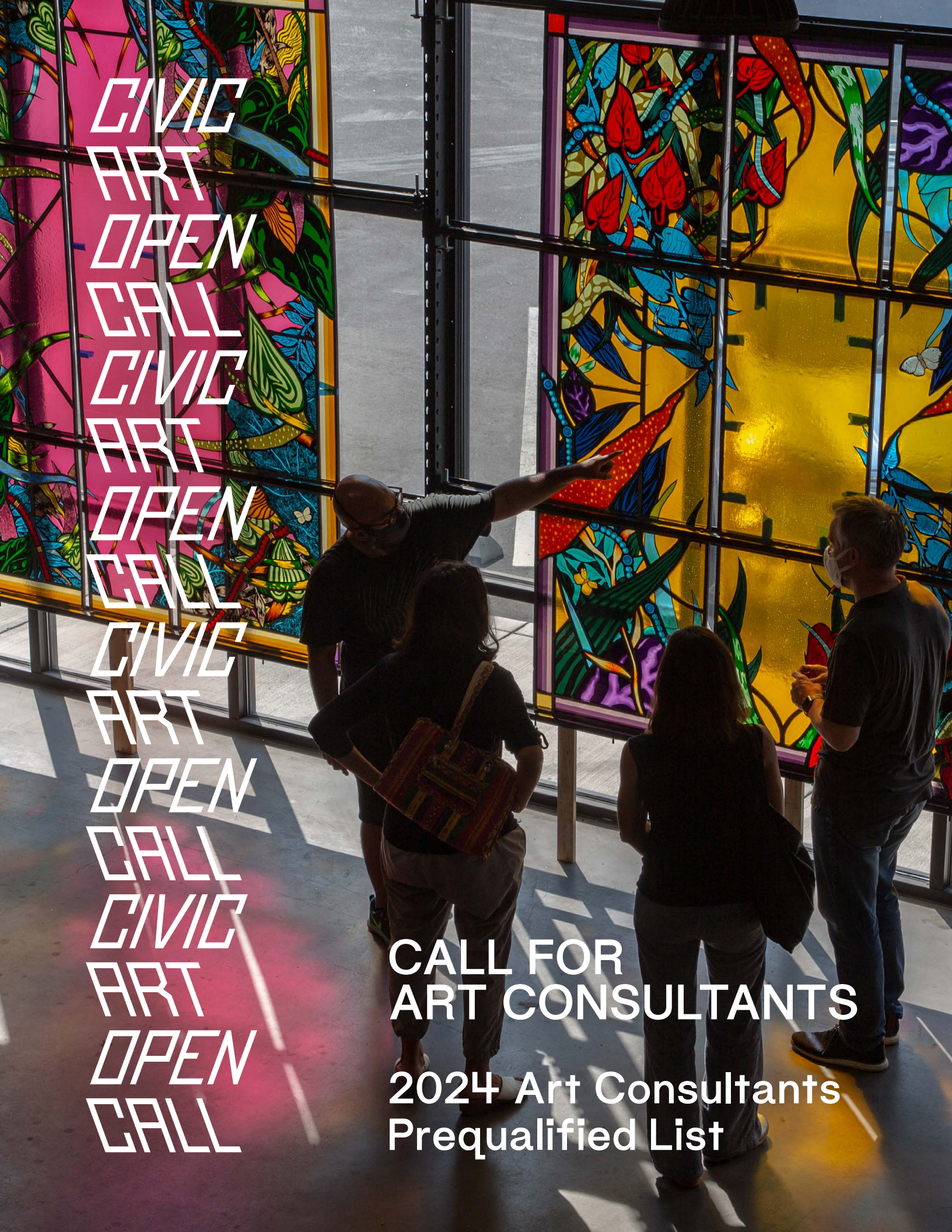


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CALL FOR
ART CONSULTANTS
2024 Art Consultants
Prequalified List





ART CONSULTANTS PREQUALIFIED LIST (RFSQ)

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

RFSQ ISSUE DATE
April 11, 2024

APPLICATION DEADLINE
May 10, 2024, 5pm PST

LIST PUBLICATION
June 10, 2024

OVERVIEW

The Los Angeles County Department of Arts and Culture (Arts and Culture) seeks qualifications from Art Consultants to expand a diverse Prequalified List of individuals and/or teams with a wide variety of experience to provide curatorial, public programming, community engagement, and public art project management services on an as-needed basis within a large range of budgets, project types, and constituencies.

