



THE NEW
WISHARD

Public Art For The New Wishard Request For Artist Qualifications

Frequently Asked Questions
Updated 8/16/2010 FINAL VERSION

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APPLICATION BASICS

Q: Can I get the RFQ from someplace other than CaFE?

A: You can download the RFQ from this link:

<http://thenewwishard.org/site/index.php/category/construction> or email jmoore@blackburnarchitects.com and ask that one be sent to you. However, you must submit your materials exclusively through CaFE.

Q: I can't successfully download the PDF version of the RFQ from the Wishard website. Where else can I get the information?

A: The call is posted on CaFE, <http://www.callforentry.org>, which is also the site where applicants must submit their materials. Create an account (it is free) first. Then, log in to the account and use the "Apply to Calls" link to find the one labeled "Public Art for The New Wishard."

Have more questions? Contact the Art Project Manager!
Julia Muney Moore, Public Art Administrator, Blackburn Architects
jmoore@blackburnarchitects.com

Q: I'm not from Indiana, I don't know Wishard and I've never done a healthcare project. Should I bother to submit my qualifications?

A: It is by no means required to have an Indiana or Wishard connection or have prior healthcare project experience. They are factors that will be considered, but ultimately are secondary to overall artistic quality of the work. Please consider submitting your qualifications.

Q: Can I see renderings and floor plans?

A: This information will be sent to artists who have been identified as finalists, as part of the next phase of the selection process. Meanwhile, feel free to explore the www.thenewwishard.org website and review any images posted there.

Q: What is the color palette and interior design like for The New Wishard?

A: Knowing these specifics is not necessary to be successful in this phase, which seeks to identify qualified artists based on their past work. Finalists will be given this information as they start preparing their conceptual designs and proposals. All public information about The New Wishard can be found on the website <http://www.thenewwishard.org>.

Q: What kind of work specifically are you looking for?

A: Wishard is open to a variety of styles, approaches and media. More detailed information will be provided to finalists as they start to prepare concept designs.

Q: At this time, are you looking for existing artworks that can be purchased outright?

A: The current RFO is meant to identify professional artists who do work that may be desirable for Wishard. To ensure maximum consideration for all opportunities, send images of representative work and in your artist statement indicate that you are open to a direct purchase of existing work. Wishard will determine the most appropriate action.

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***Q: Can I explain my ideas for Wishard to someone before I apply?
What about as part of the application?***

A: That is unfortunately not possible. Wishard's procurement rules prohibit individual discussions with applicants in this phase. Additionally, this current phase is a Request for Qualifications, not a Request for Proposals. The goal is to identify a finalist pool based on information about their past work. Finalists will be given detailed information about Wishard's project and site context, and will be paid to develop proposals.

Q: Can I submit my qualifications to you via mail or email, or ask you to view my website?

A: No. This process only accepts qualifications submitted through CaFE. Qualifications submitted by other means will be discarded. If you have problems using the CaFE system, please consult CaFE Help (link on the main page at www.callforentry.org, in the navigation bar below the header) or email cafe@westaf.org for individualized assistance. There is no charge to use CaFE.

Q: What is the public art budget for The New Wishard?

A: The public art budget is not finalized at this time.

Q: When will the art budget be finalized?

A: Finalists will be informed about site budgets at the time they are asked to develop proposals for specific sites. The final art budget will be announced when commissions are assigned.

Q: What is the range for individual project/site budgets?

A: Applicants selected for the finalist pool will be sent site and budget information with RFPs later in the process.

Q: Will Wishard pay full price for completed artwork purchased from the artist, or is there a cap on what they will pay per artwork?

A: This information will be discussed with finalists later in the process.

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Q: Can I apply both as part of a team and as an individual artist?

A: Yes, you may. However, the CaFE system will not allow the same artist profile to apply twice to the same competition. You will have to create a separate profile for the team, or apply using the profile of another team member if s/he is not planning to also submit individually.

Q: What is the deadline for submissions?

A: Please carefully review the RFQ. All deadline information is clearly stated.

Q: What is the Invitational Passcode for this application?

A: There is no Invitational Passcode—this is an open RFQ. If you are having difficulty accessing the application, please contact cafe@westaf.org.

