

## Public Art Commission

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Bailieborough BPtA Steering Committee

c/o Arts Office

Cavan County Council, Courthouse, Cavan

## Building Peace through the Arts - Public Art Commission

Tender to commission the appointment of an artist to design, produce and install an artwork in the public realm.

Bailieborough BPtA Steering Committee seeks expressions of interest from experienced and suitably qualified artists or design teams in developing a new public artwork. The total budget available for the artwork is up to **£40,000 (inclusive of VAT)**.

**The deadline for expressions of interest is 4pm Wednesday 11<sup>th</sup> November 2014.**

**Expression of interest will be accepted only in hard copy.**

Late submissions will not be accepted.

Applicants are requested to read the full content of this document carefully as it contains important information pertaining to all stages of the commission.

## Contents

1. Application process	3
2. Background	4
3. Artist's Brief	5
4. Public Art selection panel / Steering Group	6
5. Stage 1 Expression of interest submissions	6
6. Budgets, fees and expenses for shortlisted artists	6
7. Arts / Design Team responsibilities	7
8. Bailieborough BPtA Committee's responsibilities	8
9. Project Timeline	9
10. Ownership	10
11. Contractual Arrangements	10
12. Submitting an Expression of Interest	12
13. Further information	11
14. Appendices	13

## 1. APPLICATION PROCESS

### Stage 1

Expressions of Interest are sought from artists (or a team of collaborating artists) to deliver a piece of Public Art. Shortlisting will be based on the information provided (see *Appendix A*) using the *Evaluation Criteria set out in Appendix B*. **Please read Appendix A carefully and comply fully with the requirements.**

The deadline for receipt of applications is **4pm Tuesday 11<sup>th</sup> November 2014**. The selection panel will consider submissions received by this deadline and select up to three to go forward to Stage 2 of this process.

**There is no payment for artists submitting expressions of interest. Artists who are selected from Stage 1 to proceed to Stage 2 will be asked to develop the idea further.**

### Stage 2

£500 will be made available to up to three artists / teams who will be invited to present their proposals to the selection panel. The Stage 2 proposal must include:

- sketch designs, visualisations and/or a maquette
- an explanation of the concept for the artwork
- a description of how it relates to our vision (as outlined in Section 5)
- an outline of how the artist/artist team would approach its design, fabrication and installation, and
- details of maintenance requirements and lifespan expectations

The artist/artist team must demonstrate how the work can be implemented within the allocated budget and provide details of the anticipated duration of the project with the timescale broken down into research, production and delivery. The selection panel aims to select one artist / team to undertake the commission.

The Bailieborough community will be at the heart of this project and the selected artist/artist team must demonstrate how they will work with the community to develop a sense of ownership and pride in their environment – and most importantly help create a shared space for all. Therefore the artist/artist team must also outline the approach they will take to engage and work with the local community and showcase successful projects where they have done this in the past in a similar environment.

Selected artists / teams must submit their presentations to Ms Catriona O'Reilly, Arts Office, Cavan County Council, Courthouse, Cavan by the stipulated deadline of **4pm Tuesday 11 November 2014**. Expressions of interest must be submitted in hard copy.

## 2. BACKGROUND

The project seeks to develop a legacy artwork reflecting Bailieborough's journey towards peace.

The Building Peace through the Arts – Re-Imaging Communities Programme themes are:

- community cohesion
- regeneration through the arts
- positive relations at local level
- peace and reconciliation, and
- connecting communities.

As a first phase of the project the Bailieborough Community developed a local steering group to help manage the process. An artist facilitator was recruited to carry out creative community consultation with a wide range of stakeholders in the community including members of sporting groups, the Bailieborough School of Music, local schools, the women's group, and others.

She presented a report of her findings to the steering group which included a number of themes and site locations for the proposed artwork. The local steering group agreed '**Forging Ahead**' as the theme most open to artistic interpretation.

The preferred location for the public art is the side the library building (the Market House), Main Street, Bailieborough.



**Front of the Market House (Library Building), Bailieborough, and view of the proposed site to the side of the building (disabled parking bays to be relocated).**

Bailieborough is a large town in the east of County Cavan. It was a plantation town and consequently has a strong industrial craft heritage, with the foundry once being a major employer. People of the area have lots of connections to it, either through family members being employed or having a piece of the cast iron in their homes or in local bars /restaurants. The cast iron from the foundry is recognised far and wide. Today Bailieborough has a strong religious and ethnic mix.

