

REQUEST FOR QUALIFICATIONS (RFQ)

FOR

RFQ No. C25000000103

PERFORMING ARTS CENTER FAÇADE PUBLIC ART PROJECT

October 8, 2024



**CERRITOS COMMUNITY COLLEGE DISTRICT
PROCUREMENT AND CONTRACT SERVICES
11110 ALONDRA BOULEVARD
NORWALK, CA 90650-6203**

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NOTICE TO OFFERORS

Statement of Qualifications for RFQ No. C25000000103, Performing Arts Center Façade Public Art Project, as described herein, will be accepted by Cerritos Community College District (District), **until 2:00 P.M., February 25, 2025**. Any changes to this RFQ are invalid unless specifically modified by the District and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the District's copy shall prevail. All addenda and notices related to this solicitation will be posted by the District on Procurement and Contract Services' website at www.cerritos.edu/purchasing. In the event this RFQ is obtained through any means other than the District's distribution, the District will not be responsible for the completeness, accuracy, or timeliness of the final RFQ document.

To assure consideration, all Statement of Qualifications (SOQs) shall be submitted as directed in this RFQ. To facilitate the evaluation process, Offerors shall provide **one (1) electronic copy of the proposal on a USB Drive**. All proposals shall be written on standard Letter size 8½" x 11" format, 12 point Arial font with 1" page margins on all sides as a PDF document. Please reference Page 10, Format, Item No. 8 for other acceptable formats and restrictions.

Delivered SOQs shall be enclosed and sealed in an envelope or container clearly marked **RFQ NO. C25000000103, Performing Arts Center Façade Public Art Project** and addressed to Cerritos Community College District, Procurement and Contract Services. **SOQs may be delivered in one of the following methods:**

- **Hand delivered to:**
Cerritos Community College District
Procurement and Contract Services
Attention: Director of Procurement and Contract Services
11051 166th Street
Cerritos, CA 90703

- **U.S. Postal Service, UPS, FedEx, or other common carrier delivered to:**
Cerritos Community College District
Procurement and Contract Services
Attention: Director of Procurement and Contract Services
11110 Alondra Boulevard
Norwalk, CA 90650-6203

EMAIL OR FAXED SOQS WILL NOT BE ACCEPTED.

SOQS DELIVERED TO OTHER THAN THE ABOVE STATED ADDRESS WILL BE REJECTED AND RETURNED TO THE OFFEROR UNOPENED. It is the Offeror's sole responsibility to ensure that his/her submittal is received at the proper place at the proper time. Postmarks will not validate SOQs which arrive after the deadline date/time listed above. Any submittal received after the scheduled closing time for receipt of submittals will be returned to the Offeror unopened.

SOQs may be withdrawn by submitting a written request. Such written request must be delivered to the place stipulated in the RFQ prior to the scheduled closing time for receipt of SOQs.

Section 1 – Project Introduction and Overview

1.1 General Overview

Cerritos Community College District (“District”) is a two-year public community college and is one of the five largest community colleges in Los Angeles County. Founded in 1955, the college has an average enrollment of approximately 23,000 students annually and is accredited by the Western Association of Schools and Colleges. The District offers over 180 areas of study with 87 degree and certificate programs.

Additional accreditations include: American Dental Association (Dental Hygiene Program and Dental Assisting Program), Accreditation Commission for Education in Nursing (Nursing Program), Board of Registered Nursing (Nursing Program), American Society of Health-System Pharmacists (Pharmacy Technician Training Program), Accreditation Council for Pharmacy Education (Pharmacy Technician Training Program), American Physical Therapy Association (Physical Therapist Assistant Program), Commission on Accreditation in Physical Therapy Education (Physical Therapist Assistant Program), Speech Language Pathology, Audiology, and Hearing Aid Dispensers State Board (Speech Language Pathology Assistant Program), American Bar Association (Paralegal Program) and National Automotive Technicians Education Foundation (Automotive Mechanical Repair Programs).

The District is a single-campus district located in Los Angeles County within 135 acres located in the City of Norwalk, near the intersection of Interstates 5, 605, and 105, and State Route 91. The District serves the communities of Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs, and South Gate. Four districts serving high school students are contained in these communities. They are the ABC Unified School District (USD), Bellflower USD, Downey USD, and Norwalk-La Mirada USD.

1.2 District Mission

The District values its diverse student population and is committed to providing these students with high-quality, comprehensive instructional programs and support services that improve student success and offer clear pathways to achieve personal, educational, and career goals. In doing so, the college develops in students the knowledge, skills, and values that prepare them to be productive participants in the global community.

