

Tender Documentation for Artist/ Artist Team Services at Shiregreen Streetscene for Sanctuary Housing Association and Sheffield City Council

May 2009



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1 Background Information

1.1 Overview

This brief is for the appointment of an Artist/ Artist team (referred to as 'Artist' throughout this brief) as part of an £11m project to bring widespread improvements to the street scene of Shiregreen in the North of Sheffield. The role of the Artist will be to help give a **community focus** and **creative direction** to the design and delivery of the streetscene changes which will make a significant contribution to the lives of local people and the character of the area. The appointed Artist will work jointly with and as a sub-consultant to a Landscape Architect in a Design Team to develop deliverable design ideas.

The overall Shiregreen Streetscene Project involves both the design and delivery of public realm improvements. The Artist's commission, described in this brief, is for research, community engagement and working in the design team to produce a design strategy. This strategy may propose art works for the delivery stage of the project, however, any further Artist's works resulting from this strategy will be the subject of a separate commission.

The total budget for the Artist commission is £15,000 (excluding VAT) and the work must be delivered before the end of September 2009.

This document is divided into four sections:

Section 1 **Background Information**

An outline of the overall purpose and focuses of the Shiregreen Streetscene Project. Much of this could be considered to be the brief for the Landscape Architect, however, as the Artist will be working as an integral member of the Design Team, it is important that they have an understanding of the wider project.

Section 2 **Information Pack**

Details of the organisation of the Shiregreen Streetscene project and the procurement process.

Section 3 **The Services**

The skills that the artist will bring to the project and the services that the Artist is required to provide.

Section 4 **Tender Return**

The Tender Return which artists are required to complete in order to be considered for this work. Please note that the deadline for the tender return is 27th May 2009.

1.2 Project Focus

The project is to focus on three areas; priority sites, green spaces and general streetscape (**See Figure 1 Shiregreen public realm plan at end of Section 1**).

- **Priority sites**

Shopping centres, school frontages, key routes

- **Green spaces**

Range from 'village green' typologies, gateways to corner verges.

- **General streetscene**

As part of the appointment a design strategy approach should be developed for the general streetscene. This would complement the priority sites and green spaces projects by focusing on developing ideas for the remaining elements of the Shiregreen streetscene - for example, boundary treatments, verges, edges, lighting, parking bays.



A key necessity of the project will be for the appointed Design Team to develop a Design Strategy and proposals which comply with Sheffield City Council's agreed specification for adoptable materials (see 2.6 for adoptable materials guidance).

In addition, the appointed Design Team will need to be aware of and have an understanding of both the ongoing Shiregreen Decent Homes project and the up and coming Highways Private Finance Initiative (PFI) contract and funding. The PFI contract aims to upgrade and repair the city's road surfaces and lighting over the next 25 years. This may impact on the selection of materials that could be available to use, so discussions with Highways Adoptions and compliance with the document 'A guide to the materials for adoption' will be essential during the scope of the project.

1.3 Key Aims

The following are the key aims for the streetscene project:

- **Provide a high quality public realm improvement scheme, which proves to be robust yet attractive.**
- **Strengthen the character of the neighbourhood**
- **Improve the legibility of the area**
- **Create a sense of ownership of the public realm leading to enhanced community safety and well being**
- **Create positive perceptions of the area both from within and outside**
- **Enhance the hierarchy of the streets**
- **Attract investment**
- **Develop and apply the character palette established in the Shiregreen Neighbourhood Framework**
- **Achieve the Green Flag design objectives (Refer to Section 2.5)**

1.4 Shiregreen Site & Background

In January 2008, Sheffield City Council Cabinet approved the Neighbourhood Development Framework for Brightside Shiregreen. The Shiregreen Neighbourhood is one of four neighbourhoods within the Brightside Shiregreen area. Shiregreen is a large suburban Council estate to the north of Sheffield lying approximately 3¼ miles from the city centre. The neighbourhood was designed on the garden city principles in the 1930s and consists of approximately 5,000 properties with small shopping areas at Hartley Brook and Nethershire Lane, and other community facilities including community buildings, churches, schools and small pockets of green space. The estate is of mixed tenure with some rented accommodation recently transferred to Sanctuary Housing Association as part of a stock transfer and the rest privately owned. Shiregreen has an extensive road network consisting of approximately 28.5Km of road with varying levels of street hierarchy.



