

### Local Selection Committee Project Director Responsibilities

The Local Selection Committee (LSC) Project Director is a vital link between the Owner and/or User Agency, the LSC and New Mexico Arts' Art in Public Places (AIPP) Project Coordinator. The role of the Project Director is crucial to the success of the art selection process. The Project Director is an agency representative who has agreed to work closely with the AIPP Project Coordinator assigned to facilitate the commission project.

The following sequence of tasks outlines the general responsibilities of a Project Director:

1. The Project Director assembles the LSC which will be comprised of 5 key voting members. The LSC should be culturally diverse to reflect the attitude and taste of the local community. The Project Director completes the LSC Membership Form and returns it to New Mexico Arts for final approval by the AIPP Program Manager.

The 5 key voting members who are *mandatory and must commit to participate in the full duration of all meetings* are as follows:

- *Owner Agency Representative*
- *User Agency Representative*
- *Architect or Engineer* familiar with the grounds and structure of the facility
- *Visual Artist*
- *Arts Professional*

For colleges and universities, a member of the Board of Regents or its designee will be a mandatory member of the LSC. Up to two members can be appointed to the LSC such as community representatives, students, etc.

2. Once the LSC has been approved by the AIPP Program Manager, the Project Director consults with the AIPP Project Coordinator for a list of possible dates for "Meeting 1, Prospectus Development", outlined below. Depending on the scope and project budget, there will be between 3 and 6 meetings from the initiation of the project through the art selection phase. Due to DCA Personnel Policy, Monday and Friday meetings are discouraged.
  - In-person meetings generally last 2 to 4 hours with the exception of the finalist presentation meeting which lasts 6 to 8 hours.
  - The Project Director will arrange all meeting dates and times when the 5 key voting members can attend. *To avoid postponement it is mandatory that all 5 key voting members (6 for colleges and universities) of the LSC be present for the duration of each meeting.*
  - The Project Director will notify the AIPP Project Coordinator of the time and location for each meeting and *confirm that all 5 key voting members will be present.*

3. Meeting 1, Prospectus Development: Introduction to the AIPP program, explanation of art selection process, approximate timeline, project budget, eligibility and discussion of the project intent.
  - Based on notes taken during the meeting, the AIPP Project Coordinator develops a draft prospectus and sends to the Project Director for distribution to and approval of the LSC.
  - The Project Director collects input from the LSC and forwards to the AIPP Project Coordinator for inclusion in the prospectus.
  - AIPP announces the project via New Mexico Arts' quarterly newsletter, *ARTSpeak*, as well as various online project opportunity lists.
  - AIPP uses the CaFÉ electronic application and selection process online at <http://www.callforentry.org>. All materials must be submitted according to the specifications outlined on the CaFÉ website.
  - During the open submission period, which is typically 6 to 8 weeks, the Project Director consults the AIPP Project Coordinator for a list of possible dates for "Meeting 3, Finalist Selection", outlined below.
  
4. Meeting 2, Submission Review: Approximately one week after the submission deadline, the Project Director and members of the LSC will begin an independent first-round review of submissions via CaFÉ. The AIPP Project Coordinator will provide each member of the LSC with unique log-in information to access the submissions.
  - For larger commission projects, AIPP has seen an average of 250 complete submissions with each application containing 10 images of previous work; therefore, it is mandatory for each of the 5 key voting members to participate in the first-round submission review.
  - The AIPP Project Coordinator provides technical assistance to members of the LSC during review and scoring of the submissions.
  - During the first-round review, the project director contacts all LSC members to confirm attendance at "Meeting 3, Finalist Selection", outlined below. If all members of the LSC are unable to attend, the Project Director contacts the AIPP Project Coordinator for a list of possible dates to reschedule the meeting.
  
5. Meeting 3, Finalist Selection: Once the LSC has completed the independent first-round review, the committee will then meet in-person to discuss the remaining submissions and select up to 5 finalists for the project.
  - The AIPP Project Coordinator will notify finalists that they have been short-listed for the project. The finalists will be asked to provide three professional references.
  - New Mexico Arts will develop Finalist Presentation Contracts and will collect a Substitute W-9 form from each finalist.
  - The Project Director is responsible for researching the Owner and/or User Agency signatory for the contract.
  - The Finalist Presentation Contracts will be forwarded to the Project Director for signatures from the Owner and/or User Agency. The Project Director will then mail the contracts on to the finalists.
  - The AIPP Project Coordinator, the Project Director, and the Architect/Engineer will work closely with the finalists during proposal development.
  - If applicable, the Project Director will schedule site visit with the finalists. The Architect/Engineer or Facilities Manager should be present at the site visit.

6. Meeting 4, Finalist Presentation: The finalists will present proposals and/or maquettes to members of the LSC and the public. The Project Director is responsible for confirming the presence of all key members at the meeting. Presentation meetings may last 6 to 8 hours. The Facilities Manager should be present if concerns arise over maintenance issues.
  - Upon completion of the finalist's presentations and prior to conclusion of the meeting, the LSC will make a final decision of which artist will be selected for the commission. The final selection of an artist and artwork must be formally approved by a 2/3-majority vote of the LSC, duly moved and seconded.
  - The AIPP Project Coordinator will contact the selected artist with any concerns about the proposal. Once the concerns of the LSC have been addressed and the terms of the contract have been confirmed, the selected artist is awarded the commission.
  - The AIPP Project Coordinator notifies all finalists of the decision of the LSC.
  - New Mexico Arts creates a Professional Services Contract (PSC) for the artwork and sends it to the Project Director for signature by the Owner Agency and/or User Agency. Once signed, the Project Director forwards the contract to the artist for his/her signature.
  
7. The Project Director signs invoices for phase payments under the contract and forwards to AIPP Coordinator for processing.
  - The Project Director monitors the creation of the artwork if done on site and notifies the AIPP Project Coordinator of any problems.
  - The Artist will coordinate the installation date with the Project Director. The Project Director contacts the AIPP Project Coordinator with this information.
  
8. Upon delivery and installation of artwork, the Project Director receives artist's Final Payment Invoice and Notice of Acceptance (NOA). The Project Director signs and delivers to signatory for the Owner and/or User Agency. The Project Director then sends the invoice to the AIPP Project Coordinator for processing.
  - **Neither the Project Director nor Owner Agency should sign the Final Payment Invoice and NOA if there are concerns about the finished artwork. All questions and concerns should be directed to the AIPP Project Coordinator immediately.**
  
9. The Project Director along with the Owner and/or User Agency coordinates a dedication, including publicity, for the artwork and artist.