RFP Workshop, Oct.5, 2020: FAQs

1. If you are applying as an artist team, does each artist in the team submit a resume?
   Answer: Yes. One way to keep resumes for teams to the three-page maximum is to submit an introductory statement defining the collaboration, then bios for each team member.

2. I'm concerned about the resume, because our team members have extensive resumes. You recommend that we provide an introductory paragraph, elaborating on the team itself, then include mini bios, but then when it comes down to the resume, where should we provide?
   Answer: The resume needs to be a maximum of three pages. You can provide the bios and a select list of key projects that have a relation to this project. Create your narrative by providing targeted information. Also, make sure to identify one person as the lead contact for the team.

3. Our artist team has only been working together for a few years, should we submit images from each member as well?
   Answer: Yes, if it serves the narrative of your team to include these images.

   Write your team name only on the pdf of the ten images. In the annotated image list, in addition to the team name, you can attribute your work to showcase specific facets of your team. As an example, this might be a way to highlight that your team includes a woodworker, or a painter, or another set of skills.

4. You mentioned that we should label our images and I see in the call that we should label them 01 through 10 followed by our last name, but [in the workshop] you also said that we should put all the images together.
   Answer: In order to facilitate your use of WeTransfer, we realized it might be easier for you to submit your ten images as one pdf. If you submit the images as one pdf, label the pdf with your name but do not include your name or image numbers on the images themselves.

5. Would you clarify the files for submission?
   In order to help facilitate your use of WeTransfer, we suggest the following three files:
   - Ten images
6. **I see that the opportunity is open to artists that don't have an experience in mosaics.**

   Answer: Yes, if you are selected you will be working with a mosaic subcontractor who, through your vision, translate your artwork into mosaic.

   Note that the selected Artist receives a final design/ fabrication/ installation contract where the mosaic installer will become the Artist's subcontractor. You will be putting together your team of subcontractors to correspond to your needs and meet the requirements in your contract.

7. **Can a non-profit that has a social enterprise that employs youth to provide creative services apply? We've done some other team projects before.**

   Answer:* Yes, non-profits may apply to this RFP.

   *Answer provided post workshop.

8. **I am in the middle of the preselecting process for a project with DCA for the animal shelter. Can I also apply to this project.**

   Answer: Yes. DCA (Department of Cultural Affairs) is City of Los Angeles and this opportunity is with Los Angeles County. These are two separate entities.

9. **I'm in an artist team and I have a question about the vendor requirements. I know you have to be a County vendor. Can we use the lead artists existing vendor information or do we have to apply as a team for a new vendor number?**

   Answer: The Artist's contract and payments will go to the entity listed as the vendor. It will be up to you whether you would like this entity to be the lead Artist or an LLC, etc., for this opportunity. That said, it is easy and free to get a vendor number so- in general- it might be worth applying for a vendor number for use in applications for any County opportunity.

10. **I just finished up a mural and I hired somebody to complete it and install it- should we should apply as a team?**

    Answer: No. If you are the sole artist, and you hired a fabricator/installer to create and install your product, they are considered a sub-contractor.

11. **How will the applications be viewed?**

    Answer: The applications will be viewed on a computer. This may also influence your choice of images.
12. Is there an in-person, face to face interview with the artist and the committee?

Answer: Yes. At the second Artist selection meeting (PCC2), Artists will present their proposals to the selection committee and the committee will be able to ask the Artist questions directly.

For this art opportunity, we anticipate a meeting where the local community can talk about their aspirations with the Artists (finalists) selected at the first selection meeting (PCC1) before they begin their proposals. This additional meeting is, however, dependent on scheduling.

13. Would it be worthwhile to submit images from a fine art practice in addition to a public art or mural practice?

Answer: Yes, if showing work from your fine art practice helps showcase facets of your work that you think might apply to this project.

In putting together your ten images, you're telling a visual story. In selecting which work to show you need to consider what it is that you want to communicate.

14. I have different kind of art samples like paintings and murals, and how can I tell a story?

Answer: The narrative you may want to convey to the selection committee may not be linear but should help the committee gain insight into why you would be the most suitable Artist for this project.

If, for example, one of the things you want to say is that your work appeals to children, you might want to show a photograph of your work or details of your work that allow for the selection committee to understand how the work appeals to children. Or if your practice deals a lot with color and that is something you want to communicate, then how would you best express that in your choice of images? Consider your audience and what they've stated as their interests in the stakeholder words we provided in the RFP.

15. If you're submitting images of video art, would you want to show the gallery where it was seen or several stills of the video?

Answer: Not knowing what your work is, I would suggest focusing on what you are trying to convey with the images of your work. We know this mural is not going to be a video mural but think about how you can help the selection committee to imagine your work in the site.

16. Are videos or GIFs allowed for the requested 10 images?

Answer*: Because the images will be put into a PowerPoint presentation, we would prefer jpegs.

*Answer provided post workshop

17. Is the selection going to be solely based on the photos and documents that we submit, or will you be looking at the other media sources that we list like websites and Facebook and Instagram.
Answer: The ten images you submit will allow the committee to get a feel for your work on this project. If the committee views your ten images and does not feel that your work is appropriate for this location, then the letter of intent will not be very helpful. However, if your images resonate with the committee for this project, then the letter of intent could help you to make the shortlist of proposal artists. The selection committee will not look at Facebook or Instagram but sometimes web-based media will help provide more information for the Civic Art Project Manager.

18. Is there any information about the height of the front elevation?

Answer: The curved wall is roughly 10 feet high. The mural will be approximately nine feet by nine feet of surface area.

19. The mural size - nine feet by nine feet, is that a minimum or is that a maximum?

Answer: The dimension provided is an estimated size of the mural to offer an idea of scale of the artwork since mosaic tile can range in price depending on materials and intricacy. The mural might also not be a square, the selected Artists might propose an oddly shaped mural or several smaller murals.

20. I have a material question. Is it strictly ceramic tiles or is there flexibility. Can I use glass? I primarily work with glass.

Answer: Yes, we will be open to different materials, and mosaic is often glass.

Note that for permanent artwork, which is required to last 25 years, each Artist will employ a conservator to verify appropriateness of materials.

21. Is there a stipend for the proposal phase?

Answer: Yes, there is a stipend of $1,000 for the proposal phase.

22. I have a question regarding the budget: how many consultants do we need to take into consideration for the budget.

Answer: When you are shortlisted to submit a proposal, the comprehensive artwork budget you provide will include fabrication and installation costs, a conservator, artwork transportation, project samples.

23. What are the parameters on the conservation report? What are the limits, where do you get the conservator? Do they have to be recognized?

Answer: We will provide a list of conservators that meet our requirements and we are open to other trained conservators as long as they meet the standards, ethics, and guidelines of the American Institute of Conservation (AIC). They will provide a standard report, which is included in our final design/fabrication/installation contract. The conservator reviews proposed materials for permanence and ease of maintenance.
24. This RFP, is really more like an RFQ, where you're seeking qualifications to do the project?

Answer: Yes, there are legal reasons why this is called an RFP and not an RFQ.

25. Will the committee will select three Artists plus one alternate?

Answer: Yes. The PCC selects three finalists and one alternate to submit proposals. Sometimes a finalist(s) declines invitation to propose on the project, resulting in the need for an alternate. The committee votes numerically: the top three scores become our three selected finalists and the fourth becomes the alternate.