

CALL FOR ARTISTS

Public Art Apprenticeship Program

LA COUNTY DEPARTMENT OF ARTS
AND CULTURE SEEKS

10 Public Art Apprentices to be part of the Public
Artists in Development Program

Deadline to Apply: November 7, 2024, 5:00 pm PDT

Project Budgets: Varied (a minimum of \$100,000- \$200,000 per project)

PROGRAM OVERVIEW

The Los Angeles County Department of Arts and Culture's Civic Art Division invites artists to submit qualifications for the Public Artists in Development (PAiD) Program's Public Art Apprenticeship. The Apprenticeship Program is designed to address tough entry barriers to the field of public art by providing artists with the necessary training and support to successfully manage their first public art project.

Ten artists will receive a permanent public art commission which includes mentorship in public art design development, materials and fabrication methods, installation, and the business of public art, including budget development, working with subcontractors, and proposal development. The artwork commissions will be located in Los Angeles County and may be sited at parks, libraries, and/or health care facilities.

There will be two cohorts of Apprentices selected, each with five (5) artists, for a total of ten (10) selected artists. Apprentices will be assigned to a cohort based on availability and project suitability. The first cohort is currently planned to begin work in early 2025 with the second cohort beginning in 2026. Each cohort's project period is anticipated to be 12-18 months in duration.

PAiD

LA County
ARTS &
CULTURE

Mellon
Foundation
DYSON & WOMACK

LAccommons
creating cultural connections

ELIGIBILITY

This opportunity is open to:

- Visual artists working in any media whose primary residence is in Los Angeles County.
- Artists who have not been previously commissioned for a permanent public art project through a municipality or government agency program. For the purposes of this opportunity:

Permanent Public Art is art in any media whose form, function and meaning are created for the general public through a public process. Public art is visually and /or physically accessible to the public; it is installed in public space in both outdoor and indoor settings. It is fabricated with materials and methods with a long-term lifespan expectation incorporating materials and methods that have recorded longevity such as metal, glass, concrete, terrazzo, stone, mosaic, tile or other similar products.

- Individual artists only; artist teams are not eligible to apply.

PROJECT BACKGROUND

Public Artists in Development (PAiD) is a program managed by Arts and Culture's Civic Art Division and funded through an Andrew W. Mellon Foundation grant, to promote the career growth and economic empowerment of underrepresented artists in LA County.

Underrepresented artists in LA County include artists identifying as Black, Indigenous, and People of Color (BIPOC), Latinx, Asian, Pacific Islander, Lesbian, Gay, Transgender, Bisexual, and Queer (LGBTQ+) artists, artists with disabilities, emerging and self-taught artists, and artists working in non-traditional mediums.

The goals of the PAiD program are to:

- Commission artists from diverse backgrounds, practices, and communities for projects.
- Create opportunities for underrepresented artists to gain hands-on experience navigating the public art field.
- Equip underrepresented artists with transferable skills, tools, and resources to succeed in their professional creative endeavors.
- Engage artist voices to inform Department policies and practices and improve artist selection, outreach, engagement, and contracting in ways that increase access and inclusion among underrepresented artists.
- Amplify artist-led strategies and promote community partnerships to better support artists and the sustainability of the arts and culture field.

About the Civic Art Division

The Civic Art Division 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 and artworks are accessioned into the Los Angeles County Civic Art Collection consisting of over 600 historic and contemporary artworks from over 300 artists, including new civic art commissions, donations, and artwork purchases.

SCOPE OF WORK

Selected artists will participate in the Public Art Apprenticeship program under the guidance of the Civic Art Division with training and mentorship provided by Dyson & Womack and LA Commons. Apprenticeship participation encompasses both a training component and completion of a permanent public art project. The following outlines the required activities but is not intended to be a comprehensive list:

Project Design, Fabrication, and Installation

Each Apprentice will be assigned a project site, project budget, and medium that meets the requirements for permanency and that Arts and Culture identifies as complementary to the artist's practice. Through support, training and mentorship, each Apprentice will develop and complete a permanent artwork. Project scope is detailed below:

- Artwork Proposals: Artists will develop and present two design directions for their artworks for review by a panel of stakeholders;
- Community Engagement: Artists will engage with the communities surrounding their project location;
- Artwork Design: Artists will finalize their selected artwork designs, including conservator and material reviews, budget development, permitting,
- subcontracting, fabrication and installation documents;
- Fabrication & Installation: Artists will fabricate and install their artworks according to documents approved for the final designs;
- Closeout: Artists will submit project closeout documentation, including
- professional photography, an artwork plaque, copyright registration, artwork conservation and maintenance reports and artwork statements.

