

Public Art Commission (PAC)
of Baltimore City

Presentation Requirements

(05/2024 - ksb)

Project Requirements (submitted via Word or as a PDF document)

Project Presentation (presented to the PAC via PowerPoint)

- **Name of Project?**

Is this a Gift of public art? A new Commission artwork request? Or Conservation project?

- **Presenting organization**

- Presenting organization contact information.
- Organizational chart.

- **Stakeholders**

- Community/neighborhood (please include zip code(s)).
- Baltimore City agency partners.
- Community Partners.
- Baltimore City Council District artwork location.
- Baltimore City Council District Representative.
- Please provide letters of support.

- **Artwork**

- Name of Artwork.
- Name of Artist.
- History of project.
- Physical address of artwork.
- Please provide site photos.
- Include any interesting facts about the art, the artist, or community notes.
- What are the dimensions of the artwork?
- Provide drawings and schematics of artwork.

- **Project Summary**

- Why this Artwork?
- Why this community?
- Name and detailed description of the project. (100 words or less)
- What are you asking the PAC to do?
- What is the final goal of this project?
- What is the timeline for this project?
- Name of Project Manager.
- Provide the address for the artwork's final location.
- Provide fitting information.
- Provide site approval documentation.
- Does this project require Right of Entry permits for work?
- Does this project require Zoning permits?

- Have you conducted site assessment?
- **Conservation Report**
 - For existing artworks, please provide a current Conservation Report?
 - Major highlights from the assessment?
 - Please provide the PAC with a copy.
- **Site Preparation**
 - Clear the installation area of any obstacles, vegetation, or debris that may hinder the installation process.
 - Prepare the ground by leveling it and ensuring it can support the sculpture's weight. This may involve excavating, reinforcing, or pouring a concrete foundation, depending on the sculpture's requirements.
 - Show documentation of Baltimore City agencies (Public Works, Transportation, Recreation & Parks, etc.) assessment of site.
- **Site Assessment and Planning**
 - Evaluate the installation site to determine its suitability for the artwork.
 - Consider factors such as visibility, structural support, and any relevant regulations or permits.
 - Measure the dimensions of the sculpture and ensure that the site can accommodate its size and weight.
 - Consult with a structural engineer, professional installer, landscape architect to assess the site's stability and obtain guidance on the installation process.
 - Please provide stamped assessment documentation.
- **Logistics and Resources**
 - Determine the equipment and resources required for the installation, such as cranes, scaffolding, lifting straps, and any specialized tools.
 - Arrange for the necessary permits or permissions for transporting and accessing the site, if required.
 - Coordinate with a team of experienced installers who have expertise in handling large sculptures.
 - Provide documentation letters.
- **Artwork Handling and Protection**
 - Prioritize the safety of the sculpture by taking precautions to protect it from potential damage during handling and installation.
 - Use specialized lifting straps or slings to safely secure and lift the sculpture. Avoid applying pressure on delicate or vulnerable areas.
 - Cover the sculpture with protective materials, such as foam padding or blankets, to prevent scratches or impact during transportation and installation.
- **Positioning and Alignment**
 - Carefully position the sculpture in the designated location, aligning it according to the installation plan.

- Use measuring tools, guides, or markings on the ground to ensure precise placement and alignment.
- Adjust the position as necessary to achieve the desired aesthetic and ensure the sculpture is level.
- **Securing and Anchoring**
 - Determine the appropriate method for securing the sculpture based on its design and the site's conditions.
 - Utilize mounting brackets, bolts, or other fasteners that are compatible with the sculpture's materials and structural requirements.
 - Follow professional recommendations and guidelines for securely attaching the sculpture to its base or mounting structure.
 - Provide documentation.
- **Budget**
 - Please provide a detailed budget summary including conservation, maintenance, administration, materials, programming, etc. costs.
 - Provide a detailed budget adequate to cover all costs for the design, fabrication, insurance, transportation, storage, maintenance costs and installation of the proposed artwork, plus reasonable unforeseen circumstances.
 - Artists/Presenters should have a history of completing projects within budget.
- **Funding**
 - What is the total project budget?
 - Do you have funding? If so, list your funding sources.
 - If a grant was received for this artwork project, provide a copy of the grant application.
- **Maintenance**
 - Please include a ten (10) year maintenance plan in the budget. This is a 1% For Art ordinance requirement for Gifts of Public Art to Baltimore City.
- **Permanence**
 - Due consideration will be given to the structural and surface soundness, operational costs and inherent resistance to theft, vandalism, weathering, and excessive maintenance.
- **Artistic Merit**
 - Provide insight, facts, and overall, of artistic merit of the proposed artwork. The inherent quality and excellence of a proposed artwork together with the strength of the artist's concept and design capabilities are the program's highest priorities.
 - How does it benefit the community and the Baltimore City public art collection?

- **Context**
 - Artwork must be compatible in scale, material, form, and content with its surroundings.
 - When serving a functional purpose, artworks may establish focal points; modify, enhance, or define specific spaces; establish identity or address specific issues of civic design.
 - Consideration should also be given to the architectural, historical, geographical and social/cultural context of the site and community, as well as the way people may interact with the artwork.

- **Relevant Experience**
 - Experience and professional record of the artist(s) should provide convincing evidence of ability to successfully complete the project as proposed. Particularly on collaborative or design team projects artists should demonstrate ability to: 1. Communicate effectively and elicit the ideas of team members; 2. Exhibit flexibility and problem-solving skills; 3. Work with architectural drawings and construction documents; 4. Engage community representatives in a project.

- **Technical Feasibility**
 - Artist(s) must exhibit a successful track record of construction and installation of artwork or show that an appropriate professional has examined the proposed artwork and confirmed feasibility of construction and installation.

- **Diversity**
 - Artwork will be sought from artists of diverse ethnic and cultural identities and from local, regional, national, and international artists. The PAC encourages applications from artists working in both established and experimental art forms.

- **Fabrication and Installation Schedules**
 - The artist proposal should include a project timeline that incorporates design review, fabrication, delivery, and installation in accordance with the project schedule. The artist should have a history of completing projects on time.

- **Stability and Finishing**
 - The artist proposal should include a project timeline that incorporates design review, fabrication, delivery, and installation in accordance with the project schedule.
 - The presentation should address the stability of the installed sculpture by conducting thorough checks and tests.
 - The presentation should describe how the sculpture will be securely fastened and does not wobble or move under normal conditions. Please include any images of fasteners.
 - Provide insight on finishing touches, such as applying protective coatings or sealants to enhance the sculpture's durability and appearance.

FINAL CHECK LIST:

- Type of Offering (Gift, New World, Commission, Conservation Project)
- Type of Artwork (Sculpture, Painting, etc)
- Name of Project
- Artwork Overview (Size, History, Status)
- Name of Presenting Organization
- Location of Final Site
- Budget
- 10-year Maintenance Plan
- Project Summary
- Community & Stakeholders Letters of Support
- Logistics
- Tests
- Permanence
- Schedule
- Installation
- Photos, diagrams, layout and maps of Site and Artwork