

# CALL TO ARTISTS

## SCULPTURAL MEMORIAL FOR DECEASED STUDENTS REQUEST FOR PROPOSALS

### OVERVIEW:

The University of St. Thomas invites artists' proposals for a sculpture to serve as a memorial commemorating students who have died during their time at St. Thomas. This work will be located adjacent to the Chapel of St. Thomas Aquinas on our St. Paul, Minnesota campus. Students, staff, faculty, and community use this area for a variety of functions including transit, individual and group prayer, private contemplation, homework, and relaxation. An annual day of remembrance for families, friends, and the University community will occur on the site each May. Although St. Thomas is a Catholic university, this work should broadly engage all forms of diversity.

### ELIGIBILITY:

Projects may be proposed by individual artists or collectives (in which case a lead artist must be identified in the application). Organizations, architectural and engineering firms, design firms, galleries, and public art consultants are not eligible. This call is open to all artists in the United States who are at least 18 years of age.

### ABOUT THE UNIVERSITY OF ST. THOMAS:

Founded in 1885, the University of St. Thomas is a Catholic comprehensive urban university based in the Twin Cities of St. Paul and Minneapolis and is known nationally for academic excellence that prepares students for the complexities of the contemporary world. The largest private university in Minnesota, St. Thomas offers bachelor's degrees in over 85 major fields of study and more than 45 graduate degree programs including master's, education specialist, juris doctor, and doctorates. Inspired by Catholic intellectual tradition, the University of St. Thomas educates students to be morally responsible leaders who think critically, act wisely, and work skillfully to advance the common good.

### TIMELINE:

December 10, 2020: **Call to Artists Opens**

January 31, 2021: **Application Deadline**

February 15, 2021: **Semifinalists Notified**

April 1, 2021: **Semifinalist Submission Deadline**

April 15, 2021: **Selected Artist Announced**

September 15, 2021: **Artwork Installation**  
(exact unveiling date TBD)

## PROJECT DESCRIPTION:

Each proposal must consist of a single sculpture that will be located on the St. Paul campus of the University. The components of the sculpture should not provide a visual link to any specific artistic tradition or religious identity but must respond to the conditions of the site and its adjacent buildings. The work must allow any visitor the ability to contemplate life and loss.

Artwork should be visually engaging and improve the aesthetic quality of the space, while being sensitive to the nature of the commission, but also to the activities that occur within the immediate area.

Work cannot include digital components or water. There is walkway lighting on the site but any additional lighting must be a part of the artist's proposal. It will cost approximately \$4500 to install flood or up lights on the site.

Permanent installation: Artists must anticipate that the artwork will be permanently displayed and must withstand the four seasons of Minnesota.

Audience for the work includes: University students, faculty, and staff, families and friends of the deceased, as well as visitors to campus. The work must be meaningful to everyone who visits the space, regardless of their age, race, gender, disability, or religious background.

## BUDGET:

The budget for the project will include several parts:

**Proposal Fee for Semifinalists:** Three (3) semifinalists for the commission will be identified by the selection committee during the review process. Each will be invited to prepare a more detailed proposal for which they will receive a fee of \$1,500.

**Artist Fee for Final Project:** The artist (or collective) selected for the commission will receive a

one-time total fee of \$15,000, payable in installments outlined in the written commission agreement for the project.

**Production Fee:** The production budget (fabrication, logistics) will vary depending on the selected proposal but will not exceed \$45,000 and must cover all associated costs of the project, including but not limited to design, fabrication, materials, labor, transportation, lodging, insurance, and installation of the work. The selected artist will receive a contract for design reviews, fabrication, and installation. The resulting artwork will be owned by the University of St. Thomas. Artist shall retain copyright and must allow the University of St. Thomas permission to use images of the artwork for educational and promotional purposes.

## ART LOCATION & SPECIFICATIONS:

The sculpture will be located on a circular concrete base on our north campus in St. Paul, Minnesota, adjacent to the Mary Garden anchored by "Our Lady of Victory", a limestone sculpture by Amerigo Brioschi of 1950, the Chapel of St. Thomas Aquinas designed by Emmanuel Masqueray in 1916, and the new second-year residence hall Tommie East completed in 2020. The immediate location is to the southeast of the Chapel of St. Thomas Aquinas with the Mary Garden to site's west and Tommie East to the south. There is overflow green space on a gentle sloping hill to the north and east, with mature trees shading this space. The memorial site is located at an ending point for circulation as there is no sidewalk through this green space area, but a short one that leads to the nearby southeastern door of the chapel.

Each proposal must consist of a single sculpture that will be located on the preexisting five-foot in diameter poured circular concrete base. The base is elevated six inches above the adjacent sidewalk. The work must not exceed a height of eight feet off the raised base and its width must not exceed that of the base.

