



Art in Public Places



Elliott Museum, "Southeast of Disorder", Scott Oberlink, 1996

Program Manual
Martin County, Florida
2022 - 2023



Table of Contents

General Information	2
Program Mission & Goals	2
Public Art Program Summary	2
Frequently Asked Questions	3
How to Request Public Art in Your Community	5
Martin Murals Program	6
Program Administration	8
General Procedures	8
Artist / Artwork Selection Methods	9
Site Selection	10
Summary of Responsibilities	13
Public Art Advisory Committee (PAAC)	13
Office of Community Development	14
PAAC Subcommittee	15
Martin County Public Works	16
Project-Related Department	17
Forms	19
Project Schedule (This schedule will change with each project)	19
Call to Artists	21
Pre-Qualified Artist Pool Application Form	25
Public Art Proposal Form	26
Site Selection Checklist	28
Artwork Management and Catalogue Form	30
Applicant Artist Submission List	32
Artist Selection Voting Form	33
Subcommittee Members	34



General Information

Program Mission & Goals

To enhance the quality of the visual environment in the Martin County community, both natural and constructed; and in so doing:

- 1. To promote the spiritual, intellectual, and aesthetic enrichment of the community through public art.**
- 2. To select a diversity of public art for Martin County, Florida,**
- 3. To select works of art which have aesthetic and technical merit and are appropriate in context to the location.**
- 4. To select artists who are professionally and technically competent,**
- 5. To disperse public art throughout Martin County, Florida in such a manner that it is visible and accessible to the greatest number of people.**

Public Art Program Summary

In 1997, Martin County established a public art program that included on-going funding for new works of art for public appreciation. For additional information, please see Chapter 13, General Ordinances, Martin County Code, Art in Public Places.

In 2017, the Martin County Board of County Commissioners appointed the Community Redevelopment Agency Board members as the Public Art Advisory Committee (PAAC). These seven Committee members are tasked with reviewing and managing the County's Art in Public Places program regarding the selection, purchase, lease or commission of new public art and the maintenance and repair of the current public art inventory. Twenty-three sculptures, mobiles, stained glass windows, murals, mosaics, benches and photographs are now on display. These works of art are situated at libraries, fire stations, beaches, administration buildings, parks and other County owned properties.

The PAAC strives to make each work of art relevant to the building and surrounding neighborhood. Community members, building staff (for example: firemen or librarians) and the architect are often asked to serve on a project subcommittee when a project will be sited at a newly constructed County facility. With the subcommittee input, the PAAC determines a theme or purpose for the public art, chooses a selection method, selects an artist, approves the public art, and brings it to the Martin County Board of County Commissioners for final approval. The entire process can take anywhere from 6 to 18 months.



Funding for works of art has varied from \$1,000 to \$40,000. The amount of money available for public art is equal to 1% of the construction cost of a new or remodeled County facility, a new active regional park greater than 50 acres and parking facilities.

For a virtual tour of our current inventory and to stay abreast of PAAC activities, citizens can check out the website for pictures, announcements, meeting agendas and minutes. Any artist wishing to apply for projects can add their name to The Artist Network and complete the Pre-Qualified Artist Pool Application Form at the Martin County website. <https://www.martin.fl.us/AIPP>

The PAAC meets approximately six times per year in the Commissioner Chambers on the 1st floor of the County Administration Building at 2401 SE Monterey Rd., Stuart, Florida. Please confirm meeting dates and times by contacting the Office of Community Development at (772) 221-2487 or go to the website at <https://www.martin.fl.us/AIPP>. Those wishing to receive communications regarding the Martin County Art in Public Places Program can sign up at www.martin.fl.us under Newsletter Sign Up.

Frequently Asked Questions

What is public art?

In general, public art is defined as works of art sponsored by the County for display in public places like parks, courthouses, libraries, community centers and fire stations. In the last 30 years the types of public art have expanded from sculptures and paintings to include murals, tile mosaics, stained glass windows, furniture, iron gates, landscapes, eco art and almost anything that an artist can make or design.

How does public art get selected?

There are a variety of methods for selecting and acquiring public art, as well as selecting artists and sites for placement and display of public art described in this document. Whatever method is utilized, the Board of County Commissioners has final approval.

How does a location get selected as a site for public art?

Public art may be located at a newly constructed or remodeled County building or park that budgeted for the public art as part of its construction budget or at another public facility, park or County or State-owned land in Martin County recommended by the PAAC.

How is public art funded?

The construction or remodel of public capital facilities financed wholly or in part by Martin County, except such projects located at Martin County Airport, Witham Field, including regional sports parks and parking facilities are required by County ordinance to set-aside 1% of the construction budget for public art. In any fiscal year that there is no revenue from this set-aside for public art, the County allocates \$50,000 to the Art in Public Places program.



Is the qualifying construction project required to have a public art project?

No. The PAAC can recommend taking the funding generated from a construction or remodel project and spend the dollars for public art at another public place in the County.

What is the responsibility of the Public Art Advisory Committee?

The PAAC selects the locations for new public art, approves the scope of work for call to artists, selects the artists, artwork and location for recommendation to the Board of County Commissioners.

How long has Martin County had a public art program?

The program started in 1997. The first public art was installed at the Hobe Sound Public Library in 2001.

How many public art projects are in the County and where are they located?

There are twenty-three (2) public art projects/pieces throughout the County. You can take a virtual tour of the Public Art Inventory by clicking on the link: www.martin.fl.us/AIPP.

How do you see the public art?

All public art is publicly accessible. Public art located outdoors is available for viewing 24 hours a day or during park or facility hours. Public art located indoors can be seen during the hours that the building is open to the public.

