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**CALL FOR  
CONSERVATORS**

**Art Conservators  
Prequalified List**



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## REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

### Los Angeles County Department of Arts and Culture Seeks Art Conservators for a Prequalified List

RFSQ ISSUE DATE

April 3, 2024

SUBMITTAL DATE

May 9, 4pm PST, 2024

LIST PUBLICATION

June 3, 2024

## OVERVIEW

The Los Angeles County Department of Arts and Culture (Arts and Culture)'s Civic Art Division seeks professional conservators, independent or collaborative, and firms to add to an Art Conservator Prequalified List to provide maintenance and conservation services for artworks in the Los Angeles County Civic Art Collection.

This Request for Qualifications will expand the existing Prequalified List that is used to invite selected art conservators to bid on specific conservation projects on an as-needed basis.

The Resource List has been active for two (2) years and will remain active for one (1) more year with an option to renew for another three (3) years. Annual evaluations will be held to add additional vendors to the list. Applicants may submit their qualifications at any time before the first consideration deadline to be considered for inclusion in this publication of the Prequalified List. Submissions received after the first consideration deadline will be considered for inclusion in subsequent annual reviews.

**Conservators who are already on the current Prequalified List do not need to reapply and automatically qualify for the 2024 Prequalified List.**

(cover) *Mexican Tree of Life*, Barbara Beall, 1979, Los Nietos Community and Senior Service Center,  
conserved by Fine Arts Conservation

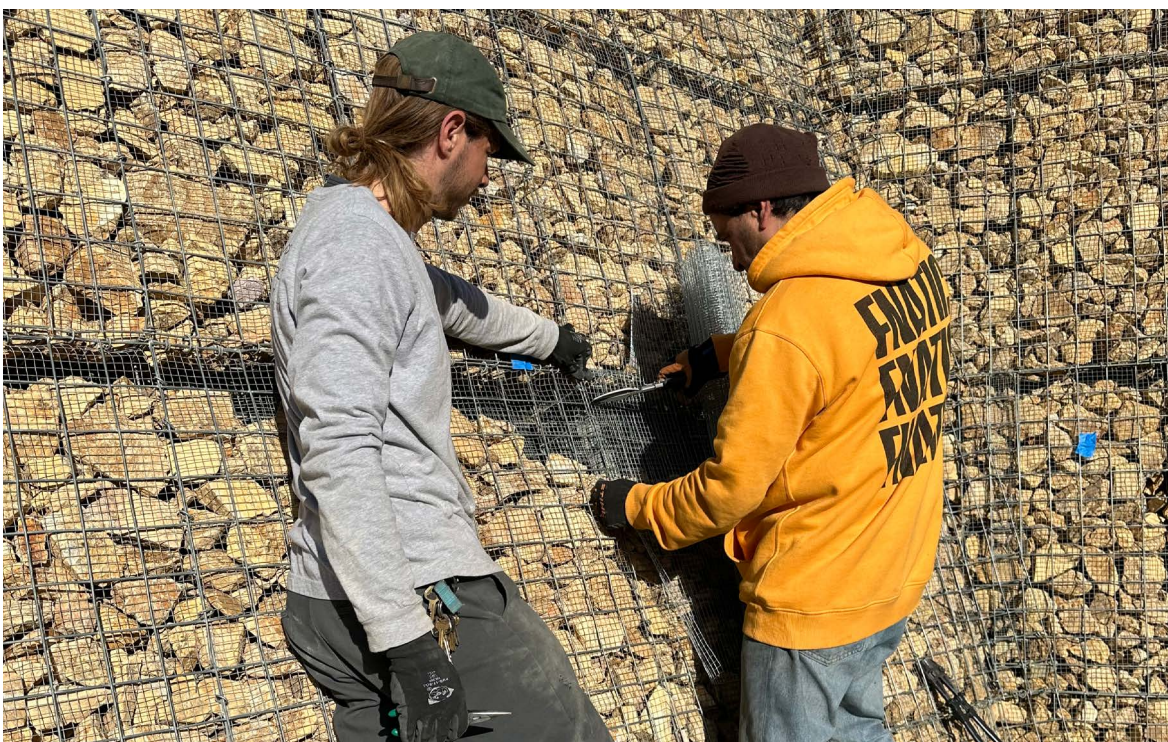


# BACKGROUND

The mission of the Los Angeles County Department of Arts and Culture is to advance arts, culture, and creativity throughout Los Angeles County. It provides leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, countywide arts education initiatives, commissioning and care for civic art collections, research and evaluation, access to creative pathways, professional development, free community programs, and cross-sector creative strategies that address civic issues. For more information, visit [lacountyarts.org](http://lacountyarts.org).

