.
- Experience managing and providing creative direction during the lifecycle of mural installation.

SUBMITTING YOUR MURALS DC APPLICATION

Please follow the link <http://dcarts.slideroom.com> to upload all requisite materials for the 2016 *MuralsDC* Application. In order to access the application portal, all applicants will first be prompted to create (at no cost) a SlideRoom account.

Once logged into the newly created account, applicants will be allowed to submit all materials outlined in this Call. SlideRoom will allow applicants to save incomplete applications and return to them for completion until 3:59PM on the **April 22nd deadline**.

Any incomplete submissions at that time will be disqualified. **The cost for each Slide Room application is \$10.00** and is the responsibility of the applicant. Payment is required at the time of application.

SUBMISSION REQUIREMENTS

The following is a checklist of all mandatory documents for submittal of the Artist Supervisory Consultant application. Documents must be uploaded prior to the application deadline. Visit www.dcartarts.dc.gov , click on the **grants tab**, select **managing grant award** to obtain form numbers 16 – 22.

1. **Artist Supervisory Consultant Application Form**
2. **Narrative Questions and Answers**
3. **Work samples**
4. **Annotated Image List**
 - a. Includes artist's name, contact information, artwork titles, mediums, date of artworks, sizes and the corresponding image numbers in same order submitted work samples.
5. **Résumé(s)** of key personnel who will be involved in the project including the creative/artistic director and executive/managing director; up to two (2) pages each. Biographies should not be included.
6. **Support Materials** - up to six (6) items of additional material, e.g., newspaper articles, reviews, programs, brochures, etc.
7. **Two (2) Letters of Support / Recommendation** (one (1) page maximum, per letter)
8. **IRS Letter of Determination**
9. **DC Tax Exempt Certificate**
10. **One (1) page Organizational Chart**
11. **List of current board of directors** (including officers, occupations and term limits)
12. **Current Annual Organizational Budget with Year-To-Date Income and Expenses**
13. **Current FY Balance Sheet from within the last financial quarter**
14. **Previous FY Organizational Budget with Year-To-Date Income and Expenses**
15. **IRS Form 990** (Fiscal Year 2015)
16. **Clean Hands Certificate** (visit dcartarts website)
17. **Signed W9 Form** (visit dcartarts website)
18. **List of Insurance Carriers** (visit dcartarts website)
19. **Affirmative Action Equal Employment Opportunity Policy** (visit dcartarts website)
20. **Arrest and Conviction Statement** (visit dcartarts website)
21. **Statement of Certification** (visit dcartarts website)
22. **Tax Certificate Affidavit** (visit dcartarts website)
23. **Certificate of Liability Insurance** (provided by Final Artist Supervisory Consultant only)

TENTATIVE PROJECT SCHEDULE

<u>DATE</u>	<u>ACTIVITY</u>
March 4, 2016	Call for Graffiti Mural Artists Issued
March 4, 2016	Call issued for Artist Supervisory Consultant
April 22, 2016	Artist & Supervisory Consultant Call Deadlines
Late April – Early May	Application Review Roster /Semi-Finalist Selections Notifications Issued
May 2016	Final Artist Selections Notifications Issued
Early – Mid June 2016	Site and Artist Assignments
Early- Mid June 2016	Mural Concept Designs Begin
Mid- Late June 2016	Final Approval of Mural Designs
July 2016	Mural Installations Begin
Early Fall 2016	Program Dedication / Culminating Event

APPLICATION DEADLINE

Friday, April 22, 2016

All materials must be received by 4:00 PM (Eastern Daylight Time)

- **Applications are only accepted from the application portal. There are no exceptions.**
- Incomplete or late applications will not be considered or reviewed.

FOR MORE INFORMATION

Please contact Keona Pearson by phone at 202-724-5613 or email at Keona.Pearson@dc.gov

MURALSDC 2015 PROJECTS



From Top to Bottom

Artist Team: Trust Your Struggle

Location: 1400 Decatur Street NW

Artist: Rahman Statik

Location: Eagle Academy
1017 New Jersey Avenue SE

Artist: Juan Pineda

Location: Howard University

Far Right

Artist: Aniekan Udofia

Location: Paul Lawrence Dunbar Senior Apartments
2001 15th Street NW

To view past murals visit www.MuralsDCproject.com



**MURALS DC 2016
ARTIST SUPERVISORY CONSULTANT
APPLICATION FORM**

DEADLINE DATE: April 22, 2016

Organization Name _____

Primary Contact Name _____

Address _____

City _____ **State** _____ **Zip** _____ **Ward** _____

Daytime Phone _____ **Email** _____

Narrative Questions

Please answer the following questions and submit in a separate document, using a pdf file format only. Applicant responses should total no more than 8 pages and consist of one (1) complete document.

1. Have you worked with *MuralsDC*, DCCA or DPW in the past 2 years? If so, please detail in what capacity and when?
2. What qualifies your organization for the Artist Supervisory Consultant position? Why are you a good candidate?
3. Describe the project(s) you have worked on and how it relates to the Lead Artist Consultant position.
4. What experience does your organization have with managing the design, fabrication and installation of aerosol graffiti murals? (Provide examples and attach images as work samples as well as provide artist details on the annotated image list.)
5. If you do not have past experience executing aerosol mural management, please describe why and include examples of fabricating, installing, managing, producing and/or presenting similar mural projects.
6. What have you done to develop your awareness/experience in graffiti art?
7. Identify what personnel and roles (including creative/artistic director) will be used to implement management of the 2016 *MuralsDC* murals.
8. What qualifies the key personnel of your team? Are they DC residents? (attach key personnel resumes)
9. Describe your approach to working as an arts consultant in government and community-based settings. Have you managed adult artists and or trained youth? If not, who will you subcontract to do so? Provide name and contact information.
10. What compels you want to work with the *MuralsDC* program?