1.3 District Commitment to the Arts

The District has a strong commitment to the arts with a new Fine Arts Complex and Performing Arts Center, as well as a large endowment for public art on campus. The Cerritos College Art Gallery presents rotating exhibitions highlighting the work of local, national, and international artists. A special emphasis is placed on works that confront challenging and pressing issues in contemporary art and culture. In support of exhibitions, the gallery also regularly hosts workshops, lectures, and performances and has published over thirty accompanying exhibition catalogues. In January 2017, the college partnered with the Foundation for Art Resources (FAR) to host a FAR Bazaar, with twenty local art collectives and the MFA programs from ten Southern California universities and art schools transforming the classrooms and offices of the now demolished old Fine Arts building (and current site of the new Performing Arts Center) into temporary exhibition spaces.

1.4 Purpose of Request for Qualifications

The District is seeking SOQs to create a pool of qualified artists to provide the design, creation, and installation of a prominent public art project on the exterior façade of the new Performance Art Center. The requirements are further described in Section 2 – Scope of Services.

For this project, CAPS is specifically seeking the design, creation, and installation of a prominent public art project on the exterior façade of the new Performance Art Center. This public art installation may be created from any materials of the artist’s, or artist team’s, choosing that can endure complete exposure to the elements. Both two-dimensional and three-dimensional elements are feasible, along with electrical lighting, neon signage, sound features, landscaping elements, and/or other interactive components.

1.3 Project Timeline

The following identifies the estimated dates/time frame for receipt, evaluation, and award of the work. Please note the following key dates when preparing your response to this RFQ.

RFQ Timeline

RFQ released:	Tuesday, October 8, 2024
RFQ question deadline:	Tuesday, January 21, 2025
RFQ question responses:	Tuesday, January 28, 2025
RFQ submission deadline:	Tuesday, February 25, 2025; 2:00 PM
RFQ selections announced:	Tuesday, April 29, 2025 (Tentative)

RFP Timeline (NOTE: Separate solicitation)

RFP provided to selected artists:	Tuesday, April 29, 2025
RFP question deadline:	Tuesday, July 1, 2025
RFP question responses posted:	Tuesday, July 8, 2025
RFP submission deadline:	Tuesday, August 12, 2025
RFP selections announced:	Tuesday, October 21, 2025 (Tentative)

NOTE: The dates referenced above are subject to change with or without notice.

1.4 Selection Process and Evaluation

Submitted SOQs will be evaluated initially by the Performing Arts Center Façade Public Art Project Sub-Committee. The criteria for selection shall be based on, but not limited to, the following:

1. Artist's qualifications (including previous examples of completed work)
2. An artist statement providing context into established artistic practice and vision
3. A statement of interest that demonstrates an understanding of the college's mission and its commitment to the arts throughout campus
4. The ability to complete projects on time and on budget

A short-list of artists chosen by the sub-committee will be presented to the full membership of the Cerritos College Committee on Art in Public Spaces (CAPS) for final selection to establish a pool of qualified artist. Artists selected from the short-list by the full CAPS committee will then be invited to respond to a separate Request for Proposals (RFP) solicitation and will be provided a one-time stipend for the development and submission of their RFP proposals. Submitted proposals will then be evaluated by the full CAPS membership, which will select the Artist(s) or Artist Team(s) to be awarded each commission.

Section 2 – Scope of Services

1. Project Opportunity.

The Cerritos College Performing Arts Center, completed in the Summer of 2022, is one of the newest buildings on campus. The Performing Arts Center is also one of the most popular and heavily trafficked spaces on campus, serving as a major entry point to the campus and an important interface with both the campus community and the broader public as a venue for hosting major events, including musical and theatrical performances, guest speakers, and various college ceremonies. In addition to a large stage and audience hall, the interior of the building includes facilities for choral and orchestral performances, instructional and rehearsal rooms, an advanced recording studio, and various spaces dedicated to supporting theatrical performances including prop construction and costume design. This project offers the selected artist(s) a truly unique opportunity to impact the aesthetic character of the Performing Arts Center exterior, as experienced from one of the main access points to the campus, for future Cerritos College students, employees, and community members. The Performing Art Center Façade Public Art Project is developed and managed by the shared-governance Committee on Art in Public Spaces (CAPS).

For this project, CAPS is specifically seeking the design, creation, and installation of a prominent public art project on the exterior façade of the new Performance Art Center. This public art installation may be created from any materials of the artist's, or artist team's, choosing that can endure complete exposure to the elements. Both two-dimensional and three-dimensional elements are encouraged, along with the possibility of electrical lighting, neon signage, sound features, landscaping elements, and/or other interactive components.

