

This project is part- financed by the European Union's Programme for Peace and Reconciliation (PEACEIII) managed by the Special EU Programmes Body; the Arts Council of Northern Ireland; and the International Fund for Ireland.

Factory Community Forum

4 Upper Waterloo Road
Larne
BT40 1HD

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.

Factory Community Forum 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 £50,000 (inclusive of VAT).

The deadline for expressions of interest is 12.00pm on Friday 29th August 2014

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

1. APPLICATION PROCESS

Stage 1

Expressions of Interest are sought from artists (or a team of collaborating artists) to deliver a piece 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 12.00pm on 29th August 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.

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 proposal should include; sketch designs, visualisations and/or a maquette as well as an explanation of the concept for the artwork, how it relates to our vision (as outlined in Section 5) and how the artist/artist team would approach its design, fabrication and installation. Details of maintenance requirements and lifespan expectations should also form part of the presentation.

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

The Factory neighbourhood and Ferris Park area 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 Gareth McConnell, Factory Community Forum, 4 Upper Waterloo Road, Larne, BT40 1HD

2. BACKGROUND

The project seeks to develop a legacy artwork reflecting Factory Community Forum'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 the local level, peace and reconciliation, connecting communities.

As a first phase of the project Factory Community Forum developed a local steering group to help manage the process. An Artist was recruited to carry out creative community consultation with a wide range of stakeholders in the community including cross-community and cross border groups. 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 that 'a balancing act: our community's journey' as the theme most open to artistic interpretation.

The preferred location for the public art is Larne High School Wall, Old Glenarm Road, Belfast.

3. ARTIST'S BRIEF

Theme : The Tempest – Learning For The Future

The artwork will look to the future rather than the past with a focus on learning and education, inspiring for the future for the children of the area. Our original project idea was inspired by a project about Shakespeare's The Tempest that the children worked on previously. This project looked at the idea of Prospero as a teacher and using his magic to inspire others and create positive situations. Educational under-attainment is a major issue in the community and our project has involved working with three schools in the area. These direct quotes from participants in the Re-Imaging Communities consultation process reflect some of the thinking behind the proposed theme:

“School Is Important”

“Maybe one day we will find when our dreams and reality will collide”

“University I just thought of it”

“I think it is important that you actually be heard and just not sit there.”

Project Specific Constraints: It is part of the artists 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 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 groups 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, 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 Stage1 will be assessed against the following criteria:

Section	Scoring
1. Organisation Details	N/A
2. Insurance	N/A
3. Health & Safety	N/A
4. Requirement Specific Questions	(100% Total)
- 4.1 Experience of working in public areas	15%
- 4.2 Relevant Experience / Past Clients	30%

- 4.3 Artistic Quality	35%
- 4.4 Approach	10%
- 4.5 Community and 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 £500 will be paid to no more than 3 artists / artist teams short-listed to undertake Stage Two to develop 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 artists 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 should 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 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. Organisation (the group) 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 Factory Community Forum and the Public Art 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

Timetable for Project

Event	Date
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Advert for expression of interest	Friday 10 th Jan 2014
Deadline for receipt of Expression of interest	Friday 21 st February 2014 @4pm
Short listing of artists from expression of interest	Wednesday 26 th February 2014 @4pm
Invitation Letters to Shortlisted Artists to move to Stage 2	Week commencing 3 rd March 2014
Detailed design phase of short listed artists	Friday 28 th March 2014 @4pm
Presentation of detailed design proposals and maquettes to Public Art Selection panel	Wednesday 2 nd April 2014 11-3pm
Anticipated delivery of project	December 2014

10. OWNERSHIP

The Public Artwork becomes the property of the landowner 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.

The available funds of £25,000 (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:

Factory Community Forum
4 Upper Waterloo Road
Larne
BT40 1HD

The application must be submitted no later than **12.00pm on 29th August 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 the nominated person from the group dealing with the project (this information will be included in the advertisement). 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 group 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 this paragraph.

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

13.2 Right to Issue Further Instructions

During the procurement period, the group reserves 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 Group 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 group, qualification of submissions may result in rejection thereof.

13.8 Right to request additional information

The Group 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. ADA 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 **Factory Community Forum**, by no later than **12.00pm on 29th August 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	INSURANCE	
2.1	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
2.2	The minimum amount of Employer's Liability Insurance required 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
2.3	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

3	BUSINESS PRACTICES	
	HEALTH & SAFETY	
3.1	Does your organisation have a written health and safety at work policy? If "Yes" please enclose policy.	Yes / No
3.2	If "No", please explain why:	

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4	REQUIREMENT SPECIFIC QUESTIONS	
4.1	<p>Experience of Working in Public Areas</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>
4.2	<p>Relevant Experience and Past Clients</p> <p>Provide a list of up to 5 examples (maximum) of work most relevant to this project 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>Complete and submit <i>Appendix C</i>.</p> <p>Do not include generic Lists or projects which are not for similar works.</p> <p>Please include 2 images per project (see below 4.3)</p>
4.3	<p>Artistic Quality</p> <p>Artistic Quality will be judged on images provided for 5 examples of relevant past work. (see 4.2 above)</p>	<p>Please include 2 images per project on 5 examples listed in 4.2 (see above). Maximum size per image is 1 side A4 page.</p>

4.4	Approach Provide a document outlining the approach taken to the delivery of 3 of the artworks provided in 4.2	Please limit your response to 600 words font size 11.
4.5	Community and Stakeholder engagement With reference to up to 3 completed artworks, please demonstrate how the applicant has worked with and engaged the community and key stakeholders.	Please limit your response to 600 words font size 11.

Section	Weighting
1.Organisation Details Basic details of applicant	N/A
2. Insurance	N/A
3. Health & Safety	N/A
4. Requirement Specific Questions	(100% Total)
- 4.1 Experience of working in public areas	15%
- 4.2 Relevant Experience / Past Clients	30%
- 4.3 Artistic Quality	35%
- 4.4 Approach	10%
- 4.5 Community and stakeholder engagement	10%

Assessment	Score	Indicators
Excellent	5	The response provided is fully detailed and of excellent relevance in response to the question.
Good	4	The response provided is well detailed and of good relevance in response to the question.
Satisfactory	3	The response provided is adequately detailed and of satisfactory relevance in response to the question.
Limited	2	The response provided is partially detailed and of limited relevance in response to the question.
Poor	1	The response provided is inadequately detailed and of poor relevance in response to the question.
Nil Response/ Very Poor	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. **Group name** 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:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.