As an artist, how do I apply to the County to purchase my works of art?

Please join our Artist Network! Click this link - <https://www.martin.fl.us/AIPP> - to tell us who you are and what you do. By joining you will also receive any email notices for "calls to artists" and other relevant program information.

As a citizen, how do I participate in the public art program?

1. The public is welcome to attend the meetings of the PAAC. The PAAC meets approximately six times per year in the Commission Chambers on the 1st floor of the Administration Building at 2401 SE Monterey Rd., Stuart, Florida. Please confirm meeting dates and times by contacting the Office of Community Development at (772) 221-2487 or go to the website at <https://www.martin.fl.us/AIPP>.
2. Those wishing to receive communications regarding the Martin County Art in Public Places Program can sign up at www.martin.fl.us under Newsletter Sign Up.
3. The PAAC will sometimes appoint citizens to special subcommittees to assist with art projects usually in their neighborhood. If one of the upcoming projects is near your home or business, please contact the Office of Community Development at (772) 221-2487 or skores@martin.fl.us.

Who manages the public art program?

The Martin County Office of Community Development manages the program. For questions, contact Susan Kores at (772) 221-2487 or skores@martin.fl.us.



How to Request Public Art in Your Community

Citizens, community organizations, artists, etc. can request to have public art in their community. Artists proposing their own project for public art must be part of the pre-qualified artist pool. To become part of the pre-qualified artist pool, please join The Artist Network at <https://www.martin.fl.us/AIPP> and [complete the Pre-Qualified Artist Pool Application Form](#). The process to request Public Art:

1. Contact the Office of Community Development at 772-221-2487 to begin the process.
2. Presentation of the proposed project to the PAAC. Each request or presentation should contain the following elements:
 - a) The need or desire of the community for the art
 - b) The purpose of the project
 - c) Potential site identification
 - d) Potential theme identified
 - e) Potential medium identified
 - f) Renderings of the project, if available
 - g) Potential funding source(s) identified other than, or in addition to, Art in Public Places funding
3. The members of the PAAC will review the merits of the project based on the elements listed above and the following additional criteria:
 - a) The project is consistent with the AIPP program's mission and goals
 - b) Enthusiastically supported by the community in which it is to be sited and the County department responsible for that property
 - c) Site access and suitability
 - d) Plan for additional sources of funding, if needed
 - e) Maintenance plan and estimated costs included
 - f) Is the project achievable and sustainable?
4. The PAAC will recommend projects for funding and execution. This recommendation is presented to any private property owner, County department or division, or other organization involved and to the Board of County Commissioners. If the project will be in a Community Redevelopment Area, this recommendation will go to the Neighborhood Advisory Committee and the Community Redevelopment Agency as well.
5. Any project requested by the community will be governed by the processes described in this document, including final approval by the Board of County Commissioners.



Martin Murals Program

Program Description

Part of the mission of Martin County AIPP is to create a high-quality public realm in such a manner that is visible and accessible to the public. The Martin Murals program is the vehicle that can inspire artists to design and paint murals on public and private properties throughout the County. The National Endowment for the Arts says it best: "Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired." Public art is also tied to positive tourism goals, instills a sense of civic pride, boosts economic growth, and inspires investment in our community.

Program Guidelines

1. Applicants are eligible to receive funds by completing the application according to the guidelines set forth. Funds are distributed on a first-come, first-served basis. To encourage public/private partnerships, the maximum funding amount provided through AIPP is \$7,500 per project.
2. Murals may be placed on public buildings and facilities throughout the County with written County approval. They must be created on exterior walls that are visible from the public right-of-way or parking lots, as applicable. AIPP may also fund murals which are placed on private property, when accompanied by the appropriate contractual agreements with the property owner(s). All partners in the project (including the property owner, if applicable) must be identified in the application.
3. Murals are considered "temporary" works of art. Murals funded by Martin Murals shall be maintained for a minimum of 5 years by the applicant and/or artist. An agreement clarifying the terms and conditions of the project, including the design and maintenance must be signed by the property owner and the artist. This ensures that murals retain their vibrancy and will allow artists to create new murals that reflect the changing perspectives and styles of the community.
4. A mural may not use letters, words, numerals, figures, emblems or logos (or any parts or combinations thereof) to advertise goods, services or merchandise. These are NOT commercial signs.
5. The Applicant will receive 30% of the total committed funds at the start of the project and the remaining 70% upon completion.
6. If a project is not fully completed within one year of the County's initial approval, the funding will be re-allocated to another project.
7. Prior to submitting an application, the Applicant must schedule a pre-application meeting with the AIPP program staff.



Eligibility and Application Requirements

Applications for murals will be accepted from anyone, provided they comply with the application review process, public art criteria and public notice requirements. Projects will be considered on a case-by-case basis, and funding is contingent upon the approval of the Public Art Advisory Committee and the Board of County Commissioners. The number of mural projects that receive funding will depend on funding availability. The applicant is responsible for paying all Growth Management and Public Works related application fees, satisfying public notice requirements, obtaining building and other necessary permits and paying any other fees that may be associated with the proposed project.

Submitting an application is not a guarantee of funding.