Multiple options for installation locations are possible on the front façade of the Performing Arts Center, including the freestanding concrete wall (approx. 63' 5" x 15' 5"), the concrete side wall (approx. 216' 5" x 15' 5"), and/or the landscaped area in front of both walls), or all three.

Artists are encouraged to submit Statements of Qualifications (SOQ) with artwork samples and letters of interest that are relevant to this specific commission. CAPS encourages artists to engage critically with the mission the District and the vision of the public art program on campus to engage and enlighten our diverse communities.

2. Budget.

The total maximum project budget totals \$105,000 for commissions, as follows:

The budget for this commission is inclusive of all artist fees, artwork fabrication and installation, insurance, engineering, and artwork transportation. The commission budget does not include the initial RFP stipend (as noted above as a separate solicitation process Page 5, Section 1 – Project Introduction and Overview, Item 1.3 Project Timeline), campus signage, the artwork lighting, foundations, or structural or MEP (mechanical, electrical, and plumbing) connections required to install the artworks, which will be funded (if necessary and approved) through a separate budget.

3. Eligibility and Considerations.

Artists age eighteen (18) and older may apply individually or as a team. If applying as a team, please designate one artist as the project leader and contact person. The composition of teams must remain unchanged until the completion of the commission. The CAPS membership specifically encourages

historically underrepresented groups to apply. Additionally, artists who live and work in Southern California, or who demonstrate a clear connection to the region, will be strongly considered.

Artists submitting a SOQ should demonstrate the ability to oversee the design, fabrication, and installation of public artwork, highlighting examples of experience collaborating with design-build teams, including engineers and general contractors where possible. Studio artists and artists from all career levels interested in pursuing public art projects are encouraged to apply. Artists who have not previously worked in public art should use their written responses to outline their specific knowledge of, and interest in, public art.

4. Free Standing Concrete Wall (including the Landscaped Area in Front of the Wall)



Size: 63' 5" (w) x 15' 5" (h)

Outdoors: Wall spaces, concrete fronting, and landscaped areas suitable for two-dimensional and three-dimensional elements including painting, tiling, sculpture, electrical lighting, neon signage, sound features, landscaping elements, and/or other interactive components.

Elements: Exposure to all elements (direct and indirect sunlight, rain, wind, etc.).

Site Notes: The Performing Arts Façade Commission could be located anywhere from the theater classroom entrance to the eastern freestanding concrete wall on the southern side of the Performing Art Center, facing Lot 10 on the south-side of campus. The artwork on the façade of the Performing Arts Center should anchor the building and welcome visitors to it. Additionally, the artwork has the opportunity to present the musical and theatrical nature of the pedagogy and public events associated with this space. The work should also be identifiably associated with the selected artist's, or artist team's, distinctive art practice and visual style. Additional site requirements will be provided to Artists or Artist Teams selected to develop a proposal for this site.

5. **Concrete Side Wall** (including the Landscaped Area in Front of the Side Wall)



Size: 216' 5" (w) x 15' 5" (h)

Outdoors: Wall spaces, concrete fronting, and landscaped areas suitable for two-dimensional and three-dimensional elements including painting, tiling, sculpture, electrical lighting, neon signage, sound features, landscaping elements, and/or other interactive components.

Elements: Exposure to all elements (direct and indirect sunlight, rain, wind, etc.).

Site Notes: The Performing Arts Façade Commission could be located anywhere from the theater classroom entrance to the eastern freestanding concrete wall on the southern side of the Performing Art Center, facing Lot 10 on the south-side of campus. The artwork on the façade of the Performing Arts Center should anchor the building and welcome visitors to it. Additionally, the artwork has the opportunity to present the musical and theatrical nature of the pedagogy and public events associated with this space. The work should also be identifiably associated with the selected artist's, or artist team's, distinctive art practice and visual style. Additional site requirements will be provided to Artists or Artist Teams selected to develop a proposal for this site.

Section 3 –Statement of Qualifications Requirements

3.1 Statement of Qualifications Format and Content

The emphasis of the SOQ should be on responding to the requirements set forth in the Request for Qualifications. Therefore, the SOQ should be organized and indexed in the format listed below and include a detailed description of the approach and methodology proposed for the services to be provided with all necessary information for the District to effectively evaluate the submittal. Within each section of their SOQ, offerors should address the items in the order in which they appear in this RFQ.

Artists and Artist Teams may only apply once to this specific commission opportunity. The CAPS membership strongly encourages applicants to review all materials and supporting documents available prior to responding to this RFQ. SOQs submitted late, or through any other means than as listed above, will not be accepted.

Any submittal that does not adhere to these requirements may be deemed nonresponsive and rejected on that basis.