ELIGIBILITY

Q: We make interactive software used to create art in waiting room kiosks. Is this eligible under the RFQ?

A: Your medium is not eligible under this RFQ but may be of interest to Wishard anyway. Your inquiry has been forwarded to the appropriate member of The New Wishard team.

Q: I am a US citizen but I live in another country. Am I eligible to participate?

A: No; only artists permanently based in the US at the time of application are eligible.

Q: I am a landscape architect. Am I eligible to participate, or must I team with an artist?

A: Landscape architects must team with an artist if they wish to perform landscape design services. They do not need to team with an artist if they wish to present other artistic work (e.g., paintings, sculpture, etc.). The same is true for architects or other design professionals—if they wish to submit “fine art” work they may do so on their own, but if they wish to perform work related to their licensed qualifications they must team with an artist.

Q: Will you accept qualifications submitted by a dealer or agent on behalf of an artist? If so, is the dealer/agent considered a member of the project team and should s/he submit personal bio information as well?

A: Dealers and agents may submit information on behalf of an artist. The dealer/agent is not considered part of the artist team. For ease of jurying it is preferred that the dealer/agent create a CaFE profile in the **artist's** name; however, the dealer/agent should supply his/her contact information instead of the artist's.

Q: I am not a US citizen and I do not live in the US. Am I eligible to submit my qualifications?

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A: No; this competition is only open to US residents. Please see the "Eligibility" section of the RFQ document for full eligibility information.

Q: Is photography eligible for submission?

A: Yes, you may submit photography.

Q: My artworks are fiber-based. Would this be a problem for Wishard considering its infection control procedures?

A: Infection control is indeed a concern in any hospital environment. All artwork will be able to be properly and thoroughly cleaned as needed, with method and frequency based on their nature and site. More information will be sent to finalists in the next phase of the selection process.

Q: I create art as an avocation. Am I eligible to submit my qualifications? What are you considering "professional"?

A: This RFQ is directed to professional artists, i.e., those have been trained to, habitually, and/or who intend to, create and sell artwork as their primary career. Although avocational (hobbyist) artists are not forbidden to submit under this RFQ, the jury panel will use professional-level criteria for quality of work, experience and capacity when they select the finalist pool. Based on these standards avocational artists are unlikely to be selected.

COMPLETING THE APPLICATION

Q: I would like to submit images of my latest project but it won't be finished before your deadline. Can I submit images of the proposal and/or the model?

A: Please refer to the RFQ section on page 6 titled "Submission Requirements and How To Submit Qualifications," under "1. Images of Past Work" for the answer to your question.

Q: My artworks are groupings of multiple small elements. Can I show all the smaller pieces in one image?

A: If you consider the grouping to be a single artwork, your image of the artwork can show as many small pieces as are in the grouping. It is recommended that at least one other image show a detail of one of the small elements, to increase the jurors' understanding of your work.

Q: Only still images are accepted for review through CaFE. How will the jury panel fully understand my kinetic, interactive or media-based work?

A: The image selection and descriptions, in addition to the artist statement, should strive to sufficiently communicate the nature of the work. The jury panel is made up of experienced visual arts professionals, and they will be able to envision the work from the information supplied. If an artist who does this type of work is advanced to the finalist pool, Wishard may request additional documentation in the proper format if it is needed.

Q: Some of the images I'm submitting are of artworks that are not for sale. Should I still include a price or value?

A: Yes, please include the price that you either sold the work for or would sell it for today. If it was a commissioned piece, please include the **full cost** to realize that commission, if there were significant costs that were not included in your commission contract. For unrealized proposals, please indicate the project budget figure that you used when you developed the proposal.

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Q: What are the most common errors made on applications for this project?