Application Process

1. Download an application from the County's website, www.martin.fl.us/AIPP or request one from the Office of Community Development at 772-221-2487.2.
2. Review the application and feel free to call with any questions.
3. Submit a completed application package to:
Martin County Art in Public Places Program
Office of Community Development
2401 SE Monterey Road
Stuart, FL 34996

OR

Via email at [\[INSERT EMAIL ADDRESS\]](#)

4. The application should include the following:
 - Completed Martin Murals Program Application
 - Completed Budget Worksheet (template attached)
 - Proof of ownership of the property or contract agreement for mural on private property
 - Artist's information (bio) and county vendor information, which includes W-9 form, and appropriate liability insurance
 - A color image of the proposed mural project
 - An image of the location/site including the building or structure on which the mural will be placed
 - Project timeline
 - If other materials are to be attached (panels, mixed media, etc.), a materials list, drawings and attachment plans must be submitted. (A building permit may be required)
 - Any additional documentation requested by the AIPP program staff in the pre-application meeting



Program Administration

General Procedures

1. When beginning the design of any new capital facility as defined in the Ordinance, project related staff and/or Capital Projects, along with the architect or other design professional retained for that project, shall work with the Department of Administration, the Office of Community Development staff and such County employees as the County Administrator may designate, and an appointee of the Arts Council of Martin County to develop a site plan for adding Public Art to the project in accordance with this Program Manual and criteria set forth in the Ordinance.
2. The staff of each public capital facility or public place shall be consulted by the Department of Administration about safety issues related to the Public Art. The public facility designer and the County Engineer shall also be consulted by the Department of Administration about such safety issues.
3. The PAAC may conduct public meetings to:
 - a. Solicit public input concerning a Public Art project in accordance with this Program Manual.
 - b. Form a project subcommittee, if warranted.
 - c. Identify the selection method(s) for art, artist and site.
 - d. Evaluate artistic submissions made through any of the selection methods.
 - e. Recommend public art projects to the Board of County Commissioners.

***Please note: According to the Martin County Purchasing Manual 2017, Section 8.1.BB states "Works of art for public places, art design, maintenance, consulting and conservation services" are transactions that are exempt from competitive procurement.*

4. The Board of County Commissioners shall accept or reject the recommendations from the PAAC. If such recommendations are rejected, the Board of County Commissioners may request that the Department of Administration solicit additional proposals or issue a revised scope of work.
5. All public art projects chosen through the methods outlined in this Program Manual are open to professional artists.



Artist / Artwork Selection Methods

CALL TO ARTISTS

After the initial PAAC public meeting, the Department of Administration shall prepare a scope of work to be used in the Call to Artists solicitation for proposals from artists. The Call to Artists is publicized through a variety of ways, such as the internet, the State of Florida, Division of Cultural Affairs, the Arts Council of Martin County calls to artists, the County website and any other methods deemed appropriate. At a minimum, adequate notice shall be published as stated for a reasonable time prior to the time set for submission of responses. Such notices shall include the location(s) of the Public Art, evaluation criteria, deadlines, artist background and cost. Please see the Call to Artist Form in this document.

SINGLE PROJECT CALL TO ARTISTS (OPEN OR LIMITED)

This method uses the Call to Artists including one scope of work to select one public art project.

MULTIPLE PROJECT CALL TO ARTISTS

This method uses the Call to Artists including more than one scope of work to select multiple projects. Using this method, artists can apply for multiple projects and the PAAC can select multiple works from multiple artists for various projects. This method works best for the selection of portable works or multiple commissions for one agency such as three new fire stations.

PRE-QUALIFIED ARTIST POOL

This method uses the Call to Artists including a request for qualifications instead of a scope of work. Every two years, a Call to Artists goes out for the qualified artist pool. This method is best used for temporary installations, art shows, specific educational programs, repair and maintenance of current inventory or sudden projects. Please see the Pre-Qualified Artist Pool Criteria and Application Form.

OPEN PROJECT PROPOSAL

Through an open call process, artists, community organizations and government agencies submit project ideas, artists; management methods, and work collaboratively with PAAC. Matching or in-kind dollars can be required. After the initial PAAC public meeting, the Department of Administration shall prepare a scope of work to be used in an Open Call solicitation for proposals of project ideas from those sources as described above. The Open Call is publicized throughout Martin County in a variety of ways, such as the internet, the Arts Council of Martin County calls to artists, the County website, other local social media outlets and any other methods deemed appropriate. At a minimum, adequate notice shall be published as stated for a reasonable time prior to the time set for submission of responses. Such notices can include potential location(s) of the Public Art, evaluation criteria, deadlines, artist background and cost. This method requires staff time to explain and promote the program to potential applicants, which can be reduced if collaborating organizations help manage the project.



DIRECT PURCHASE

The PAAC, community members or staff recommend purchasing an existing work of art that is desired for a public art project directly from the artist, a gallery, studio, or special exhibition. The galleries and studios may charge a modest "handling" mark-up of 10-15% over wholesale price from the artist and would be chosen based on their location, (Indian River County, St. Lucie County, Martin County, Palm Beach County, Broward County, Miami-Dade County and Monroe County), the type of art that they show and sell, and the project specific criteria as defined in this Manual. This method may also be used for purchasing a work of art directly from the artist or at a special exhibition that is made available at a cost much less than the fair market value. The criteria for a direct purchase would be project specific (theme, purpose, location, medium, etc.) as defined in this Manual. The PAAC would recommend the purchase to the Board of County Commissioners for final approval.

COORDINATION WITH LOCAL EDUCATION INSTITUTIONS AND STUDENTS

The PAAC may consider including local schools and students in projects that are appropriate to student engagement and mentoring. When this is the case, PAAC should work with local art teachers and the Arts Council to coordinate the student involvement.

