



SAN FRANCISCO ARTS COMMISSION

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO CA 94102



COUGAR III BY GWYNN MURRILL

## **Request for Qualifications for Fine Art Services Providers**

The San Francisco Arts Commission is looking for qualified art technicians, providers of fine arts services, conservators and general contractors with experience and expertise in the installation, moving and restoration of monuments and artworks, with the intent of establishing a pre-qualified list of firms able to perform a variety of services necessary for the care and maintenance of the City's art collection.

The Commission will identify a number of firms with one or more art service categories, each of which require different qualifications and experience. The art service categories are as follows:

- A. Art Care Technicians
- B. Fine Art Transportation and Storage
- C. Art Services Contractors
- D. Fine Art and Cultural Artifact and Properties Conservators

**Firms may apply for qualification in one or more categories.**

The Arts Commission will review applications and establish a list of qualified firms for the purpose of awarding contracts as needed. Work will occur throughout the City and County of San Francisco, and at San Francisco International Airport.

Pre-qualified firms will remain on the list for two years. Being approved for the pre-qualified list does not guarantee that a firm will be awarded a contract.

**DATE: July 1, 2008**

**Deadline For Submission: July 31, 2008**



# SAN FRANCISCO ARTS COMMISSION

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO CA 94102

**The San Francisco Arts Commission Request for Qualifications for Art Service Providers to care for and maintain the City’s Art Collection under the jurisdiction of the San Francisco Arts Commission.**

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## I. Introduction

The City and County of San Francisco has a collection of over 3,000 artworks under its jurisdiction. Represented in the collection are both historical and contemporary artworks in nearly every media, including but not limited to historical monuments, sculptures, paintings, murals, photography, works on paper and electronic media. Works in the collection range from the small and portable artworks hung in City offices to monumental sculptures and monuments.

By City Charter, the Arts Commission is charged with the duty to maintain these works. To better fulfill this charge, we are seeking art care technicians, art handlers, contractors and conservators who can provide a wide variety of services.

By issuing a Request for Qualifications for individuals and firms that are qualified within any one or all of the art service categories described below, the Arts Commission will be able to establish a pre-qualified pool of firms with whom the Commission may contract for services without having further general bidding requirements. Contracts will range in length from one to three years and the City shall have the option to extend the term of a contract for a period of one (1) year, which the City may exercise in its sole, absolute discretion.

## II. Scope of Work and Qualifications

The Scope of Work and Qualifications is to be used as a general guide for each of the art service categories, and is not intended to be a complete list of all work that may be performed in any category, or to be complete or specific to any particular project.

### A. Art Care Technicians

Sample Services: surface cleaning, waxing and applying anti-graffiti coatings on sculptures and monuments, graffiti removal and minor repairs of contemporary artworks in a variety of media. Work may include installing and de-installing paintings and small to medium size sculptures. Must be able to provide lifts, scaffolding, and equipment and other subcontractors as necessary.

The Commission is also looking for technicians to maintain specialty media like neon and electronic media.

#### Qualifications:

1. Five (5) years experience in the field. Past experience and qualifications may include course work in subjects related to care and conservation of artwork at a recognized college or university; work in a foundry or working as an assistant to a conservator or museum preparator or other related experience.
2. Demonstrated background in working with media technician claims expertise.
3. Adherence to the American Institute of Conservators (AIC) Code of Ethics.
4. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
5. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendix B.)

## **B. Fine Art Transportation and Storage**

Sample Services: Installing, de-installing and moving paintings and sculpture; packing, transporting, shipping and storage of artwork.

### Qualifications:

1. Five (5) years experience providing the services listed above. Past experience and qualifications may include course work in subjects related to care and conservation of artwork at a recognized college or university; work in a foundry or working as an assistant to a conservator or museum preparator or other related experience
2. Ability to provide secure storage site with climate control if required.
3. Ability to provide experienced, qualified personnel.
4. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
5. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendix B.)

## **C. Art Services Contractors**

Sample Services: Installing, de-installing, transporting, and storing large to monumental size works of art, historic monuments and artifacts, and artwork integrated into architecture. Work may include subcontracting with other firms to provide entire scope of services needed for a particular project. Sample subcontracts might include conservators, structural engineers, electrical work, welders, and other trades. Provide lifts, scaffolding, and other equipment as necessary.