There are long established issues with the overall streetscene in the Shiregreen area. The most significant issue for local residents is the poor condition and maintenance of the grass verges due to cars parking on them and parking itself is seen as a major problem that needs resolution. The condition of the footways, levels of lighting, the safety and condition of the ginnels and the absence or presence of road side trees also present problems for the area.

The cumulative effect of these problems is that residents feel a lack of pride in the appearance of the general public realm in their neighbourhood. For non residents the appearance of the public realm contributes to a negative perception of the area.

In addition to the above problems and the overall condition of the public realm in the area, the neighbourhood is extremely difficult to navigate around. This is due to the fact that all the streets have a similar layout and feel to them, all of the houses are of a similar type and design and there are few distinctive land marks.

In 2006, around 2,500 Council properties in the Shiregreen area were transferred into the ownership of Sanctuary Housing Association through the stock transfer programme. Sanctuary Housing Association is currently part-way through a Decent Homes programme that involves bringing the quality of the social housing stock up to standard. This programme of works includes external improvements such as new windows and repairs to boundary walls where necessary and is due for overall completion in October 2011. Working in partnership with Sheffield City Council, Sanctuary has been able to reclaim VAT on the Decent Homes work which has enabled the creation of a 'VAT shelter' pot of money to be re-invested back into the neighbourhood in the form of streetscene improvements.

It is envisaged that the total sum of money to re-invest into the streetscene once all decent homes work is complete will be in the region of £11,000,000. The criteria for this spend, as defined in the Stock Transfer document are:

- a) Creating an attractive and safe environment.
- b) Landscaping, planting and tree management.
- c) Provision of parking bays, walkways and improved roadways.
- d) Preventing crime or reducing crime by secure design principles.
- e) Any other purpose as agreed by the Working Group that is within the charitable objectives of the Company from time to time.

Sheffield City Council and Sanctuary Housing Association are working closely on this project which is part of the Creative Places Programme – a partnership between Sheffield City Council, Eventus and Arts Council England that seeks to involve artists in transformational change, to offer opportunities for the arts to be embedded within large-scale housing/ community building programmes and to improve cultural provision in places experiencing housing renewal and growth.

