



Building A Better Long Beach

September 15, 2008

Item 7

REDEVELOPMENT AGENCY BOARD MEMBERS

City of Long Beach
California

RECOMMENDATION:

Approve and authorize the Executive Director to execute a contract with the Arts Council for Long Beach for public art management services in an amount not to exceed \$169,048 and \$1,117,183 for actual public art installation, for a total contract amount not to exceed \$1,286,231. (All Project Areas – Citywide)

DISCUSSION

Over the years, the partnership between the Redevelopment Agency (Agency) and the Arts Council for Long Beach (ACLB) has resulted in the production of a growing public art collection throughout the City of Long Beach. To further pursue public art opportunities over the coming fiscal year and to further define the role of ACLB, a new contract with the ACLB for arts administration for Fiscal Year 09 is proposed.

The proposed scope of work (Exhibit A) includes the administration of four distinct public art initiatives. The initiatives are described below along with the expected deliverables.

Percent for Public Art Program

The ACLB will continue to administer the Percent for Public Art Program in coordination with the Agency. Within the first 60 days of the term, the ACLB will refine the guidelines of the program to clarify the policy framework to reflect the overall goals of the Agency. The proposed program revisions will be subject to Agency Board approval.

Temporary Art Installations

Temporary art installations are public artworks that have a predetermined length of site occupancy. The installations will be procured through either a site-specific Request for Proposals/Qualifications process or selected from the Temporary Projects Catalog (Catalog) as described below. The ACLB will oversee the administration of three categories of temporary art. These categories and associated deliverables are defined as follows:

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Vacant Lots Mobile Exhibits – Vacant lots are commissioned, site specific, temporary art installations occupying vacant lots in redevelopment project areas. Exterior mobile exhibits will be used to transform vacant and underutilized spaces into ones with creative activity and functional uses. One installation is projected and will remain at the site for approximately one year.

Vacant Storefronts Mobile Exhibits – Vacant storefronts mobile exhibits are temporary art installations occupying vacant storefronts along key commercial corridors. Four installations are projected and will remain at their respective sites for approximately three to six months.

Temporary Projects Catalog – The Catalog will establish a pre-qualified pool of public artists and artist teams to provide existing artworks for loan or purchase by the Agency. The Catalog will be revised on an ongoing basis as a working document for the Agency to make selections of art pieces and installed in various vacant lots throughout redevelopment project areas. A minimum of two installations are projected and will remain at the sites for approximately one year.

Permanent Art Installations Projects

Permanent projects arising out of Percent for Public Art policy on-site or public right-of-way obligations, or through Agency-initiated community improvement plans are public artworks that have no anticipated plans for de-installation. Current permanent public art projects underway will be included in the scope of the new contract and are defined as follows:

- Citywide Public Projects – Nine (9) sites for Agency-initiated community improvement public art projects at various predetermined locations in the City's redevelopment project areas. Artists have been selected by the ACLB for each site and conceptual plans are being refined.
- Lyon West Gateway Percent for Public Art – A public right-of-way art component in conjunction with the Lyon Realty mixed-use development at the corner of Magnolia Avenue and 3rd Street. Conceptual plans are being developed.
- Bob Lee Memorial Shelters – Two memorial bus shelters in Central and West Long Beach Industrial Redevelopment Project Areas are being designed in collaboration with Long Beach Transit.

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Educational Outreach

The ACLB in collaboration with the Agency has created a partnership with California State University Long Beach (CSULB) in order to provide public art in the downtown. The collaboration has provided a unique educational experience for graduate students in the Department of Art to study professional public art practice. The first artwork from this student program will be installed at the corner of Ocean Boulevard and Alamitos Avenue in the Central Redevelopment Project Area. The ACLB is responsible for administering this project in collaboration with CSULB. ACLB is currently administering the contract with the artist team. Installation is anticipated in the 3rd Quarter of 2009.

The proposed term of the contract with ACLB to administer the abovementioned initiatives is for one year commencing on October 1, 2008. Funding for the art has been allocated proportionately in the individual redevelopment project area budgets for fiscal year 2009. Payments for the design and construction of the artworks will be coordinated through the ACLB who will be contracting with the artist teams for an overall budget of \$1,117,183.

SUGGESTED ACTION:

Adopt recommendation.

Respectfully submitted,



CRAIG BECK
EXECUTIVE DIRECTOR

CB:AJB:DSW:JMV

Attachment: Exhibit A – Scope of Work

Exhibit A

SCOPE OF WORK

The scope of work includes the administration of four distinct public art initiatives. The initiatives are described below along with the expected deliverables. Payments for the artworks will be coordinated through the Arts Council who will be contracting with the artist teams.

PROJECT DESCRIPTIONS

I. PERCENT FOR PUBLIC ART POLICY

The *PercentforPublic Art* policy is administered in partnership between the Long Beach Redevelopment Agency and the Arts Council for Long Beach. This partnership ensures that the *PercentforPublic Art* program facilitates the integration of public art and art programs into the fabric of the City's redevelopment areas.

2. TEMPORARY PROJECTS

Temporary projects, arising out of Agency-initiated community improvement plans, are public artworks that have a predetermined length of site occupancy. Temporary projects are defined as follows:

- A. Mobile Exhibits - Vacant lots are commissioned, site specific, temporary art installations occupying vacant lots in Long Beach redevelopment project areas. Exterior mobile exhibits will be used to transform vacant and underutilized spaces into ones of creative activity and functional use. The project aims to eliminate blight and revitalize communities. Installation will remain at the site for approximately one year.
- B. Mobile Exhibits - Vacant storefronts are temporary art installations occupying vacant storefronts. The project aims to eliminate blight and revitalize communities. Installation will remain at the site for approximately three to six months.
- C. Temporary Projects Catalog - Establishes a prequalified pool of artist and artist teams to provide existing artworks for loan or purchase. The prequalified pool would be included in the existing Temporary Projects Catalog in order to augment the current pool and the catalog would be revised on an on-going basis as a working document for the Agency. Artworks will be selected from the catalog and installed in various vacant lots throughout the City's redevelopment project areas. Installations will remain at the site for approximately one year.

3. PERMANENT PROJECTS

Permanent projects arising out of *Percent for –Public Art* policy on-site or public right-of-way obligations, or through Agency-initiated community improvement plans are public artworks that have no anticipated plans for de-installation. Current permanent public art projects are defined as follows:

- A. Citywide Public Projects - Nine Agency-initiated community improvement public art projects at various predetermined locations in the City's redevelopment project areas.
- B. Lyon West Gateway Percent for Public Art, public right-of-way art component in conjunction with the Lyon Realty mixed-use development at the corner of Magnolia Avenue and 3rd Street.
- C. Bob Lee Memorial Shelters – Two memorial bus shelters in Central and West Redevelopment Project Areas.

4. EDUCATIONAL OUTREACH

- A. X Marks the Spot - A Public Art course taught at CSULB during the spring semester provided a unique educational experience for graduates and undergraduates in the Department of Art to study professional public art practice. Collaboration resulted in a temporary project to be installed at the corner of Ocean Boulevard and Alamitos Avenue in the Central Redevelopment Project Area.

SCOPE OF SERVICES

1. Percent for Public Art Program Management

Phase I - Revise Program

Duration: 2 months beginning FY09

During Phase I, the Arts Council will work with Agency to modify the *Percent –for –Public Art* policy guidelines for the program to clarify the policy framework and ensure appropriate language is incorporated to reflect the overall goals of redevelopment in the implementation of the public art program. This process entails understanding and consensus by the partners regarding Percent –for –Public Art policy and best practices for public art administration.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Review policy guidelines and implementation practices for comparable Percent –for Public Art programs.

- B. Revise the policy language to reflect best practices as well as the defined goals of the program (this includes determining policy objectives, implementation, and appropriate timelines for both permanent and temporary public art projects).
- C. Attend meetings with Agency staff to review the policy guidelines and recommendations.
- D. Confirm policy revisions with Agency management team.
- E. Consult with the Chief Assistant City Attorney to review the language of the policy revisions.
- F. Revise the Guide for Developers to be consistent with revised policy guidelines and obtain approval by Agency Board.

Phase II – Program Management

Duration: Ongoing FY09

During the Program Management phase the Arts Council agrees to perform all necessary administrative activities related to public art program management.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Administer monthly meetings with the Advisory Committee for Public Art (ACPA). This includes drafting agendas and taking of minutes.
- B. Work with Agency staff and developers to bring art proposals to the ACPA.
- C. Consult the Chief Assistant City Attorney regarding approval of language that should be used in project contracts/agreements.
- D. Provide Agency, Board and ACPA with specific budgets for each Percent for Public Art project and account for funds on a project-by-project basis.
- E. Provide Agency management team with written monthly reports on the public art program articulating the status of all current projects.
- F. Provide Agency Board with semi-annual verbal report on the progress of the public art program in meeting its annual goals.
- G. Provide expertise in public art project management and serve as a liaison to artists, developers, and City departments.
- H. Complete the documentation of the existing public art collection.
- I. Complete a conservation schedule for existing artworks in the City's designated redevelopment project areas.

- J. Define/outline the responsibilities of public art staff and ACPA regarding current and future projects.
- K. Complete the *Projects* page of the ACLB Public Art Website including the public art map, update the *Opportunities* page weekly with national calls-to-artists.
- L. Design a public art walking tour and map for distribution to the general public.
- M. Draft a press release for the announcement of artists selected for the FY 08 RFP.
- N. Manage temporary and permanent public art projects as directed by Agency.
- O. Manage education and outreach programs as directed by Agency.

2. TEMPORARY PROJECTS

The Arts Council acts as a team member to aid in the development of previously defined temporary public artworks in the City's redevelopment project areas. The Arts Council will assist Agency staff, and coordinate all activities associated with all phases of the public art process.

At minimum, one mobile exhibit for vacant lots will be installed within one year.

At minimum, four mobile exhibits for storefronts will be installed within one year.

At minimum, two artworks will be selected from the catalog and installed on vacant lots within one year. In addition, the Temporary Projects Catalog would be revised and updated on an on-going basis in conjunction with the Artist Selection, Phase II.

See Attachment A for a Schedule of Deliverables

Phase I: Conceptual

During the Conceptual phase, the Arts Council will work with Agency staff and property owners to develop a concept for temporary public artworks. This entails understanding of redevelopment goals, the sites, and the artworks intended audience.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Help to identify site locations.
- B. Photograph locations proposed by Agency staff.
- C. Consult with Agency staff to identify opportunities and constraints for the proposed locations.

- D. Assess preliminary compliance with City codes and ordinances applicable to the proposed location.
- E. As locations and placement of art elements become evident, work with Agency staff, property owners and others contributing to the exhibit to develop project criteria approach and timeline.
- F. Coordinate all meetings with necessary consultants (e.g., civil engineer, structural engineer, architect, design professional, fabricator, installer, general contractor and others identified through due diligence) to further refine the design concept.
- G. Clarify art budget and budget allocation for design, consultant fees, fabrication, installation, de-installation and any other costs associated with the project.
- H. Research and define artists to be considered.
- I. Identify, in accordance with established best practices, how artist should be selected (e.g., RFP, RFQ, short list or combination thereof).
- J. Prepare materials for artists, images of site and floor/site plans.

Phase II: Artist Selection

During the Artist Selection phase, the Arts Council will facilitate project tasks regarding coordination of the artist selection process: draft artists calls, convene artist selection panel, and present selection panel results to Agency staff, property owners, the Advisory Committee for Public Art (ACPA), other boards, committees and all other necessary parties.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Prepare RFP, RFQ or short list for Agency staff approval.
- B. Maintain a current database of artists nationwide.
- C. Distribute RFP/RFQ to artists on the database.
- D. Invite, coordinate, and convene professional art panels for the selection of the artist and art concepts. At least one Agency staff member shall be on the selection panel.
- E. Oversee selection panel to develop the projects goals and suitable art forms for the artwork, taking into account goals and locations already determined by Agency staff.
- F. Project orientation to members of the selection panel.
- G. Coordinate and facilitate the presentation of art concepts to Advisory Committee for Public Art (ACPA) and other boards, PACs and committees.

- H. Coordinate and facilitate the presentation of art concepts to Agency staff for review and approval.
- I. Update the Temporary Projects Catalog in accordance with the artist selections for this call-to-artists.

Phase III: Design Development and Approval

During the Design Development and Approval phase, the Arts Council will facilitate project tasks regarding coordination of artist design approval: obtain necessary construction documents; coordinate with Agency staff, consultants; obtain all necessary reviews and approvals; and assist artist in acquiring all necessary permits.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Coordinate all necessary consultants (e.g., civil engineer, structural engineer, architect, design professional, fabricator, installer, general contractor and others identified through due diligence) to further refine the design concept.
- B. The artists or ACLB will subcontract with all necessary consultants
- C. If the artist's contract does not include installation of the artwork, the Agency will provide a general contractor as necessary to conduct installation on site. ACLB staff will coordinate all activities with the general contractor and submit cost estimates to Agency staff during Phase III for review and approval.
- D. Review and coordinate artwork criteria and conceptual design proposal with consultants and all necessary agencies (e.g., Public Works Department; Metropolitan Transportation Authority; Long Beach Transit; Building Bureau; Caltrans; Parks, Recreation & Marine Department; and others identified through due diligence).
- E. Meet with Agency staff to present and review final design and scope of work for the artwork and installation. Obtain Agency staff approval.
- F. As necessary, obtain from artist team construction drawings and necessary specifications for proposed artwork and installation based on design approved in Phase III. Construction documents may include the following:
 - a. Specifications describing in detail the quality of materials and installation;
 - b. Plans, elevations, and construction details as required to describe design elements;
 - c. Engineering support drawings by consulting electrical, civil or structural engineers as required for proposed artwork.
- G. Address issues required for all necessary permit approvals.
- H. Coordinate submission of construction documents for all necessary permits.
- I. Schedule reviews of the selected art proposals by any consultant deemed necessary to ensure safety and compliance.

- J. Coordinate artist honorariums.
- K. Ensure artist has obtained all necessary insurance documents.
- L. If applicable, obtain appropriate property damage coverage for the protection of loaned or purchased public artworks.
- M. Negotiate, draft and execute contracts for the selected artists to design, fabricate, and install artworks at the identified site(s).
- N. Present final proposals to all necessary boards, PACs and committees as appropriate or necessary.

Phase IV: Fabrication/Preparation and Installation

During the Fabrication/Preparation and Installation phase, the Arts Council continues to manage various aspects of temporary projects. Additional tasks include the management of any changes to the timeline and the inspection of artwork fabrication or, in the case of loaned or purchased artworks, artwork preparation.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Continue to monitor the progress of artwork fabrication or preparation.
- B. Provide status updates and progress photographs to Agency staff.
- C. Conduct and arrange for studio visits with artist, Agency staff, and Arts Council staff when needed.
- D. Amend artist contract if necessary.
- E. Manage timeline and budget, and provide quality control.
- F. Provide clarifications of construction documents as required during fabrication or artwork preparation.
- G. Coordinate the site preparation with artist and property owner including: site cleanup and landscaping.
- H. Send out publicity materials for installation including announcement cards, marquees, and press releases.
- I. Coordinate installation dates with artist, consultants, Agency staff and property owner.
- J. Update ACPA, boards and stakeholders.
- K. Coordinate with artist and consultants to have the artwork delivered to location and installed.
- L. Coordinate site visit when artworks are installed.
- M. Coordinate final inspection with all necessary agencies.

N. Request maintenance manual from artist and forward to Agency

Phase V: De-Installation of Temporary Projects

During the De-installation phase, the Arts Council agrees to monitor the removal of temporary public artworks from site.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Coordinate de-installation time with artist, consultants and property owner.
- B. Meet on site to facilitate de-installation with artist, preparator, and property owner.
- C. Submit ACLB invoices for artist and preparator to Agency.

3. PERMANENT PROJECTS

The Arts Council acts as a team member to aid in the development of previously defined permanent public artworks in the City's redevelopment project areas. The Arts Council will assist Agency staff, and coordinate all activities associated with all phases of public art process.

Citywide artworks will be at various stages in process. Individual timelines will be developed during the contract certification stage. It may take up to one year from contract certification to install all artworks. Artwork installation is contingent upon site preparation.

Lyon West Gateway project will be taken through conceptual development, artist selection and design and approval within one year.

Two memorial bus shelters in Central and West Redevelopment Project Areas will be installed within one year.

See Attachment A for a Schedule of Deliverables.

Phase I: Conceptual

During the conceptual stage, the Arts Council will work with Agency staff to develop a concept for permanent public artworks. This entails understanding of redevelopment goals, the sites, and the artwork's intended audience.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Help to identify site locations.
- B. Photograph locations proposed by Agency staff.

- C. Consult with Agency staff to identify opportunities and constraints for the proposed locations.
- D. Assess preliminary compliance with City codes and ordinances applicable to the proposed location.
- E. As locations and placement of art elements become evident, work with Agency staff to develop project criteria approach and timeline.
- F. Coordinate with necessary consultants (e.g., civil engineer, structural engineer, architect, design professional, fabricator, installer, general contractor and others identified through due diligence) to further refine the design concept.
- G. Clarify art budget and budget allocation for design, consultant fees, fabrication, installation and any other costs associated with the project.
- H. Research and define artists to be considered.
- I. Identify, in accordance with established best practices, how artist should be selected (e.g., RFP, RFQ, short list, or combination thereof).
- J. Prepare materials for artists, images of site and site plans.

Phase II: Artist Selection

During the artist selection phase the Arts Council will facilitate project tasks regarding coordination of the artist selection process: draft artists calls, convene artist selection panel, and present selection panel results to Agency staff, the Advisory Committee of Public Art (ACPA), other boards, committees and all other necessary parties.

- A. Prepare RFP, RFQ or short list for Agency staff approval.
- B. Maintain a current database of artists nationwide.
- C. Distribute RFP/RFQ to artists on the database.
- D. Invite, coordinate, and convene professional art panels for the selection of the artist and art concepts. At least one Agency staff member shall be on the selection panel.
- E. Oversee selection panel to develop the projects goals and suitable art forms for the artwork, taking into account goals and locations already determined by Agency staff.
- F. Project orientation to members of the selection panel.
- G. Coordinate and facilitate the presentation of art concepts to Advisory Committee for Public Art (ACPA) and other boards, PACs and committees.

- H. Coordinate and facilitate the presentation of art concepts to Agency staff for review and approval.

Phase III: Design Development and Approval

During the design and approval phase the Arts Council will facilitate project tasks regarding coordination of artist design approval: obtain necessary construction documents; coordinate with Agency staff, consultants; obtain all necessary reviews and approvals; and assist artist in acquiring all necessary permits.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Coordinate all necessary consultants (e.g., civil engineer, structural engineer, architect, design professional, fabricator, installer, general contractor and others identified through due diligence) to further refine the design concept.
- B. The artists or ACLB will subcontract with all necessary consultants.
- C. If the artist's contract does not include installation of the artwork, the Agency will provide a general contractor as necessary to conduct installation on site. ACLB staff will coordinate all activities with the general contractor and submit cost estimates to Agency staff during Phase III for review and approval.
- D. Review and coordinate artwork criteria and conceptual design proposal with consultants and all necessary agencies (e.g., Public Works Department; Metropolitan Transportation Authority; Long Beach Transit; Building Bureau; Caltrans; Parks, Recreation & Marine Department; and others identified through due diligence).
- E. Meet with Agency staff to present and review final design and scope of work for artwork and installation. Obtain Agency staff approval.
- F. Develop construction drawings and necessary specifications for proposed artwork and installation based on design approved in Phase III. Construction documents may include the following:
 - a. Specifications describing in detail the quality of materials and installation.
 - b. Plans, elevations, and construction details as required to describe design elements.
 - c. Engineering support drawings by consulting electrical, civil or structural engineers as required for proposed artwork.
- G. Address issues required for all necessary permit approvals.
- H. Coordinate submittal of construction documents for all necessary permits.
- I. Schedule reviews of the selected art proposals by any consultant deemed necessary to ensure safety and compliance.

- J. Coordinate artist honorariums.
- K. Ensure artist has obtained all necessary insurance documents
- L. Negotiate, draft and execute contracts for the selected artists to design, fabricate and install artworks at the identified site(s).
- M. Present final proposals to all necessary boards, PACs and committees as appropriate or necessary.

Phase IV: Fabrication

During the Fabrication phase, the Arts Council continues to manage various aspects of permanent projects. Additional tasks include the management of any changes to the timeline and the inspection of artwork fabrication.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Continue to monitor the progress of artwork fabrication.
- B. Provide status updates and progress photographs to Agency staff.
- C. Conduct and arrange for studio visits with artist, Agency staff, and Arts Council staff when needed.
- D. Amend artist contract if necessary.
- E. Manage timeline and budget, and provide quality control.
- F. Provide clarifications of construction documents as required during fabrication.
- G. Coordinate the site preparation with artist and Agency staff including site cleanup and landscaping.
- H. Coordinate installation dates with artist and Agency staff.
- I. Update ACPA, boards and stakeholders.

Phase V: Installation

During the Installation phase, the Arts Council agrees to coordinate activities related to artwork delivery, installation and final inspection.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Coordinate with artist and consultants to have artwork delivered to location and installed.

- B. Facilitate artist project management obligation as defined in the artist contract.
- C. Coordinate site visits between Agency and other consultants when necessary.
- D. Obtain certificate of completion from Agency.
- E. Coordinate final inspection with all necessary agencies.
- F. Work with Agency to develop publicity materials including announcement cards, marquees, and press releases.
- G. Work with Agency to organize appropriated dedication receptions and or events.
- H. Request maintenance manual from artist and forward to Agency.
- I. Coordinate final artist payment.

4. EDUCATIONAL OUTREACH

X Marks the Spot will be installed within one year.

See Attachment A for a Schedule of Deliverables.

Phase I - Conceptual

During the Conceptual stage, the Arts Council will work with CSULB faculty and Agency to develop a conceptual framework for a temporary public artwork, which meets the interim goals of Redevelopment and the University. This entails understanding community needs and both long and short-term plans for redevelopment within the City.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Attend meetings with Agency staff and CSULB faculty contributing to the partnership.
- B. Refine the project description for the temporary public art programming (this includes determining project objectives, approach, and timeline).
- C. Identify potential project sites.
- D. Gather all preliminary site information.
- E. Assess preliminary compliance with City Codes and ordinances applicable to the proposed location.

- F. Clarify the art budget and specify amounts to be spent for each location for the honorarium, design, consultant fees, fabrication, installation, de-installation and any other costs associated with the project.
- G. Prepare and confirm with the Agency the project's art budget and timeline.

Phase II – Artist Selection

During the Artist Selection phase, the Arts Council will facilitate project tasks regarding coordination of the artist selection process: draft artists calls, convene artist selection panel, provide student and panelist orientation, and present selection panel results to Agency staff, property owners, the Advisory Committee for Public Art (ACPA), other boards, committees, and all other necessary parties.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Develop the RFP for procurement of an artist pool.
- B. Research and define, in collaboration with the Agency and CSULB Faculty, public art concepts and identify potential panelists to serve on the artist selection panel. At least one Agency staff person shall be on the selection panel.
- C. Conduct a pre-RFP meeting with CSULB Faculty and Agency.
- D. Manage initial press communications regarding the project.
- E. Conduct tour of project site.
- F. Conduct public art tour for CSULB students.
- G. Prepare materials for panelists.
- H. Conduct meeting with artists selected by the panelists.
- I. Oversee selection panel to develop the projects goals and suitable art forms for the artwork, taking into account goals and locations already determined by Agency staff.
- J. Project orientation to members of the selection panel.
- K. Coordinate and facilitate the presentation of art concepts to Advisory Committee for Public Art (ACPA) and other boards, PACs and committees.
- L. Coordinate and facilitate the presentation of art concepts to Agency staff for review.
- M. Coordinate honorarium for art finalists through Agency.

Phase III - Contract Certification

During the Contract Certification phase, the Arts Council will ensure that the proposed artwork could be fabricated and installed within the agreed budget and timeline. Arts Council will negotiate and execute contracts with all necessary consultants and establish the design team.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Prepare and execute contract with the artist.
- B. Coordinate all necessary consultants services (e.g., civil engineer, structural engineer, architect, design professional, fabricator, installer, general contractor and others identified through due diligence) to further refine the design concept.
- C. The artist or ACLB will subcontract with all necessary consultants.
- D. If the artist's contract does not include installation of the artwork, the Agency will provide a general contractor as necessary to conduct installation on site. ACLB staff will coordinate all activities with the general contractor and submit cost estimates to Agency staff during Phase III for review and approval.
- E. Review and coordinate artwork criteria and conceptual design proposal with consultants and all necessary agencies (e.g., Public Works Department; Metropolitan Transportation Authority; Long Beach Transit; Building Bureau; Caltrans; Parks, Recreation & Marine Department; and others identified through due diligence).
- F. Meet with Agency staff to present and review final design and scope of work for artwork and installation. Obtain Agency staff approval.
- G. Coordinate submission of construction documents for all necessary permits.
- H. Coordinate bids for fabrication services.
- I. Schedule artist's review with the conservator.
- J. Administer artist insurance requirements.
- K. Coordinate initial payment to the artist.

Phase IV - Design Development and Approval

During the Design Development and Approval phase, the Arts Council will facilitate project tasks regarding coordination of artist design approval: obtain necessary construction documents, coordinate Agency consultant, necessary board and committee reviews and approvals, and assist in acquiring all necessary permits.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Attend meetings as necessary with faculty mentors, Agency and artist.
- B. Work with the artists through all the Services and Deliverables outlined in the artist's contract.
- C. Submit ACLB invoices for artists to Agency.
- D. Obtain construction drawings and necessary specifications for proposed artwork and installation based on design approved in Phase IV. Construction documents may include the following:
 - a. Specifications describing in detail the quality of materials and installation.
 - b. Plans, elevations, and construction details as required to describe design elements.
 - c. Engineering support drawings by consulting electrical, civil or structural engineers as required for proposed artwork.
- E. Submit construction documents for all necessary permits.
- F. Address issues required for all necessary permit approvals.
- G. Ensure artist has obtained all necessary insurance documents.

Phase V - Artwork Fabrication

During the Artwork Fabrication phase, the Arts Council continues to manage various aspects of the X Marks the Spot project. Additional tasks include the management of any changes to the timeline and the inspection of artwork fabrication.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Confirm artists have secured fabricator(s) for the artwork components.
- B. Continue to monitor the progress of artwork fabrication.
- C. Provide status updates and progress photographs to Agency staff.
- D. Conduct and arrange for studio visits with artist, Agency staff, and Arts Council staff when needed.
- E. Amend artist contract if necessary.
- F. Manage timeline and budget and provide quality control.
- G. Provide clarifications of construction documents as required during fabrication.

- H. Coordinate the site preparation with artist and Agency staff including site cleanup and landscaping.
- I. Coordinate installation dates with artist, consultants, and Agency staff.
- J. Update ACPA, boards and stakeholders.
- K. Confirm Agency approval of the artwork and dates to commence the installation process.
- L. Submit ACLB reimbursement invoices for artist to Agency.

Phase VI - Installation of Artwork

During the Installation of Artwork phase, the Arts Council agrees to coordinate activities related to artwork delivery, installation and final inspection.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Confirm the dates of installation.
- B. Coordinate with artist and consultants to have the artwork delivered to location and installed.
- C. Coordinate final inspection with all necessary agencies.
- D. Confirm Agency and artist approval of the installed artwork and sign-off.
- E. Submit ACLB invoices for artist to Agency.
- F. Coordinate dedication ceremony for project.

Phase VII – De-installation of Artwork

During the De-installation of Artwork phase, the Arts Council agrees to monitor the removal of the artwork from its site.

Arts Council agrees to coordinate and perform all administrative services to include, but not be limited to:

- A. Coordinate de-installation time with artist, consultant, and property owner.
- B. Meet on site to facilitate de-installation with artist, preparator, general contractor, and property owner.
- C. Submit ACLB invoices for artist and general contractor to Agency.

ALLOCATION OF FUNDING

Funding may be reallocated between the permanent, temporary and educational outreach programs at the discretion of the Executive Director upon written request from the Arts Council. However, the overall budget may not be exceeded.