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REQUEST FOR QUALIFICATIONS

Art Consultants Prequalified List
Countywide Locations



REQUEST FOR QUALIFICATIONS (RFQ)

LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE SEEKS ART CONSULTANTS FOR A PREQUALIFIED LIST

RFQ DATE ISSUED

Thursday, July 31, 2025

APPLICATION DEADLINE

Tuesday, September 2, 2025, 5pm PST

LIST PUBLICATION

Monday, September 22, 2025

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.

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 may be considered for inclusion in subsequent annual reviews.

Art Consultants on the current Prequalified List will not need to re-apply and will automatically qualify for the 2025 Prequalified List.

Cover image:

Civic Art Project Manager, Iris Anna Regn with artist, Debra Scacco at a site visit.

Art Consultants Prequalified List

BACKGROUND

The mission of Arts and Culture is to advance arts, culture, and creativity throughout Los Angeles County. The Department provides leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, county-wide 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 <https://www.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 eligible 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.



Vessel, 2024, by artist Edgar Fabián Frías, was a temporary installation on view in Grand Park in August 2024.
Photo by Isabel Avila.

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ART CONSULTANT SERVICES

For the purposes of this RFQ, 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, framing, transportation, installation;
- Development and/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, conservator's report, framing, transportation and installation of artworks.

PUBLIC PROGRAMMING AND/OR COMMUNITY ENGAGEMENT SERVICES

- Develop public programs that are in line with themes determined by the Civic Art Division as well as communities' needs and resources;
- Work collaboratively with community stakeholders.
- Development, management and production of arts centered public programming and community engagement activities; including workshops, educational activities, performances, community surveys, events, talks and focus groups.
- Development of plans, budgets, and oversight of program schedules, in coordination with the Civic Art Division.

PROJECT MANAGEMENT SERVICES

- Planning 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 reports and/or maintenance plans;
- Facilitation of necessary permits, approvals, and insurance compliance;
- Ensure compliance with state and county laws and regulations.
- Negotiation and monitoring of artists' contracts, including development of detailed scopes of work;
- Development and oversight of project and artist budgets, ensuring proactive communication with the Civic Art Division regarding any budgetary changes;
- Maintenance of accurate schedules and awareness of forecastable changes;
- 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 align with the installation site, including but not limited to, materials, dimensions, production, progress, and overall quality control;
- Oversight and accountability for installation including, but not limited to, creation of installation plan, site research, coordination of site preparation, storage, transportation and installation monitoring;
- 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 and/or artist as needed.



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

RFQ Date Issued	July 31, 2025
Application Deadline	September 2, 2025, 5 PM PDT
List Publication	September 22, 2025
New Qualifying List Evaluation	August 2026

Artists 3B Collective at an artwork installation.

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APPLICATION PROCESS

Apply online using [this link](#).

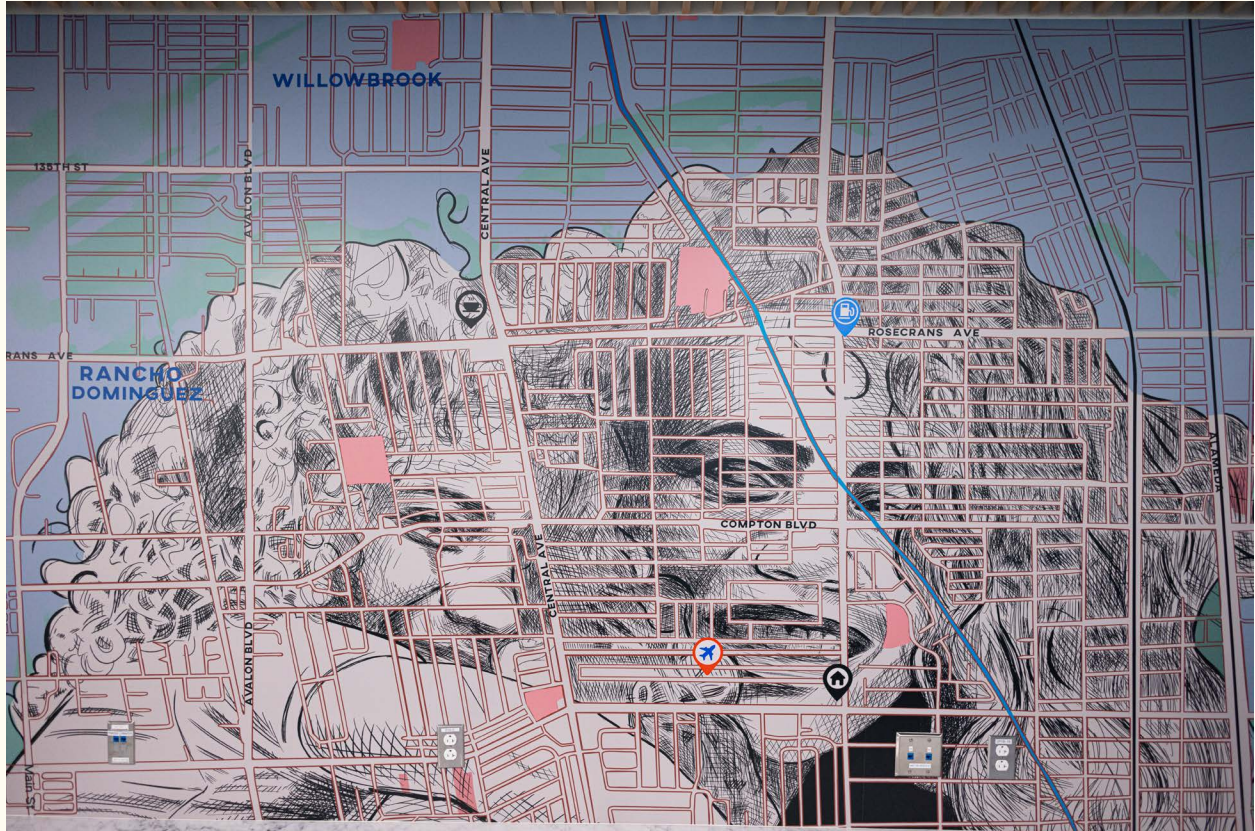
Submission Materials:

1. **Consultant's General Information.** Name, address, email, business entity name to be contracted with, if selected.
2. **Qualifications Questionnaire.** Answers to the following questions:
 - Briefly describe your experience managing art projects and/or providing arts services in public spaces, indicating in what capacity. (500 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. (500 words maximum)
3. **Resume, CV or written summary of qualifications.** Listing of previous projects, experience, education, credentials, etc.
4. **Work Samples.** Up to ten (10) images of relevant samples of art projects and/or art services managed. Work sample captions should include date of completion, project budget, artist(s), client/agency, location (site name), and a brief description of the project. In lieu of an image, workshop descriptions, program summaries, and/or original supplemental materials from past work can be submitted.
5. **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 [here](#).
6. **County Provisions.** Acknowledgement of the following Standard County Provisions:
 - Public Records Act
 - No Conflict of Interest (Board Policies 5.090)
 - Consideration of GAIN/GROW Participants for Employment (Board Policy 5.050)
 - Fair Chance Employment Hiring Practices (Board Policy 5.250)

SUBMISSION INFORMATION

Submission Deadline

Submission must be received at or before **5:00 p.m., Pacific Standard Time (PST)** on **September 2, 2025**. Any materials received after the dates and times specified above may be considered in subsequent annual evaluations.



Rooted, by artist Floyd Strickland. Photo by Irina Logra.

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SELECTION CRITERIA AND PROCESS

Selection Criteria

Submissions will be subject to an internal review by qualified members of the Department of Arts and Culture and will be scored using the following criteria (up to 100 points):

1. **Portfolio/Work Sample Review:** Demonstration of relevant experience. (up to 35 points or 35%)
2. **Qualifications Questionnaire Review.** (up to 35 points or 35%)
3. **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.



PAiD Artist Council Cohort 1 convening, including Terrick Gutierrez, Jazmín Urrea, and Allie Ihm.
Photo by Isabel Avila.

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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 Work Order 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.) Learn more about these programs [here](http://dcba.lacounty.gov).

- 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.

Installation of artworks by Kim Abeles.

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ADDITIONAL INFORMATION

- For questions about this RFQ, please email Melanie Rubio, MRubio@arts.lacounty.gov, Finance and Operations Manager, or Catherine Azimi, Project Manager, CAzimi@arts.lacounty.gov.
- The Art Consultant Prequalified List has been active for (4) years and will remain active for up to (2) additional years. Annual evaluations will be held to add additional vendors to the list.
- 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 applicants(s) are expected to enter into a contract with the County of Los Angeles and will be required to register as a vendor 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.
- Arts and Culture is committed to fostering a diverse and inclusive professional community. Diverse applicants are encouraged to apply.

STANDARD COUNTY PROVISIONS

Compliance with all Laws: Selected applicants(s) shall be required to comply with all laws applicable to deliverables, including but not limited to subcontracting with licensed contractors for work requiring a license by the State of California (if required) and the payment of prevailing wages (if required).

Insurance Requirements: Selected applicant(s) and sub-contractors will be required to have commercial general liability insurance, automobile insurance (if applicable). Selected applicant(s) 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/GROW 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 General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW 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/GROW 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/GROW 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.