



## CALL TO ARTISTS

Artist or artist collaboration for the  
**Jefferson Heights Park Public Art Project**, Chattanooga, TN  
Issued by Public Art Chattanooga | City of Chattanooga  
February 15, 2010

### Project Overview:

Public Art Chattanooga and the District 7 Public Art Committee are seeking proposals for Jefferson Heights Park Chattanooga, Tennessee, which will be exhibited June 2010 – December 2011. Works can be in any media, functional or non-functional, and must be suitable for outdoors. Two works will be selected for installation in the newly constructed neighborhood park, and will be on loan for a period of eighteen (18) months. Each artist or artist team may submit existing works or proposed works for consideration.

### Jefferson Heights Park History and Project Details:

Jefferson Heights Park has strong historic ties to the past and bright plans for the future. The park is located in the Jefferson Heights neighborhood within the Southside district of downtown Chattanooga, a diverse and eclectic area experiencing a surge in urban revitalization. The site where the park sits once housed Jefferson Street Elementary School (later named the William J. Davenport School), which was built in 1911 and closed in the early 1970s. The three-story brick schoolhouse was eventually demolished, and a park was created in its place. The school still holds fond memories for its former students, and around 1,000 of them return to the park each July for a reunion. Jefferson Heights Park is being redesigned to better accommodate the burgeoning Southside community as well as the annual school reunion group. Plans for the new park, which is being built with environmentally sustainable elements, include a pavilion, community garden beds, walking paths and a picnic and playground area. The park is currently under construction and will be completed in March 2010. Several potential sites (shown on map) have been identified within the park grounds for sculpture.

- Eligibility:** This Request for Proposals (RFP) is open to all professional artists over the age of 18, who currently reside within a 50-mile radius of Chattanooga, TN. Members of the District 7 Public Art Committee are ineligible to enter.
- Exhibition:** 18 months. June 2010 - December 2011.
- Stipend:** Each selected sculpture will receive a \$3,750 award for the 18-month lease period. Selected artists are responsible for transportation to and from the site and are encouraged to be on site to oversee installation. Most installation costs regarding site prep, pads and signage will not be the responsibility of the artist. Once installed, the works will be insured by the City of Chattanooga for the duration of the loan period. All of the removal costs and arrangements will be the responsibility of the artist.
- Deadline:** Applications can be mailed or hand delivered and must be received by 4:00 p.m. EST, March 31, 2010 (no exceptions)  
For more information and a complete application form, download at:  
[www.chattanooga.gov](http://www.chattanooga.gov). Or contact:

Peggy Townsend  
Director | Public Art Chattanooga  
Phone: (423) 643-6096  
E-mail: [peggywoodtown@gmail.com](mailto:peggywoodtown@gmail.com)

or Elizabeth Carriger  
Program Assistant | Public Art Chattanooga  
Phone: (423) 756-6146  
E-mail: [ecarriger@gmail.com](mailto:ecarriger@gmail.com)

## Jefferson Heights Park Public Art Project: Chattanooga, Tennessee

### Application Guidelines:

Proposals must include the following:

- 1.) Completed application form (included at the end of this RFP).
- 2.) Letter explaining the artist's interest in the project. This document should be no longer than one page (single-spaced, 1-inch margins, 12 pt. font).
- 3.) Current résumé (two-page limit).
- 4.) List of professional references (at least three): Please include name, address, phone number, and e-mail address for each individual.
- 5.) A maximum of 10 digital images of recent relevant work saved to CD. The specifications for the digital images are as follows:

All CDs must be labeled with the applicant's name, contact information (telephone number and e-mail address), and number of images. Every image file must be titled first with the number of the image in the order to be viewed (use "0" in front of single-digit numbers), followed by the artist's last name [for example: 01\_Smith; 02\_Smith]. The numbers must correspond to the annotated image list. Do not imbed images into a PowerPoint presentation. Acceptable digital images must be:

- Dimensions: Minimum 800 x 600; Maximum 1600 x 1200
- File Format: JPG (do not use Progressive JPGs, GIFs, or TIFFs) at 72 DPI

