

SOQ Checklist

2020 Civic Center Bronze Sculpture Project

Please utilize this checklist as a supplemental tool to help you complete your SOQ before submittal. Further instructions/details can be found in the CALL TO ARTISTS document.

Each SOQ shall contain ALL the following information:

- Artist/Artist Group Identification:** Including legal name, address, the legal form of the firm (e.g., partnership, corporation, joint venture, sole proprietorship) and date of establishment.
- Letter of Interest:** Letter of interest not to exceed two (2) pages typed.
- Proposed Project Team Members:** For each person proposed to render professional services for this Project, include full name, title, professional registration, address, email address, telephone number, and relevant experience.
- Project Conceptual/Current Graphics:** Include up to a maximum of ten (10) images or videos (or a combination) depicting the artist's/artist group's interpretation of the anticipated outcome of the Project.
- Schedule for Completion:** Include a detailed schedule of services and tasks showing each stage of the Project, intermediate deadlines and the expected completion date.
- Preliminary Budget and Timeline:** The budget and timeline should outline the project expenses and work schedule for the proposed artwork.
- Experience:** Describe artist's/artist group's experience in providing similar design/build services to similar entities.
- Workload:** Describe the capacity and capability of the artist/artist group to perform the work on schedule.
- Infrastructure:** Describe the location where the professional services for this design/build Project will be performed.
- Additional Information:** Other factors the artist/artist group determines appropriate for Selection Committee review.
- Affiliated Groups:** If the Project is to be accomplished through an affiliation with other artists/artist groups, each additional artist/artist group must provide: Identification, Letter of Interest, Proposed Project Team Members, Experience (Prior Work), Workload, and Infrastructure, as detailed above. Explicitly identify the lead artist/artist group.
- Prior Work:** Total Media - (combination of images/video): Minimum: 6, Maximum: 12