PUBLIC ART DONATION

The Martin County Art in Public Places Ordinance requires public art that is donated or loaned to the County be accepted for installation only if the Department of Administration determines the public art is consistent with the Program Manual. To comply with this requirement, any donation of public art to the County will be assessed by the PAAC for inclusion into the AIPP inventory. The PAAC's assessment will be based on the following criteria: potential location, cost of future maintenance, and adherence to the mission and goals of the Martin County Art in Public Places program. The PAAC will make a recommendation to the County Administrator, or designee, on whether to accept the donation into the AIPP inventory. The County Administrator, or designee, will make the final decision. If the donation is accepted, it will be added into the AIPP inventory and listed as such in all program documents.

Site Selection

Location selection is crucial to any successful public art project. Below is a list of steps to be taken to find the best project for the circumstances. PAAC will use the Site Selection Checklist and the following criteria when selecting a site for public art.

Find the Purpose

- Discuss contributing construction or remodel project with staff and department management.
- Understand use and purpose of the new or remodeled facility to ensure proper placement of public art.
- Brainstorm opportunities for public art that match the department and PAAC needs.
- Establish a Subcommittee, if necessary and not already designated.



IF THE CONTRIBUTING CONSTRUCTION OR REMODEL PROJECT SITE IS NOT DESIRABLE FOR PUBLIC ART, SELECT A NEW SITE USING THE FOLLOWING CRITERIA:

SELECT THE PARTICULAR SITE FOR ART INSTALLATION.

Location for Artistic Appreciation

The PAAC or subcommittee will evaluate the specific location for a future work of art using the following steps and criteria:

- Define project possibilities with architect or capital projects staff.
- Understand the scale of the potential artwork based on budget.
- Will the artwork "hold its own" and not be overwhelmed in a vast space or a space full of many other distracting things? And what exactly is the space in question?

For example:

- Bus Stop: A tiny sculpture on the bench of a bus stop might be perfect for appreciation by waiting riders, whereas a ten-foot sculpture at the same place cannot visually compete with the business signs and moving traffic.
- Lobby: A clean high ceiling could provide the aerial space of a mobile whereas painting in the same lobby could not be seen through the furniture, signage and indoor plants.
- Does the existing or future architecture or landscape form a good backdrop or space for the art?
- Is the space large enough to see the whole work?
- Is there anything blocking the view of the work?

Designing a Good Site

The PAAC or subcommittee will assist in ensuring the public art site is well designed for the installation and display of the public art including review of the design for the following criteria:

- Lighting types, locations and direction.
- Signage, switches, fire extinguishers can be moved to create clear wall space surrounding the artwork.
- Plants and trees can be moved.
- Surface material can be modified to accept the artwork.
- Determine that walls, floors, ceilings, hardscapes, etc. can provide physical support for artwork.
- Understand locations and artwork types that would benefit the facility and not create additional problems.

Avoiding Negative Impacts

The PAAC or subcommittee will carefully examine the building and site design, to ensure negative issues can be avoided, including a review of the design for the following criteria:

- Is the work of art safe from vandalism or accident?
- Does the relationship of the sun to the viewer make the appreciation a problem?
- Is the work frequently in the dark?



- Is the work near trees such that the spotting shadows or leaves discolor the artwork?
- Is the action of people slowing or stopping to view the work a problem from some safety or operational point of view?
- Is the work likely to have objects blocking the work like indoor potted plants or parked cars?
- Does the site have good overall maintenance?
- Does the sprinkler system utilize water with iron that would stain the art?
- Can the artwork itself be maintained at that site?

Visit the Site

The PAAC or the subcommittee will visit the site to provide meaningful input, including:

- Walk the site.
- Drive to the site from various directions.
- Create lists of both positive opportunities and negatives to avoid.
- Brainstorm and select site for artwork.



Summary of Responsibilities

Public Art Advisory Committee (PAAC)

1. GENERAL

- a) Promote public art Martin County.
- b) Oversee the implementation of the mission and goals of the Art in Public Places Program.

2. SUPPORT AND UPDATE AN ART IN PUBLIC PLACES ORDINANCE, PROGRAM MANAGEMENT DOCUMENTS AND ANNUAL BUDGET FOR BOARD OF COUNTY COMMISSIONERS APPROVAL

3. MANAGE

- a) Use of public art money.
- b) Recommendations on Public Art to be acquired, purchased, leased, or commissioned.
- c) Approval of the scope of work for the Call to Artists.
- d) Recommendations to Martin County Board of County Commissioners.
- e) Repair and maintenance of the public art in the Art in Public Places inventory.
- f) Disposition of public art.
- g) Attendance at public art dedication events.

4. CREATE AND UTILIZE SUBCOMMITTEES FOR PUBLIC ART SITE, SCOPE AND SELECTION, IF APPROPRIATE

- a) Appoint five (5) subcommittee members, including three community representatives, a representative appointed by the Arts Council of Martin County, and one client department representative appointed by County Administrator or Department Director.
- b) Invite advisors such as capital project staff and architect.

5. SELECT ARTIST/ART/SITE, BASED ON

- a) Criteria in the Art in Public Places Ordinance and this Manual.
- b) Scope of work as defined in the Artist/Art/Site Selection Methods.
- c) Other criteria created by PAAC.

**Based upon an exceptional artistic proposal, the PAAC may request a modification of criteria

6. SET ASIDE FUNDS FOR LONG-TERM MAINTENANCE

7. ACCEPT/REJECT DONATED, LOANED OR TEMPORARY ART TO MARTIN COUNTY



8. MEET WITH ANY INDIVIDUAL OR ENTITY SEEKING TO PROVIDE OR PROMOTE ART IN PUBLIC PLACES

9. FOLLOW CERTAIN COUNTY PROCEDURES

- a) Follow the Florida Sunshine Laws and do not discuss the PAAC project with any other subcommittee or PAAC member outside of a legally advertised public meeting. Discussion with non-member staff and community is permitted.
- b) Follow conflict of interest procedures, especially declaring a conflict of interest or apparent conflict of interest with any artist applicant.

