

Artist Workshop, June 25, 2019 – Summary of Q&A

RFQ vs RFP

A Request for Qualifications (RFQ) is an evaluation of artistic merit and experience as evidence through an artist's submission of:

- Letter of Interest
- Images
- Resume
- References

A Request for Proposals (RFP) is a presentation and interview of an artist's conceptual proposal to an artist selection panel called the Project Coordination Committee (PCC) for a given project. The PCC is composed of project stakeholders including but not limited to: the client department(s), construction engineer, arts commissioner, arts deputy, professional artists, community member, elected representative and others as needed.

- Artist Finalists are selected after the RFQ stage by the Project Coordination Committee and contracted and paid to develop conceptual proposals (RFPs)
- Proposals include all costs associated with the design, fabrication and installation of civic artwork including certified engineering documents, permitting and inspection fees, general liability, conservator assessment fee, etc.

NOTE: Current Civic Art opportunities can be found here: [Civic Artists Request for Qualifications | LA County Arts Commission](#)

RFQ Outreach

- Outreach for these RFQs has been extensive and in keeping with our mission of promoting equity, access, and inclusion in the arts as outlined in the Arts Department's Cultural Equity and Inclusion Initiative (CEII). We welcome and encourage artists to help further share these opportunities to their wider networks.
- Currently there are multiple RFQs available to apply to from the Arts Department. An artist may apply to all and are encouraged to thoroughly read each RFQ for information on eligibility, project goals and schedule, criteria for specific requirements, and to determine if the opportunity is a good fit.
- Photos should be uploaded as individual JPEG files. No stuffed or composite images.
- Complete Dropbox instructions can be found in each RFQ. Please follow all details to avoid delays in processing or incomplete applications.

Eligibility

- Eligibility requirements vary with each opportunity. Please reference each RFQ before applying.
- Artists with no prior experience in public art are generally encouraged to apply as an artist team with other artists who have requisite experience in the design, construction and fabrication of permanent civic artworks.
- Studio work sold through a gallery is not considered 'demonstrated experience' in public art unless the RFQ is specifically seeking an art purchase of existing, completed works.

Artist Teams

- Identify who on the team will be the Lead Artist. The Letter of Interest will reflect your team's work, philosophy and thought.

- You may submit up to a three-page resume per team member. If you are submitting as an artist collective, one resume is needed.

Artist Samples

- Curate your artist sample images to best match the project goals indicated in the specific RFQ.
 - Example: If the art opportunity is for wall art, select images that best showcase your 2-D artworks.
- Generally, images selected should showcase completed artworks. Process photos of installation and/or renderings should be shown sparingly.
- If you have no prior experience working in materials of long duration suited to public artworks but can demonstrate your ability to innovate effectively and work in a variety of new materials, please emphasize this experience in your Letter of Interest.
- Currently we do not accept video applications.

General Artwork Materiality and Durability

- Civic artworks must endure for 25 years.
- Water features are considered high maintenance and costly for these two specific opportunities and not eligible.
- Electronic and/or new media work will be considered, however, keep in mind that the added costs and maintenance requirements to ensure the proper functioning of the work over time will be the responsibility of the client department/facility and should be considered accordingly.
 - A recent example of media works is at Rancho Los Amigos National Rehabilitation Center by artist Deborah Aschheim whose work involves four monitors with video feeds – the artwork was carefully negotiated with the facility to ensure that routine and long-term maintenance, including the need to replace monitors, hard and software.
- It should be anticipated that people will be able to come in contact with the civic artworks as the work is located in the public realm. Durability and maintenance are therefore important considerations in the final selection of an artist proposal.

Contracting

- Artists selected as finalists and/or commissioned for a civic artwork project will enter into a County contract. A sample contract can be found here under “Contracting with the County: <https://www.lacountyarts.org/opportunities/civic-artists-request-qualifications>
- In order to enter into contract with the County of LA, individuals must register for a County Vendor Number. Sign-up is found here: <https://camisvr.co.la.ca.us/webven/>
- After entering into a County contract, all artist renderings and design process materials developed for a proposal become the property of the Department of Arts and Culture. Upon completion of a civic artwork, the artist owns the copyright of the work.
- As part of the standard terms of contract, artists are responsible for providing proof of commercial liability insurance and auto insurance (if applicable).
- The County will contract directly with the Lead Artist and it is the responsibility of the Lead Artist to retain, pay and confirm liability insurance from any sub-contractors hired, including co-collaborators.

Permanent Artwork for LA County + USC Medical Center

- The designated artwork location is on a landfill and will therefore require footings as part of the \$80,000 project budget.

Permanent Artwork for MLK Child and Family Wellbeing Center

- 2D wall art opportunity; no suspended artworks.
- 3D elements incorporated into the wall would be considered.
- The designated location of the artwork is fully enclosed with a skylight; the space is temperature controlled.
- Scissor lift and/or scaffolding could be accommodated; size would be determined later.