

Exhibit A

Scope of Work

Coordinate all work within the Public Art Program

Work closely with the City's Collections Manager to develop long term plans and immediate needs for conserving artworks in the Public Art program collection as well as prioritize needs and goals. Attend meetings to determine scheduling and oversight of ongoing public art projects. (As needed)

Field Collection Management

Assess and report on the physical condition of works in the Public Art Collection to determine immediate needs, interim maintenance recommendations and long-term goals for the preservation of the collection. (On-going).

Additional Service Work

Work with the Collections Manager, Landscape Architect, and additional vendors on installations of new pieces. Maintain physical presence on work sites and good communication with skilled and contract laborers to assure reasonable time allotments and quality of service. (As needed).

Conservation

Refine the conservation schedule to reflect contemporary techniques for long-term and immediate care of public artworks. (On-going).

Maintenance

Refine the maintenance schedule for all works in the Public Art Collection, based on both regular preventative care and situational responses such as vandalism, public safety, artwork deterioration, site maintenance, lighting issues and mechanical considerations affecting presentations. (On-going).

Submit Monthly Schedule of Tasks to be Performed

In collaboration with the City's Collections Manager, create and deliver a monthly assessment of repairs, scheduled and emergency maintenance and on-going conservation to be completed, and lists of materials to be used for projects to be approved for reimbursement. (Monthly).

Fundamental Service Responsibilities

Includes care of collection and care and maintenance of artwork. Included in this responsibility is cleaning, waxing, painting, restoring, photographing, assisting with contractors and cost estimation of work. May also include some light care of landscape materials. (Quarterly).

Graffiti Clean Up Response

Report graffiti in a timely manner to the City's Collections Manager to abate. (As needed).

Safety

Develop a priority system to determine safety issues for works in the Public Art Collection, with consideration for public safety, artwork safety, and the safety of skilled and contract laborers engaged in maintenance. (As needed).

Visual and Photographic Inventory of the Collection

Create digital (and other) imagery to interface with program software, maintaining a visual record to reflect current inventory and conservation status. The visual record collection may be used for other purposes such as advertising, catalogs, special events, and educational purposes. (On-going).

Review Proposed Art Projects

Collaborate with the City’s Collections Manager to identify potential problems with installations and future maintenance and conservation of art projects. (As needed).

Identify Critical Issues

Bring critical issues to the attention of the City’s Collections Manager in a timely manner. Assist in creating creative solutions to unusual problems and challenges. (As needed).

Appropriateness

Collaborate with the City’s Collections Manager to determine site, aesthetic, and cultural appropriateness of works in the collection and future projects. (As needed).

Exhibit B**Fee Schedule**

Fee Schedule	
Director/President	\$165 per hour
Conservator	\$140 per hour
Technician	\$110 per hour
Travel	\$150 per trip
On-site meetings with President (Project Mgmt)	\$165 per occurrence
Documentation	\$140 per hour