



**PROPOSAL FOR COLLECTION SURVEY UPDATE
CITY OF MANHATTAN BEACH PUBLIC ART COLLECTION**

Prepared for: City of Manhattan Beach
Attn: Eilen R. Stewart, Cultural Arts Manager
Andrew Booras, Cultural Affairs Coordinator
1400 Highland Ave.
Manhattan Beach, CA 90266
Tel: 310.802.5450 | 310.802.5440
estewart@manhattanbeach.gov | abooras@manhattanbeach.gov

Conservator: Christina Varvi, Co-Chief Conservator
Nelson Hallonquist, Director of Operations
EIN: 26-1841204
cvarvi@rlaconservation.com
nhallonquist@rlaconservation.com

Date of Proposal: May 3, 2023

RLA Conservation is pleased to submit the following proposal to the City of Manhattan Beach, CA for a survey of its public art collection. RLA understands that the City wishes to have a conservator provide an evaluation of seventy-five (75) permanently sited public artworks throughout the City, with recommendations for conservation, a schedule recommendation for routine maintenance, as well as cost estimates for treating the artworks.

A current list of artworks to be included in the updated survey are to be provided by the City.

As such, we propose to carry out the following:

1. Prepare a conservation assessment form to be approved by City personnel.
2. Meet virtually with City staff to discuss approach to site investigations, goals and priorities.
3. Coordinate with City staff to gain access to any artworks that may require special access or prior notification (i.e., inside buildings, fire department, schools, etc.).
4. Conduct an onsite examination of the works in question, preparing a report for each work examined.
5. Photograph the pieces in situ, documenting overall conditions and details. Submit overall and detailed images (minimum 4-5 per artwork) that illustrate condition issues via a Dropbox link that accompanies the report. Also include record image in reports.
6. Meet with City staff once site visits have been completed to discuss findings and how RLA proposes to frame our report. Garner feedback from City staff to be incorporated into the report.

7. Prepare report. Report to include: step-by-step conservation treatment recommendations for each work; comments on location, mounting, and safety matters regarding the artworks, including risk management; recommendations for improvements to siting; a priority numbered ranking list for artworks according to conservation needs; maintenance treatments for each piece if more than one treatment will be necessary for conservation.
8. Provide general cost and time estimates for treatment of the artworks with explanation of what the cost entails (hourly rates, materials, etc.)
9. Provide a recommendation for routine maintenance and treatment for each of the seventy-five (75) identified artworks, including detailing what maintenance can be carried out prior to conservation.
10. Provide annual costs for maintenance.
11. Provide a summary of the findings that includes a long-range plan for collections care.
12. Provide a draft of the report in digital format for review and comments by City staff prior to submission of final report.
13. Provide a final report in electronic format that incorporates City staff comments/edits.
14. Be available for questions on the report and to provide future assistance with planning.

Strategy For Condition Survey of Seventy-Five (75) Works of Public Art.

- The survey will begin with RLA preparing a specialized condition form for reporting. This form will be vetted by City personnel and items included will be discussed with the client.
- The site project will, ideally, begin with a virtual meeting with key City personnel that the public art division deems important to meet with us. The aim of this is to help us determine the key issues to consider in our survey.
- The individual object-by-object survey will be carried out in situ with the use of tablets over the course of two weeks. Works will be photographed overall from each side and details of noted conditions will be taken.
- Following the onsite examination, a condition report and maintenance plan will be prepared for each artwork. These documents will describe the present condition of the sculpture, structural stability, surface conditions, issues related to upgrading disaster protection, and siting with particular attention to matters such as overhanging trees, proximity to sprinklers, and lack of proper lighting that are exacerbating noted conditions.
- Recommended conservation treatments will be outlined for each artwork. Where no treatment is required, this will be noted.
- A proposed maintenance schedule and plan will be outlined for each piece. These recommendations will inform the long-range maintenance schedule for the entire collection.
- RLA will provide the City with sample forms for recording damage and maintenance performed.