A: Errors in the application slow processing and can cause a delay in the jurying. Although every attempt is made to catch errors and allow applicants the chance to fix them, applicants should carefully study the RFQ and review their entries for **these common errors** before finalizing them on CaFE:

- Explanatory text information on slides (this is not allowed)
- More than two images of an artwork on one slide (this is not allowed)
- Uploading two copies of the same document instead of two different documents
- Uploading a resume with more than two pages (the jury will only see the first two pages)
- Uploading documents in TXT format (please use DOC, DOCX or PDF format)
- Neglecting to include price or commission value information (it is part of the CaFE image information screen and as such, is required)

Applying early is the best way to ensure that errors are identified and redirected for fixing. There will be a limited window during which errors can be fixed, after which the application will be disqualified.

Q: On the application, for the question regarding previous experience on a LEED-registered project, are you referring to a building or a public art project?

A: At this time LEED does not certify art projects, only buildings, so the question refers to public art for a LEED-registered building project. There is a new LEED category for sustainable neighborhoods, so if you've worked on an art project related to this category, that would qualify as well.

Q: My artwork involves the creation of entire environments from elements that I select, all of which help create the ambiance. How many detail images may I include on each slide?

A: There is a maximum of two images per slide; you should show the entire environment and then select only one aspect to show in detail on the same slide. If you wish to show additional details, you must use more slides (maximum two images per slide).

Q: Although I am an artist myself, most of my experience has been as a fabricator and installer in a museum setting, including work for other artists. Should I include that experience in the resume I am

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submitting? How should I indicate that it is different from my personal artistic experience?

A: Your submitted slides should focus on your personal artistic work. Your two-page resume should first discuss experience relative to your personal production and then indicate skills or capacities you have gained from the museum employment as they pertain to your ability to execute commissioned work for Wishard.

Q: I'm concerned about the privacy of my references. Can I provide them after I am named a finalist?

A: Submitting three to five professional references is required at this time in order to help determine the list of finalists. Applicants who do not submit this list will be disqualified, as their application will be considered incomplete. Only the public art administrator will see the list, and any reference calls will be made solely by the public art administrator and only if absolutely necessary. The privacy of the list is assured.

Q: I have completed a Blackburn-managed project in the past. May I include Blackburn personnel on my reference list?

A: Yes, you may.

Q: I would like to submit architectural plans for a past project as one of my images. Is the text that is naturally on such plans (dimensions, material notations, etc.) allowed?

A: This type of text is allowed. However, past experience with such submissions indicates that jury panels have difficulty viewing and understanding submitted architectural plans at the size and resolution that slides are typically projected. It is strongly recommended that applicants considering submitting architectural drawings instead use the opportunity to submit an additional photographic image of the completed work (perhaps another view or a detail), which in the long run will be more informative to the jurors and therefore more advantageous to the applicant.

Q: I submitted my application and received a confirmation code. Does this mean you received the application and there are no errors?

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A: **REVISED RESPONSE 8/16/10!** Receiving a confirmation code means that everything submitted fit within the CaFE system's parameters and was accepted by its computer. Each entry is then individually reviewed by the public art administrator to make sure all the guidelines in the RFQ were followed. If there is an error the applicant will be notified within 72 hours of submission and given the opportunity to correct it **if there is time available prior to the application deadline.** If there are no errors the applicant will receive a confirming email after the application deadline has passed.

Q: Can I change my application after I submit it, as long as it is before the deadline?

A: Once submitted and noted by the public art administrator to be in compliance with the guidelines in the RFQ document, no further changes may be made.

Q: Where do I write the required text about the image?

A: This information should be included in the "Description of Artwork" area for each image.

Q: Why do you ask about certified WBE, MBE or VBE business status? Does this mean that if I do not have one of those certifications, I cannot receive a commission?

A: As a project that was voted into existence by 85% of City voters and uses public bond funding, The New Wishard project has a Project Diversity Plan to provide the maximum practicable opportunity to participate in competition for any and all procurement and contracts to the full range of business enterprises, which include minorities, women, and veteran (M/W/VBE) owned businesses. Wishard seeks to exceed City of Indianapolis contracting goals of 15 percent, 8 percent and 3 percent, respectively, for participation of M/W/VBEs in the construction of the Project. Wishard also seeks to build capacity of local M/W/VBEs through the construction of the Project, recognizing that economic viability of all types of businesses is beneficial to Marion County as a whole. Wishard is committed to the development and creation of a project environment that reduces barriers to participation and operates with transparency, accountability and proactive communication with its many stakeholders. Identification of interested M/W/VBEs is the first step to inclusivity, and the public art program will report to Wishard the number of M/W/VBEs responding to the RFQ.