Office of Community Development

1. GENERAL

- a) Manage the Art in Public Places Program of Martin County.

2. COORDINATE THE MEETINGS AND ACTIONS OF THE PAAC

- a) Regular meeting agendas and minutes.
- b) Artist, Art and Site selection meetings.
- c) Special events such as public art dedications, art events, art installations or educational programs.

3. PREPARE THE DRAFT DOCUMENTS FOR PAAC APPROVAL

- a) Artist/Art/Site Selection scope of work and solicitation.
- b) Call to Artists, including public notices.
- c) Public Art Ordinance amendments.
- d) Program Budgets.
- e) Program Management document amendments.
- f) Public Art Inventory.

4. MANAGE ART IN PUBLIC PLACES PROGRAM

- a) Annual and project specific planning with client departments and capital projects office and a designee of the Arts Council of Martin County.
- b) Advertising and management of artist/art/site selection.
- c) Coordinate artist contract development and signatures.
- d) Facilitate artist coordination with architect and general contractor.
- e) Coordinate public art installation and dedication.
- f) Coordinate the purchase and installation of signage for public art.
- g) Coordinate the disposition of public art.



- h) Program Budgets including allocation and tracking of funds to approved projects, administration, and maintenance. If funding is allocated to a project, and that project does not commence within three years of that allocation, the funds revert to the Art in Public Places project funding budget to be used toward another public art project.

5. COORDINATE ON-GOING MAINTENANCE OF PUBLIC ART

- a) Annual inspection of each work of art.
- b) Resolve any ambiguities in artwork maintenance and nearby area with project related department (during the artwork proposal stage if possible).
- c) Keep records regarding the artwork including contract, artwork catalogue form, maintenance requirements and history.

PAAC Subcommittee

1. GENERAL

- a) The subcommittee acts as an advisory body to the PAAC during the planning and selection of artists, sites and art for public places.
- b) The subcommittee is a separate group, made up of County department staff, architects, engineers, artist(s), representatives of the Arts Council of Martin County, and community members.
- c) The subcommittee members may attend PAAC meetings for discussions of a project.
- d) The subcommittee members provide input from the department, artistic and community perspective.
- e) The subcommittee members are selected by the PAAC; they are not voting members of the PAAC. Not all projects will require the formation and use of a subcommittee.

2. TASKS OF THE SUBCOMMITTEE MEMBERS

- a) To represent the relevant County department or surrounding community in the selection of art, artist or site for a public art project.
- b) To communicate with the relevant County department or surrounding community, based on the member's representation regarding a public art project.
- c) To visit the site to help find an appropriate location for the public art.
- d) To provide information to the PAAC about the current needs, history and future of the department, new facility and/or community.
- e) To provide input at PAAC meetings regarding Artist/Art/Site selection method; the preparation of the Call to Artists (if appropriate); themes and materials; recommendation of artists, art, and sites.

3. FOLLOW CERTAIN COUNTY PROCEDURES

- a) Follow the Florida Sunshine Laws and do not discuss the PAAC project with any other subcommittee or PAAC member outside of a legally advertised public meeting. Discussion with non-member staff and community is permitted.



- b) Follow conflict of interest procedures, especially declaring a conflict of interest or apparent conflict of interest with any artist applicant.
- c) Do not submit your own art or artist services for consideration by the PAAC.
- d) Do not discuss the details of the project with any potential applicant until after the final artist/project selection has been made.

Martin County Public Works

1. RECOGNIZE THE PAAC AS THE PRIME LOCATION FOR PUBLIC ART INPUT AND COLLABORATION

- a) Send a public works representative to PAAC meetings when appropriate or as part of a Subcommittee.

2. INSERT LANGUAGE IN ARCHITECTS RFQ'S AND CONTRACTS RECOGNIZING RESPONSIBILITIES RELATED TO PUBLIC ART

- a) Architect attends PAAC meetings during the project as necessary.
- b) Incorporate public art into design, construction permit documents and construction contract documents (if necessary).
- c) Recommend and coordinate good design decisions to enhance public art within the facility such as lighting design, furnishing, placement, material selections and landscaping design.

3. COORDINATE ARTIST ACCESS TO ARCHITECT AND GENERAL CONTRACTOR FOR

- a) Design discussions and recommendations with artist.
- b) Design and construction of public art elements or supports to be built by general contractor.
- c) Scheduled site access by the artist or his/her subcontractors.

**Supply copies of any correspondence, meeting minutes or contracts relating to the public art project to the PAAC.

4. NOTIFY THE OFFICE OF COMMUNITY DEVELOPMENT IMMEDIATELY IF ANY ACTIONS BY PAAC OR ARTIST ARE ADVERSELY IMPACTING THE CONSTRUCTION BUDGET OR SCHEDULE

5. COORDINATE COST ESTIMATES TO BE BILLED TO THE PAAC OR ARTIST SUCH AS:

- a) Specific design services related to the public art itself, such as a sculpture base or concrete pad, that would be included in the construction contract documents for the general contractor; this does not include good design coordination such as exterior light placement and landscape design. The PAAC or artist will have the opportunity to propose other methods of design and construction to save money and/or increase quality.



Note on Design-Build and CM at Risk

If the County utilizes other contracting methods, such as Design-Build or Construction Management at Risk with Guaranteed Maximum Price, responsibilities equal to standard Design-Bid contracting will be incorporated into RFP's and RFQ's.