The work of art must not be taller than eight feet off the raised base and its width must not exceed the base with its diameter of five feet. Any material may be used for the sculpture as long as its weight does not exceed 4,000 pounds. The final dimensions and weight of the proposed sculpture will need to be verified by the engineer of record. If the combination of height, projected surface area, and weight require permanent anchoring to the foundation, this shall be a requirement of the proposal and thus included.

### **SITE PLAN & PHOTOGRAPHS:**

See plan and location photographs on the last two pages.

### **ARTIST'S RESPONSIBILITIES:**

The selected artist or collective will collaborate with the University of St. Thomas throughout the project. Artist's responsibilities will be defined in a written commission agreement, which may include, but is not limited to:

Before the commission agreement is signed, working with the University of St. Thomas staff and possible consultants (building, etc.) to finalize material specifications and fabrication plans (including technical drawings), to ensure the artwork's durability for permanent display in an indoor context. Reasonable travel, per diem, and accommodations for necessary meetings related to finalizing project specifications will be paid by the University of St. Thomas using funds from the \$45,000 production fee.

Before the commission agreement is signed, working with University of St. Thomas staff to develop final fabrication budget.

Following the finalization of fabrication plans and budget, signing a commission agreement with the University of St. Thomas to initiate project and payments to artist. The commission agreement ensures that, upon completion of project, the work will formally be entered in the

University of St. Thomas Art Collection.

Adhering to the established schedule and deadlines.

Working with University of St. Thomas/contractors and being present during installation of the works.

Communicating regularly and promptly with University of St. Thomas staff throughout the development, fabrication, and installation of the project.

### **HOW TO APPLY:**

Individual artists and artist collectives meeting the eligibility requirements are invited to submit proposals to be included in the first round of consideration in this project.

### **WHAT TO SUBMIT:**

Please send the following materials by email to **StudentMemorial@stthomas.edu**. If your application is more than 10 MB, use a free document storage website, such as DropBox or WeTransfer, and email your cover letter and the link to your application to **StudentMemorial@stthomas.edu**.

#### **1. Cover Sheet/Application Checklist**

A completed copy of the one-page Cover Sheet/Application Checklist form, found at the end of this document and online at [link.stthomas.edu/StudentMemorialCompetition](http://link.stthomas.edu/StudentMemorialCompetition).

#### **2. Sample Images**

Include up to 6-10 images of your previous artwork in JPEG format. It is recommended that your images be roughly 1920 x 1920 pixels and no more than 1.8 MB each in file size.

#### **3. Written Materials**

Proposal packets should be in PDF format (8 1/2 x 11 in.). Please include the following:

**Artist Statement** – A description of why you are

interested in the project and your artistic approach, to not exceed 1,000 words.

**Résumé/CV** – Your current résumé/CV (or that of each artist involved), up to two pages per artist.

**Image List** – A description of each attached image, not to exceed 200 words each. Number each JPEG to correspond with the Image List.

**References** – The names, email addresses, and daytime phone numbers of three references who can speak to your ability as an artist and a collaborator.

#### 4. Project Proposal

Proposals should be in PDF format (8 1/2 x 11 in.), general in nature (for example, full technical specifications are not required at this time), and not to exceed 10 pages.

##### Proposal must include:

Written statement describing artwork concept  
Illustrations or renderings of overall concept

Description of proposed scale

A general overview of fabrication and production process

**Note:** When selected, semifinalists will have opportunities to discuss all fabrication and installation needs with the University of St. Thomas as

#### SEND ELECTRONICALLY TO:

Student Memorial Request for Proposals  
C/O Victoria Young  
Department of Art History  
[StudentMemorial@stthomas.edu](mailto:StudentMemorial@stthomas.edu)

Please include your first and last name/Student Memorial RFP in subject line. If your application is more than 10 MB, use a free document storage website, such as DropBox or WeTransfer, and email your cover letter and the link to your application to [StudentMemorial@stthomas.edu](mailto:StudentMemorial@stthomas.edu).

All materials submitted will be used by the University of St. Thomas for purposes of considering the proposal and will not be returned.

#### FREQUENTLY ASKED QUESTIONS:

##### How will proposals be reviewed?

All artists who send materials will receive a response and applications will be acknowledged with respect and discretion. Finalists will be chosen by the Student Memorial Selection Committee, which is comprised of key stakeholders of the project including students and student groups, families of the deceased, as well as representatives from Student Life, Campus Ministry, the Art History Department, University Development, and Alumni Relations. There will be university-wide input at the semifinalist stage of the competition, which the Selection Committee will consider in their deliberations.

##### What if I miss the deadline?

Application must be received by 11:59 PM on January 31, 2021. Late applications will not be accepted.

##### I don't live in Minnesota or the Minneapolis/St. Paul area. Can I still apply?

Yes, any artist who meets the eligibility requirements set out above may apply.