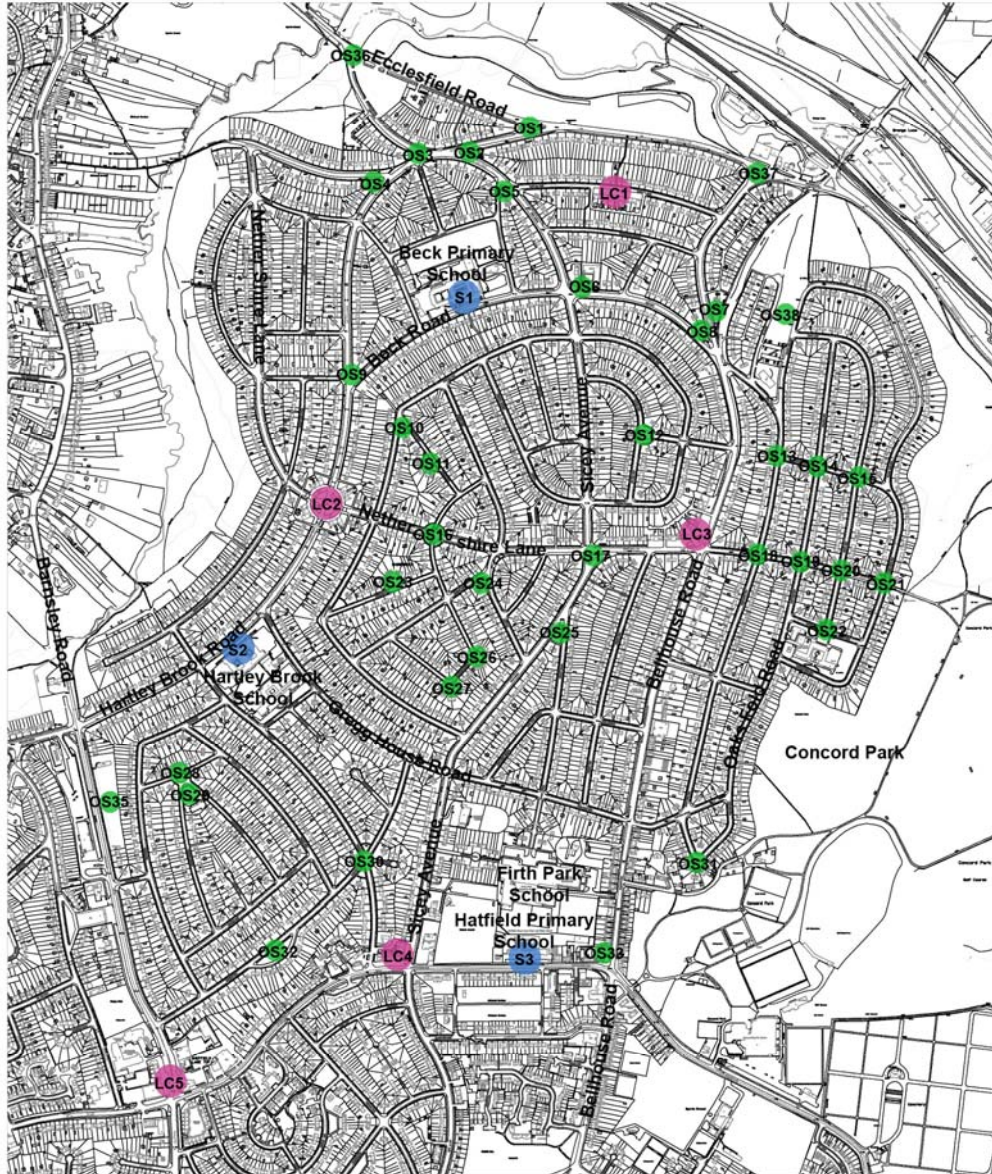
1.5 Themes: *Making the most of what is there*

The Design Team should exploit the existing strengths of the area:

- **Topography** – the changing topography across the area creates different characters whilst local slopes create potentially dynamic spaces.
- **Reinforce street character** – There are a variety of street types from wider open main estate routes to narrow enclosed residential streets.
- **Streetscene palette** – Develop and apply the streetscene palette contained in the Shiregreen Neighbourhood Development Framework Report December 2007 (see section 1.6 for a link to this document) which looked at a range of colours and textures for Shiregreen.
- **Association between spaces** – Some form of association between spaces needs to be developed to help unify them.
- **Trans Pennine Trail (TPT) and green spaces** – The TPT and neighbouring green spaces form a key feature of the estate and should be capitalised on and enhanced to improve access and awareness.
- **Priority spaces** – Sheffield City Council and Sanctuary Housing Association have identified a number of key green and open spaces in the areas, requiring improvement in line with the priority allocation given to them.
- Shiregreen should be **Best of Country Best of City**– it is **Rustic** and **Crisp**
- It's colour palette is **rustic browns, country greens** and **city silvers**, interspersed with splashes of colour for distinctiveness

Key

- LC1 Local centre
- S1 School
- OS1 Open space



Shiregreen public realm plan

scale 1:7500@A3

Figure 1 (Above) shows the extent of the Shiregreen estate including the variety of public realm and open spaces within it. Please see accompanying document for larger scale plan.