### 3. ARTIST'S BRIEF

#### Theme: 'Forging Ahead'

'From Bailieborough's Divided Pasts towards our Shared Future' the theme most open to artistic interpretation.

The title refers to the unique history of the town as having industrial craft heritage. The people consider themselves to be resilient and determined and this attitude has shaped the development of the town and its many businesses and creative endeavours. In particular the Bailieborough Foundry was considered important in the town and was one of only two foundries in the country that made the iconic black and white Irish road signs. The town is home to several writers, and music and sport play a big part in the life of the community. Those consulted for this brief recognised that in the past there was segregation between religious communities, particularly through education/boarding school, the attitudes to the hunger strike and consequent actions by certain members of the community. However, the community today is embracing of diversity and determined to shape a positive future for the town.

These direct quotes from participants in the Re-Imaging Communities consultation process reflect some of the thinking behind the proposed theme:

"It was a very unspoken division but it was there. Our division as a community was with gritted teeth; it would have been easier if we got it out of our system."

[Aspirations for the art work] "Links past, present and future and shows a community working together"

"Linking past to future creating a new identity for the whole community"

"Uplifting, joyous and determined" [Local feeling about the future of Bailieborough]

"Connecting the past to the future"

**Project Specific Constraints:** It is part of the artist's brief to contact utilities companies and statutory agencies for advice in regard to nearby services i.e. electricity and water supply for any artist wishing to incorporate light or water as part of the art works, although this is not a pre-requisite of the brief. Any work involved in extending the services to the site will be part of the overall budget. The site is on a road junction so, consequently, the artist will need to ensure that materials used take road safety into consideration.

**Materials:** The brief does not specify the materials to be used, but the artwork is intended to be permanent and of high quality. Therefore it should be made of high quality, durable materials which require minimum maintenance.

**Other Considerations:** The successful artist will be expected to provide satisfactory drawings and elevations to satisfy planning procedures. On completion of the project, the successful artist will be required to provide an engineer’s certificate to satisfy the Steering Panel that the artwork has been designed, constructed and installed in accordance with current standards and judgments.

#### **4. PUBLIC ART SELECTION PANEL/STEERING GROUP**

The selection panel is comprised of representation from local stakeholders, Cavan County Council and the Arts Council of Northern Ireland. This panel will be responsible for all short-listing and selection procedures as well as overall management of the project.

#### **5. STAGE 1. - EXPRESSION OF INTEREST SUBMISSIONS**

Submissions for Stage 1 will be assessed against the following criteria: The scoring threshold is 60%.

<b>Section</b>	<b>Scoring</b>
1. Organisation Details	N/A
2. Insurance	N/A
3. Health & Safety	N/A
4. Experience	Pass / Fail
5. Requirement Specific Questions	(100% Total)
- 5.1 Artistic Quality	50%
- 5.2 Approach	30%
- 5.3 Community Engagement	10%
- 5.4 stakeholder engagement	10%

\*Please refer to Appendix A for the Format of Submission for Stage 1.

#### **6. BUDGETS, FEES AND EXPENSES FOR SHORTLISTED ARTISTS**

6.1 Each of the 3 artists / teams short-listed to undertake Stage Two will be paid £500 to cover the cost of developing a detailed design proposal including sketch designs, visualisations and create a maquette. This fee will include any postage or courier costs involved in transporting the maquette. Payment will be made on submission of an invoice. All travel costs to facilitate expenses associated with site visit(s) and presentation to the selection panel are included in this fee.

6.2 The successful artist/design team will be responsible for the design and creation of the artwork including foundations and final installation within the budget. The budget is inclusive of VAT and will include any further artist's design fees, expenses, foundation costs, materials, insurances, production and manufacturing, engineer's reports, any relevant consultations and installation fees, transport costs, and other necessary fees in order to finalise the installation of the public art piece. The successful artist/design team will be required to sub-contract and project manage all associated work for the public art piece, and to liaise with the group or their appointed representative in providing information required to secure all required statutory approvals such as planning and technical approval.

6.3 The overall fee also must include any re-landscaping of the site and additional lighting that the artwork may require.