##### What about collaborations or group projects?

Artist collectives are welcome to apply. The artist fee structure remains the same whether an individual artist or group of collaborators is chosen. A lead artist must be identified in the application and all artists must agree to the terms of the written commission agreement.

##### If I am chosen as a semifinalist, what happens next?

Three semifinalists will be invited to prepare a more detailed proposal by March 1st for which they will receive a fee of \$1,500.

##### If selected, will my artwork become part of the University of St. Thomas Art Collection?

Yes, upon installation of the commission, the

artwork will be formally entered in the University of St. Thomas Art Collection.

**If I am the finalist, will I need to attend the artwork unveiling?**

Yes, attendance of the unveiling event will be required (date to be confirmed).

**Will accommodations be made due to COVID-19?**

The application deadlines will remain the same, regardless of outside events. However, we understand that factors related to COVID-19 may result in fabrication and/or installation delays, and we will work with the finalist accordingly and adjust the schedule as needed.

Please email any additional questions to:  
[StudentMemorial@stthomas.edu](mailto:StudentMemorial@stthomas.edu).

# CALL TO ARTISTS

## SCULPTURAL MEMORIAL FOR DECEASED STUDENTS

### REQUEST FOR PROPOSALS

Name		Address
City	State	Zip
Phone (day)		Phone (evening)
Email address		Website (if applicable)
How did you hear about this call?		

**CHECKLIST:**

Please include all of the following with your application:

- ☐ Completed Cover Sheet | Application Checklist Form
- ☐ Sample Images
- ☐ Artist Statement
- ☐ Résumé/CV
- ☐ Image List
- ☐ References
- ☐ Project Proposal

**SEND TO:**

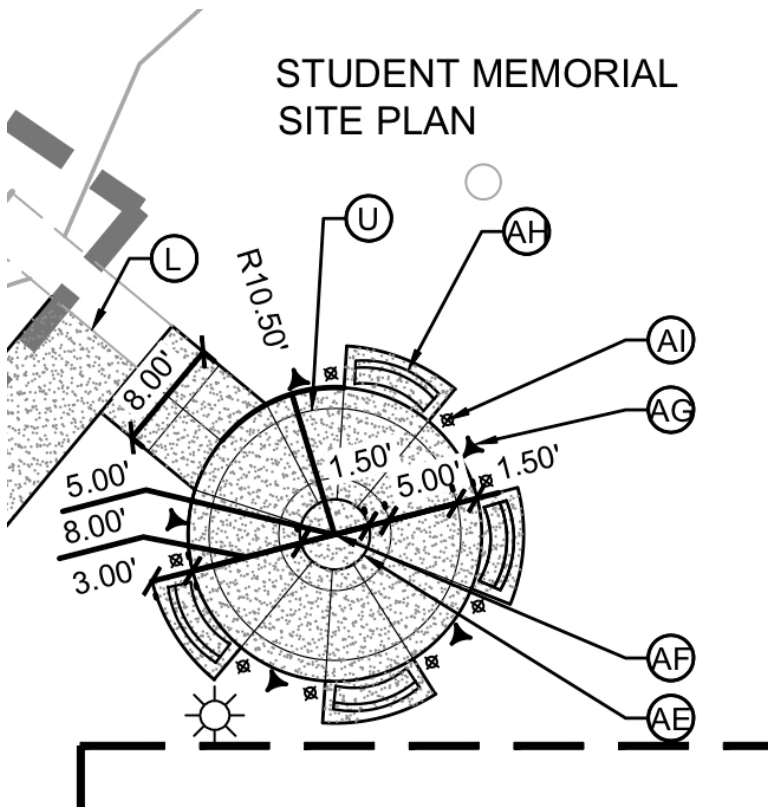
Email your application to [StudentMemorial@stthomas.edu](mailto:StudentMemorial@stthomas.edu)

Please include your first and last name/Student Memorial RFP in subject line. If your application is more than 10 MB, use a free document storage website, such as DropBox or WeTransfer, and email your cover letter and the link to your application to [StudentMemorial@stthomas.edu](mailto:StudentMemorial@stthomas.edu). All materials submitted will be used by the University of St. Thomas for purposes of considering the proposal and will not be returned.

I, \_\_\_\_\_ (print name) hereby make a proposal for memorial commission for the deceased students at the University of St. Thomas. I am at least 18 years of age and understand that the proposal I am making will be for an original work of art. I understand that all materials submitted with my application will be used by the University of St. Thomas and the Selection Committee for the purposes of considering my proposal. I understand that all materials will not be returned. I further understand that if my proposal is selected, it will be governed by a separate written commission agreement that will set out the specific terms and condition of the commission.

**Applicant Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_





Site Plan (detail),  
see full plan on next page



Site Photographs,  
memorial base shown on left