When it comes to selecting finalists and commissioned artists, artistic quality will be of primary consideration, with special business status considered as one of several contributing factors. No artist will be selected as a finalist or receive commissions solely because of M/W/VBE status.

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Q: I have a new series of work that I would like to propose for Wishard if I am selected as a finalist. Should I submit examples from that series?

A: For this current process it is not appropriate for applicants to think about what they want to do for Wishard because they do not have enough information about the architecture and program for the various sites. If an applicant likes a certain body of work and believes it shows his/her artistic capacities to best advantage, by all means s/he should submit one or several pieces from it as relevant examples of his/her work.

Q: Who should I list as references?

A: The individuals that applicants list as references should know the applicant's work fairly well, but more importantly, should know the applicant as a professional artist. When references are contacted they are typically asked whether the work is considered good and appropriate, if it was accepted well and if there have been any complaints. References may also be asked if the applicant performs his/her work in a professional manner, whether the applicant has delivered the contracted work on time and on budget, whether working with the applicant was a pleasant and collegial experience, and the nature of any issues or difficulties that arose with the artwork and the extent to which the applicant contributed to the difficulties. References may also be asked if the artwork is still in place, if it is in good condition and/or functioning well, if there have been any maintenance issues. Finally, references may be asked if the artwork is considered a value for the price paid. Applicants' references should be able to provide information on some or all of these topics.

Q: Why are you asking for only six slides?

A: Six slides, with the ability to include up to two images per slide, is sufficient for an artist of any medium to select three to six key projects or artworks to show the jurors. Since the goal is to select a finalist pool of qualified artists, rather than view a range of individual artworks available for purchase, this number of images combined with the artist statement, two pages of resume information and the ability to do reference checks will give the jury panel a good idea of an artists' qualifications. The jurors are well aware that the slides are only a snapshot of the artist's work, and that work performed for other sites and clients are but the barest indication of what an artist can do for Wishard. It is therefore the artist's responsibility to select projects and images that show the best of what they can do, to use the 300-character text field strategically to describe the project and the artist's approach, and to place the slides in an order that maximizes the amount of information the jury panel can glean.

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Q: Can I send a DVD of my kinetic work so you can see it in motion?

A: Submission of visual materials is only through CaFE and only in JPEG format. You may not send any supplementary materials. Any such materials received will be immediately discarded.

Q: Can I show two different artworks on one slide?

A: If the two artworks are located adjacent to each other and the artist's intent is that they function to the viewer as two parts of a single artwork (that is, one wouldn't make sense if separated from the other), then yes, they may both be included. Otherwise, each slide should depict only a single artwork.

Q: I have all my artwork descriptive information in my resume. Why can't you look there for what you need to know instead of making me put it in the image information?

A: Resumes are not viewed during the first round of the jury process, so the jurors need to see the required information as part of the image data. In addition, the computer-enforced 300-character limit in the image data allows all applicants to compete on an equal footing when describing their artwork.

Q: Some of my images contain copyright info and the project title as text on the image; would this disqualify them? They DO NOT contain any other descriptive text.

A: Any added text will disqualify the application as noncompliant with the guidelines in the RFQ. Please only submit images with no added text.

TEAM APPLICATIONS

Q: What do you want to see for team applications? Would you prefer seeing more about the individual team members or more about what the team has done together? What about the format of the resumes, and the selection of the slides?

A: Please review the RFQ submission instructions for details on how teams should submit. Information is required for all team members as well as joint projects. The specific format of the information and the slide selection is at the applicant's discretion. The submitted information should give the jury panel an indication of the quality of the team, both separately and together.

Q: What kind of design professional should I include on my team: an architect, an engineer or a landscape architect?

A: The answer to this question would depend on the nature of the work habitually performed by the applicant, the expected nature of the creative input of the design professional(s) and the type of site the applicant would select if they are identified as a finalist. If the creative talents of an architect or landscape architect will contribute to the artist's conceptual design and development of that design, then one of those professionals would be appropriate to include on the team in the RFQ phase. Engineering review typically comes later in the process and an appropriate Indiana-licensed professional can be added to the artist's team when needed.

