



**CITY OF EL SEGUNDO'S CULTURAL
DEVELOPMENT PROGRAM: 2021-2023
PREQUALIFIED MUSICIAN POOL REQUEST
FOR QUALIFICATIONS (RFQ)**



**City of El Segundo's Cultural Development Program: 2021-2023 Prequalified Musician Pool
Request for Qualifications (RFQ)**

Hard Deadline: Thursday, March 31, 2022 at 4pm (PST)

I. CALL SUMMARY

The City of El Segundo's Cultural Development Program (ESCDP) invites musicians and/or music ensembles to submit qualifications for inclusion in a Prequalified Musician Pool for upcoming live music performance opportunities. We encourage musicians of all musical styles to apply. A list of eligible musicians/music ensembles selected for the Prequalified Artist Pool will be used by the ESCDP staff to recommend appropriate applicants for a range of live music opportunities. The goal is increase access to quality music programming by implementing concert and performing events at local parks, libraries, civic center, outdoor dining environments and other performance spaces (both indoor and outdoor) throughout El Segundo. Musician/music ensembles invited to be part of the Prequalified Pool will be selected based on relevance of their previous experience, artistic excellence, and cultural diversity. Prequalified musicians/music ensembles will remain on the list for three years (2021/2022-December 31, 2024).

PLEASE NOTE: Inclusion in the Prequalified Musician Pool does not guarantee selection for any projects. The ESCDP reserves the right to launch separate calls for musicians/music ensembles for individual projects and special initiatives.

II. ELIGIBILITY

The call is open to all practicing musicians and music ensembles at least 18 years of age who reside or work in Los Angeles County or Orange County; such individuals must be authorized to work in the United States. Local musicians/music ensembles residing or working in the South Bay Area Region are strongly encouraged to apply and may be given preference for projects with limited budgets. Additionally, all members of an applicant music group must play a musical instrument and/or be a vocalist.

ELIGIBILITY RESTRICTIONS

Individuals with conflicts of interest are not eligible. Elected officials, commissioners, board members, committee members, agents, officers, and employees of the City of El Segundo and their business partners and their immediate family members are not eligible under this RFQ.

III. APPLICATION DEADLINE AND REQUIREMENTS

Hard deadline: Thursday, March 31, 2022 at 4pm (PST).

*****Live music performance opportunities are available as early as October 2021. We highly encourage applicants to submit their applications as soon as possible. Early submissions will increase the level of commissions they are considered for.**

Submission materials must be submitted via email as one MERGED PDF format document to Cultural Arts Coordinator Sam Lee: slee3@elsegundo.org. Please note that any email submissions received after the deadline will not be considered. In addition, materials submitted via post, fax or in person will be rejected.

All submitted application information will be archived and saved and can be accessed by the ESCDP staff in the future. All applicants should allow adequate time to submit their applications, and we recommend that you complete your application well ahead of the deadline in case of complications.

All applications should include the following (in the listed order below as one MERGED PDF format document):

1. **Artist Statement** must include detailed information about you or your music group, including the general contact information, the style of music that is performed, the number of group members and other technical information (e.g. types of musical instruments used).

We encourage musicians of all musical styles to apply. In your statement, please outline your interests, describe your music, provide a summary of your relevant experience as a musician/music group, and address how that experience may qualify you for live performance commissions. If applying as a team: please clarify collaborations and outline roles. Maximum character limit: 6000 (approx. 1,000 words).

2. **Current Resume**, including public and private live performance commissions, performance history, etc. (team resume if applying as a team) Maximum character limit: 8000 (approx. 1,300 words). ***Please include your social media and website information; sharing your social media and website for the reviewing panel will allow it to gain a better understanding of your group's online audience(s) and presence.***
3. **Audio Submission:** Links to three (3) separate tracks that best represent you or your music group and list tracks in order that you would like the panel to review them. The audio sample is crucial for evaluating the artistic quality of the applicant. The submitted tracks must have been recorded within the past three years and reflect you or the group's current line-up.
4. **Audio Requirements:** In this section provide information regarding the type of audio equipment you use and own. If you have the ability to provide your own PA system, please provide more detailed information regarding the type of PA system you use, if it works for indoor or outdoor events, and the size of audience for which it is appropriate.
5. **Video Samples:** Links to two short sample videos of a live performance.
6. **Publicity Images (2):** Include at least two (2) digital images of you or your group. Photographs should be taken within the last three (3) years. All images must be sharp (not pixelated), in color, and should not have any graphics or text visible.

IV. ARTIST SELECTION PROCESS

Application selection is a competitive process. The selection panels may include but not limited to City staff, professional musicians, appropriate project members, community stakeholders, and arts administrators with a strong music background.

All musicians/music ensembles approved for inclusion in the prequalified pool will be notified by the ESCDP staff in writing. Eligible applicants will be reviewed and selected for any appropriate live music performance opportunities as they arise starting from September 15, 2021 to December 31, 2023.

Musicians/music groups will be contacted prior to any selection panel process to confirm their interest and availability for a particular commission opportunity.

