

DRAFT
CITY OF MANHATTAN BEACH

MINUTES OF THE CULTURAL ARTS COMMISSION
Special Meeting May 25, 2005
8:15 a.m.

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I. CALL TO ORDER

The Cultural Arts Commission (CAC) of the City of Manhattan Beach, California met on Tuesday, May 25, 8:15 a.m. in the City Council Chamber Conference Room.

II. ROLL CALL

Present: Commissioners Greco (Chair), Wright (Vice-chair),
Candy Duncan
Wayne Powell
Shelby Phillips
Juanita Purner, Cultural Arts Manager
Megumi Sando, Rec. Supervisor – Cultural Arts

Absent: None

III. APPROVAL OF MINUTES

NA

IV. AUDIENCE PARTICIPATION

None

V. GENERAL BUSINESS

05/0412.3 Strand Bench and Alcove Program RFP

RFP/Q Draft

The Commissioners compiled individual drafts drawing information from samples they received at the last meeting. A composite of the three drafts gave the Commissioners a starting point for the design of the Strand Alcove RFP.

The Commissioners clarified whether this document is an RFP or an RFQ; whether there is an overlap with this document serving as a call-for-proposals and a request for qualifications. The City Council Strand Bench/Alcove directive and the donor portion of the program were reviewed.

The RFP was reviewed as follows:

A. INTRODUCTION

- The Commission reached a consensus by including a quote from Commissioner Duncan’s RFP draft: “To start this project the first two alcoves and benches will be funded by the Cultural Arts Commission with the approval of the selected designs by the City Council.”
- Commissioner Powell stated that the most important area of the RFP is the actual bench design and the details for this design.
- The artists submitting proposals need to be aware that, if selected, they become the part of the program’s pre-approved artist’s pool.

B. ELIGIBILITY

- The Strand Bench/Alcove program is open to all artists.

C. SITE

- Commissioners agreed a clear description of the Strand and the surrounding area was important.
- A map of the Bench/Alcove units is to be included.
- Specific dimensions are needed.
- Proposal must meet building code requirements and be ADA compliant.
- A definition of the bench should be included.

D. PROJECT GOALS

- Five goals were selected from Commissioner Phillip’s RFP draft are:
 1. to create areas along the Strand which are of high artistic quality
 2. provide a comfortable space to rest and enjoy the ocean and surrounding areas
 3. respond well to the site
 4. designs are durable and environmentally sound
 5. are well built, safe, vandal resistant and require minimum maintenance

E. BUDGET

- Commissioners agreed on the \$50,000 amount for the prototype. In the future, donors not interested in selecting a pre-approved bench/alcove design have the option of presenting their own design for approval to the City Council. Donor budgets can exceed the \$50,000 figure.
- Each budget is all inclusive and is intended to cover the cost of design, fabrication, travel, insurance and installation.

F. SELECTION CRITERIA

- Five items were incorporated from Commissioner Phillips RFP draft.
 1. Record of artistic achievement as evidenced by slides, resume and professional recognition.
 2. Professional capacity to oversee design, fabrication, installation of the artwork for public places.
 3. Artistic quality of conceptual design.
 4. Design feasibility and appropriateness to the site
 5. Design compliance with all City Codes dealing with safety, accessibility and seismic issues.

G: HOW TO APPLY

- A letter of interest (2 copies)
- Current Resume (2 copies) If submitting as a team, a resume for each member is required
- Slides and Digital Images – Up to ten labeled slides and annotated slide list. Indicate title, medium, dimensions, date and location, and agency if applicable
- Conceptual design (2 copies)
- SASE – a self-addressed stamped envelope for the return of your materials.

Public Art Maintenance

The issue of public art maintenance was discussed. The Public Art Master Plan indicates a budget should include 80% for the cost of the project and a 20% maintenance fee. During the development of the Master Plan, it was understood that the City would provide the maintenance for the City’s public art. Commissioner Greco indicated that the plan and the ordinance do not agree and need to be resolved at a future meeting.

The meeting ended with the **Timeline** section.

VII REPORTS AND OTHER BUSINESS

VIII. ADJOURNMENT

With no further business, the Cultural Arts Commission adjourned at 10:45 a.m. The next Cultural Arts Commission meeting will be held on June 14, 2005.