1.6 Principles and Objectives (Green Flag)

A Welcoming Place

We are expecting the centres to be welcoming and accessible to all members of the community. In particular we are looking for safe and easy access both to and through the streetscene in the centres with a high priority on pedestrian movement as well as new strategies for car parking. Neighbourhood entrances are also important, as are strategies for signage.

The centres will perform a number of roles at different times of the day and are likely to include shops and public services, workspace and community space and facilities. They will also provide places to meet, including for young people to meet, places for sitting, places to walk through on the way to somewhere else.

In general people in the neighbourhood will use them. However, development of new housing over the next few years will bring new users to the neighbourhood. We see the centres as being vital and viable focal points in each neighbourhood that provide the heart and character for both existing and new residents.

A Healthy, Safe and Secure Place

The key issues in our area are that of overlooking of the public realm and provision of high quality facilities. In parts of the estate redevelopment of housing and increasing density around centres will allow us to address this issue. In others we are looking to improve entrances, boundaries, visibility and the relationship with ground floor activities. We are also looking to increase use of the public realm at different times of the day through new facilities or footpath links and to consider the need for lighting.

Throughout we are looking for good detailing that will ensure the centres and streets are safe and pleasant to use. Proposals for addressing the problems of graffiti, litter, dog fouling and dog control should be developed in the context of the Council's policies.

A Clean and Well-Maintained Place

Maintenance is a key issue for the Council, especially in the face of ever-decreasing maintenance budgets. All schemes need to be designed with maintenance and durability in mind. We will want evidence that:

- The design of the streetscape addresses issues of management and maintenance
- There is recognition of the budget allocated to each space, ensuring that the space is designed in accordance with it
- The scheme demonstrates cost effective ways of designing to low maintenance budgets
- Opportunities for local people/contractors to help construct and maintain the spaces have been explored

In other words we will want to see that design teams are able to match design to implementation, maintenance and management budgets as well as to the wider vision.

Sustainability

Environmental sustainability is at the core of the proposed ‘best of country and the best of city’ identity for the Shiregreen area. We are expecting the streetscene proposals to demonstrate innovation and imagination in the use of materials and in sustainable management of resources in the design, implementation and management proposals.

We are therefore looking for quality of design that is matched with the budgets available that will result in beautiful places that will endure and support the activity in the centres as well as the housing areas. We are looking for creativity, excellence in design and distinctive and innovative solutions that nonetheless recognises the limitation of our budgets.

Above all we wish to see schemes that are deliverable within the constraints of timescale and budget.

Conservation and Heritage

Proposals for the individual sites need to emphasise their particular identity or ‘sense of place’ and show how they can be linked to the bigger vision for the whole area as set out in the Regeneration Framework – for example, how the site knits into the adjacent context, redevelopment proposals as well as investment in existing housing, how it links to green spaces, the bigger footpath routes and the community hub buildings.

We expect the character of the centre to be explored and reinforced in the design language and detailing of all elements within the scheme – boundaries, signage, planting, materials etc. But the character of the different centres also needs to come together into a coherent “look” for the streetscape of the wider area. The aim is to develop a coordinated approach across the range of centres that strengthens neighbourhood identity but also creates a coherent image for the estate as a whole.

The main defining element of Shiregreen is the landform, Shiregreen is a hillside.

- Its pattern is radial and very precise and planned
- Its scale is both open and intimate depending on what street you are on
- The neighbourhood’s history is uniform and a single layer - it was designed and constructed as a whole rather than a series of incremental additions
- It is formal, organised, and could be divided into segments or quadrants
- The concept of the garden city design is still relevant today
- Landmarks tend to be schools and the shopping areas
- The housing is quite monotonous but new objects such as lighting stems, trees and signposts could become local landmarks
- Some streets in Shiregreen are outward looking and have a sense of openness. Other streets are narrower and have a sense of intimacy
- The balance between the best of country and the best of city in Shiregreen could be shown in a duality of contrasting materials, i.e. using very different materials next to each other.