V. SELECTION CRITERIA

Musicians/music groups must:

- ✓ Enhance the pool's artistic excellence and/or cultural diversity as exhibited through audio recordings, musical genre(s), resumes, and biographies.
- ✓ Be able to work well and cooperatively with the City Staff, project members, and other organizations
- ✓ Exhibit the ability to be flexible and adaptable to various presenting environments and community-based contexts

VI. BUDGET AND ARTIST STIPEND

Budget and artist stipend vary, depending on the individual opportunity.

VII. RESTRICTIONS

Musicians/music ensembles who perform represent the El Segundo's Cultural Development Program to the public. This program is designed to provide free music and live performance to communities in El Segundo. Solicitation of donations, charging admission or requiring purchase of food or merchandize is prohibited at these events.

VIII. CONTACT

Reach out to Cultural Arts Coordinator Sam Lee: slee3@elsegundo.org or 310-524-2771, if you require any clarifications about the Prequalified Musician Pool, and/or any assistance with the content of your application.

IX. EI SEGUNDO CULTURAL DEVELOPMENT PROGRAM POLICIES

- Any selected musician/music ensemble must perform the duties requested as an independent contractor and not as an employee of the City of El Segundo.
- All selected musicians/music ensembles must enter into an agreement with the City. Depending on the individual opportunity, the selected musician/music ensemble may be asked to obtain, at the selected musician/music ensemble's sole cost and expense, all insurance and business licenses required by the City. The selected musician/music ensemble may be asked to refrain from working until such insurance and licenses have been approved by the City.
- ESCDP reserves the right to terminate the selected musician/music group's agreement at any time, with or without cause.

- Inclusion in the Prequalified Musician Pool does not guarantee selection for any projects. El Segundo Cultural Development Program (ESCDP) reserves the right to launch separate calls for individual projects and special initiatives.
- ESCDP reserves the right to accept or reject any applications or portions thereof without stated cause. In selection of a musician/music ensemble for a special event, the ESCDP staff shall attempt to negotiate and reach a final agreement with the selected musician/music ensemble. If the ESCDP, for any reason, is unable to reach a final agreement with the selected musician/music ensemble, the ESCDP then reserves the right to reject such musician/music ensemble and negotiate a final agreement with another musician/music ensemble of the ESCDP's choosing. The ESCDP may also elect to reject all proposals and re-issue a new RFP or enter into an agreement with any musician/music ensemble of the ESCDP's choosing.
- ESCDP is not responsible for the loss or damage of any submitted materials. All information contained herein does not constitute either an expressed or implied contract and these provisions are subject to change without notice at any time and for any reason in the sole discretion of the ESCDP.
- ESCDP is committed to fostering a diverse and inclusive workforce. Diverse applicants are encouraged to apply.

X. TENTATIVE SCHEDULE

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| Issuance of Request for Qualifications (RFQ) | September 17, 2021 |
| Acceptance of Applications | Starting September 17, 2021 |
| Hard Deadline | March 31, 2022 |
| Review of Applications (Selection Panel) | Starting October 2021 |
| Notification of Selection | Starting October 2021 |

XI. BACKGROUND

The City of El Segundo, known as the “Aerospace Capital of the World,” is a coastline community in the South Bay region of Los Angeles County. The City, coined by Standard Oil Company for its second oil refinery in California, was incorporated on January 18, 1917. El Segundo, 5.46 square miles in area and with a current population of 16,504, is renowned for maintaining a quaint, small town atmosphere as well as a thriving business environment that caters to some of the world’s most prestigious entities. It is home to the Los Angeles Lakers, Los Angeles Kings, Raytheon Technologies, Boeing, Los Angeles Air Force Base, Mattel, Beyond Meat, and Los Angeles Times.

On November 19, 2019, the El Segundo City Council adopted Ordinance No. 1594, establishing a Public Art or In-Lieu Fee Requirement and a Cultural Development Fund. The requirement applies to certain commercial and industrial developments with a project cost exceeding \$2,000,000. The mission of El Segundo’s Cultural Development Program, operated by El Segundo Public Library staff, is to expand the City’s artistic, cultural, and creative resources by enhancing the environment and quality of life. The intent is to achieve high-quality and site-specific artwork, temporary art exhibitions and experiences, increase public access to the arts, encourage civic engagement, help drive tourism and revenue to local businesses, contribute towards realizing cultural equity and inclusion, create opportunities for artists and art organizations in the region, and to transform people, places and communities. The El Segundo Cultural

Development Program works with established and emerging artists from all disciplines to create permanent artwork, creative place keeping projects, public engagement activities, temporary art exhibitions and event-based programming. The goal is to enrich the lives of the City's residents and visitors and encourage greater artistic appreciation and cultural awareness. For more information, visit <https://www.elsegundolibrary.org/about-us/cultural-development-program-268521>.

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XII. SIGNATURE BLOCK

Please return this page with your application or duplicate the information in your cover letter.

The undersigned hereby certifies:

- () familiarization with all terms, conditions, and specifications herein stated,
- () musician/music team is qualified to perform work and services as proposed,
- () that the application submitted is valid until _____(date).

Name

Authorized Signature

Mailing Address

Email Address

City, State, Zip

Phone Number