The Los Angeles County Board of Supervisors adopted the County's first Civic Art Policy in 2004, allocating one percent (1%) of design and construction costs of new County capital projects for the creation of civic artworks. The Civic Art Division of the Department of Arts and Culture works with established and emerging artists to commission new artworks, community engagement activities, temporary art installations and event-based programming for new and renovated County facilities. Completed projects are accessioned into the Civic Art Collection.

The Civic Art Collection is currently comprised of over 600 historic and contemporary artworks located across County-owned property, which were acquired through art purchases, donations, and new Civic Art commissions. The Civic Art Division is proud to be charged with the responsibility of carefully documenting, preserving, and conserving these artworks in order to help sustain the region's rich heritage for future generations to enjoy.



*Dos Picos*, Stephen Glassman, 2015, El Cariso Community Regional Park, conserved by RLA Conservation



*The Wall That Speaks, Sings and Shouts*, Paul Botello, 2001, Ruben F. Salazar Park,  
conserved by Site & Studio Conservation, photo by Kya Williamson

## ART CONSERVATION SERVICES

The Prequalified List will consist of art conservators exhibiting a diverse range of experience within their trade and conservators who are able to manage projects within a large range of budgets, project types, and constituencies.

Services may include conservation management of permanent or temporary artworks, project or artist management and consultation services. Tasks will depend on a project basis and may include, but are not limited to:

- Examination and documentation of artworks;
- Development of maintenance and preservation plans for artworks;
- Preparation of treatment proposals and cost estimates for conservation treatment;
- Perform basic maintenance for artworks;
- Perform conservation treatment for artworks;
- Development of conservation education programming and lectures;
- Supervise and provide mentorship services for apprentices working on conservation projects;
- Perform emergency stabilization or repair to ensure safety until full conservation assessment and treatment may be performed;



- Disaster response when an artwork is threatened by a natural or man-made disaster;
- Consultation or oversight of fabrication material selection and fabrication plan of newly commissioned artworks;
- Consultation or oversight of installation material selection and installation plan of newly commissioned artworks, loans, gifts and donations including but not limited to site research, coordination of site preparation, storage, installation, and site clean-up;
- Review of construction documents and specifications for conservation projects and artist commissions;
- Facilitation of necessary permits, approvals, and insurance compliance for conservation projects;
- Development and oversight of all components of the contract budget;
- Facilitation of communication between all project partners;
- Maintenance of accurate schedules and awareness of forecastable changes;
- Supervision of sub-vendors including but not limited to art transport, art handlers, and mount makers;
- Oversight of and compliance with state and county compliance codes.



*Pentimento*, Erin Shie Palmer, 2016, Medical Examiner Annex, LA General Medical Center, conserved by Fine Arts Conservation

# ARTWORK MEDIUMS

Artwork mediums may include, but are not limited to:

- Metal
- Wood
- Plant Material
- Tile/Ceramic
- Concrete/Masonry
- Stone
- Glass
- Paper/Photography
- Paint
- Textile/Fiber art
- Plastic/Fiberglass
- Digital Media

## ELIGIBILITY

This RFSQ is open to applicants residing in Southern California, including the counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Ventura, and Santa Barbara.

A Master's degree from a recognized training program in conservation or equivalent experience is required.

## COMPENSATION

Compensation will vary based on the overall project budget and scope of work for each opportunity.

## SCHEDULE

RFSQ Issue Date	April 3, 2024
<b>Submittal Date</b>	<b>May 9, 4pm PST, 2024</b>
List Publication	June 3, 2024
Next Annual Evaluation	Spring 2025

## APPLICATION PROCESS

Complete applications shall be submitted via email by Thursday, May 9, 2024, 4pm (PST). Submissions preferably include the following items as a single PDF document (otherwise individual PDFs). Send materials to Laleña Vellanoweth, [lvellanoweth@arts.lacounty.gov](mailto:lvellanoweth@arts.lacounty.gov). Incomplete applications will not be considered, and applications submitted after the deadline will be considered in the 2025 evaluations.