Community Involvement

Our process to date has been marked out by high levels of community involvement and leadership. We expect to continue high levels of involvement throughout the design and implementation process, working through the stakeholder group for each site to develop the skills of local people.

In particular we shall continue to emphasise creativity in both design thinking and consultation techniques. We are not looking for “fashionable” solutions, but for innovation and flair in developing solutions that will be genuinely rooted in the feel and character of the area and its people, as well as appealing to new users and inhabitants.

Marketing

We expect the sites and the process to contribute to the new image of the area that will help market it to investors and raise its profile both within the city and beyond.

1.7 Supporting Documents

The following documentation may be useful to the tenderer when compiling their submission:

- Sheffield City Council ‘A guide to the materials for adoption’
<http://www.sheffield.gov.uk/roads-and-transport/policies-plans-performances/highway-development/design-guide>
- Shiregreen Neighbourhood Development Framework, Neighbourhood Report (December 2007) and Shiregreen Neighbourhood Strategy (March 2006)
<http://www.sheffield.gov.uk/planning-and-city-development/housing-regeneration/north-sheffield-regeneration/better-neighbourhoods/brightside-shiregreen-masterplan>
- Sheffield Urban Design Compendium
http://sccplugins.sheffield.gov.uk/urban_design/

The following documents will be supplied on CD if requested:

- Shiregreen Streetscape Strategy (April 2007)
- Getting Around Brightside Shiregreen – Questionnaire results (2007/08)

2 Information Pack

2.1 General

The information contained in this document has been prepared in order to assist the tenderer in providing a bonafide submission. The information provided should be treated as confidential. Likewise, the information the tenderer gives will be treated as confidential.

The details set out in the document are given in good faith and believed to be correct. The authors, however, do not warrant the accuracy of those details and the tenderer should make its own appropriate searches, enquiries and inspections within the constraints and instructions laid down within this document.