6.4 Short-listed artists/design teams will be expected to submit an itemised project budget that identifies all costs. It must cover all expenditure, design, documentation, materials, foundation costs, manufacturing, delivery to the site and installation of the finished art work, including all health and safety requirements.

## **7. ARTIST/DESIGN TEAM'S RESPONSIBILITIES:**

The successful artist/design team will be responsible for:

7.1 Liaising with the group on all aspects of the project;

7.2 Providing all necessary drawings, elevations etc. required to secure statutory planning approvals;

7.3 Providing a detailed timetable/schedule of work;

7.4 Documenting the project design and specifications;

7.5 Supplying and funding all materials required for the project, including foundations, artwork materials, as well as all transport and works safety requirements;

7.6 Ensuring appropriate work site safety procedures are undertaken throughout the preparation of the foundations and installation of the public art;

7.7 The fabrication and installation of the works;

7.8 The provision of a structural engineer report for foundations and final installation, satisfying planners and the Council that the foundations and artwork comply with current engineering standards;

- 7.9 Completing the project within the timeframe and budget provided;
- 7.10 Contributing to marketing activities such as photo shoots, allowing use of concept drawings, providing artist statements and any other reasonable activity requested by the group to promote the project;
- 7.11 Contributing to reporting and evaluation at the conclusion of the commission;
- 7.12 Attending Public Art Steering Group meetings as required and updating the group on project development;
- 7.13 Providing the group with operating and maintenance instructions and costs;
- 7.14 Provision of an integrated artist's statement as part of completed art work;
- 7.15 A Lifecycle maintenance budget for the commission.

## **8. BAILIEBOROUGH BPTTA STEERING COMMITTEE'S RESPONSIBILITIES**

The group is responsible for:

- 8.1 Monitoring the project through the Public Art Steering Group;
- 8.2 Providing the artist/design team with support through the Bailieborough BPtTA Steering Committee;
- 8.3 Overall Project Management and supervision;
- 8.4 Drafting the Commission Agreement and Contracts;
- 8.5 Primary artist/team contact;
- 8.6 Providing community contacts;
- 8.7 Project marketing and reporting;
- 8.8 Advising the artist/team if in the future the art work needs to be relocated or intentionally modified, or decommissioned;
- 8.9 Facilitating community relationships as requested and as suitable;
- 8.10 Overseeing the budget for the project;
- 8.11 Obtaining planning permission.



## 9. PROJECT TIMELINE

Event	Date
Advert for expression of interest	Monday 13 October 2014
Deadline for receipt of Expression of interest	Tuesday 11 November @ 4pm
Short listing of artists from expression of interest	Monday 17 November 2014
Invitation Letters to Shortlisted Artists to move to Stage 2	Wednesday 19 November 2014
Detailed design phase of short listed artists	Monday 15 December 2014
Presentation of detailed design proposals and maquettes to Public Art Selection panel	Thursday 18 December 2014
Anticipated delivery of project (normally 6 months)	20 June 2015 approx.

## 10. OWNERSHIP

The Public Artwork becomes the property of Cavan County Council after installation by artist/design team. A contract for this project will provide for the appropriate care and maintenance of the work, artist's copyright and acknowledgement.

## 11. CONTRACTUAL ARRANGEMENTS

The successful artist will be engaged by the group and the payment schedule will be in the form of staged payments to be agreed prior to the development of contract.

## 12. SUBMITTING AN EXPRESSION OF INTEREST (EoI)

The group invites the submission of a completed EoI from suitably qualified and experienced artists for undertaking the provision of a public artwork. Please note if arts organisation or design teams are applying you must submit relevant information on the experience of the artists to be involved into the project including their CV.s

The available funds of £40,000 (including VAT) are also to allow for all necessary design, treatment of surfaces, installation, the erection and all fixings to secure the feature and all making good to the surrounding surfaces and artwork disturbed during installation or development of the works.

The artist shall be deemed to have satisfied him/herself before submitting their response as to the accuracy and sufficiency of the information contained therein.