- 6.) Annotated digital image identification list. Please include the artist's name as a heading, and a brief description of each image, including title, date, medium, dimensions, installation method, location, and price of work, if available for purchase. **Please be sure to indicate which work(s) are available for the exhibition and which are support images.**
- 7.) Description (or drawing) of design concept, installation method, maintenance methods and schedule, and any other pertinent information that may be helpful to the committee in regards to your proposal.
- 8.) SASE. Please provide a self-addressed stamped envelope if you would like for your materials to be returned to you. If you would prefer for your materials to be retained for future commission opportunities, please indicate your desire on the application form.
- 9.) Optional support materials. You may include up to three samples of support materials, such as catalogues and DVDs, which might aid the selection committee with understanding your work. DVDs should be cued to run no longer than three minutes. Appropriate printed material, including reviews, may be submitted. All materials must be clearly labeled.

*Please do not staple or bind any of the application materials.*

*If you are interested in submitting your application materials electronically (via e-mail), please contact Peggy Townsend at [peggywoodtown@gmail.com](mailto:peggywoodtown@gmail.com) for additional instructions.*

**Deadlines:**

February 15, 2010	Announcement of competition
March 31, 2010   4:00 p.m. EST	Deadline for receipt of application materials (no exceptions)
April 19, 2010	Notification of selection
June 30, 2010	Installation of sculpture and dedication

**Selection:**

An ad hoc selection committee will include representatives of the Public Art Committee, the District 7 Public Art Committee, the City of Chattanooga, neighborhood representatives, and others.

**Selection Criteria:**

The committee will use the following criteria in the selection process:

- Submittal of all required application materials as outlined in this RFP;
- Originality: creativity and uniqueness of proposed artwork concept for this project;
- Quality and craftsmanship of product as exhibited by past work;
- Maintainability: structural and surface soundness, durability and resistance to vandalism, weathering, excessive maintenance, repair costs;
- Appropriateness for placement on an urban pedestrian site, including ability for artwork to withstand public interaction;
- Public safety; and
- Feasibility: artist's proven track record/ability to complete the work on time and within the budget.

**Terms:**

- The City of Chattanooga and the Public Art Committee accept no responsibility for the loss or damage of artist submission materials.
- The City of Chattanooga and the Public Art Committee accept no responsibility for costs incurred by the artist in responding to this Call to Artists.
- Artists and artist collaborations selected for this exhibition will be required to meet contract terms and scopes as well as lump sum budgets. It is further understood that all budgets include travel costs. No additional and/or contingency funds will be available.
- Although the City of Chattanooga will bear most of the installation costs (*excepting transport / shipping fees and related insurance*), the artist is responsible for all costs and arrangements required for the de-installation process. The City will not pay for rental equipment or any other fees associated with the de-installation process.
- Respondents to this Call to Artists agree to abide by the terms and conditions of this Call.

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Signature

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Date

**Application Form: Jefferson Heights Park Public Art Project**

Please complete this form and include it with all of the required application materials.

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell/Mobile (optional): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website (optional): \_\_\_\_\_

**Submitted Materials Status:**

\_\_\_\_\_ I would like for my materials to be retained for future commission opportunities.

\_\_\_\_\_ I would like for my submission materials and CD to be returned to me, and I have enclosed a self-addressed envelope with sufficient postage for this purpose.

I understand and agree to all of the terms of this RFP / Call to Artists

Signature and Date: \_\_\_\_\_

**Submittal Instructions and Requirements:**

***Deadline:*** Application materials may be mailed or hand delivered. They must be received by **March 31, 2010, 4:00 p.m. EST.** Send materials and direct all questions to:

Public Art Chattanooga  
Department of Parks & Recreation  
1102 South Watkins Street  
Chattanooga, TN 37404

Peggy Townsend  
Phone: (423) 643-6096  
E-mail: [peggywoodtown@gmail.com](mailto:peggywoodtown@gmail.com)  
or

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