Project-Related Department

1. RECOGNIZE THE PAAC AS THE PRIME LOCATION FOR PUBLIC ART INPUT AND COLLABORATION

- a) Recommend a department employee for appointment by the County Administrator or Department Director to the project subcommittee. This advisor can speak to all concerns but must review the proposed public art for any issues of safety.
- b) If the department manages the architectural or engineering contract, then the department will coordinate meetings between the architects and engineers and the PAAC during the planning and selection of public art.
- c) Recommend community members for appointment by the PAAC to the project subcommittee, if one is formed.

2. PROVIDE INFORMATION TO ASSIST THE PAAC IN THE ARTIST/ART/SITE SELECTION PROCESS INCLUDING:

- a) Are there any advisory boards or other committees that may wish to provide input/ideas to the PAAC?
- b) Are there any safety concerns related to type, location and color of proposed public art?
- c) Is there an overall theme of the facility?
- d) Is there any additional information about the department or facility that may assist the PAAC in finding the right public art for the facility?

3. MAINTAIN THE SITE SURROUNDING THE PUBLIC ART

The appropriate County department, not PAAC, is responsible for:

- a) The area surrounding the public art, i.e. cleaning, landscape trimming, etc.
- b) The installation and operation of lighting for the public art.

4. PUBLIC ART PRESENTATION TO ADVISORY COMMITTEES

- a) Invite PAAC liaison or PAAC members to attend any advisory committee meetings when the public art project is discussed.

5. PROVIDE INFORMATION TO THE PUBLIC PERTAINING TO THE PUBLIC ART ON SITE

- a) Have access to an informational sheet that describes the artist and public art to provide to the public when requested.



6. BE AWARE OF PUBLIC ART ORDINANCES, POLICIES AND CONTRACTS

- a) Art in Public Places Ordinance and Program Management documents pertaining specifically to that department's public art.
- b) Artist contract provisions pertaining specifically to that department's public art.



Forms

Project Schedule (This schedule will change with each project)

Project Name _____

Public Art Schedule and Checklist		Month	Year
	OCD meets with project-related Department on Project		
	Incorporate Project into Annual Plan		
	PAAC Approval of Subcommittee Members and Project Discussion		
	PAAC decides artwork procurement method		
	If Call to Artist, PAAC to draft with Subcommittee/OCD		
	PAAC Approval of Final Call to Artists with Subcommittee/OCD		
	Advertisement of Call to Artists in Media and Internet		
	Mailing of Call to Artists		
	Artist Applications Due		
	PAAC Subcommittee Review of submittals		
	Presentation to PAAC and Community (if necessary)		
	Recommendation to BOCC for approval of project		
	Artist Contract Signed		
	Artist Meeting to Discuss Project		
	Draft Artwork to Subcommittee		
	Comments from Client Department, Capital Projects, etc.		
	PAAC Approves Artwork Proposal with Subcommittee		
	Artist requirements included in Architect's documents		
	Artwork Delivered and Installed		



PAAC Approves Final Artwork		
Plaque Delivered and Installed		
Staff Dedication Coordination with Department		
Dedication		



Call to Artists

NAME: Art Project Name

LOCATION: Physical

Address DUE DATE OF APPLICATION:

Date

TOTAL BUDGET: \$XX,XXX for existing or site-specific work.

ONE SENTENCE DESCRIPTION: The Martin County Public Art Advisory Committee is seeking to purchase or commission a public artwork for the XXXXX located in XXXX in XXX.

Located on Florida's Treasure Coast, Martin County has an abundance of natural beauty, beginning at its coastline where one may witness a giant sea turtle lumbering ashore to lay its eggs in the sand. The rivers are wild and scenic, filled with a vast array of tropical flora and fauna. Preservation and appreciation of the untouched splendor is of utmost importance to the people who live, work and vacation in the area. The county seat is Stuart. The population is approximately 155,000.

ARTWORK DESCRIPTION, SCHEDULE AND BUDGET

Artwork Description

Indoor?

Outdoor?

Purpose or theme?

Specific artwork type, if appropriate: sculpture, mural, landscape, etc.

Speed: Appreciated by car or foot?

Specific locations of the building or site?

Collaborations if appropriate: county staff, community groups

Unique opportunity: work with scientist, enthusiastic, architect, etc.

Artist Services

The following activities may be required: Proposal Development

Coordination with Architect, General Contractor and Sustainable Martin Alliance

Fabrication and Installation

Photographic Documentation

Anticipated Art Project Schedule Artist Selection: Month Year Design Completion: Month Year

Installation: Month Year



Art Project Budget

The total budget established for the project is \$X,XXX. The budget includes all costs to the artist: i.e., artwork proposals, artwork itself, mounting materials, installation, artwork shipping, insurance, travel and sales tax.

If appropriate: \$X,XXX may be able to provide donated products or materials to offset some of the costs. If appropriate, the artist may be asked to submit an additional proposal for enhancements to the artwork.

PLEASE PROVIDE A DETAILED BUDGET

SITE AND RELATED DEPARTMENT (IF APPLICABLE)

Related Department(s): Name

Paragraph about the department

Building (or Site) Description

General Description of the Building Site: Acres, general purpose, special attributes, surrounding neighborhood.

Specific Description of the Building or Art Location: Building height, square feet, materials, size, special design features.

Description of the Building Program: Spaces in the building, type of workers, special equipment
Attach drawings and/or photographs of buildings or site.

Building Project Schedule

The schematic design phase will be complete MONTH YEAR. The project is expected to be bid in MONTH YEAR, with a construction time of 12 - 18 months. The building will be open in MONTH YEAR.

