

Civic Art + Design Frequently Asked Questions

CAD General FAQs

- **What is an RFA?**
 - An RFA is a Request for Acquisitions. An RFA Open Call asks submitters to provide pre-existing works available for sale.
- **What is an RFQ?**
 - An RFQ is a Request for Qualifications. An RFQ Open Call is the first phase of a two-phase Artist Selection Process to determine awardees for a commissioned project. The RFQ application only requires an artist or artist team to provide information and images on prior works. Additionally, the artist will be asked to provide a short Statement of Intent where the artist can provide their general concept for the Open Call. The Panel will select semi-finalists from the RFQ Applicant Pool to advance to the RFP Phase based on the Qualifications submitted.
- **What is an RFP?**
 - An RFP is a Request for Proposals. An RFP Open Call is the second phase of a two-phase Artist Selection Process to determine awardees for a commissioned project. Semi-finalists will be chosen by the Panel to submit to the RFP based on their Qualifications. The RFP Application requires an artist to provide all necessary and pertinent information regarding the project they are proposing to the Panel. This includes but is not limited to providing budget breakdowns, renderings, and samples. Each RFP Artist will be granted a Proposal Stipend to be able to execute their Proposal. The Panel will pick the top scoring artist(s) to recommend to the City of Houston and Sponsoring Department for approval.
- **What is a Panel?**
 - A Panel of judges will be picked by HAA staff to score each application. Generally, a panel is composed of a number of Art Professionals, Community Representatives, and Sponsoring Department Representatives. The number of Panelists on a Project may vary depending on the scale of the project.
- **What is considered a 2D work?**
 - A 2-Dimensional Artwork is classified as a piece of work that can be hung on a wall or similar surface and must not exceed 4" in depth per ADA guidelines.
- **What is considered a 3D work?**
 - A 3-Dimensional Artwork is classified as a piece of work that is free standing, in the round and complies with ADA guidelines.

Request for Qualifications (RFQ) General FAQs

Applicant Eligibility

- **Is a former student from a Texas University that has since moved to another city considered a "Texas Artist"?**
 - "Texas Artist" is defined by the City of Houston as an artist currently living and working in Texas, or an artist who was born in Texas (and might be living elsewhere).
- **Does Texas or US resident mean US citizen necessarily?**

- No, “Resident” means living and working in Texas or US. There is no requirement to be a US Citizen.
- **Can I apply to multiple public art projects at a time?**
 - Artists can submit to multiple opportunities but will only be able to be under one contract at a time. If an artist is currently under contract, they are ineligible.
- **Would being a Mini Murals Houston Artist disqualify me?**
 - No, mini murals artists are eligible. Mini murals are not part of the City of Houston Art Collection.
- **My organization receives HAA grant funds. Does that disqualify us?**
 - Receiving a Grant does not disqualify an artist. Artists that have received HAA or City grants are still eligible to apply to Civic Art project RFQs and RFAs.
- **Would a felony make an artist ineligible for any of these grants/opportunities?**
 - There is currently no restriction on convicted felons to submit qualifications. However, a commission project might require a background check to be given access to badged areas of a site during installation.
- **If I am unable to attend either artist session, would it disqualify me?**
 - It is not required to attend an artist info session. The session is to give the artists a space for any questions that they may have. All paperwork is required to be submitted to our Submittable page

Gallery Representation

- **Can a gallery submit on behalf of an artist?**
 - Yes, but information should be relevant to the artist that they are submitting for. (i.e. name, address, demographics, etc.) Please consider that contracts will be entered into with the submitter of the application. Payments will also be made to the entity under contract.
- **How do Artist Teams submit applications?**
 - The person who submits the application will be the artist team representative to enter contracts. If you are part of an artist team, you must pick a representative for your artist team. Payments will also be made to the entity under contract; we will not be making separate payments to each member of an artist team.
- **If a gallery is submitting on behalf of an artist, whose references must go on the application?**
 - Galleries must use the artist’s references however the submitting Gallery can also be included as an artist’s reference.

Application Requirements

- **Must I specify the specific area(s) we would be interested in addressing in the Statement of Intent?**
 - It is **NOT** required for you to specify your preferred location in the Statement of Intent. If there are multiple locations to address for an opportunity, it will be specified in the RFQ. Whether or not an artist can pick their desired location varies per project. If picking your desired location is permissible, the option to choose will be available on the Submittable application. If the option has been omitted from the application, the Panel will likely decide the location for the selected artist.
- **What is the 10-image sample?**
 - Previous images of artwork created by the Artist or Artist Team for whom the application is for.

Request for Proposals (RFP) General FAQs

- **Where can I find a sample of the Design Proposal Agreement?**
 - <https://bit.ly/3qGlxS0>
- **Do artists retain copyright?**
 - Yes, all reproductions by the City shall contain a credit to the Artist and a copyright notice. please see Term 5.2 Selected Artist Copyright in the HAA Design Proposal Agreement
- **During the design phase would we need to have contractors/subcontractors hired already or would we just get budget numbers from potential sub-contractors?**
 - For the RFQ, artists are not required to included quotes or costs of sub-contractors. Once the artist is selected and enters into the RFP phase, artists will be required to provide cost estimates and quotes at that point. Once a final artist is picked contracts will be required.
- **Is there any guidance as to how much the insurance would cost?**
 - General Liability Insurance ranges from \$100 -\$500 per month.
- **Who is the final contract with? Will it be MOCA or the Houston Airport Systems for insurance certification information and for liability purposes?**
 - Final contracts are signed between the artist/artist teams, vendors, and Houston Arts Alliance. Houston Arts Alliance and the City of Houston shall be explicitly named as Additional Insured under this Agreement, and all policies, except Professional Liability and Worker's Compensation.