



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

**RFSQ Date Issued:** May 19, 2021  
**Question Period:** May 19, 2021- June 15, 2021  
**Updated FAQ Document Published:** June 17, 2021  
**First Consideration Deadline:** June 30, 2021  
**List Publication:** July 30, 2021

## **1. OVERVIEW**

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

The Prequalified List will remain active for three (3) years with an option to extend the list for up to three additional one-year terms. Annual evaluation 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 the first publication of the Prequalified List. Submissions received after the first consideration deadline will be considered for inclusion in subsequent annual reviews.

## **2. 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 Civic Art Division (Civic Art) 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. Civic Art 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.

Civic Art 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.

### **3. ART CONSULTANT SERVICES**

For the purposes of this RFSQ, an Art Consultant is an organization or individual working as a professional administrator of the arts, who realizes income through the provision of services relating to public art such as, but not limited to, identifying art opportunities and contracting artists for sites with public audiences, oversight of community engagement, fabrication and installation, and/or providing oversight of on-site logistics, demonstrates previous success in project management, and provides leadership in completion of public art projects and related services.

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

- Facilitation of artist selection process and design development;
- Assurance of artwork inclusion in construction documents;
- Review of construction documents and specifications;
- Coordination 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 contract budget;
- Facilitation of communication between all project partners, including the artist and County departments, architectural firms, and community members;
- 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;
- Management of community outreach and facilitation of community engagement;
- 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;
- Delivery of curatorial services including exhibitions, panels, special events, and/or education;
- Oversight of and compliance with state and county compliance codes.

### **4. MINIMUM QUALIFICATIONS**

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

- At least 2 years of experience providing public art project management services.
- Experience in the successful oversight of projects performing services as 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.

## 5. COMPENSATION

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

## 6. SCHEDULE

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- **Next Annual Evaluation:** May 2022

## 7. APPLICATION PROCESS

- **Apply online using the following link:**

[https://apply-lacdac.smapply.io/prog/art\\_consultant\\_-\\_request\\_for\\_service\\_qualifications](https://apply-lacdac.smapply.io/prog/art_consultant_-_request_for_service_qualifications)

- **Instructions for First Time Applicants:**
  1. Please create an account 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 approach to public art project management, your preferred method of artist identification, developing innovative and meaningful work, and your experience facilitating community engagement. (2000 words maximum)
    - Briefly describe your experience in managing public art projects in public spaces, indicating in what capacity. (2000 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. (2000 words maximum)
  2. **Resume, CV or written summary of qualifications.** Listing and brief description of previous projects, experience, education, credentials, etc.
  3. **Work Samples.** Up to ten (10) images of relevant samples of public art projects managed. Work samples should include date of completion, project budget, artist, client/agency, medium, location (site name), brief description of the project.
  4. **Rate Sheet.** A sample rate sheet that shows the different types of services offered and compensation, such as required project percentage, hourly rate, or flat rates for each

service. (Final rates for specific projects will be determined during the Work Order Process.)

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.](#)
  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)
    - Safely Surrendered Baby Law (Board Policy 5.135)
- **Submission Deadline:** Submission must be received at or before 11:59 p.m., Pacific Standard Time (PST) on **June 30, 2021**. Any materials received after the dates and times specified above may be considered in subsequent annual evaluations.

## 8. 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 commensurate with experience (up to 100 points):
  1. Portfolio/Work Sample Review: Demonstration of project oversight that is in line with 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%)Participation in County's Preference Programs will provide applicants with 5 points for each program. (up to 15 points or 15%)
- **Selection Process.** Approximately 25 (twenty-five) 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. Arts and Culture reserves the right to increase or decrease the number of selected applicants.
- **Work Order Process.** Arts and Culture will solicit work orders to the Prequalified List for each new public art 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.

## 9. ADDITIONAL INFORMATION

- For questions about this RFSQ, please email [Opportunities@arts.lacounty.gov](mailto:Opportunities@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.
- 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 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.

## 10. 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 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. 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.