For more details on a civic art project's scope of work, please follow this link to review a **sample artist agreement**

PROJECT TIME COMMITMENT

Apprentice Applicants should be aware that the training sessions and project activities associated with the completion of a public artwork for this program will require a considerable time commitment.

There will be **approximately 80 hours of formal training planned over 3 months consisting of once-a-month training sessions on Saturdays, with online trainings three times a week on weekday evenings.** The trainings will be concurrent with project activity. The time commitment for an Artist's oversight of their artwork development, fabrication, and installation will vary in intensity and there may be more flexibility for the overall time commitment depending on the project needs and stage.

COMPENSATION

Permanent Art Project Budget

Each Apprentice will be contracted for the training and delivery of a permanent public art project with a **budget range between \$100,000-\$200,000** based on availability and project suitability.

The assigned budget will include all costs associated with completion of the project deliverables, including:

- **artist fee (generally 20% of budget),**
and as applicable:
 - travel expenses;
 - project assistant(s);
 - administrative costs;
 - production;
 - consultant fees (architect, engineer);
 - conservation services;
 - auto and liability insurance;
 - community engagement expenses;
 - materials;
 - artwork fabrication;
 - storage;
 - equipment;
 - art installation costs;
 - permit and inspector fees;
 - display costs site preparation;
 - signage/plaque fabrication/installation;
 - professional photography; and
 - contingency

This will be a deliverables-based contract, with payments made as deliverables are completed and approved. Arts and Culture may elect to revise the budget to address changes in the Scope of Work, price, or any term and condition. In the event there are unspent funds in the budget after completion of the project, Arts and Culture may, at its sole discretion, choose to contract with the Artist for additional services.

Training Stipend

Each Apprentice will be provided with an **additional \$5,500 stipend** for their participation in required meetings and training sessions.

Active participation in training sessions related to public art processes may encompass:

- Conceptual Design Proposal Development
- Artwork Fabrication Process
- Project Management (Budget Development, Working with Subcontractors, Contracting, etc.)
- Artwork Materials and Methods

SCHEDULE

| | |
|--------------------------------|------------------------------|
| Call for Artists Release Date | September 19, 2024 |
| Submission Deadline | November 7, 2024, 5pm PDT |
| Artist Selection | December 2024 - January 2025 |
| Cohort One- Project Start | February 2025 |
| Cohort One- Project Completion | June 2026 |
| Cohort Two- Project Start | February 2026 |
| Cohort Two- Project Completion | June 2027 |

Project schedule is subject to change.

DEADLINE TO APPLY

Submissions are due by **5pm PDT, November 7, 2024**. Any materials received after the due date and time specified above will be rejected and considered non-responsive.

INFORMATIONAL MEETINGS (optional but recommended)

Informational meetings about this opportunity will be offered on September 26, 2024, 6pm (PDT) and October 14, 2024, 12pm (PDT). We highly encourage all Artists applying for this opportunity to attend one of these meetings. Each meeting will cover the same information, including the goals of the program and the application process, with a chance to ask questions. A Zoom link to the meeting will be sent after **registering on Eventbrite**.

The meetings will not be recorded; however, the presentation slides and "Frequently Asked Questions" (FAQ) will be made available on the website.

TO APPLY

All interested artists are invited to submit an application online through Survey Monkey Apply using the following link:

https://apply-lacdac.smapply.io/prog/paid_-_public_art_apprenticeship_program

Instructions for First Time Applicants:

- Please create an account using the green "REGISTER" button
- Fill-out your account information
- Once you have verified your email, make sure to use the "LOG IN" button to re-access the application platform.

SUBMISSION MATERIALS

1. Biography

Please provide a one (1) page maximum summary introducing yourself and providing the highlights of your creative accomplishments, such as through exhibitions, social media, festivals, or community gatherings.

2. Description of Interest

Please provide responses to the following:

- **Description of Work.** Please provide a statement regarding the inspiration for your art practice, which can include themes, interests, intent, materials, and methods. Tell us why you do what you do. (200 words max)
- **Interest in the Apprenticeship Program.** Please provide a statement describing your interest in the PAiD Public Art Apprenticeship Program. Tell us why you are interested in developing a public art practice and how you see it impacting your artistic career. (200 words max)
- **Barriers to Participation.** If you have applied for public art projects in the past (for any governmental entity) and have not been selected for a commission, please tell us about your experience. OR If you have not applied for public art projects in the past, please tell us what has prevented you from applying. (200 words max)

3. Work Samples

Please provide up to ten (10) images of existing artworks and include the creation date, medium, and brief description of the artwork.

