



## **Request for Proposal (RFP) for Art Consultant**

### **Temporary Art Installation at City Hall**

Date: September 25, 2018

**Overview:** In conjunction with the 30th Anniversary of the establishment of Culver City's Art in Public Places Program, the City wishes to commission one or multiple dynamic temporary art installations for City Hall which are to remain on view for a period of 6 -12 months. To facilitate the commission of the artwork(s), the City is seeking a qualified art consultant who will be responsible for artist selection (via RFQ/RFP); coordinating review of artist submissions and installation/deinstallation of artwork(s) to ensure conformance with established budget and timeline. Target date for installation of artwork(s) shall be spring 2019.

**Budget & Eligibility:** Up to \$50,000 is available for design, fabrication and installation of art; with an additional \$9,000 (max.) to cover consultant's costs in conjunction with this RFP. Qualified art consultants are individuals who have experience with art commissions in conjunction with government (or public agency) percent for art programs. Candidates based in California will be given priority consideration.



City Hall, 9770 Culver Boulevard, Culver City, CA 90232

### **Submission Requirements:**

All materials listed below must be received by **5:00 PM on Monday, October 15, 2018**. Incomplete or late submissions will not be accepted.

- Letter of interest (maximum 2 pages) that summarizes qualifications/relevant experience and outlines your approach to ensuring selection of an artist (or artists) who meets the project goals as outlined above;
- Résumé or biographical statement;
- Up to 10 images of prior projects that are similar in scope (NO composite images please); and,
- Total fee with cost breakdown (travel, out-of-pocket, etc.) and payment schedule.

**Note:** Consultant and artist(s) will be required to register as vendors with the City, have a current Culver City Business Tax Certificate, and carry appropriate insurance.

All materials **must be combined into a single PDF document** and submitted electronically to:

Christine Byers, Cultural Affairs Coordinator  
[christine.byers@culvercity.org](mailto:christine.byers@culvercity.org)



One viable location is the open-air atrium at City Hall with 36 urns incorporated into the railing on the second and third floors. Other locations at City Hall are possibilities, with the exception of the open courtyard area. Depending on type of artwork and installation requirements, separate structural review by a qualified engineer may be necessary.

**Questions:** Christine Byers, Cultural Affairs Coordinator, (310) 253-6003 or [christine.byers@culvercity.org](mailto:christine.byers@culvercity.org)