

**CHECKLIST FOR SHORT-LISTED ARTISTS:**  
**Public Art Project Checklist of Things to Think About**

**FINALIST ARTISTS - PROPOSAL PREPARATION:**

- Site viability (is the site in appropriate area or related to the funding agency?)
- Budget – be realistic, get documented bids for proposed work as best you can
- Contingencies for all subcontractors
- Determine if you are planning to use:
  - Subcontractors or
  - Fabricating all aspects of the project yourself
- Identify who/what subcontractors are on your team
- Consider the adjacent property owners/and neighbors when creating your proposal (Is sound or light an issue? Will they support the project you are considering?)
- Is the artwork susceptible to vandalism? If so, how can you make it less so?
- Does the project need structural engineering? Budget for it.
- How is your project secured to the site? Does your project need concrete footings?
- Do you need electrical or engineering/permits? Budget for it.
- Does your project create environmental issues? Budget for it.
- Will you have to do excavation and fill out a soil report? Budget for it.
- Are you going to have site compaction issues? Budget for it.
- How will surrounding sound elements or lights impact your project?
- Have you planned for lighting for the artwork? Budget for it.
- Are you using water elements:
  - Have you considered drainage issues – Talk to the Department of Environmental Quality
- What future maintenance will your project need? Is that realistic? Doable?
- Does the project need to involve Idaho Transportation Dept.?
- Do you need a Right of Way (ROW) bond for your project during construction?
- Have you budgeted for insurance and liability for workers and art during fabrication?
- Safety reports – American Society for Testing and Materials (ASTM) reports
  - List materials to be used and how they will be used. These are reports the artist should provide on products regarding hazards and safety handling i.e. lacquers used, etc. for staff and artist protection/liability issues.
- Will you need an license from the highway district?
- See attached “Tips for a Successful Art Proposal” for more direction.

**SELECTED ARTIST CONTRACT NEGOTIATION**

- Review contract with a lawyer
- Revise budget, include contingency fund.
- Understand that the first payment is not received until 30 (thirty) days after contract signed.

- ❑ Artist receives copy of signed contract for files.
- ❑ Artist provides a copy of artist's certificate of insurance to City

**DESIGN MODIFICATIONS:**

- ❑ Artist creates and provides to City a list of consultants, vendors, fabricators, and others with whom artist will work (see list of examples of local sub-contractors)
- ❑ Does the artist have necessary documents for the project such as site map, aerial photo, construction drawings relevant to project, historic preservation criteria or documents?  
Request from City if artist does not.
- ❑ Document the fabrication process with slides or digital images.
- ❑ Does the artist need to have highway district review the design?
- ❑ Are there any County requirements for the project?
- ❑ If artist needs stamped drawings for permit, work with structural engineer.
- ❑ Does the artist need, has he/she gotten the necessary City permits?
  - ❑ Building Dept.
  - ❑ Fire dept
  - ❑ P & Z
  - ❑ Parks and Rec
- ❑ Provide a copy of agency permits to City.
- ❑ Other organizations that the artist may need to meet with (see list with contact info):
  - ❑ Police Department
  - ❑ Downtown Association
  - ❑ Redevelopment District
  - ❑ Utilities
  - ❑ Department of Transportation
  - ❑ State, federal jurisdictions?

**FABRICATION/INSTALLATION:**

- ❑ Arrange regular inspections with City staff of the fabrication process
- ❑ Design, get text approved for signage. Use material for sign that goes with the project.
- ❑ Create, install signage
- ❑ Provide invoices to City for payment.
- ❑ Pay all sub-contractors.

**PROJECT CLOSE-OUT:**

- ❑ Obtain, submit to City waivers of lien from all sub-contractors.
- ❑ Prepare written material for brochure and comments for dedication ceremony.
- ❑ Provide to City a list of people who were involved on the project to invite to dedication.
- ❑ Fill out the conservation/maintenance forms for artwork. Submit to City.
- ❑ Submit to City any documentation of project in fabrication.
- ❑ Submit final invoice for payment after all above complete.