



## **City of West Hollywood REQUEST FOR PROPOSALS**

### **Routine Artwork Maintenance and Conservation Services**

#### **Objective**

The City of West Hollywood through its Economic Development Division requests proposals from qualified individuals, teams, or firms to coordinate and provide public art routine maintenance services for City urban artworks. The scope of work will include coordinating with City staff, creating an artwork maintenance schedule, noting artwork conditions throughout the year, and performing all routine monthly and annual maintenance for City urban artworks. The selected firm will be contracted for a two-year agreement with a one-year renewal option.

The contractor must follow AIC (American Institute for Conservation) and professional standards for art conservation and maintenance as well as all federal, state and local health and safety guidelines for this maintenance work. Prior experience working and coordinating with municipalities is a plus.

#### **Background**

The City of West Hollywood, known as the “Creative City,” was incorporated in 1984. It is 1.9 square miles in area and is bounded by Beverly Hills to the west, Hollywood to the east, and Los Angeles to the north and south.

West Hollywood is home to approximately 36,000 residents and over 3,500 businesses. Approximately 40% of the City's residents are gay or lesbian, 10% are Russian-speaking immigrants, and close to 20% are senior citizens. The City's main industries are entertainment (production, post-production and related uses), hospitality (hotels, restaurants, and nightclubs), and arts and design (furniture and art galleries). The City is a center of the fashion, design, and communications industries, and home to the Pacific Design Center and the Avenues of Art and Design. It is densely populated and is a high traffic area.

The City established an Arts and Cultural Affairs Commission in 1987 to oversee public arts, performances, and other cultural activities. In that same year the City initiated its Urban Art Program.

The Urban Art Program includes both City-owned artworks and urban artworks on private property which have been funded through a one percent for art policy. Over the past twenty-five years 66 permanent urban artworks have been installed. Of those 66 works, 13 are owned by the City of West Hollywood and are currently on public display. Additionally, the City exhibits public artworks on a long-term temporary basis. These currently include seven sculptures from the Frostig Collection. Exhibitions rotate annually and in Summer 2013 the Frostig works will be de-installed and new artworks will be installed in their place.

The City's urban artworks reside in parks, libraries, parking garages, bus stops, and traffic medians. Their materials include bronze, steel, mosaic tile, neon, porcelain, travertine, and fiberglass. Most artworks are located in areas of heavy traffic, air pollution, dust, and sunlight. Depending upon the artwork, it may need monthly, bi-annual, or annual cleaning and bi-annual or annual care such as waxing.

The City is interested in receiving proposals to address these public works' routine maintenance. All submittals are asked to address each of the items outlined under the following Scope of Services.

### **Scope of Services**

#### **Coordinate with City Staff and Personnel**

Coordinate all work with City staff to address routine maintenance needs for the City's public art collection. Prioritize needs for maintenance and address any critical maintenance or vandalism issues that arise. Meet and communicate regularly with staff to notify of any scheduling or maintenance treatment changes. Photograph any serious artwork damage, degradation, or safety issues. Request approval in advance of any subcontractors to be hired.

#### **Create Annual Maintenance Plan**

Assess the needs of each artwork and, working with City staff, create a schedule and plan that states the treatment which will be provided for each work.

#### **Perform Routine Artwork Maintenance**

Provide monthly, annual, and semi-annual artwork maintenance treatment. Routine artwork maintenance includes these tasks: cleaning, waxing, graffiti removal (if graffiti can be removed with standard cleaning procedures) and removing/reapplying protective surface coatings. Provide AIC and professional standard maintenance treatment for each work. Maintain public artworks to a high standard of cleanliness and appearance. Notify City staff of graffiti or vandalism immediately.

#### **Subcontract with Qualified Art Professionals**

If it is discovered that an artwork needs routine care that you cannot provide adequately, based on City approval, hire qualified subcontractors to perform the work.

### **Consultant Duties**

- Maintain City's public artworks to a high standard of cleanliness and appearance.
- Communicate with City about dates and times you and your staff will be on site.
- Communicate with City staff immediately about any additional conservation, vandalism, or maintenance issues that are noticed.
- Photograph any additional maintenance issues beyond your scope of work.
- Follow approved maintenance schedule.
- Perform work according to AIC and accepted professional standards.
- Follow all state and federal health and safety laws.
- Follow all City health and safety laws and guidelines.
- Possess required auto, liability, and worker's compensation insurance.
- Possess transportation and digital camera.
- Ensure you have all needed equipment to perform maintenance. Communicate with the City about water or electricity needs.

### **City Provided Items**

- Access to existing resources and documents.
- Copies of all artist maintenance instructions on file.
- A staff team to work with consultant.

***A copy of the City's standard contract template for contractors and consultants is attached as EXHIBIT B. The selected firm is expected to adhere to all obligations listed in this standard contract template.***

### **List of Current Urban Artworks**

***The artworks, their primary materials, their installation dates and locations are listed in EXHIBIT A. Photos and urban artwork maps can be found at <http://www.weho.org/index.aspx?page=1017>. If you need additional information please contact [urbanart@weho.org](mailto:urbanart@weho.org).***

### **Submission requirements**

***Proposals should be received no later than 5:00 PM on Wednesday, March 27, 2013. Proposals received after this deadline will not be considered.***

Five bound copies, one unbound copy, and one electronic copy must be submitted. Proposals must be complete and sealed. Facsimile copies are not acceptable. Please forward proposals to:

Andrew Campbell  
Cultural Affairs Administrator  
City of West Hollywood  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
[acampbell@weho.org](mailto:acampbell@weho.org)

Questions regarding this Request for Proposals can be directed to:

Andrew Campbell  
Cultural Affairs Administrator  
323.848.6883

### **Proposal Requirements**

Proposals must include the following items:

- Firm qualifications;
- Response outlining how firm will address the above Scope of Work;
- Budget. Include an estimated range of how many hours you believe are needed to maintain each artwork for one year along with your firm's all-inclusive hourly rate. This all-inclusive rate should include any and all expenses needed to complete the Scope of Work such as: materials, supplies, wages, and insurance. Please also state what services and staff are

included in your hourly rate. The selected firm will later be asked to submit a base price for each piece (which will include each artwork's yearly cost and it's per cleaning cost).

- Names of principals that would perform the services and their resumes;
- Three references for similar projects completed within the past five years, with detailed description; and a list of three projects completed for municipalities or other public agencies. If applying as newly formed maintenance team, provide three references for each member of the team.
- If it is known that subcontractors will be hired to perform any part of the work for this project, include their names, contact information, and a resume and/or list of past projects for each subcontractor listed.

### **Evaluation Criteria**

Responses to the Request for Proposals will be evaluated based in part upon the following criteria:

- Experience in maintaining municipal public artworks with this range of material and location.
- References.
- Cost of the proposal.
- Overall merit of proposal.

Following review of the proposals, the City may elect to interview some or all of the respondents, or may otherwise seek clarification of the materials submitted.

As part of its annual scope of services, the selected firm will be expected to:

- Attend up to three meetings with City staff and/or the City's Urban Art Subcommittee.
- Prepare for and attend, if needed, one Arts and Cultural Affairs Commission and one City Council meeting.

**Proposals should be received no later than 5:00 PM on Wednesday, March 27, 2013. Proposals received after this deadline will not be considered.**

### **Right to Reject All Proposals**

The City reserves the right to reject all proposals or to waive minor irregularities. The cost of preparing any responses to the Request for Proposals shall be borne by the respondents and shall not be reimbursed by the City.