



THE ARTS COMMISSION
INSPIRING A VIBRANT TOLEDO

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DESIGN REVIEW BOARD PROCESS

- An idea for a project is brought to the Arts Commission of Greater Toledo
- Acceptance of the project by the Art in Public Places Committee of the Arts Commission of Greater Toledo
- A Design Review Board (DRB) is assembled. Selected membership waive their right to enter the design competition to avoid a conflict of interest scenario.
- Facilitate a Request for Qualifications
- Artists'/ Design Teams' qualifications received
- Review of Qualifications by the Design Review Board
- Narrow the qualifications to a small group of finalists (Three to Five Candidates)
- Selected finalists are notified and paid an honorarium to develop a site specific proposal for the arena and present the model to the DRB
- Interviews and model presentations given by the finalists in Toledo
- Schedule site visits and public forum
- Identify location and scope within the site
- DRB selects designs from finalists to award commission
- Artists submit finalized design for review by a conservation professional
- Timetable established
- Contract signed with artist and payment schedule established
- Necessary fundraising completed
- Contracts made with any other parties (such as engineers, landscape designers, site preparers, etc.) and payment schedule established
- Construction of sculpture begins and progress payments made
- Site preparation begins and progress payments made
- Process monitored until complete
- Final project accepted by the Design Review Board
- Final payment after technical maintenance support documentation sent in.
- Dedication
- Conservation and follow up

SELECTION OF WORKS OF ART

Overview

1. Collaboration between an artist and other design professional at the beginning of each project should be pursued whenever possible.
2. If the site inventory has indicated a potential for art and architectural integration or design team approach, then the Design Review Board (DRB) should select the artist at the same time as the design professionals are selected for the site.

Responsibilities

1. The App Committee will appoint **Design Review Boards** (DRB) for each project approved in the MAP.

Composition of each DRB will include the following as a minimum:

- a. a representative from the City of Toledo
- b. an architect and/or a landscape architect
- c. and artist and/or arts consultant
- d. one-third of the committee shall be comprised of persons living or working in the immediate area
- e. chairperson appointed by APP
- f. APP committee member
- g. Others may be added as appropriate
- h. A representative from the Conservation and Maintenance Committee of APP

Terms of each member shall be the duration of the individual project.

2. DRBs will have sole responsibility of recommendation of works of art or selection artist(s) to create the works of art.
3. The selection of work and/or artist by the DRB is subject to approval by the APP Committee and, subsequently, by the ACGT Board of Trustees.
4. DRBs will select works of art in accordance with the Public Art Master Plan criteria.
5. The artist and the DRB will determine the **specific** placement of the artwork on the site.
6. DRBs will be responsible for raising additional funds if they choose to exceed the budget approved by the ACGT board.

A fund raising plan must be submitted to and approved by the APP committee. Grants for public art, if deemed appropriate and feasible, will be written by ACGT staff upon approval of the APP committee.

7. DRBs will determine the method of selection of the artist and work of art which may be any of the following:
 - a. open competition
 - b. by invitation to a limited number of artists
 - c. by direct selection
8. DRB meetings shall be open to observers.
9. Selection of works of art/artists shall be approved by majority vote. All DRB members have one vote: no member shall have the right to veto. A consensus decision is encouraged.
10. The DRB shall have the option of making no selection. In this event, a new selection process may be initiated or the project abandoned.
11. Minutes will be taken at all DRB meetings and will be public record. Minutes will be circulated to all DRB and APP committee members.

Criteria for Design Review Board.

1. Commission of a work of art specific to its site is usually preferable to selection of an already completed work.
2. Selected works of art must be one of a kind. Works created as one of an edition are prohibited except in specific circumstances. Reproductions are prohibited.
3. Selected work must be of the highest quality possible for the designated budget. The opinion of arts professionals on the DRBs concerning the quality should be respected.
4. The Artist Slide Registry, maintained by the ACGT, will be the first source of artist information for DRBs.
5. Works that are decorative, ornamental, or functional elements of architecture or landscape design may be considered if they are designed by an artist (not architect or landscape architect) in collaboration with an architect or landscape architect where the artist has had the most significant input into the resulting work or where the artist-designed work is an integral aspect of the structure or site.
6. Selected artwork **may** be commemorative in nature but must be, stylistically, art of our time.
7. Local professional artists should be considered for all commissions. However, no selection process should designate that **only** local artists may be considered unless a compelling reason exists to do so. The best artwork for the site should always be the first consideration. Open competition announcements should be made in the local media and through direct mailings to local artists and visual arts organizations or a mailing list maintained by the ACGT, thus assuring local artists opportunity for all projects.
8. Consideration should be given to an ethnically diverse pool of artists.
9. All materials for selected works of art shall be permanent, require minimal maintenance, and be resistant as much as possible to vandalism and abuse.
10. Selected works of art shall be appropriate for the site considering the cultural and physical environment in which they are placed.