### Submission Materials

- 1. Cover Page with Table of Contents:** Please also include the contact information for the application including full name of applying Conservator or Principal Conservator and firm name (if applicable), physical address, telephone number, and email address. Teams and firms must list all members/staff.
- 2. Letter of interest** indicating your interest in working for LA County and the Civic Art Collection, experience, and area(s) of specialization. Please describe related experiences outlined in Section 3 (Art Conservation Services) (1000 words maximum).
- 3. Resume, CV, or written summary of qualifications** for all team members and/or staff if applying as a team or firm. List and provide brief descriptions of pertinent experience, education, training, and professional conservation organization affiliations, etc.
- 4. Work Samples** for conservation projects within the last five years. Include basic information of the artwork (artist, date of fabrication, dimensions, material), brief treatment summary, and overall budget. Submit three work samples if you would like to be considered for one area of specialization. Submit two work samples for each of the areas of specialization if you would like to be considered for more than one specialty.
- 5. Images:** Provide up to ten "before and after" images of each past work samples. All image files should be titled and labeled with artwork title and year of conservation.
- 6. Sample Conservation Report:** Provide one sample of a conservation treatment report. The report should include the treatment proposal with estimated cost and final treatment plan with final budget and select images representing before and after treatment. If you would like to be considered for more than one specialty for conservation management and treatments, provide one conservation treatment report for each specialty.

*SUBMISSION INFORMATION*

- 7. Areas of Specialization (Attachment A):** Select each conservation specialty you would like to be considered for conservation management and treatments.

**Specialties include:**

- Paintings
- Murals
- Works on Paper (books, art on paper, photographs)
- Three-dimensional Sculpture and Decorative Arts (inorganic and organic media)
- Textile and Fiber Arts
- Architectural Elements, Immovable Structures and Sites

- 8. Rate Sheet:** A sample rate sheet that shows the different types of conservation services including hourly rate, or flat rates for each service and for Conservator and team members/staff (if applicable).

- 9. County Provisions:** Acknowledgement of the following Standard County Provisions by signing and returning Attachments B, C and D:

- Attachment B: No Conflict of Interest (Board Policies 5.090)
- Attachment C: Consideration of Hiring GAIN/START Participants (Board Policy 5.050)
- Attachment D: Fair Chance Employment Hiring Practices (Board Policy 5.250)

- 10. Statement of Equivalent Experience:** If you do not possess a master's degree from a recognized training program in conservation, please provide a brief statement (500 Words) describing your equivalent experience.

**Submission Deadline**

Submission must be received at or before 4pm, Pacific Standard Time (PST) on **Thursday, May 9, 2024**. Any materials received after the dates and times specified above may be considered in subsequent annual evaluations.



## SELECTION CRITERIA AND PROCESS

**Selection Criteria.** Submissions will be reviewed by Arts and Culture staff and subject matter experts as applicable and will be scored using the following criteria commensurable with experience (up to 100 points):

- Letter of Interest (up to 15 points, 15%)
- Demonstrated experience in the outlined conservation services (up to 30 points or 30%)
- Past work examples and Conservation Report (up to 50 points or 50%)
- Professionalism and thoroughness of application materials (up to 5 points or 5%)

**Selection Process.** Conservators who meet both the eligibility as specified in Section 3 (Minimum Qualifications) and score higher than 85 points as specified in Section 7 (Selection Criteria and Process) will be added to the Prequalified List for Art Conservation Services.

**Work Order Process.** Arts and Culture will solicit Work Orders to the Prequalified List for each new conservation project. Work Order submissions will be evaluated based on experience, approach, project alignment, timeline, and cost. Contracts will be awarded to the applicant who best meets the needs of the solicited project.

**Preference Program Participation.** In reviewing submissions, the County will give preference during the solicitation process to businesses that meet the definition of a Preference Program Participant (Local Small Business Enterprise L.A.C.C. Chapter 2.204; Social Enterprise L.A.C.C. § L.A.C.C. Chapter 2.205; Disabled Veteran Business Enterprise L.A.C.C. Chapter 2.211.)

- To apply for certification for a Preference Program, contact the Department of Consumer and Business Affairs at <http://dcba.lacounty.gov>.
- Respondents may request credit for a Preference Program in each of their Work Order responses. Respondents must complete and submit the Request for Preference Program Consideration with each Work Order response and submit a letter of certification from the DCBA with their bid.