This opportunity will expand the existing Art Consultant Prequalified List that is used to invite selected Art Consultants to bid on specific projects on an as-needed basis.

The Art Consultant Prequalified List has been active for two (2) years and will remain active for one (1) more year with an option to extend the list for up to three additional one-year terms. Annual evaluations will be held to add additional vendors to the list. Applicants may submit their qualifications at any time before the annual deadline to be considered for inclusion in the Prequalified List. Submissions received after the deadline will be considered for inclusion in subsequent annual reviews.

Art Consultants on the current Prequalified List will not need to re-apply and will be automatically qualify for the 2024 Prequalified List.

Cover image: artwork by artist Amir H. Fallah for the Vermont Corridor Terrace. Image courtesy of Judson Studios.



Artist Anne-Elizabeth Sobieski (center) working on a project for Fire 104 at Judson Studios.
Image courtesy of Judson Studios.

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

The Civic Art Division was established in 2004 after the Los Angeles County Board of Supervisors adopted the County's first Civic Art Policy, which allocates one percent of design and construction costs of new County capital projects to a Civic Art Special Fund. The Civic Art Division provides leadership in the development of high-quality civic spaces by integrating artists into the planning and design process at the earliest possible opportunity, encouraging innovative approaches to civic art, and providing access to artistic experiences of the highest caliber for the residents of Los Angeles County.

The Civic Art Division works with leading and emerging public artists, County departments, and unincorporated communities to create permanent artwork, creative place-keeping projects, public engagement activities, temporary art, and event-based programming for new and renovated facilities throughout Los Angeles County.

CIVIC ART OPEN CALL

Art Consultants Prequalified List

ART CONSULTANT SERVICES

For the purposes of this RFSQ, an Art Consultant is an organization, team or individual working as a professional administrator of the arts, who demonstrates leadership in one or more of the following categories: curatorial projects, public programming, community engagement and project management.

Tasks will vary from project to project and may include, but are not limited to:

CURATORIAL SERVICES

- Planning and implementation of special research projects;
- Selection of theme(s) and design of exhibitions;
- Management and oversight of schedule, budgets and logistics, including: artwork storage, transportation, installation;
- Development or set up of exhibition materials and documentation;
- Development of communication plans for exhibitions and related events;
- Design, production, and facilitation of panels, special events, tours and workshops;
- Management and oversight of artwork purchases including: schedule, budget, artworks selection process, artist's contracts, transportation and installation of artworks.

PUBLIC PROGRAMMING AND COMMUNITY ENGAGEMENT SERVICES

- Develop programs that are in line with communities' needs and resources;
- Work collaboratively with and through the group of people that have been identified.
- Development, management and production of public programming and community engagement activities;
- Development of plans, oversight of program schedules, budgets, in coordination with the Civic Art Division.

PROJECT MANAGEMENT SERVICES

- Design and facilitation of artist selection process;
- Management of community outreach and facilitation of community engagement;
- Oversight of artwork design development;
- Review of construction documents and specifications, and assurance of artwork inclusion in construction documents;
- Coordination with art conservators on the development of art conservator reviews and/or treatments;
- Facilitation of necessary permits, approvals, and insurance compliance;
- Negotiation and monitoring of artists' contracts, including development of detailed scopes of work;
- Development and oversight of all components of the project and artist budgets;
- Facilitation of communication between all project partners, including the artist and County departments, architectural firms, and community members;
- Oversight of artwork fabrication and assurance that all components of fabrication, including but not limited to, materials, dimensions, production, progress, and overall quality control align with the installation site;
- Oversight and accountability for installation plan including, but not limited to, site research, coordination of site preparation, storage and installation;
- Maintenance of accurate schedules and awareness of forecastable changes;
- Oversight of professional documentation of artwork;
- Oversight of professional creation, delivery, and installation of plaque(s);
- Delivery of project close out documentation package which may include, but not limited to, maintenance forms, artist statement briefs, art project statement, indirect hire forms;
- Coordination of PR and marketing for project or artist at each completed milestone;
- Oversight of and compliance with state and county compliance codes.