Architects

Name, City

ARTIST ELIGIBILITY

The project is open to (limitations, if any) visual artists with experience implementing their ideas and work in the public realm and with public agencies. If appropriate: preferences or priorities.

APPLICATION PROCESS

The application process is managed by the Martin County Office of Community Development along with the Martin County Public Art Advisory Committee (PAAC). Project selection happens through these entities along with representatives from the community and the County. The Martin County Board of County Commissioners approves the final selection.

**Selection Criteria**

The Public Art Advisory Committee shall consider the following criteria:

1. Public art shall be located in areas where residents and visitors live, work or congregate and shall be highly visible and accessible.
2. The appropriateness of the work to the site, permanence of the work relative to environmental conditions, maintenance requirements and costs, and the enduring nature of the artistic statement.
3. The sensitivity of the work to the aesthetic and cultural traditions and the history of Martin County, Florida and to the surrounding neighborhood's character.
4. The artist's biography and resume, examples of existing works, technical competency, similarity to existing works of art and the following basics: form, texture, color, clarity, line and medium.

Application Requirements

The information and documentation below must be postmarked or arrive via email at the Martin County Office of Community Development before TIME on the stated deadline.

1. Statement. One paragraph maximum which illustrates the relationship between the work submitted and the specific project. Be sure to indicate if a specific work is for sale.
2. Resume. A current and professional resume, emphasizing public art experience and public commissions (if any).
3. Renderings of the proposed design and completed artworks and/or project. If already created, the works must have been completed during the last five years. All must be labeled with artist's name and title of work.
4. Proposals shall be submitted as follows: **one (1) original, six (6) copies and one (1) electronic copy (on flash drive, CD-ROM, in MS Word or searchable PDF or send to <ftp://ftp.martin.fl.us/pub/incoming/OCD>** (for Windows Explorer go to FILE and click 'Login As', login: ftp public & password: @Martin!) in a clear and concise format, on 8 ½" x 11" papers, in English.

Deadline: Postmarked or Delivery

TIME, DATE

Send or deliver to:

Public Art Advisory Committee
c/o Martin County Office of Community Development
2401 SE Monterey Road
Stuart, FL 34996

**Questions:**

Contact: Susan Kores

Phone: (772) 221-2487

E-mail: skores@martin.fl.us

Website: <https://www.martin.fl.us/AIPP>

Other Selection Issues

1. Florida "Sunshine Laws": All meetings of the PAAC are open to the public, will have public notice and have minutes recorded.
2. Conflict of Interests: For direct conflicts of interests (immediate family and business associations), selection committee members and advisors will withdraw from discussion and voting on the application. A selection committee member may choose to withdraw for an apparent conflict of interest.
3. PAAC Contact: Artist applicants should not contact PAAC or PAAC subcommittee members between the release of the Call to Artists and the completion of the selection process. Please contact the Office of Community Development for all questions and information.



Pre-Qualified Artist Pool Application Form

Please complete the following to become part of the Martin County Pre-Qualified Artist Pool. Artists in the Pool will be considered for shows, temporary installations, educational programs, repair and maintenance of current inventory or sudden projects.

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

WEBSITE _____

PLEASE PROVIDE:

1. ARTIST STATEMENT
2. GENERAL DESCRIPTION OF CURRENT AND PAST ARTWORK: Text with attached images. Please be sure to include all work in South Florida.
3. GENERAL DESCRIPTION OF ALL CREATION MEDIUMS (Include important dimensions, materials, colors, fabrication method, etc.)
4. RESUME (IF AVAILABLE)
5. 3 REFERENCES (AT LEAST ONE MUST BE FROM A MUNICIPALITY)



Public Art Proposal Form

Proposer Name: _____

Proposal Date: _____

PAAC Project Name: _____

In order to approve your artwork proposal, the Martin County PAAC needs all the following information. The questions are also a checklist of issues. Some elements of the proposal will be reviewed by other County agencies to ensure their agreement to provide the coordination or maintenance required. This is not a request for an essay - outlining, bullets or sentence fragments are fine. You may use your own format if you desire.

1. GENERAL DESCRIPTION OF ARTWORK: Text with attached drawings, images and/or samples (Include important dimensions, materials, colors, fabrication method, etc.)
2. GENERAL DESCRIPTION HOW ARTWORK SATISFIES THE PROJECT CRITERIA AND SCOPE OF WORK (Please note any issues that have arisen during your research)
3. BUDGET
4. ARTIST

Costs

1. Artist Design
2. Artist Studio Fabrication
3. Artwork Shipping
4. On-Site Installation
5. Artist Travel
6. Other

Other Artist Costs for Project

1. Design Fees by Architect
2. Constructed Elements Provided by General Contractor
3. Other Subcontractor to the Artist
4. Other Contingency Total Budget

4. DESIGN COORDINATION REQUIREMENTS

(Concepts, designs, materials, lighting and utilities recommended or required in the design of the Site)



5. CONSTRUCTION COORDINATION REQUIREMENTS

- a) Sequencing and requirements of artist regarding on-site construction or installation
- b) If subcontractors, please name

6. MAINTENANCE PLAN

- a) On-going maintenance of artwork. (Activity and frequency)
- b) If applicable, cost of anticipated replacement parts and average lifetime
- c) Date and type of anticipated major maintenance such as re-painting

7. MAINTENANCE PLAN FOR THE SITE

- a) How is the artwork or artwork base designed for typical site maintenance just as lawn mowers, weed wackers, window washers or vacuum cleaners?
- b) Do the site maintenance crews need to use any special methods - or avoid any typical methods - to not damage the artwork?