4. Standard County Provisions Verification

Please review and acknowledge 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)
- Safely Surrendered Baby Law (Board Policy 5.135)

SELECTION PROCESS

Applications will first be screened for eligibility and compliance with the minimal qualifications. The Apprentices will be selected through a two phased process:

Phase 1: Submission Materials Review

All Artist submissions will be reviewed by a selection panel composed of Arts and Culture and/or other LA County staff, Community Members, and Arts Professionals, and will be scored based on a maximum 100-point scale. Scoring will be based on the following criteria:

Quality of Work - 50 Points

The applicant's past artworks and creative practice as expressed through their artwork images, biography, and description of interest demonstrate a high level of aesthetic quality and technical execution. The concepts reflect originality and evoke a response.

Apprenticeship Program Impact - 50 Points

The applicant's interest in the PAiD Public Art Apprenticeship demonstrates the necessary commitment and desire for success in the program. Participation in the Public Art Apprenticeship program will significantly impact the artist's career trajectory and artistic growth.

Phase 2: Artist Videos Review

Up to twenty-five (25) applicants will be selected as finalists in Phase 1 and move on to Phase 2. Applicants in Phase 2 will be asked to submit short Smartphone videos answering questions about their artwork experience, connection to community, artistic aspirations and/or challenges to expanding their current artistic practice, and interest in the program. In addition to the videos, artists will be asked to provide information about their schedule and availability.

The Selection Panel will review the Artist Videos and select the Artists to be Apprentices in the program according to the following criteria:

Artistic Readiness - 40 Points

The applicant demonstrates readiness to translate their artwork and concepts to meet the demands and processes unique to working in the public art sphere. The applicant exhibits an eagerness to engage multiple stakeholders and is open to considering feedback.

Program Readiness - 30 Points

The applicant demonstrates a level of professionalism to be successful in the program. Their schedule and current obligations will allow for the time and energy required to fully commit to the program.

Apprenticeship Program Impact - 30 Points

The program will have a significant impact on the applicant's career and has a unique artistic voice that will contribute to the field.

ADDITIONAL INFORMATION

- For questions, please contact Brianna MacGillivray, PAiD Program Co-Manager, BMacGillivray@arts.lacounty.gov.
- For information about the Civic Art Division, please visit: lacountyarts.org/experiences/civic-art.
- For additional information about the Department of Arts and Culture, please visit lacountyarts.org.
- Arts and Culture reserves the right to amend or change this work order by written addendum. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.
- This work order does not constitute an offer to contract or a promise for
- emuneration, recognition, or any other thing. Submission of any materials in response to this work order will not constitute an express or implied contract. 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.
- If the consultant's proposal is selected, the consultant will be required to register as an LA County vendor and enter into a contract with the County of Los Angeles. A sample of the Arts and Culture contract can be reviewed here: <https://www.lacountyarts.org/experiences/civic-art/resources>. It is the duty of every proposer to thoroughly review the Sample Contract to ensure compliance with all terms, conditions, and requirements.
- Arts and Culture may elect, at its sole discretion, to terminate the contract or revise the budget to address changes to the Scope of Work, price, or any terms or conditions.

STANDARD COUNTY PROVISIONS

Insurance Requirements: Selected Artist and sub-contractors will be required to have commercial general liability insurance, automobile insurance (if applicable). Selected Artist must be a registered vendor with the County of Los Angeles prior to contracting.

Public Records Act: Responses to this Work Order shall become property of the County. When Arts and Culture makes the final selection, all submissions in response to this Work Order 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 Work Order, 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 GAIN/START Participants for Employment (Board Policy 5.050): As a threshold requirement for consideration of a County Contract, applicants shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or Training to Achieve Readiness for Tomorrow (START) Programs or shall attest to a willingness to consider GAIN/ START participants for any future employment openings if they meet the minimum qualifications for that opening. Applicants shall attest to a willingness to provide employed GAIN/ START participants access to the Applicant's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Applicants who are unable to meet this requirement shall not be considered for a County Contract. Applicants shall complete and return the form, Attestation of Willingness to Consider GAIN/ START Participants.

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. 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.