Format

SOQs must include all of the following to be considered:

1. Full Name of Applicant(s); if an Artist Team, list all members, but also identify one main contact
2. Contact information (Mailing Address, Phone Number(s), Email Address, Website, etc.)
3. Three Professional References (Name, Title, Institution, Phone, Email)
***NOTE:** Do not include letters of recommendation. References will be contacted if applicant is shortlisted.*
4. Statement of Interest (1,000 words maximum) in developing a Public Art proposal for the Cerritos College Performing Art Center
5. Artist Statement (500 words maximum) that provides context into the Artist's (or Artist Team's) prior work experience and artistic practice
6. Current Resume or Curriculum Vitae (CV) for Artist; if an Artist Team, include a separate resume or CV for each member of the team
 - a. Listing education, previous exhibitions, past public art projects, awards, residencies, publications, teaching, etc.
7. High-Resolution Photographs of Up to Ten (10) Previous Works (Not Limited to Public Commissions)
8. Flash Drive with Attachments (or links to video/audio online): Previous Work
 - a. Up to Ten (10) work samples (See acceptable formats and restrictions below)
 - b. Title all attachments as follows: *ApplicantFullName.WorkTitle.Date.FileType*
 - c. *Acceptable formats and restrictions include:*
 - i. Images: (300 dpi & less than 1MB each) - .jpg, .jpeg, .png, .gif, .tif, .tiff
 - ii. Videos: (less than three minutes) - links to webhosted video only, no attachments
 - iii. Audio: (less than three minutes) – links to online content only, no attachments
 - iv. Documents: .pdf only

9. If previous works require additional textual description/information, including client, budget, and location (if applicable) provide it as a separate document.

Artists or Artist Teams selected for the RFP solicitation phase will be required to submit additional documents (in addition to their SOQ).

The cost for developing the SOQ submittal is the sole responsibility of the Offeror. All SOQs submitted become the property of the District.

Be advised that all information contained in SOQs submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and information's use and disclosure are governed by this Act. Any information deemed confidential or proprietary should be clearly identified by the Offeror as such. It may then be protected and treated with confidentiality only to the extent permitted by state law.

3.2 Request for Clarification/Information (RFC/RFI)

Questions regarding the meaning of the Scope of Services, or other solicitation documents shall be directed to **Mayra Radillo, Buyer II** at mradillo@cerritos.edu or faxed to 562-467-5020. To be given consideration, request(s) must be in writing and received by the date listed on the RFQ Schedule for "RFQ question deadline". Any and all such interpretations and any supplemental instructions will be posted on Procurement and Contract Services' website at www.cerritos.edu/purchasing not later than the date fixed as "RFQ question responses". All addenda so issued shall become part of the solicitation. **Under no circumstances may the Offeror contact faculty, staff, administrators, members of the evaluation team, the using departments/divisions, or members of the Board of Trustees. If a prior relationship exists between Offeror and District, Offeror may only discuss matters for which the Offeror is contracted. Failure to comply with this provision may deem Offeror's submittal non-responsive.**

3.3 Addenda

The effect of all addenda to the RFQ documents shall be considered in the submittal, and said addenda shall be made part of the RFQ documents. Before submitting a SOQ, each offeror shall ascertain whether or not any addenda have been issued. **Offerors are primarily and ultimately responsible for ensuring that they have received any and all Addenda.** To this end, each Offeror should access Procurement and Contract Services' website at www.cerritos.edu/purchasing to verify that he/she has received all Addenda issued, if any.

3.4 Request for Qualification (RFQ) Submittals

In the case of Request for Qualifications (RFQs), it should be noted that the documents submitted by prospective offerors are qualifications to establish a qualified pool of artists and not competitive sealed bids. By their nature, SOQs will include a number of variables that will vary based on the complexity of the product or service addressed within the RFQ.

When SOQs are opened, information will not be made public until a proposal is awarded following the separate RFP solicitation phase. There shall be no disclosure of any Offeror's information to competing offerors prior to any award. At that time, the executed contract and associated documents will become public information, as appropriate.

3.5 Cultural Equity

Cultural and racial equity will be considered throughout the process of selecting Artists or Artist Teams and when reviewing past work in terms of the demographics of the artists selected, the cultural communities served and the diverse perspectives represented through the artwork.

3.6 Additional Terms and Conditions

The District and the Cerritos College Committee on Art in Public Spaces reserves the right to reject all SOQs submitted in response to this RFQ, terminate the selection proceedings and shortlist of finalists, or to combine, eliminate, or otherwise amend the commission opportunities at any time. Artists identified through this RFQ process are not guaranteed a commission or opportunity to develop a public art project or proposal. The release of this RFQ in no way binds the District, CAPS, or the State to the commissioning of any Artists, Artist Teams, or artworks.