### Qualifications:

1. California General Contractor's License and five (5) years experience performing the work described above.
2. Ability to provide qualified personnel with substantial experienced in installing and moving large scale works of art.
3. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
4. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendices B & C.)

## **D. Fine Art and Cultural Artifact and Properties Conservators**

Sample Services: Ability to provide full conservation and restoration services in the media of the Conservator's specialization. Typical needs include providing a wide variety of services for the care and maintenance of the City's art collection, cultural artifacts and properties under the Arts Commission's jurisdiction. Typical projects include providing consulting, performing scientific investigations on the condition of artworks in the collection and providing the City with reports and recommendations; preparing conservation/restoration work project specifications; on-site cleaning, graffiti removal, conservation and restoration of the City's monuments and sculptures in various media, cleaning and conservation of paintings, murals; conservation of photographs, prints, and other works on paper. Repair and /or replacement of missing or damaged portions of sculptures and monuments.

### Qualifications:

1. Conservator must hold a degree from a recognized Conservation Program identified by the American Institute for Conservation and Cultural Properties (AIC) and must adhere to the AIC Code of Ethics and Guidelines of Practice.
2. Ability to provide full conservation and restoration services in the media of the Conservator's specialization.

3. Conservator must have a minimum of five (5) years professional conservation experience specializing in objects conservation with direct experience with the media of the sculpture to be restored.
4. Demonstrated sensitivity to the artistic integrity and cultural impact of historic monuments and artworks.
5. Ability to meet all City vendor eligibility requirements and contract obligations. (See Section V, Contract Requirements, and Appendices B & C.)

### **III. Submission Requirements**

#### **A. Time and Place for Submission of Proposals**

Qualifications must be **postmarked by July 31, 2008** and may be delivered in person and left with or mailed to:

***Fine Art Services***

Allison Cummings  
San Francisco Arts Commission  
25 Van Ness, Suite 240  
San Francisco, CA 94102

Firms shall submit **two (2) copies** of the information requested below and **one (1) copy** of Application Form (Appendix A) to the above location.

#### **B. Format and Content of Submittals**

Firms interested in responding to this Request for Qualifications (RFQ) must submit the following information.

**1. Introduction and Executive Summary** (up to 2 pages)

Submit a letter of introduction and executive summary of your experience and qualifications. The letter must be signed by a person authorized by your firm to obligate your firm to enter into contractual obligations. Submission of the letter will constitute a representation by your firm that your firm is willing and able to enter into an agreement with the San Francisco Arts Commission.

**2. Completed Application Form** (Appendix A)

**3. Firm and Staff Qualifications**

Provide information on your firm's background and qualifications that addresses the following:

- a. Name, address, and telephone number of a contact person; and
- b. Qualifications of firm principal and staff
- c. A description of projects your firm has completed that require the same experience and expertise described under the qualifications listed for each of the Art Service categories, including client, reference and telephone numbers. Descriptions should be limited to ½ page for each project.

**4. References** (up to 1 page)

Provide references, including the name, address and telephone number of three or more recent clients (preferably other public agencies).

## **5. Fee Structure**

Please provide the following:

- a. Hourly rate for principals and any staff or employees most likely to work on Arts Commission projects.
- b. Firm overhead rate or mark-up rate, if applicable.

The Commission intends to award contracts to the firms that it considers will provide the best overall program services. The Commission reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request. Fee proposals for specific projects will be solicited on a case-by-case basis.

## **IV. Evaluation and Selection Criteria**

### **A. Evaluation and Selection Criteria**

Firms will be evaluated by Arts Commission staff. Firms will be rated in each of the Art Service categories they submit under as either being 1) Highly Qualified, 2) Qualified or 3) Not Qualified. A firm must receive the ranking of Qualified in at least one of the Art Service categories for which they wish to be considered to be included in the pre-qualified list. The City intends to evaluate qualifications in accordance with the criteria listed below.

#### **1. Experience and training of firm principal and staff**

- a. Professional qualifications, training and education.
- b. Experience on related projects.

#### **2. Experience of Firm**

- a. Expertise of the firm necessary to perform the work described in one or more art service categories as evidenced by qualifications and experience of principals and staff.
- b. Quality of recently completed projects, including evidence of care to maintain the integrity of the artwork, adherence to the AIC Code of Ethics, and adherence to schedules, deadlines and budgets.
- c. Evidence of experience as an Art Service provider and relative scale and complexity of projects completed.
- d. Results of reference checks.

