

REQUEST FOR QUALIFICATIONS (RFQ)
CALL FOR ART HANDLING FIRMS
DEADLINE: February 23, 2024 at 4:00 p.m.

BACKGROUND

The Department of Cultural Affairs (DCA) Public Art Division is seeking professional Art Handling Firms to provide support for various art installation and deinstallation projects in the Public Art Division. The artworks are sited within non-traditional gallery and museum spaces such as, municipal office buildings and outdoor public spaces that host temporary or permanent art installations.

Working closely with city staff, the Art Handling Firms pre-qualified through this Call will be required to provide installation, de-installation, packing and transportation services for artworks managed and overseen by DCA Public Art Division on an annual basis.

CRITERIA

Each submission will be assessed according to the following professional criteria:

1. Experience working in non-traditional exhibition sites, as well standard exhibition sites;
2. Knowledge and experience of museum level standards in preparing artwork installation and deinstallation plans, risk assessment reports, incoming and outgoing condition reports;
3. Knowledge and experience of packing and protecting artwork for local transit including fabricating the most economical packing options, and providing insurance coverage for same-day transportation to and from exhibition sites;
4. Experience in all aspects of installing and deinstalling artworks, including museum-level standards for proper handling, mounting and dismounting of two and three dimensional artworks; the assembly, installation, disassembly and deinstallation of multi-media and/or audio-visual equipment and components; the proper use and storage of hand and power tools; the proper use of scaffolding and lifts during installation and deinstallation;
5. Knowledge of carpentry, electrical, and woodworking skills, including knowledge of a range of building materials, associated equipment and basic painting, spackling, and sanding experience;
6. Capacity to withstand light to heavy physical labor, including kneeling, reaching, pushing, pulling, climbing stairs, and lifting up to fifty (50) pounds;
7. Capacity for serving as a temporary repository and/or storage for artworks; including insurance coverage for stored artwork;
8. Knowledge and demonstrated practice of safety procedures during installation and deinstallation, including CAL OSHA standards and proof of general liability and workers' compensation insurance coverage.

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ELIGIBILITY

This RFQ is open to Art Handling Firms based in the county of Los Angeles. Employees of the City of Los Angeles are ineligible to apply.

SELECTION PROCESS

A selection committee composed of arts exhibition professionals, City Staff, as well as DCA representatives, will convene to review the submissions received in response to this RFQ. Upon reviewing all submissions, the committee will establish a Roster of Pre-Qualified Art Handling Firms eligible to provide services in association with the art installation and deinstallation projects administered by the Public Art Division. The 2024 Roster of Art Handling Firms will go into effect immediately and remain active for a term of three (3) years, with the option to renew for one (1) additional year.

COMPENSATION

Project budgets may range from \$10,000 - \$30,000.

RIGHTS & RESPONSIBILITIES

DCA reserves the right to decline all submissions and cancel this RFQ, or any roster of pre-qualified arts professionals, at any time. The Art Handling Firms and Independent Art Preparators pre-qualified as a result of this RFQ are not guaranteed a contract with DCA. This RFQ is subject to the Minority/Women Business Enterprise, Equal Opportunity, Living Wage, Contractor Responsibility, Equal Benefits and First Source Hiring Ordinances, Slavery and Border Wall Disclosure Ordinances as well as any other ordinances in effect.

SUBMISSION PROCESS, REQUIREMENTS and DEADLINE

Applications must be submitted electronically to Ligeia Gorre, Arts Manager, at Ligeia.Gorre@lacity.org by **February 23, 2024 at 4:00 p.m.** Incomplete and late applications will be deemed ineligible and will not be considered.

A complete application must include:

- 1. CURRICULUM VITAE (CV)** of the Art Handling Firm four (4) pages maximum, must include CONTACT NAME / BUSINESS NAME/ ADDRESS / CITY / STATE / ZIP CODE / TELEPHONE / EMAIL;
- 2. STATEMENT OF SERVICES;**
- 3. CLIENT LIST;**
- 4. WORK SAMPLES** of one (1) example Condition Report, one (1) example of an artwork installation or deinstallation plan in a non-traditional art space and one (1) example risk assessment report; one (1) example of a specialized crate or packaging container; one (1) example of a multi-media installation;
- 5. PROOF OF GENERAL LIABILITY, WORKERS COMPENSATION, and FINE ART INSURANCE.**

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QUESTIONS?

Contact Ligeia Gorre, Department of Cultural Affairs at 213.202.5546 or ligeia.gorre@lacity.org.

ABOUT DCA

As a leading, progressive arts and cultural agency, DCA empowers Los Angeles's vibrant communities by supporting and providing access to quality visual, design, literary, musical, performing, and educational arts programming; managing vital cultural centers; preserving historic sites; creating public art; and funding services provided by arts organizations and independent artists.

Formed in 1925, DCA promotes arts and culture to ignite a powerful dialogue, engage LA's residents and visitors, and ensure LA's varied cultures are recognized, acknowledged, and experienced. DCA's mission is to strengthen the quality of life in Los Angeles by stimulating and supporting arts and cultural activities, ensuring public access to the arts for residents and visitors alike.

DCA advances the social and economic impact of arts and culture through grant making, public art, community arts, performing arts, and strategic marketing, development, design, and digital research. DCA creates and supports arts programming, maximizing relationships with other city agencies, artists, and arts and cultural nonprofit organizations to provide excellent service in neighborhoods throughout Los Angeles.

For more information, please visit culturela.org or follow us on Facebook at facebook.com/culturela, Instagram [@culture_la](https://instagram.com/culture_la), and Twitter [@culture_la](https://twitter.com/culture_la)