Q: For Wishard I would like to create a specific project that is a new medium for me, and requires another artist/fabricator to help me realize it. Should I find that artist now and submit as a team, or wait until after I am selected?

A: For this current process it is not appropriate for applicants to think about what they want to do for Wishard because they do not have enough information about the architecture and program for the various sites. In addition, if a team submits together then they are committed to carry out the project together; the other artist included for the application process may not end up being the best one for the final project. Therefore, it is recommended that the applicant submit his/her own work as an individual and not think about the rest until s/he is selected as a finalist.

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Q: Can you provide more information about why you prefer licensed design professionals as part of artist teams?

A: The nature of some of the artwork sites in The New Wishard may require significant integration with existing construction documents and bids. In addition, final approval of certain types of artwork will require documents prepared by an Indiana-licensed design professional (architect, engineer, landscape architect, etc.). It is perfectly acceptable for an artist, once commissioned, to hire local consultants to provide the required expertise. However, some projects will be on such a fast track that having the expertise already within the artist team will expedite the process by incorporating the necessary integration at the time of initial design concept. This will increase the likelihood that the project will start quickly and proceed smoothly. For such projects, if you are an artist and you do not have a licensed design professional as part of your team, you may not be considered as qualified as a team that does have that expertise. But if you do not regularly work in partnership with a licensed design professional it is not advised that you find one just for this RFQ.

Q: When applying as a team, do we each submit individually and tell you that we are a team, or do we submit together? How do the images work?

A: Teams must submit together. The best course of action is to create a CaFE profile for the team. Six image slides must be submitted under that profile. It is up to the applicant to decide how many slides from each team member to submit, but the slide selection should include artwork from each team member if there are no images of jointly-created work to submit. The likely contributions of each team member should be discernible from the submitted slides.

Q: I am the team lead and although I do not have a MBE/WBE/VBE certification, another member of my team does. How should I answer the question in the application?

A: You should answer the question "No" but explain the situation in your artist statement. Another thing you can consider is to have the team member with the certification apply as the team lead, as long as s/he is an artist and not a fabricator or licensed design professional (architect, etc.).

Q: Should the team lead name appear above or before all the other team members in a team resume?

A: The team lead should be the name that the application is submitted under on CAFÉ. Beyond that, it doesn't really matter how or where the team lead name appears in the

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submitted materials. The team lead will be the individual receiving all communications during the application process and, if selected as a finalist, will act on behalf of the team.

Q: Can a non-artist who is serving as project manager be a team lead? What background material must this individual submit as part of the application?

A: The team lead must be an artist and the application should be submitted under this artist's name. The project manager (or fabricator, or licensed design professional) can be a member of the team and must submit sufficient biographical material (and, if appropriate, visual samples) so that the jury will be able to ascertain the contributions of this individual to the team. The artist statement should pertain to the entire team.

Q: I have two PDF resumes for my two team members, but when I try to upload them to my application the system only takes one of them. What do you suggest?

A: Using Adobe Acrobat, or another software program that works with PDF files, combine the two PDF files into a single document, save it and then upload it. If you do not have Adobe Acrobat, you will probably need to retype the two resumes as a single DOC or DOCX file and then upload it.

ISSUES WITH THE CAFÉ SYSTEM

Q: Why is CaFE not letting me add price/value information on the artworks I am submitting?

A: The slides you are submitting may be committed to another competition, which means that the information is locked. You can duplicate the image (in thumbnail view, select “duplicate image”) and alter the text information, then designate this duplicated image to the Wishard application. For more information, visit CaFE Help or contact cafe@westaf.org.

Q: When using CaFE, does the title of the artwork go on the same page as the posted image or on a separate sheet in the document? In addition, if my artwork is not selected, does the entry remain on CaFE?

A: These are technical questions about how CaFE works that are best answered by the CaFE staff. Please visit <http://www.callforentry.org> and select “CaFE Help” from the navigation bar under the page header—there is much useful information there. You may also email cafe@westaf.org for personalized assistance.