### **B. Contract Awards**

The Arts Commission will select a pre-qualified list of firms within each of the Art Service categories which the Arts Commission staff may consider for “as needed” contracts or for specific projects as the need arises. The inclusion of any firm in the pre-qualified pool shall not imply any obligation on the part of the Commission to enter into an agreement with firm. In selecting a firm to for a contract, the Commission staff may consider any one, or a combination, of the criteria listed below:

1. The firm has the highest ranking of all the firms in its category.
2. The firm is the most qualified within its Art Service category to perform the work on a specific type of project.
3. The firm is available to perform the work in a timely manner.
4. The firm offers the most favorable cost estimate to perform the work.
5. The Arts Commission requests proposals from the pre-qualified firms for a specific project and selects a firm based on its proposal and the selection criteria for that project.

**C. Inquiries Regarding RFQ**

Inquiries regarding the RFQ should be directed to:

Allison Cummings  
Senior Registrar, Civic Art Collection  
San Francisco Arts Commission  
25 Van Ness, Suite 240  
San Francisco, CA 94102  
(415) 252-2559 FAX (415) 252-2595  
allison.cummings@sfgov.org

**D. Reservations of Rights by the City**

The issuance of this RFQ does not constitute an agreement by the Commission that any contract will actually be entered into by the Commission. The Commission expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Qualifications;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFQ, or the requirements for contents or format of the proposals;
5. Procure any materials, equipment or services specified in this RFQ by any other means; or
6. Determine that no project will be pursued.

**V. Contract Requirements**

**A. Standard Contract Provisions**

Firms receiving contracts with the City will be required to enter into a contract substantially in the form of the Agreement for Professional Services. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsements, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer.

**B. Minimum Compensation Ordinance (MCO)**

Contractors entering into an agreement with the City will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see [http://www.sfgov.org/site/olse\\_index.asp?id=27459](http://www.sfgov.org/site/olse_index.asp?id=27459)

Note that the gross hourly compensation for covered employees in commercial businesses and non-profit organizations that contract with the City or lease property at SFO is \$11.03 beginning January 1, 2008.

**C. Health Care Accountability Ordinance (HCAO)**

Contractors entering into an agreement with the City will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Contractors should consult the San Francisco Administrative Code to P-590 (8-05)

determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at [http://www.sfgov.org/site/olse\\_index.asp?id=27461](http://www.sfgov.org/site/olse_index.asp?id=27461).

**D. First Source Hiring Program (FSHP)**

If the contract is for more than \$50,000, the contractor will be required to agree to comply fully with and be bound by the provisions of the First Source Hiring Program ordinance, as set forth in S.F. Administrative Code Chapter 83. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Contractors should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at [www.sfgov.org/moed/fshp.htm](http://www.sfgov.org/moed/fshp.htm).

**E. Insurance Requirements**

1. **Required Coverage.** The following are standard insurance coverages required by the City:
  - a. Workers' Compensation, with Employers' Liability Limits not less than \$1,000,000 each accident. Contractor shall obtain such insurance prior to certification of this Agreement. This requirement is waived to the extent contractor warrants, in writing, that contractor is not an employer and has no employees as defined by the California Labor Code Sections 3351-3351.1.
  - b. Professional Liability Insurance for all design professionals (such as architects, landscape architects or engineers) who provide contractor with signed stamped drawings or calculations. Such insurance shall have limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions, and any deductible may not exceed \$50,000 each claim. Contractor or contractor's subcontractors shall obtain such insurance when contractor subcontracts for any work from such a design professional, and prior to the submittal of construction documents. Any design professional required to obtain professional liability insurance must maintain proof of insurance for the term of this agreement.
  - c. Commercial General Liability Insurance, with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Products and Completed Operations. Contractor shall obtain such insurance prior to transporting or installing the work at the site.
  - d. Automobile Liability Insurance: If contractor is an individual, Personal Automobile Liability Insurance with limits not less than \$100,000/\$300,000 each occurrence. If contractor is a corporation or other legal entity, Business Automobile Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable, unless a lesser amount is approved by City's Risk Manager. Contractor shall obtain such insurance prior to certification of this agreement.
  - e. Fine Arts Insurance or other insurance against loss in an amount to be specified in a subsequent contract modification. Contractor may need to obtain such insurance prior to transporting or storing an artwork.