Submission requirements for Stage 1 are detailed in **Appendix A** please read these carefully. All submissions are to be sent to:

Bailieborough BPtA Steering Committee

c/o Catriona O'Reilly, Arts Office, Cavan County Council, Courthouse, Cavan

(Hard copy only)

The application must be submitted no later than **4pm on Tuesday 11 November 2014**

Applications must be in English and prices in Sterling, inclusive of VAT

Information submitted shall be checked for completeness and compliance with the instructions before evaluation.

It is the responsibility of applicants to obtain for themselves, at their own expense, any additional information necessary for the preparation of their submissions.

## **13. Further Information**

### **13.1 Requests for clarification**

All requests for clarification or further information in respect of this EoI, or any questions about the procurement, should be submitted by email to Ms Catriona O'Reilly, Arts Office, Cavan County Council ([catrionaoreilly@cavancoco.ie](mailto:catrionaoreilly@cavancoco.ie)). No approach of any kind in connection with this commission should be made to any other person within, or associated with the group or by any other means.

If the steering committee considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all artists/ artist teams who have responded or have expressed an interest, or those that show an interest before the EoI return date and time.

Any such communication from applicants must be received no later than two days before the closing date and time. Communications shall be treated in confidence, but shall be subject to the above paragraph.

Both successful and unsuccessful applicants will be notified in writing by the steering committee.

### **13.2 Right to Issue Further Instructions**

During the procurement period, the steering committee has the right to make changes to the EoI documentation and any such changes shall be accepted by the applicants and incorporated into the finalised submission.

### **13.3 Expenses and Losses**

The steering committee shall not be responsible for, or pay for, any expenses or losses that may be incurred by any applicant in preparing their submissions or abiding by the conditions outlined herein.

### **13.4 Confidentiality**

All information supplied by the group in connection with this competition shall be treated as confidential by applicants, except that such information may be disclosed so far as is necessary for the purpose of obtaining sureties, guarantees and tenders necessary for the preparation and submission of the EoI or by operation of law.

### **13.5 Ownership of application documents**

The documents comprising this application shall remain the property of the group. All Public Art Work and publications become the property of the group after installation/completion.

### 13.6 Return of specified documents

Failure to return all specified documentation by the closing date, or such subsequent date as may be prescribed, may result in the submission not being considered.

### 13.7 Qualified submissions

No amendments to the EOI documents issued will be considered valid, except as shall be explicitly required or admitted (in writing) by the steering committee, qualification of submissions may result in rejection thereof.

### 13.8 Right to request additional information

The steering committee reserves the right to require any applicant to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this EOI. The Bailieborough Steering Committee may also seek independent financial and market advice to validate information declared, or to assist in the evaluation of the submission.

### 13.9 Evaluation Criteria

Evaluation criteria and scoring mechanism are set out below at *Appendix B*.

Only those applicants who achieve a minimum quality score of 60% may proceed to the tender stage.

### 13.10 Conflict of Interest

Artists will be required at all times to adhere to high standards of propriety, including impartiality, integrity and objectivity. This means that any private, voluntary, charitable or political interest that might be material or relevant to the work of the project should be declared. Both real and perceived conflicts of interest must be declared, as the appearance of conflict could be as damaging as the existence of actual conflict.

It is important that all potential conflicts of interest are declared at the beginning of the appointment process. All submissions will be assessed on merit and not treated more or less advantageously because of an actual or perceived conflict of interest.

### 13.11 Equality

The group is committed to equal opportunities for all and the submissions will be judged as seen, purely on merit and without prejudice.

## Appendix A - Format of Submission

Interested artists are invited to submit an Expression of Interest to Bailieborough BPttA Steering Committee, by no later than 4pm **on Tuesday 11 November 2014**

1	ARTIST/ ORGANISATION DETAILS	
1.1	Name of Applicant (or organisation)	
1.2	Contact name for enquiries about this EOI:	
1.3	Job Title:	
1.4	Address: Post Code:	
1.5	Telephone number:	
1.6	Fax number:	
1.7	E-mail address: (if available)	
1.8	Website address (if any):	
1.9	Company Registration number (if this applies):	
1.10	Date of Registration: (if this applies)	
1.11	Registered address if different from the above: Post Code:	
1.12	Are you registered for VAT? If so, please provide Registration number:	
1.13	Are you:	i) a limited company?
		ii) a partnership/ team?
		iii) a self- employed sole trader
1.13b	Are you acting as the lead artist in the partnership/ artist team?	Yes/No