MINIMUM QUALIFICATIONS

Interested and qualified Art Consultants that meet the minimum qualifications as specified below are invited to apply:

- At least 4 years of experience providing successful management and oversight of one or more of the service categories outlined in Section 3 (Art Consultant Services).
- Based in or has offices in the Greater Los Angeles Area, which includes Los Angeles County, Orange County, San Bernardino County, Riverside County, and Ventura County.

Art Consultants on the current Prequalified List will remain eligible and will not need to re-apply.

COMPENSATION

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

SCHEDULE

RFSQ Date Issued	April 11, 2024
Application Deadline	May 10, 2024, 5pm PST
List Publication	June 10, 2024
Next Annual Evaluation	April 2025

APPLICATION PROCESS

Apply online through SM Apply using [this link](#).

Instructions for First Time Applicants

1. Please create an account on [SM Apply](#) using the green REGISTER button.
2. Fill-out your account information.
3. Once you Verify your email, please make sure to use the LOG IN button to re-access the application platform.

Submission Materials

1. **Qualifications Questionnaire.** Response to the following questions through written response:
 - Briefly describe your experience managing art projects and/or providing arts services in public spaces, indicating in what capacity. (1000 words maximum)
 - Briefly describe your experience serving and providing culturally equitable services within communities of diverse backgrounds, including, but not limited to race, ethnicity, gender, and sexual orientation. (1000 words maximum)
 - Indicate which of the Art Consultant Services categories you would like to be considered for (Section 3).
2. **Resume, CV or written summary of qualifications.** Listing of previous projects, experience, education, credentials, etc.
3. **Work Samples.** Up to ten (10) images of relevant samples of art projects and/or art services managed. Work samples should include date of completion, project budget, artist(s), client/agency, location (site name), and a brief description of the project.
4. **Preference Program Participation.** Proof of participation in County's Preference Program(s), if applicable. Local Small Enterprise; Disabled Veterans Business Enterprise; Social Enterprise. Learn more about these programs.

SUBMISSION INFORMATION

5. County Provisions. Acknowledgement of the following Standard County Provisions:

- Public Records Act
- No Conflict of Interest (Board Policies 5.090)
- Consideration of GAIN/START Participants for Employment (Board Policy 5.050)
- Fair Chance Employment Hiring Practices (Board Policy 5.250)

Submission Deadline

Submission must be received at or before 5:00 p.m., Pacific Standard Time (PST) on **May 10, 2024**. Any materials received after the dates and times specified above may be considered in subsequent annual evaluations.



Artists Jaime Scholnick and Carmina Escobar discussing their artworks at Harbor-UCLA Medical Center with the project team.

CIVIC ART OPEN CALL

Art Consultants Prequalified List

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 (up to 100 points):

- Portfolio/Work Sample Review: Demonstration of project oversight that is in line with experience. (up to 35 points or 35%)
- Qualifications Questionnaire Review. (up to 35 points or 35%)
- Resume, CV or written summary of qualifications Review. (up to 30 points or 30%)

Selection Process. Art Consultants who meet both the minimum qualifications as specified in Section 4 (Minimum Qualifications) and collect the highest scores as specified in Section 8 (Selection Criteria and Process) will be added to a Prequalified List for Art Consultant Services.

Work Order Process. Arts and Culture will solicit Work Orders to the Prequalified List for relevant projects. 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 email Brianna MacGillivray, Program Specialist, Bmacgillivray@arts.lacounty.gov.
- 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.
- 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.
- 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.

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.

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.



Artist Benjamin Ball discusses his artwork at Harbor-UCLA Medical Center.

CIVIC ART OPEN CALL

Art Consultants Prequalified List