2. **Required Policy Language.** Policies of insurance for Commercial General Liability, Business or Personal Automobile Liability, Fine Arts Insurance and Professional Liability for Design Professionals must include the following:

- a. With the exception of Workers' Compensation, Professional Liability and Personal Automobile Liability, endorse the policy to name as Additional Insured the City and County of San Francisco, its Officers, Agents, and Employees. Professional Liability policies shall name the specific project as a covered project.
- b. State that such policies are primary insurance to any other insurance available to the Additional Insureds, with respect to any claims arising out of this agreement, and that insurance applies separately to each insured against whom claim is made or suit is brought, but the inclusion of more than one insured shall not operate to increase the insurer's limits.
- c. Provide thirty (30) days' advance written notice to City of cancellation.



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**Appendix A  
Application Form**

**Name of Firm** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX number: \_\_\_\_\_

City Vendor Number \_\_\_\_\_

e-mail: \_\_\_\_\_

**1. Art Services Areas for which your firm wishes to be pre-qualified (check all that apply):**

- Art Care Technician                       Fine Art Transportation and Storage  
 Art Services Contractor                       Fine Arts and Cultural Artifacts and Properties Conservator

**2. For Art Care Technicians and Conservators: Please check the media for which you are qualified to provide services:**

- Architectural conservation                       Ceramics                       Electronic media  
 Metals, sculpture                       Lighting, including neon  
 Painting, murals, fresco                       Photography  
 Stone, masonry                       Prints, drawings, other works on paper

Other \_\_\_\_\_

**3. For Art Services Contractors:**

California General Contractor's License No.: \_\_\_\_\_

**Appendix B  
Standard Forms**

Before the City can award any contract to a contractor, that contractor must file three standard City forms (items 1-3 on the chart). Because many contractors have already completed these forms, and because some informational forms are rarely revised, the City has not included them in the RFQ package. Instead, this Appendix describes the forms, where to find them on the Internet, and where to file them. If a contractor cannot get the documents from the Internet, the contractor should call (415) 554-6248 or e-mail Purchasing (purchasing@sfgov.org) and Purchasing will fax, mail or e-mail them to the contractor.

**If a contractor has already filled out items 1-3 (see note under item 3) on the chart, the contractor should not do so again unless the contractor’s answers have changed. Firms need not submit these forms along with their qualifications, but must submit them prior to being included on the pre-qualified list.** To find out whether these forms have been submitted, the contractor should call the Controller at (415) 554-6702.

If a contractor would like to apply to be certified as a local business enterprise, it must submit item 4. To find out about item 4 and certification, the contractor should call the Human Rights Commission at (415) 252-2500.

Item	Form Name and Internet Location	Form Number	Description	Return the Form to; For more information
1.	Request for Taxpayer Identification Number and Certification <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>	W-9	The City needs the contractor’s taxpayer ID number on this form. If a contractor has already done business with the City, this form is not necessary because the City already has the number.	Office of Controller City Hall, Room 430 San Francisco, CA 94102-4685 (415) 554-6702
2.	Business Tax Declaration <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>	P-25	All contractors must sign this form to determine if they must register with the Tax Collector, even if not located in San Francisco. All businesses that qualify as “conducting business in San Francisco” must register with the Tax Collector.	Office of Treasurer/ Tax Collector City Hall San Francisco, CA 94102-4685 (415) 554-6718

Item	Form Name and Internet Location	Form Number	Description	Return the Form to; For more information
3.	S.F. Administrative Code Chapters 12B & 12C Declaration: Nondiscrimination in Contracts and Benefits  <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>	HRC-12B-101	Contractors tell the City if their personnel policies meet the City's requirements for nondiscrimination against protected classes of people, and in the provision of benefits between employees with spouses and employees with domestic partners. Form submission is not complete if it does not include the additional documentation asked for on the form. Other forms may be required, depending on the contractor's answers on this form. <b>(Note: Contract-to-Contract Compliance status vendor must fill out this form each time contracting with the City.)</b>	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500
4.	Small/Micro/Local Business Enterprise Application  <a href="http://www.sfgov.org/site/oca_page.asp?id=26550">http://www.sfgov.org/site/oca_page.asp?id=26550</a>	Schedule L	Local businesses complete this form to be certified by HRC as LBEs. Certified LBEs receive a bid discount pursuant to Chapter 14B when bidding on City contracts. To receive the bid discount, you must be certified by HRC by the proposal due date.	Human Rights Comm. 25 Van Ness, Suite 800 San Francisco, CA 94102-6059 (415) 252-2500