2	EXPERIENCE	
2.1	<p><b>Experience of Working in the Public Realm</b></p> <p>Demonstrate a full understanding of problems which may be encountered whilst working in a busy operational public area and the approach to minimising the impact on operation of traffic and residents when carrying out the works. Outline relevant lessons learnt from other projects to this commission that demonstrate your understanding of public area working.</p>	<p>Please limit your response to 600 words</p>
2.2	<p><b>Relevant Experience and Past Clients</b></p> <p>Provide a list of up to 3 examples (maximum) of work in the public realm which has been undertaken in the last 10 years. Include the commissioner's name and contact details, site location, the commission period and value.</p>	<p><b>Complete and submit <i>Appendix C</i>.</b></p> <p>Do not include generic lists or projects which are not for similar works. Please include 2 images per project (see below 4.3)</p>

3	REQUIREMENT SPECIFIC QUESTIONS	
3.1	<p><b>Artistic Quality</b></p> <p>Artistic quality will be judged on images provided for 3 examples of relevant past work. (see 4.2 above)</p>	<p>Please include 2 images per project on 3 examples listed in 4.2 (see above). Maximum size per image is 1 x A4 page.</p>
3.2	<p><b>Approach</b></p> <p>Provide a document outlining the approach taken to the delivery of 3 of the artworks provided in 4.2</p>	<p>Please limit your response to 600 words font size 11.</p>
3.3	<p><b>Community and Stakeholder engagement</b></p> <p>With reference to up to 3 completed artworks, please demonstrate how the applicant has worked with and engaged the community and key stakeholders.</p>	<p>Please limit your response to 600 words font size 11.</p>

**The successful artist / team will be required to satisfy the panel that adequate safety provision will be made and that appropriate insurance cover will be in place.**

4	<b>INSURANCE</b>	
4.1	The minimum amount of Public and Products Liability Insurance required is £1m for each and every claim. Please enclose copy of current certificate. If you do not have this level of indemnity you will be required, upon award of contract, to put this in place.	Information only
4.2	The minimum amount of Employer's Liability Insurance required (if appropriate) is £5m for each and every claim. Please enclose copy of current certificate. If you do not have this level of indemnity you will be required, upon award of contract, to put this in place.	Information only
4.3	Please confirm whether you would be willing to take out the appropriate level of insurance cover to comply with above contract conditions if you are successful in winning the contract?	Yes/No

5	<b>HEALTH &amp; SAFETY</b>	
5.1	Does your organisation have a written health and safety at work policy? If "Yes" please enclose policy.	Yes / No
5.2	If " <b>No</b> ", please explain why:	

## Appendix B – Evaluation Criteria and Scores

Section	Weighting
1. Organisation / Applicant Details	N/A
2. Insurance	N/A
3. Health & Safety	N/A
4. Experience	Pass / Fail
5. Requirement Specific Questions	(100% Total)
- 5.1 Artistic Quality	50%
- 5.2 Approach	30%
- 5.3 Community engagement	10%
- 5.3b Stakeholder engagement	10%

Assessment	Score	Indicators
Excellent	5	The content of the Expression of Interest is excellent and fully addresses the requirements of the brief.
Very Good	4	The content of the Expression of Interest is very good and fully addresses the requirements of the brief.
Good	3	The content of the Expression of Interest is good and addresses the requirements of the brief.
Satisfactory	2	The content of the Expression of Interest is adequate and addresses the requirements of the brief.
Poor	1	The content of the Expression of Interest is poor and fails to address the requirements of the brief.
Nil Response / Unacceptable	0	No response or unacceptable information provided.



## **Appendix C - Relevant Experience and Past Customers' Record**

Please list all relevant projects using the format below and include the following information; commissioner, commissioner contact name and telephone number, commission period, value, site location and commission description. Please limit your response to 1 side of A4 paper (font size 11) per commission. 2 images to be included, maximum size 1 side of A4 per image. Bailieborough BPttA Committee reserves the right to contact the contact names provided.

**Commissioner:** \_\_\_\_\_

**Contact name and phone number:** \_\_\_\_\_

**Commission period:** \_\_\_\_\_

**Commission Value:** \_\_\_\_\_

**Description of commission including site location of final piece:**

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