## ADDITIONAL INFORMATION

- For questions about this RFSQ, please contact Laleña Vellanoweth, Civic Art Conservation and Collections Manager at 213-315-9971 or [lvellanoweth@arts.lacounty.gov](mailto:lvellanoweth@arts.lacounty.gov).
- For additional information about the Civic Art Division and Collection, please visit online at [www.lacountyarts.org/civicart.html](http://www.lacountyarts.org/civicart.html).
- The Department of Arts and Culture is committed to diversity, equity, inclusion and access. Any conservator that includes access and mentorship for underrepresented conservator and emerging conservators in their work plan are welcome.
- If applicants are applying as a team or firm, the team members or firm staff must be declared at the time of application in the letter of interest.
- Conservators are expected to have standard equipment, materials and supplies necessary to perform work at their disposal. Special equipment or materials required for the performance of the contract must be handled by the Conservator.
- Placement on the Prequalified List does not constitute an offer to contract or promise for remuneration or recognition and does not guarantee any minimum amount of business.
- Arts and Culture reserves the right to accept or reject any and all responses received, or initiate contracts through another process.
- All individuals or organizations that submit materials for review will receive confirmation of receipt.
- The information contained and/or any program or event described herein may be changed, amended, modified, canceled, revoked, or abandoned without notice at any time and for any reason in the sole discretion of Arts and Culture or the County of Los Angeles. The County reserves the right to waive inconsequential disparities in a submitted application.

- Selected applicant(s) are expected to enter into a contract with the County of Los Angeles will be required to obtain a county vendor number and must accept the following County's Standard Terms and Conditions:

- **Sample Consultant Services Agreement and Scope of Work**

- County of Los Angeles Standard Terms and Conditions

County reserves the right to revise the Standard Terms and Conditions and contracted organizations must accept the then-current version of said terms at the time in which it enters into contract with Arts and Culture

- The Los Angeles County Department of Arts and Culture is committed to fostering a diverse and inclusive workforce. Diverse applicants are encouraged to apply.



*Tree of Knowledge (aka Read)*, Josefina Quezada, 1978, Anthony Quinn Library, conserved by May & Burch Conservation



## STANDARD COUNTY PROVISIONS

**Insurance Requirements:** Selected applicants will be required to have commercial general liability insurance, automobile insurance (if applicable) and be registered vendor with the County of Los Angeles.

**Public Records Act:** Responses to this RFSQ shall become property of the County. When Arts and Culture makes the final selection, all submissions in response to this RFSQ become a matter of public record, with the exception of those parts of each submission which are justifiably defined and identified by the applicant as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary." The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the submission as confidential shall not be deemed sufficient notice of exception. The applicant must specifically label only those provisions of their respective submission which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

**Conflict of Interest (Board Policies 5.090):** No County employee whose position in the County enables him/her to influence the selection of an applicant for this RFSQ, nor any spouse or economic dependent of such employee, shall be employed in any capacity by applicant or have any other direct or indirect financial interest in the selection of an applicant. Applicant shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code. An applicant, or its subsidiary or Subcontractor is prohibited from submitting a proposal in a County solicitation if the applicant has provided advice or consultation for the solicitation. An applicant is also prohibited from submitting a bid or proposal in a County solicitation if the applicant has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the applicant from participation in the County solicitation or the termination or cancellation of any resultant County contract.

**Consideration of Hiring GAIN/START Participants (Board Policy 5.050):** Should the Contractor require additional or replacement personnel after the effective date of this Contract, the Contractor will give consideration for any such employment openings to participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) Program or Skills and Training to Achieve Readiness for Tomorrow (START) Program who meet the contractor's minimum qualifications for the open position. For this purpose, consideration will mean that the Contractor will interview qualified candidates. The County will refer GAIN/START participants by job category to the Contractor. Contractors must report all job openings with job requirements to: GAINSTART@DPSS.LACOUNTY.GOV and BSERVICES@OPPORTUNITY.LACOUNTY.GOV and DPSS will refer qualified GAIN/START job candidates.

- In the event that both laid-off County employees and GAIN/START participants are available for hiring, County employees must be given first priority.

**Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices (Board Policy 5.250):** On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952). Applicants are required to complete Attachment C ("Compliance with Fair Chance Employment Hiring Practices Certification"), certifying that they are in full compliance with Section 12952 for the term of any contract awarded pursuant to this solicitation.

