
City of Los Angeles
Department of
Cultural Affairs
(DCA)
Public Art Division

ART

**Request for
Qualifications
(RFQ)**

CONSERVATORS

3.03.17
Deadline



DEPARTMENT OF CULTURAL AFFAIRS
City of Los Angeles

Professional Art Conservators

Background

The City of Los Angeles, Department of Cultural Affairs (DCA) is the primary steward and agency responsible for the conservation, maintenance, and management of art and cultural assets acquired through its various programs. The City Art Collection contains more than 1,600 artworks—permanently sited and mobile, acquired through gifts, purchases, and long-term loans. The Public Works Improvements for Arts Program (PWIAP) is a City mandate that sets aside one-percent of the total cost of all construction, improvements, or renovation projects undertaken by the City for public art projects. Additionally, DCA is responsible for programming funds generated by the Arts Development Fee (ADF) Program for public art projects throughout the city.

The collection has grown to include murals, paintings, prints, sculpture; furniture, historical materials, ethnographic artifacts, architectural elements such as stained glass, or cast stone emblems; works on paper, and photographs that reflect the diversity of culture within Los Angeles. Most of the artworks are permanently-sited, integrated into the architecture and or free-standing.

This Request for Qualifications (RFQ) will enable DCA to create a Pre-Qualified list of up to twenty (20) conservators (including teams and/or firms) who demonstrate the professional capacity to advise on the maintenance of artworks, artifacts, and architectural elements, as well as conserve, examine, and provide preventative care treatments and recommendations for artworks.

Criteria

Experienced conservators, teams or firms must demonstrate the vision, past experience and professional qualifications required to assess artwork; prepare treatment reports; clean artwork; and advise on the procedures on the conservation and maintenance of artworks and architectural enhancements as well as perform the outlined scope of services. Additionally, examples of past work should conform to standards established by the American Institute of Conservation of Historic and Artistic Works as well as the United States Department of the Interior's Standards for the Treatment of Historic Properties. Conservators who apply as a team must demonstrate both the qualifications of individual

team members, as well as the team's qualifications to work together on projects.

Categories

The Pre-Qualified list will be active for three (3) years, with the option to renew the list for an additional three (3) years. Selection will be based on demonstration of professional experience, strength of past work, experience, training, comprehensiveness of example proposal—research, presentation, and the appropriateness and professionalism of the condition assessment, treatment proposal, budget and timeline. Conservators will be evaluated based on each of their stated area(s) of specialization as shown below, and are not expected to exhibit expertise in all possible mediums.

- Sculpture / objects / furniture
- Wall murals / easel paintings
- Mosaics / ceramics / concrete
- Photography / works on paper
- Leaded art glass windows
- Electronic / digital media

Once selected to the Pre-Qualified pool, conservators, teams and firms on the list will be invited to bid on specific conservation projects as opportunities arise. In addition, Pre-Qualified conservators may be asked to serve in an advisory role on DCA's Public Art Committee, which convenes monthly to review new artwork donations and Public Art projects.

Eligibility

This RFQ is open to applicants residing in the Southern California area, including the counties of Los Angeles, Riverside, San Bernardino, San Diego, and Ventura. Conservators may apply individually, as a team, or as part of a firm. Conservator teams may not change without prior approval of the Department of Cultural Affairs. Employees of the City of Los Angeles are ineligible to apply.

Project Budgets

Project budgets will range from \$1,000 to \$200,000. Each budget will be all-inclusive, and must cover all expenses associated with the proposal development and the project execution, to clean, conserve and/or advise on the maintenance, as well as any required presentations, approvals, engineering services and/or City permits.

Selection Process

A selection panel will convene to review all applications received in response to this RFQ, and select up to twenty (20) conservators, conservator teams or conservation firms for the 2017 Pre-Qualified Roster of Professional Art Conservators, which will remain active for three (3) years from the date of the selection panel. Applicants will be scored in the following areas:

- Experience
- Professional Training/Degree/Professional Affiliations
- Treatment Approach, Scope, and Range of past work
- Professionalism and thoroughness of application materials

Once selected, pre-qualified conservators, teams and/or firms will be eligible to develop proposals as conservation projects are initiated by DCA. Upon receiving a conservation project and throughout all project phases, each conservator, conservator team or conservation firm will be required to comply with City codes dealing with safety, accessibility, seismic and/or other issues, as appropriate for the project.

How to Apply

All applications must be submitted electronically via **Slide Room**. Deadline is Friday, **March 3, 2017** at 11:59 p.m. Incomplete applications, and any applications submitted after the deadline, will be deemed ineligible and not be considered.

A complete application must include:

1) **Contact Information for Conservator** including full name, firm name (if applicable), physical address, mailing address, telephone and email. Teams must provide full contact information for each team member, and identify one conservator to be DCA's primary contact for the team.

2) **Statement of Interest** (PDF OR DOC format only, two [2] pages maximum) that describes your/the firm's interest, experience and expertise in conserving artwork in the areas of specialization to which you are looking to attain pre-qualification. Please provide information about your scope of practice and whether conservation is your primary activity. Please indicate the category or categories of specialization in which you would like to be considered from the list above

3) **Curriculum Vitae** (PDF format only, twelve [12] pages maximum uploaded as attachment) Teams must submit one CV for each team member (four pages maximum per CV). Firms must list the names and positions of lead staff members who may be assigned to the conservation jobs. Include resumes for each individual showing pertinent experience, education, training, and professional conservation organization affiliations.

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4) **Past Sample Works** List three (3) conservation projects which have been performed in the last three (3) years. Briefly describe each job.

5) **Conservation Report** (PDF format, fifteen [15] pages maximum uploaded as attachment) Provide one (1) sample of a condition or treatment report, conservation report, budget, and final report prepared for a client for each specialty in which you would like to be considered.

6) **Up to Ten (10) Images** (JPGs, 72 DPI minimum resolution + 5 MB maximum size per image file) Provide "before and after" shots of each of the three past sample conservation works and additional conservation projects. 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 title, year of completion, and one-sentence description of work completed in each project represented using SlideRoom's form, which will appear once an image has been uploaded.

Rights + Responsibilities

DCA reserves the right to decline all applications to this RFQ, and/or cancel this RFQ, or any roster of pre-qualified applicants, at any time. This RFQ is subject to the City's Campaign Finance, Contractor Responsibility, Equal Benefits, Equal Opportunity, Living Wage, Minority / Women Business Enterprise and Slavery Disclosure Ordinances, as well as any other ordinances in effect in the City of Los Angeles.

About DCA

The Department of Cultural Affairs (DCA) manages the City of Los Angeles Public Art Programs. DCA supports the creativity of local artists by funding and partnering with the City's arts and cultural communities. The City demonstrates an ongoing commitment to arts and culture through DCA's ongoing activities, including community arts programming, cultural grants, marketing, public arts and youth arts and education programs, to stimulate and foster the creation of arts and cultural experiences throughout the diverse neighborhoods of LA.

Questions?

Please contact Rochele Gomez, Arts Manager at rochele.gomez@lacity.org or call DCA's Public Art Division at 213 202-5544.

RFQ is available online at <http://culturela.org/grants-and-calls>.