



**City of Takoma Park Maryland
Takoma Park Arts and Humanities Committee
Call for Public Art Installation**

Submission Deadline: March 3, 2024
All-Inclusive Budget: \$25,000
Online Submission Form at bit.ly/3Th7Zep

The Arts and Humanities Committee is pleased to announce this call for entries for a site-specific sculptural installation as part of the City of Takoma Park’s ongoing efforts to further the creation of public art as a means of building community, enhancing public spaces and celebrating the arts.

Theme

The City is seeking proposals that reflect a theme of “welcome” or “crossroads” for a permanent sculptural installation to be located outside the Takoma Park Recreation Center at 7315 New Hampshire Avenue, Takoma Park, MD 20912. The Recreation Center is located on a state highway that is a major entry point to the city near several diverse, vibrant, and multicultural neighborhoods.

The installation may be comprised of metal or other durable materials that must be resistant to the weather and have an estimated lifespan of at least five years. An anti-graffiti coating also should be included if possible. The installation should be designed in a way that it can be moved at a later date if needed.

Some interactive or playful elements are welcomed, but the installation shouldn’t encourage climbing. There is no power at the site, and any components that may break or require replacement are strongly discouraged. The installation should require minimal maintenance.

Eligibility

This call is open to all artists 18 and over, and artist teams are eligible to apply. Artist(s) should have previous experience with projects of a similar scale and budget that were successfully completed. City of Takoma Park employees, Arts and Humanities Committee members, and their family members are not eligible to apply.

Budget

The all-inclusive budget is \$25,000. The funds must cover design work, engineering, fabrication, transportation, delivery, site preparation, installation of the work, as well as any other expenses, including required liability and worker's comp insurance, travel costs, and the artist's fee.

The selected artist(s) will be paid \$12,500 upon execution of the contract and the remaining \$12,500 upon completion of the installation to the satisfaction of City staff and the Arts and Humanities Committee.

Location/Dimensions

The installation will be located outside the Takoma Park Recreation Center at 7315 New Hampshire Avenue, Takoma Park, MD 20912. Artists should propose an installation or group of installations that fit within the site at maximum dimensions of 20 feet long, 15 feet wide, and 15 feet tall. The site is a grassy area between a sidewalk and the Recreation Center parking lot with a slight incline which may require some grading. Applicants are encouraged to visit the site before submitting an application.

Selection Process

A jury comprised of Takoma Park Arts and Humanities Committee members and City staff will review the proposals. Criteria will include:

- Professional qualifications of the artist(s) and experience with large public art projects
- Relevance of the work to the proposed theme(s) for the installation
- Quality and originality of design and suitability for the installation site

Based on an initial review of submissions, the City may ask finalists for additional information, including but not limited to additional details or renderings of the proposed installation and additional background information. The selected artist must provide a certificate of insurance and may need to verify additional information prior to the final award. The selected artist also may be required to assist City staff in obtaining any necessary permits for the installation.

Contracts

The contract will be administered by the Takoma Park Arts and Humanities Division. The City of Takoma Park reserves the right to accept or reject any or all of the proposals for any reason.

Submission Requirements

Artists must complete the [online submission form](#), with the requested information on the form, including the following attachments:

- (1) One or two-page cover letter about artist's experience and explanation of ideas behind the proposed installation and its relevance to one or both of the required themes. The Word document or PDF should be titled Cover Letter_Your Name (e.g. Cover Letter_Jane Jones).

- (2) Three to five high-res images of sketches or mock-ups of your design proposal that are merged into one jpg or PDF. The file should be titled Mural Design_Your Name.
- (3) Resume not to exceed three pages in a Word document or PDF titled Resume_Your Name.
- (4) Brief summary of up to 5 prior public art projects in a Word document or PDF titled Public Art Experience_Your Name. The summaries should include photos, brief descriptions of the projects, and website links if available.
- (5) Proposed itemized project budget in a one-page Word document or PDF titled Proposed Budget_Your Name. The artist fee should be at least half of the all-inclusive \$25,000 budget.
- (6) Proposed timeline for project from execution of contract to installation in a Word document or PDF titled Timeline_Your Name.

Applicants will be notified about their status by April 10, 2024. Work on the project should be underway by or before June 30, 2024 or at a later date approved by City staff.

Any questions may be sent to Takoma Park Arts and Humanities Coordinator Brendan Smith at brendans@takomaparkmd.gov.

Installation site outside the Takoma Park Recreation Center at 7315 New Hampshire Avenue

Facing south:



Facing east:



Aerial View:
Approximate site marked with red line

