



May 3, 2017

Request for Qualifications (RFQ)  
**2017-20 Resource List of Prequalified Art Conservators**  
Applications due by 5 p.m. Wednesday, May 31, 2017

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Dear Conservator:

The Los Angeles County Arts Commission (LACAC) seeks professional Conservators and Conservation teams and/or firms for a Resource List of Prequalified Art Conservators to advise on maintenance and preventative care, and examination and conservation of artworks in the Los Angeles County Civic Art Collection. Once selected to the Resource List, conservators, teams and firms on the list will be invited to bid on specific conservation projects on an as-needed basis. The list will remain active for three years with an option to renew for another three years.

**Background**

The Civic Art Program 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. The program 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 Policy mandates that the Arts Commission document, preserve and conserve County-owned artworks, which includes both artworks commissioned since the policy was adopted and historic artworks created before the establishment of the Civic Art Program.

**Scope of Work**

- Advise on maintenance and preventative care of public artworks
- Examine and photo document artworks and prepare condition reports
- Assess artworks and prepare treatment reports and cost estimates for cleaning and/or conservation
- Clean artworks
- Conserve artworks

**Eligibility**

This RFQ is open to applicants residing in Southern California, including the counties of Los Angeles, Orange, Riverside, San Bernadino, San Diego, Ventura and Santa Barbara.

## Categories of Artwork Materials

- Metal
- Wood
- Plant material
- Tile/ceramic
- Concrete/masonry
- Stone
- Glass
- Paper/photography
- Paint
- Textile/fiber art
- Plastic/fiberglass

## Selection

A selection panel will review all applications received in response to this RFQ, and select conservators, conservator teams and conservation firms for the 2017-20 Resource List of Pre-Qualified Art Conservators. Successful applicants will be chosen based upon, but not limited to:

- Demonstrated experience in assessing public artworks, preparing treatment proposals, cleaning and conserving artworks and advising on artwork maintenance
- Past work examples that conform to the standards established by the American Institute for Conservation of Historic and Artistic Works (AIC) as well as the United States Department of the Interior's Standards for the Treatment of Historic Properties.
- Material specialty and scope/range of past work
- Professionalism and thoroughness of application materials
- Record of success with other public agencies and/or corporate clients

## To Apply

Complete applications shall be delivered via Dropbox. Send a link to [Civcart@arts.lacounty.gov](mailto:Civcart@arts.lacounty.gov). Incomplete applications and any applications submitted after the deadline will be deemed ineligible and not be considered.

A complete application must include:

1. Contact name for Conservator including full name and firm name (if applicable), physical address, mailing address, telephone number and email address. Teams and firms must list all members/staff and have one primary contact person.
2. Letter of Interest (PDF, no more than two pages) indicating your interest, experience and area(s) of materials specialization.
3. Curriculum Vitae (PDF, no more than four pages per CV) for Conservator and for all team members and/or staff if applying as a team or firm.
4. Fee Schedule (PDF): Standard hourly rates for Conservator and team members/staff (if applicable).
5. Past Work Samples: List three conservation project work samples within the last three years. Describe how the treatment adhered to AIC standards and/or the US Department of the Interior's Standards for the Treatment of Historic Properties.

6. Sample Conservation Report: Provide one sample of a conservation report document: either a condition report, treatment proposal with budget or a final report prepared for a client for each material specialty in which you would like to be considered.
7. Up to Ten Images (JPGs): Provide “before and after” shots of each of the three past conservation project work samples. The images should reflect work from each of the areas of specialization in which you would like to be considered. All image files should be titled and labeled with artwork title and year of conservation.

### **Additional Information**

For questions about the 2017-20 Resource List of Prequalified Art Conservators RFQ, please contact Clare Haggarty, Civic Art Collections Manager, at 213-202-3986 or [Mhaggarty@arts.lacounty.gov](mailto:Mhaggarty@arts.lacounty.gov). For additional information about the Civic Art Program, please visit the Civic Art Program online at [www.lacountyarts.org/civicart.htm](http://www.lacountyarts.org/civicart.htm).

- 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.
- While every effort will be made to carefully handle applications, the Arts Commission cannot be held responsible for lost or damaged materials.
- The Arts Commission reserves the right to accept or reject any and all responses received, or contract with a conservator through another process.
- All applicants who submit their materials for review will receive written notification of the results of the selection process, including identification of the selected conservators, conservation teams or firms.
- This request for qualifications does not constitute an offer to contract or a promise for remuneration, recognition, or any other thing. Submission of any materials in response to this request for qualifications 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 the Arts Commission or the County of Los Angeles.
- Once selected, prequalified conservators, teams and/or firms will be eligible to develop proposals as conservation projects are initiated by the Arts Commission. Upon receiving a conservation project each conservator, conservator team or conservation firm will be required to enter into a contract with the County of Los Angeles.
- Selected prequalified conservators, teams and/or firms will be required to have commercial general liability insurance, automobile insurance and be a registered vendor with the County of Los Angeles.