Q: When one image is disqualified for not following the rules, is the entire application disqualified?

A: Since there is no way through CaFE to keep jurors from seeing noncompliant images, the entire application must be disqualified.

Q: Why can't you see the images I have uploaded?

A: There is likely an incompatibility between the image's colorspace format and the web browser software we are using to review the entries. The best way to resolve this incompatibility is to save images in the sRGB color format before uploading them. To save as sRGB, use the “Save for Web” feature in the imaging program or use the program's menus to select sRGB as the colorspace option. Do not save as CMYK. For more information, see CaFE Help or email cafe@westaf.org.

Q: How do I change image information?

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A: On CaFE, log in to go to your account home page. Click on “Manage Images” in the upper right corner of the page. Find the image whose information you want to modify. Click on “modify” and you will be taken to a screen where you can change any of the data. If you find you cannot modify data, it means that the image is committed to another application that is still in process. Tips on how to resolve this can be found elsewhere in this FAQ sheet. For more information or assistance, consult CaFE Help or email café@westaf.org

Q: What does it mean when I check my application status online at CaFE and it says “Incomplete”?

A: This means that the application has been reviewed and there is a problem that is preventing it from being accepted for jurying. An email has been sent to the address listed on the applicant’s account explaining the problem and outlining the actions required to fix it. The email also indicates a deadline for the fix. If the fix is not uploaded prior to the indicated deadline, the application will automatically be withdrawn from consideration. If the applicant has not received this email, check all junk/spam/bulk email folders. If it is still not there, contact the public art administrator to find out what should be done to fix the application. **It is the applicant’s responsibility to follow up on correspondence relating to the application.**

Q: What does it mean when I check my application status online at CaFE and it says “Withdrawn”?

A: This means that there was a problem with the application, a notification email was sent to the address listed on the applicant’s account and the applicant did not respond with a fix by the deadline indicated in the email. The application was therefore deemed noncompliant with the RFQ and was withdrawn from further consideration. “Withdrawn” status cannot be appealed.

Q: I am having difficulty uploading my resume and reference documents to CaFE. What do you suggest? Can I send them separately to you via email?

A: Please ensure that your documents are in the DOC, DOCX or PDF format and that you are using Firefox, Safari or a later version of Internet Explorer as your browser. In addition, please ensure that the files you are uploading are not corrupted. If you are still having difficulty, review the instructions at the CaFE Help link or email café@westaf.org. Sorry, we cannot receive materials outside of the CaFE system.

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Q: No matter what I do, I can't make the CaFE system work for this competition. It's worked fine for other applications. What do I do?

A: You might consider starting an entirely new profile and applying to the Wishard competition using the new profile. You should also review the instructions at CaFE Help or email cafe@westaf.org for personal technical assistance.

Q: I have two PDF resumes for my two team members, but when I try to upload them to my application the system only takes one of them. What do you suggest?

A: Using Adobe Acrobat, or another software program that works with PDF files, combine the two PDF files into a single document, save it and then upload it. If you do not have Adobe Acrobat, you will probably need to retype the two resumes as a single DOC or DOCX file and then upload it.

MISCELLANEOUS QUESTIONS

Q: Where can I find research on the healing effects of art?

A: The Center for Health Design (<http://www.healthdesign.org/>) and the Society for the Arts in Healthcare (<http://www.thesah.org>) have information and papers on their websites. You can also try an Internet search on the phrase "art in healthcare" (in quotes) or the words art healing research (no quotes).

Q: The RFQ refers to the original 1914 art project at Wishard. Where can I find more information about this project?

A: There is a book called The Art of Healing: The Wishard Art Collection by Cinnamon Catlin-Legutko, which was published by the Indiana Historical Society in 2004. It is available from the Wishard Foundation shop at www.wishardfoundation.org/6GiftShop.htm and from the Indiana Historical Society shop at <http://shop.indianahistory.org/SelectSKU.aspx?skuid=1003604>. You may also visit the Indiana Historical Society and the Wishard Gift Shop to buy one in person. Online book retailers or public libraries may have it as well.

*There will be no more updates to this document.
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