- A summary report will be produced that compiles the information in the individual reports and provides a prioritization for the work to be carried. A maintenance plan and schedule will be developed. (This strategy was used by RLA for Beverly Hills, Santa Monica, West Hollywood, Inglewood, Berkeley, BART, Sioux Falls (SD), Tucson (AZ), Charlotte (NC), Tampa (FL), Jacksonville (FL), University of Miami, Cal State Long Beach, and Arizona State University.)
- An electronic draft report will be submitted for comments and review within four weeks of the completion of the survey. As needed, a meeting will be held with the public art staff to discuss changes to the report.
- After changes are made, an electronic copy of the report will be submitted. Assessment photographs will be submitted digitally via a Dropbox folder link included in the report. (If the City wishes to have the report submitted in a different manner, this will be accommodated.)

Resources to be Provided by the City of Manhattan Beach:

If possible, the following items would be helpful in order to streamline the onsite investigation as well as provide the maximum amount of information that could be pertinent to the future treatment and maintenance of the artworks in question.

- Updated list of all seventy-five (75) artworks to be assessed with location of artwork.
- Temporary parking permit (if available) for RLA staff to use while traveling between multiple site locations (if paid parking is required at some locations).
- Access/clearance to various indoor locations, if necessary.

ESTIMATED COSTS:

It is anticipated that two (2) conservator scan review the City's 75 identified pieces over the course of two (2) weeks on site using tablets to input initial notes/findings on site. Subsequent work will occur off-site to compile the detailed reports and front matter summary. We anticipate spending up to two (2) hours meeting virtually with City staff to discuss priorities and subsequent findings. Costs are inclusive of labor, documentation, and mileage. Costs are not at prevailing wage rates. If prevailing wage rates are required, RLA reserves the right to revise our proposal.

Total Estimated Cost:

\$ 40,000.00

Pre-payment of 50% due upon submission of signed proposal to facilitate mobilization. Balance due upon completion.



Thank you for the opportunity to provide our proposal. Please do not hesitate to contact us with any further questions.

Christina Varvi
Christina Varvi, Co-Chief Conservator

N. Hallonquist
Nelson Hallonquist, Director of Operations

PLEASE NOTE: THIS PROPOSAL IS THE INTELLECTUAL PROPERTY OF ROSA LOWINGER AND ASSOCIATES AND MAY NOT BE SHARED WITH ANY OTHER PARTIES OR INDIVIDUALS WITHOUT THE EXPRESS WRITTEN PERMISSION OF ROSA LOWINGER AND ASSOCIATES OR USED TO CREATE A REQUEST FOR PROPOSAL (RFP) TO SOLICIT WORK FROM ANOTHER CONSERVATION FIRM.

Accepted By:

(sign name)

(print name)

(title & agency)

(date)

EXCLUSIONS AND CAVEATS

- This price is valid for a period of 90 days from the date of the proposal.
- No work will be performed until a mutually acceptable schedule for work and payment is agreed upon.
- Costs are NOT based on Davis Bacon, Service Contract Act or any other legally mandated prevailing wage rates beyond minimum wage. If prevailing wage compliance is required, we reserve the right to modify our proposal accordingly.
- We require clear access to the worksites in an uninterrupted schedule during daytime work hours, Monday through Friday, unless other arrangements are made.
- We will require access to free parking for at least one vehicle in close proximity to the worksites.
- We will require access to bathrooms at the worksites.
- This price does not include any special insurance, permits, licenses, or bonds.
- RLA shall not be considered in default because of any failure to perform the above scope of work under its terms if the failure arises from causes beyond the control and without the fault or negligence of RLA. Examples of these causes are (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, (9) earthquakes, and (10) unusually severe weather. In each instance, if RLA determines that any failure to perform would result from one or more of the causes above, the delivery schedule shall be revised.