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## CALL FOR ARTISTS

Civic Art Project at  
Charles White Park





## CALL FOR ARTISTS

**LA County Department of Arts and Culture  
seeks an artist or artist team for  
park entry freestanding artwork  
at Charles White Park**

**DEADLINE TO APPLY  
April 30, 2024, 5:00PM PDT**

**BUDGET  
\$425,000**

**LOCATION  
Charles White Park, 77 Mountain View St, Altadena, CA 91001**

## PROJECT OVERVIEW

The Los Angeles County Department of Arts and Culture (Arts and Culture)'s Civic Art Division invites artists and artist teams to submit qualifications to design, fabricate and install a freestanding permanent artwork adjacent to the entrance to the renovated Charles White Park in Altadena. This is a national call open to artists residing within the United States of America.

The park is set to undergo significant improvements, which include enhancing the landscaping around its perimeter and creating entrance points on Mountain View Street and Ventura Street. An original freestanding artwork will be created in proximity to the Mountain View Street entrance. The artwork must be constructed of permanent, non-fugitive materials that will not tend to degrade or fade over the life of the artwork (25 years).

The selected artist or artist team (Artist) will work with Arts and Culture, the Department of Parks and Recreation, the architect, and other members of the project management team to develop their design.



Charles White Park, current view

## CIVIC ART DIVISION

The Civic Art Division of the Department of Arts and Culture works with established and emerging artists to commission new artworks, community engagement activities, temporary art installations, and event-based programming for new and renovated County facilities. Completed projects and artworks are accessioned into the Los Angeles County Civic Art Collection consisting of over 600 historic and contemporary artworks from over 300 artists, including new Civic Art commissions, donations, and artwork purchases.

## ARTWORK LOCATION

The primary civic art location is adjacent to the entrance near the southeast side of the park on Mountain View Street.

## HISTORY

Charles White Park is located in Altadena, an unincorporated area of Los Angeles County. A renowned artist, teacher, and community advocate, Charles White was a long-time resident of Altadena and an active member of a thriving community of artists. In honor of his legacy, Los Angeles County named the park after him when

he passed away in 1980. This is a rare example of a park being named after an artist, which demonstrates the significance and impact of Charles White.

Charles White Park will be undergoing improvements involving the expansion and updating of walking paths, the enhancement of lighting and site furnishings, installation of waterwise landscaping and shade trees, and a landscaped outdoor classroom area. A prefabricated multi-purpose building will replace the existing building and outdoor exercise equipment will be updated. Additionally, more covered picnic areas will be added.

## ARTWORK THEMES/GOALS

The Charles White Park improvements and artwork will contribute a significant visual impact, establishing the area as a distinct and welcoming place.

The artwork goals align with the County's commitment to creating inclusive, equitable, and sustainable places for residents and visitors. The renovated park and artwork will positively reflect the area's unique history and community. Artwork themes include the following:

- **History.** The artwork should reflect the importance and legacy of artist Charles White.
- **Inclusivity.** The artwork will positively contribute to the values of inclusivity, family, and community connectedness.
- **Pride of Place.** The artwork will elicit a feeling of pride, celebration, and welcome.

## ELIGIBILITY

### *This call is open to:*

Artists residing within the United States of America  
Artists working in a variety of media.

Artists will not be eligible to apply if they have been previously commissioned for a Civic Art project with Arts and Culture in the last five years, whose budget was equal to, or exceeds, \$425,000.

# SCOPE OF WORK

The selected Artist will work with the Civic Art Division to create an artwork for Charles White Park. The scope of work includes, but is not limited to:

## ***Phase 1: Artwork Proposal***

The Civic Art Division will select up to three Artists during *Part A – Evaluation of Artist Qualifications* (see Selection Process below). In collaboration with the Civic Art Division, the Artists will each prepare an artwork proposal to present to the selection panel.

- The Artists shall meet with the project stakeholders and conduct site research to determine the appropriate project plan and delivery approach.
- The Artists shall each prepare and present an artwork proposal to the selection panel.

The selection panel will select one artist for the commission who will be contracted to deliver all subsequent phases.

## ***Phase 2: Community Engagement and Design Development***

In collaboration with the Civic Art Division, the selected Artist will conduct community engagement and further design development of their artwork proposal through to final design completion.

- Artist shall develop and oversee a community engagement proposal for the project.
- Artist shall finalize the artwork design.
- Artist shall perform all services and furnish all supplies, materials and equipment as necessary for the fabrication and installation of the Artwork, including but not limited to: shop and as-built drawings, engineering calculations and permits as necessary, taxes, insurance, materials, labor, tools, equipment, subcontractors, art conservators, transportation and shipping, and all other items incidental to producing a complete and acceptable Artwork.

***Phase 3:***  
***Fabrication, Installation and Project Closeout***

In collaboration with the Civic Art Division, the commissioned Artist shall oversee the fabrication, delivery, and installation of their artwork.

- Artist shall fabricate and install the artwork according to the approved final design.
- Artist shall oversee the design, fabrication, and installation of artwork plaques.
- Artist shall submit professional photography of the completed artwork.
- Artist shall submit closeout documents, which include Art Maintenance and Conservation Records, Artist Biographies, Summary Statements about the Artworks, Artwork Copyright Registrations, and Employment Impact Survey.

For more details about a civic art project's scope of work, please review the Department's sample artist agreement.

# BUDGET

The maximum all-inclusive project budget is \$425,000.

The budget includes all costs associated with completion of the project deliverables, including (when applicable) community engagement expenses, artist design fee, travel expenses, project assistant(s), administrative costs, production, consultant fees as necessary (architect, engineer), conservation services, auto and liability insurance, materials, artwork fabrication, storage, equipment, art installation costs, permit and inspector fees (as necessary), display costs, site preparation, signage and plaque fabrication and installation, professional photography, and contingency.

Arts and Culture may elect to revise the budget to address changes in the Scope of Work, price, or any term and condition. This will be a deliverables-based contract, with payments made as deliverables are completed and approved. In the event there are unspent funds in the budget after completion of the project, Arts and Culture may, at its sole discretion, choose to contract with the Artist for additional services.



Charles White Park, current view

# TENTATIVE SCHEDULE

## *Call for Artists Schedule*

March 19, 2024	Call for Artists Released
April 2, 2024	Optional Virtual Application Info Workshop, 6:30pm PDT
April 30, 2024	Application Deadline, 5pm PDT
June 2023	Part A - Selection Committee Meeting
July 2024	Part B - Selection Committee Meeting, commission awarded

## *Project Schedule*

June 2024	Project Start
September 2024	Final Design Completion
February 2025	Fabrication Completion
April 2025	Installation Completion
June 2025	Project Completion

## APPLICATION INFORMATIONAL WORKSHOP (RECOMMENDED)

We highly encourage all Artists interested in applying for this project to attend the free informational meeting. Artists will learn more about the project goals, the application process, and have the opportunity to ask questions. The meeting will not be recorded, but a Frequently Asked Questions (FAQ) will be published to the Arts and Culture website and emailed to registered attendees following the meetings.

**VIRTUAL Info Session: April 2, 2023, at 6:30pm PDT (via Zoom)**

**REGISTER TO ATTEND**



## TO APPLY

**Application Link:** All interested Artists are invited to apply online through Survey Monkey Apply using the following link:

[LINK HERE](#)

### INSTRUCTIONS FOR FIRST-TIME APPLICANTS:

1. Please create an account using the green "REGISTER" button
2. Fill-out your account information
3. Once you have verified your email, make sure to use the "LOG IN" button to re-access the application platform.

## SUBMISSION MATERIALS

Artists are invited to submit materials for *Part A –Artist Qualifications* as listed below. **Please do not submit artwork proposals at this time.** Applicants who are selected as finalists for *Part B –Artwork Proposals* will be given further instructions about how to formulate and submit a proposal.

### 1. Resume/CV

Please provide 1-2 pages (maximum) outlining your professional art qualifications, which may include previous projects, experience, education/training and other related credentials. For Artist teams, include a brief description of your collaboration.

### 2. Description of Interest

Please provide responses to the following:

- a. How do you connect with, or understand, the legacy of Charles White? (200 words max)
- b. Brief description of your artistic practice, your sources of inspiration, and your method of developing high quality, innovative and meaningful artwork. (200 words max)

### 3. Work Samples

Please provide up to 10 images of your most applicable past artworks. For each artwork presented, include the date of completion, project budget, artist collaboration (if applicable), client/agency (if applicable), medium, location (if applicable), brief description of the project.

## *SUBMISSION INFORMATION*

### **4. Standard County Provisions Verification**

Please review and acknowledge the following Standard County Provisions:

- Public Records Act
- No Conflict of Interest (Board Policies 5.090)
- Consideration of GAIN/START Participants for Employment (Board Policy 5.050)
- Fair Chance Employment Hiring Practices (Board Policy 5.250)
- Safely Surrendered Baby Law (Board Policy 5.135)

### **5. Preference Program Participation (if applicable)**

Artists who have certification in one or more of the Los Angeles County's preference programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise) must provide a copy of their certification with their submission materials.

## **SELECTION PROCESS — PART A**

**Evaluation of Artist Qualifications.** A panel composed of 3-4 arts professionals will review all applications and preselect up to 15 Artists for review by a larger selection committee that may include community members, representatives from the Supervisorial District, the Department of Parks and Recreation, the Chief Executive Office, the design builder team, and arts professionals. The selection committee will select up to 3 finalists and one alternate to develop artwork proposals for the project. All applications will be scored using the following criteria:

- **Artistic Merit:** Past works and creative practice reflect high level of aesthetic quality and technical execution. Artworks are innovative and evoke response. (up to 50 points)
- **Suitability for the Project:** Artist work samples and statements demonstrate suitability for the artwork themes and goals. (up to 50 points)

## SELECTION PROCESS — PART B

Evaluation of Artwork Proposals. After 3 finalists have been identified, each will be awarded a contract and stipend, in order to develop an artwork proposal.

Artist proposals will be evaluated based on the following criteria:

- **Artistic Merit:** Artwork Proposal reflects a high level of aesthetic quality, is innovative and evokes a response. (up to 40 points)
- **Suitability for the Project, Site, Community and Artist Engagement:** Artwork Proposal demonstrates suitability for the themes and goals of the project as stated above, including permanence, site, history, and community. The Artwork Proposal engages the community, users, and diverse stakeholders to create a meaningful artwork. (up to 40 points)
- **Budget, Schedule and Project Management:** Project budget and schedule are clear, specific and detailed, indicating the artwork can be fully implemented. Artist demonstrates the ability to successfully provide project management of the scope of work including budgets, management of artwork installer and/or contractor, administrative logistics, and ability to engage with various stakeholders and audiences. (up to 17-20 points)\*

*\*Based on the project budget of \$425,000, proposers will receive a maximum score of 17 points in this category. However, proposers having certification for one or more of the Los Angeles County's preference programs (Local Small Business Enterprise, Social Enterprise, or Disabled Veterans Business Enterprise) shall receive an additional 3 points for a maximum of 20.*

## ADDITIONAL INFORMATION

- For questions, please contact Pat Gomez, Civic Art Project Manager, [pgomez@arts.lacounty.gov](mailto:pgomez@arts.lacounty.gov).
- For information about the Department of Arts and Culture and the Civic Art Division, please visit [lacountyarts.org](http://lacountyarts.org) and [lacountyarts.org/experiences/civic-art](http://lacountyarts.org/experiences/civic-art).
- Late, incomplete or non-responsive submissions, may not be considered at the sole discretion of the County.
- Arts and Culture reserves the right to amend or change this Call for Artists by written addendum. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found nonresponsive and not being considered, as determined in the sole discretion of the County. The County is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.
- This Call for Artists 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 Call for Artists 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 Arts and Culture or the County of Los Angeles.
- If the Artists proposal is selected, the Artist will be required to register as an LA County vendor and enter into a contract with the County of Los Angeles. A sample of the Arts and Culture contract can be reviewed [here](#). It is the duty of every proposer to thoroughly review the Sample Contract to ensure compliance with all terms, conditions, and requirements. Artists are further notified that the County may, in its sole determination, disqualify any Artists with whom the County cannot satisfactorily negotiate a contract.
- Arts and Culture may elect, at its sole discretion, to terminate the contract or revise the budget to address changes to the Scope of Work, price or any terms or conditions.

## STANDARD COUNTY PROVISIONS

**Insurance Requirements:** Selected Artist and sub-contractors will be required to have commercial general liability insurance, automobile insurance (if applicable). Selected Artist must be a registered vendor with the County of Los Angeles prior to contracting.

**Public Records Act:** Responses to this Work Order shall become property of the County. When Arts and Culture makes the final selection, all submissions in response to this Work Order become a matter of public record, with the exception of those parts of each submission which are justifiably defined and identified by the applicant as business or trade secrets, and plainly marked as "Trade Secret," "Confidential," or "Proprietary." The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the submission as confidential shall not be deemed sufficient notice of exception. The applicant must specifically label only those provisions of their respective submission which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

**Conflict of Interest (Board Policies 5.090):** No County employee whose position in the County enables him/her to influence the selection of an applicant for this Work Order, nor any spouse or economic dependent of such employee, shall be employed in any capacity by applicant or have any other direct or indirect financial interest in the selection of an applicant. Applicant shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code. An applicant, or its subsidiary or Subcontractor is prohibited from submitting a proposal in a County solicitation if the applicant has provided advice or consultation for the solicitation. An applicant is also prohibited from submitting a bid or proposal in a County solicitation if the applicant has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the applicant from participation in the County solicitation or the termination or cancellation of any resultant County contract.

**Consideration of GAIN/START Participants for Employment (Board Policy 5.050):** As a threshold requirement for consideration of a County Contract, applicants shall demonstrate a proven record of hiring participants in the County's Department of Public Social Services Greater Avenues for Independence (GAIN) or Skills and Training to Achieve Readiness for Tomorrow (START) Programs or shall attest to a willingness to consider GAIN/START participants for any future employment openings if they meet the minimum qualifications for that opening. Applicants shall attest to a willingness to provide employed GAIN/START participants access to the Applicant's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Applicants who are unable to meet this requirement shall not be considered for a County Contract. Applicants shall complete and return the form, Attestation of Willingness to Consider GAIN/START Participants.

**Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices (Board Policy 5.250):** On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952). Applicants are required to complete "Compliance with Fair Chance Employment Hiring Practices Certification," certifying that they are in full compliance with Section 12952 for the term of any contract awarded pursuant to this solicitation.

**Safely Surrendered Baby Law (Board Policy 5.135):** The applicant shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

**Protest Policy (Board Policy No. 5.055):** Any prospective Vendor may request a review of the requirements under a solicitation for a services contract. Additionally, any actual Vendor may request a review of a disqualification under such a solicitation, as described in the Sections below. Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a Vendor protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

Grounds for Review. Unless state or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

Review of Solicitation Requirements Review. The solicitation's requirements and evaluation criteria unfairly disadvantage the protestor, or the solicitation's instructions were unclear and may result in the County not receiving the best possible responses from proposers.

Review of a Disqualified Application. The protestor's application was incorrectly reviewed and disqualified based on the solicitation's evaluation criteria.

Protest Process. Requests for review must be submitted in writing within the time specified by the Department. The request must identify the person or entity submitting the protest. The request must itemize in appropriate detail, each matter contested and factual reasons for the requested- review