

Tips on Hiring a Public Artist and Landscape Architect

Prepared for the Field, Regina, Northrop Neighborhood Group by the Metropolitan Design Center

Informal methods

An informal way of finding a public artist or landscape architect is to ask around—look for recent local projects and contact the Minneapolis Planning Division (<http://www.ci.minneapolis.mn.us/citywork/planning/index.asp>) to ask who did them. See the attached PDF to find the planner for your neighborhood. Often you can also find information regarding projects online if you know the name of the park or sculpture, and a location.

Arts + professional organizations

The **Minneapolis Arts Commission** or **Cultural Affairs department** web site http://www.ci.minneapolis.mn.us/dca/arts_home.asp has information on their programs and contact information.

FORECAST Public Artworks has a Public Art Services program that assists community groups with their consultation and facilitation services. See their web site at <http://www.forecastart.org/> for more information.

There are manuals with information on incorporating art into public places. One example (available at Minneapolis Public Library) **Going public: a field guide to developments in art in public places** by Jeffery L. Cruikshank and Pam Korza.

Minnesota Chapter of the American Society of Landscape Architects (MASLA)

This organization's web site has two relevant listings—a page of firms with listings of example projects at <http://www.masla.org/firms.html> and the list of award winners from last year at <http://www.masla.org/awards04.html>. Neither of them are comprehensive lists. The pages are a way to get familiar with the types of projects various firms are doing and also provides a way to judge quality.

Other resources

It may also be worth contacting the Minnesota Recreation and Parks Association, Parks and Natural Resources Section, the group involved with park planning and design <http://www.mnrpa.org/parkandnatresources.html>

Use the American Society of Landscape Architects (ASLA) firm finder to search by specialty and metropolitan area http://online.asla.org/scriptcontent/index_find_firm.cfm

LandscapeOnline has a search engine for landscape architects and contractors at <http://www.landscapeonline.com/services/>

A helpful document on hiring a landscape architect by Roger Hunt, Trees Forever Field Coordinator:

<http://www.treesforever.org/fileblob.asp?l=290&table=content&ext=pdf&name=Hiring%20a%20Landscape%20Architect.pdf&file=download>

Writing RFQ's or RFP's

Requests for Qualifications (RFQ) may be a good way to gather information on various artists or landscape architects in the area. This may help you narrow down your search to a handful of qualified candidates. A Request for Proposal (RFP) is a way to gather more detailed information on what the candidates propose for the project, including a timeline and budget. The University of California, Santa Barbara has guidelines, tips and examples of RFP's on their web site at <http://www.library.ucsb.edu/subjects/rfps.html>. Examples of existing RFQ's and RFP's can often be found on web sites such as FORECAST (<http://www.forecastart.org/>).

Places to advertise your RFP or RFQ

Architecture Minnesota magazine
American Institute of Architects (AIA) Minnesota web site and/or newsletter
MASLA web site and/or newsletter
University of Minnesota College of Architecture and Landscape Architecture
University of Minnesota Art Department
Other local colleges, universities or technical schools such as MCAD
Minneapolis Arts Commission