**Safely Surrendered Baby Law (Board Policy 5.135):** The applicant shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Attachment D (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

**Protest Policy (Board Policy No. 5.055):** Any prospective Vendor may request a review of the requirements under a solicitation for a services contract. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below. Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

Grounds for Review. Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

- Review of Solicitation Requirements Review. The solicitation's requirements and evaluation criteria unfairly disadvantage the protestor, or the solicitation's instructions were unclear and may result in the County not receiving the best possible responses from proposers.
- Review of a Disqualified Application. The protestor's application was incorrectly reviewed and disqualified based on the solicitation's evaluation criteria.

Protest Process. Requests for review must be submitted in writing within the time specified by the Department. The request must identify the person or entity submitting the protest. The request must itemize in appropriate detail, each matter contested and factual reasons for the requested review.

## ATTACHMENTS

### Required attachments to submit:

- ATTACHMENT A. Areas of Specialization
- ATTACHMENT B. Certification of No Conflict of Interest
- ATTACHMENT C. Consideration of Hiring GAIN/START Participants
- ATTACHMENT D. Compliance with Fair Chance Employment Hiring Practices Certification



**REQUEST FOR SERVICE QUALIFICATIONS (RFSQ)**  
**LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE**  
**ART CONSERVATOR PREQUALIFIED LIST**

**ATTACHMENT A - AREAS OF SPECIALIZATION**

Arts and Culture will solicit Work Orders to the 2024 Art Conservator Prequalified List for each new conservation project. Work Orders will be released to eligible conservators in the conservation specialty of the artwork in need of conservation services. The specialty you select should be represented in the work samples and sample conservation report in your application. If you select more than one specialty, please submit one conservation treatment report for each specialty in your application.

Select each conservation specialty you would like to be considered for conservation management and treatment:

Paintings

Murals

Works on Paper (books, art on paper, photographs)

Three-dimensional Sculpture and Decorative Arts (inorganic and organic media)

Textile and Fiber Arts

Architectural Elements, Immovable Structures and Sites



**REQUIRED FORMS – ATTACHMENT B**

**CERTIFICATION OF NO CONFLICT OF INTEREST**

The Los Angeles County Code, Section 2.180.010, provides as follows:

**CONTRACTS PROHIBITED**

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any SOQs submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;
2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;
3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:
  - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
  - b. Participated in any way in developing the contract or its service specifications; and
4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

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Contractor Name

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Contractor Official Title

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Official's Signature

**REQUIRED FORMS – ATTACHMENT C**

**CONSIDERATION OF HIRING  
GAIN/START PARTICIPANTS**

As a threshold requirement for consideration for contract award, Contractor shall demonstrate a proven record for hiring GAIN/START participants or shall attest to a willingness to consider GAIN/START participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Contractor shall attest to a willingness to provide employed GAIN/START participants access to the Contractor’s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/START participants as potential employment candidates, Contractor shall email: [GAINSTART@DPSS.LACOUNTY.GOV](mailto:GAINSTART@DPSS.LACOUNTY.GOV) and [BSERVICES@WDACS.LACOUNTY.GOV](mailto:BSERVICES@WDACS.LACOUNTY.GOV).

**Contractors unable to meet this requirement shall not be considered for contract award.**

Contractor shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Contractor has a proven record of hiring GAIN/START participants.

\_\_\_\_\_ YES (subject to verification by County) \_\_\_\_\_ NO

B. Contractor is willing to provide DPSS with all job openings and job requirements to consider GAIN/START participants for any future employment openings if the GAIN/START participant meets the minimum qualifications for the opening. “Consider” means that Contractor is willing to interview qualified GAIN/START participants.

\_\_\_\_\_ YES \_\_\_\_\_ NO

C. Contractor is willing to provide employed GAIN/START participants access to its employee-mentoring program, if available.

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A (Program not available)

Contractor Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED FORMS - ATTACHMENT D**

**COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES  
CERTIFICATION**

Company Name:		
Company Address:		
City:	State:	Zip Code:
Telephone Number:	Email address:	
Solicitation/Contract for _____ Services		

**PROPOSER/CONTRACTOR CERTIFICATION**

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Proposer/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952 and agrees that proposer/contractor and staff performing work under the Contract will be in compliance. Proposer/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, or termination of any resultant Contract, at the sole judgment of the County.

**I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.**

Print Name:	Title:
Signature:	Date: