

REQUEST FOR QUALIFICATIONS (RFQ)

City of Manhattan Beach
Memorial for the Fallen
Civic Center Courtyard Public Art Commission



OVERVIEW

The City of Manhattan Beach is issuing a Request for Qualifications (RFQ) for a public art commission titled *Memorial for the Fallen*. This permanent artwork will be located at the Manhattan Beach Civic Center Courtyard and serve as a place of remembrance, reflection, and civic pride. The memorial will honor service members who died while on active military duty and had a significant connection to the Manhattan Beach community.

The City seeks a professional artist or design team with experience in civic memorials, public art integration, and collaborative community engagement to design and oversee the fabrication of a permanent commemorative artwork. The selected team will work with the City to create a dignified and timeless memorial that can adapt to future additions of names.

This commission is funded by the City of Manhattan Beach with a project budget of \$100,000, inclusive of all artist fees, design, materials, fabrication, and oversight during installation. The City will separately fund permitting, foundation work, signage, and the dedication event.

SUBMITTAL DEADLINE

Submittals due by: [Insert Date], 11:59 PM PT

All submittals must be made through the City's online portal. Late, mailed, or emailed submissions will not be accepted.

ELIGIBILITY

This RFQ is open to professional artists and collaborative teams residing in the United States. Special preference will be given

to veteran artists. All applicants must be over 21 years old and eligible to work in the United States. Artists or firms must demonstrate experience with public art design, fabrication, and civic memorial work. Individuals or teams may submit one application only. Teams must identify the lead artist or firm and clearly delineate roles.

PROJECT BACKGROUND

The *Memorial for the Fallen* will honor individuals who died in active military service and were born, raised, lived in, or otherwise significantly associated with Manhattan Beach. An estimated 21 service members have been identified to date, with future names to be added through a formal nomination process.

Approved names will include:

- Name
- Rank
- Branch of service
- Dates of birth and death

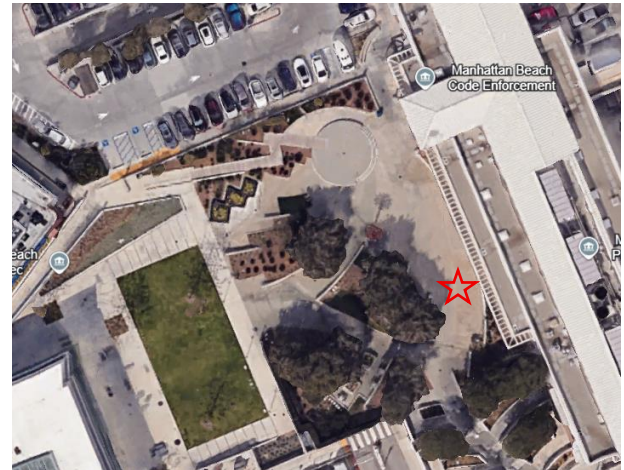
Applications are reviewed by the Parks and Recreation Department, APPC, and the Cultural Arts Commission, with final approval by City Council.

PROJECT SITE

Location: Manhattan Beach Civic Center Courtyard

- Highly visible, ADA accessible, and central to the community
- Suitable for reflection and formal ceremonies

- Convenient parking and elevator access



PROJECT GOALS

- Provide a timeless, dignified memorial that honors fallen service members with a connection to Manhattan Beach
- Ensure space for the addition of names over time without disrupting the aesthetic integrity
- Harmonize with the Civic Center's architecture and landscaping
- Utilize robust, low-maintenance materials suitable for outdoor installation
- Offer a solemn and respectful experience for visitors, including for Memorial Day and other recognition events
- Include interpretive signage and a QR code for expanded digital biographies

ARTISTIC CONSIDERATIONS

Design elements should include:

- Sculptural forms such as obelisks, granite pillars, or other vertical markers
- Individual name plaques or modular bars that can be added over time
- Military branch recognition elements (e.g., emblems, flags)
- Surface finishes (polished/unpolished)
- Inscriptions, quotes, and symbolic motifs, with no religious iconography

The artist will work with the Cultural Arts Commission and community stakeholders to refine the design.

PROJECT BUDGET

Total Budget: \$100,000

This includes artist/design fees, fabrication, materials, transportation, and design oversight during installation. Additional site preparation, permitting, foundation, and plaque text installation will be managed and funded separately by the City.

PROJECT TIMELINE (ESTIMATED)

- RFQ Issued: [Insert Date]
- Deadline for Questions: [Insert Date]
- Submittals Due: [Insert Date]
- Qualification Review: Fall 2025
- Finalist Interviews & Proposal Evaluation: Winter 2025
- City Council Approval: Early 2026
- Design & Fabrication: 2026
- Dedication Ceremony: Memorial Day 2027

EVALUATION PROCESS

Qualification Phase (100 points total)

- Artistic and design merit of portfolio: 40 points
- Relevant experience with memorials or civic spaces: 30 points
- Team qualifications and professional recognition: 20 points
- Local artist: 5 points
- Veteran artist: 5 points

Proposal Phase (Finalists only)

- Clarity, originality, and relevance of concept: 40 points
- Sensitivity to site, community, and theme: 25 points

- Feasibility of construction and durability: 25 points
- Collaborative capacity with City and community: 10 points

Each finalist will receive a \$1,500 honorarium to develop a conceptual design and participate in interviews.

GENERAL SCOPE OF WORK

1. Design Development

Conceptual and final designs, renderings, material and fabrication specifications

Work with City and community through feedback loops and outreach events

2. Site Coordination & Permitting

Collaborate with City staff to secure necessary permits and approvals

3. Fabrication & Oversight

Fabricate artwork using durable materials

Supervise installation (City will provide contractors for site work)

4. Documentation & Dedication

Provide maintenance and care guide

Participate in dedication ceremony and public communications

SUBMISSION REQUIREMENTS

Applicants must upload the following to the City's submission portal:

- **Candidate Form:** Contact details

- **Statement of Interest:** Describe your interest in the project, relevant qualifications, and approach (1 page max, PDF)
- **Resume or CV:** Education, experience, and key projects (3 pages max, PDF)
- **Portfolio:** Up to 10 images of relevant work with descriptions (PDF or JPEG)
- **Image Descriptions:** Title, client, materials, location, cost, and brief summary (2 pages max, PDF)
- **References:** Contact info for 2 recent clients (1 page max, PDF)

QUESTIONS & ADDENDA

Submit all questions in writing by [Insert Date] to: **Eric Brinkman**
 Senior Recreation Supervisor
 ebrinkman@manhattanbeach.gov

Responses and addenda will be posted online. No oral communication is binding.

CONFLICT OF INTEREST

Selected artist(s) must disclose any real or potential conflicts of interest and agree to the City's standard terms and insurance requirements (Exhibit A).

CITY RESERVED RIGHTS

- The City reserves the right to modify, cancel, or reissue this RFQ at any time.
- The City may reject any or all submittals or disqualify incomplete submissions.
- Selection does not guarantee a contract until City Council approval.

INTELLECTUAL PROPERTY RELEASE

Once the artist enters the contracting phase, they must:

- Transfer full ownership of the artwork, including all copyrights, trademarks, and other proprietary rights, to the City.
- Waive moral rights under the federal Visual Artists Rights Act (VARA) and the California Art Preservation Act, which allows the City to modify, relocate, or even remove the artwork in the future at its discretion.
- Grant the City the right to reproduce, distribute, sell, or otherwise use the artwork without restriction.
- Limit the artist's rights to making non-commercial photographs or videos for educational and self-promotional purposes.

ATTACHMENTS

- **Exhibit A:** Standard Artist Agreement Terms and Insurance Requirements
- **Exhibit B:** Draft List of Eligible Honorees
- **Exhibit C:** Proposed Site Plan and Obelisk Sketches

Thank you for your interest in honoring our community's heroes through the power of public art.