8. REQUIREMENTS REGARDING THE SITE

- a) Examples include how much clear space around the work, landscaping, lighting, furniture placement, tree trimming, openness, air movement for mobiles, etc. Include drawings if helpful
- b) What things do you NOT want to happen at the site?

9. EXTENT OF SITE THAT IS PART OF THE ARTWORK

- a) Some artwork has elements of the building or site that are part of the artwork concept. In other words, if this aspect of the building or site is changed, then the artwork would be damaged. At this stage, the artist may require the removal of his/her name from the work. If the issue is strong preference, please include in "requirements of site" in #8 above.



Site Selection Checklist

The PAAC has two choices regarding sites for artwork on any new project. First: Should the new artwork be sited at the new Site that generated the funding? If not, where should the new artwork be sited? Second: Where at the selected Site should the artwork be sited? Below is a set of questions to consider in evaluating the Site.

RESEARCH: BUDGET

What is the budget for the artwork? Budget \$_____

RESEARCH: SITE ACCESS

Number of Employees, Volunteers & Daily Users	☐ Low	☐ Medium	☐ High
Number of Visitors Each Day	☐ Low	☐ Medium	☐ High
Number of Pedestrians walking by the Site	☐ Low	☐ Medium	☐ High
Number of Cars Driving By	☐ Low	☐ Medium	☐ High

SPECIAL CONSIDERATIONS TO SELECT A SITE

☐ Yes ☐ No Special Circumstance: Is there something very special about the site that demands artwork for reasons of social/political/emotional issues or tourism/civic image making?

If Yes, What? _____

☐ Yes ☐ No Excellent Collaboration: Is there something about the collaboration with the people at the Site that will lead to the creation of a very special and unique work of art that would inspire other works of art in the County?

If Yes, What? _____

☐ Yes ☐ No Matches Other County Goals: Does the County have some goals that match well with a particular site such as welcoming drivers to Martin County on the Turnpike, improving CRA districts, promoting recreational fishing, preserving particular plant species, etc.

If Yes, What? _____

☐ Yes ☐ No Public Art Reputation: Does the site or project contribute to the goals of the Art in Public Places program? (See page 2 of this document)

If Yes, What? _____



DOES THE SITE SATISFY COUNTYWIDE EQUAL ACCESS

- ☐ Yes ☐ No Does this site geographically balance and enhance citizen access to public art across the County?
- ☐ Yes ☐ No Does this site balance and enhance cultural and economic diversity of citizens with access to public art across the County?

Evaluate the Countywide considerations based on the budget/scale. For examples, the driving may provide excellent access, but the budget cannot purchase a work of art at the right size.

APPRECIATION IN ITS CONTEXT

- ☐ Yes ☐ No Can the artwork be appreciated in its context? In other words, is there something that lessens the appreciation of the artwork such as overly crowded lobby, a maze of competing signs, or an inappropriate social context?

If Yes, What?

ACCEPT OR REJECT THE SITE FOR ART AT THIS TIME

- ☐ Accept ☐ Reject Does the budget for the project permit a type of project at this Site that will provide better access to public parks by the citizens of Martin County and/or will satisfy a unique opportunity for the art and the citizens.



Artwork Management and Catalogue Form

Artwork

Title	
Artist	
Year Purchased and Installed	
Description	
Artist Phone	
Artist Email	
Artist Website	

Site

Facility Name (overall)	
Address	
Cross Street	
Building and/or Space	
Description of Location (North wall, etc.)	
Site Specific Issues	

Contacts

(Name, Phone, Email)

County	Susan Kores, Administration Office of Community Development Manager 772 320-3095 skores@martin.fl.us
Arts Council	Nancy Turrell, Executive Director Martin County Arts Council 772-287-6676 nturrell@martinarts.org
County Department	
Site Manager	
Construction Manager	



Artwork Maintenance Requirements

Annual	
Special Non-Annual	
Next Maintenance Date	

Site Maintenance Requirements

Specific Site Description	
Exterior Landscaping	
Lighting	
Interior Furnishings	
Other	

--	--

Record of Maintenance

Performed by, Date, Issue & Resolution	
Performed by, Date, Issue & Resolution	
Performed by, Date, Issue & Resolution	
Performed by, Date, Issue & Resolution	



Applicant Artist Submission List

PROJECT NAME														
Basic					Submission Checklist (if					Votes Yes/No				
Last, First Name	Address	City, ST, Zip	Phone	Email	Date PM/Received	Statement	Resume	Sketch	References	Other Things	First	Second	Third	



Artist Selection Voting Form

PROJECT NAME:**SUBCOMMITTEE MEMBER:****Criteria**

1. The appropriateness of the work to the site, permanence of the work relative to environmental conditions, maintenance requirements and the enduring nature of the artistic statement.
2. The sensitivity of the work to the aesthetic and cultural traditions and the history of Martin County, Florida and to the surrounding neighborhood's character.
3. The artist's biography and resume, examples of existing works, technical competency, similarity to existing works of art and form, texture, color, clarity, line and medium.

Artist Name	Description	Voting First	Voting Second	Voting Third	Comments
		Yes/No	Yes/No	Yes/No	
Last Name, First Name					
Last Name, First Name					



SUBCOMMITTEE MEMBERS

PAAC PROJECT NAME:

	<u>NAME</u> Title	<u>AGENCY or</u> COMPANY	<u>MAILING ADDRESS</u>	<u>PHONE</u>	<u>EMAIL</u>
Community Representative					
Community Representative					
Appointed Arts Council representative					
Community Architect/Landscape/ Engineer					
NAC member, if applicable					
Site Contact Person					
Capital Projects/Public Works Contact					