2.2 Organisation Structure

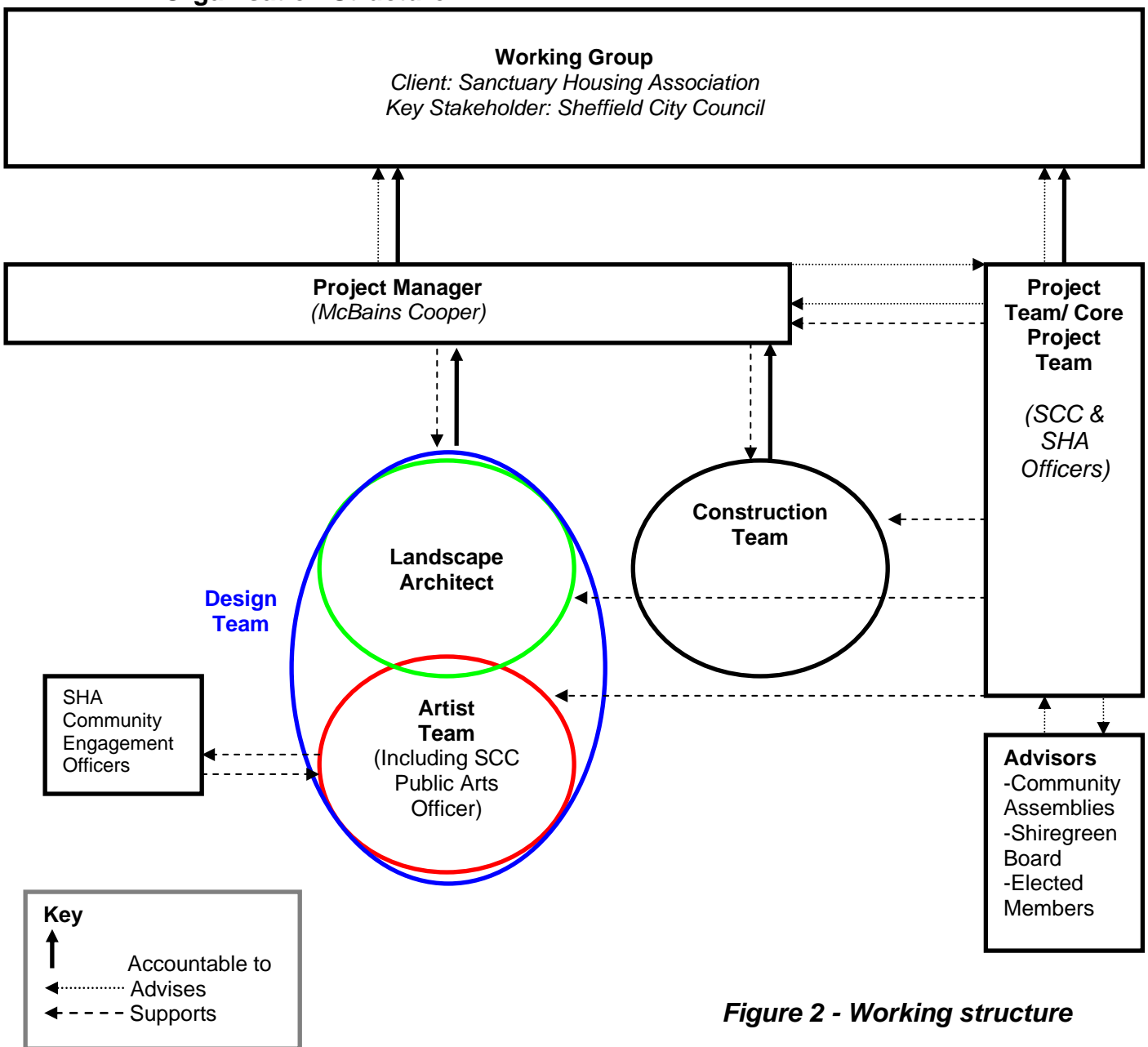


Figure 2 - Working structure

The above diagram illustrates the overall delivery structure for the project. The tenderer should also refer to Para 3.3 later which summarises the contractual position of the various parties.

2.3 Procurement & Evaluation

The selection of the Artist will follow the format of a single stage open competition followed by interview with those shortlisted.

The competition seeks to identify ideas and approaches for the public realm improvements by building upon the masterplan and detailed community consultation works that have already taken place, whilst at the same time being mindful of the budgetary and other constraints. Inter-discipline collaboration is expected and the realised scheme will also include a clear public art focus.

Proposed timescales for appointment of the Artist are as follows:

- Advertise Commission - 12th May 2009
- Tenders Returned - 27th May 2009
- Interviews* - 5th June 2009
- Appointment Notified - w/c 8th June 2009

**Interviews will be held for the shortlisted candidates only – maximum 4Nr organisations*

The shortlisted tenderers will be expected to attend interview, the exact agenda, dates, attendees etc will be notified nearer the time.

There are no honorarium payments available as a contribution to the entrant's costs of preparing and returning their tender or attending interview.

A Judging Panel will identify the preferred candidate which will be subject to endorsement by Sanctuary Housing Association's nominated representative. The winning Artist will then be invited to enter into contractual negotiations based on their submitted tender. However, if negotiations are protracted and agreement cannot be reached, the Client reserves the right to enter into contract negotiations with the Artist placed second by the Judging Panel.

The Judging Panel is expected to comprise:

Name	Organisation
Julie Southwell	North Sheffield Regeneration Team (Assistant Manager)
Helen Wright	Sanctuary Housing Association (Regional Regeneration Manager (North))
David Dodd	McBains Cooper (Regional Director)
Andrew Skelton	Public Art Officer, Sheffield City Council
TBC	Landscape Architect representative

The tender returns will be assessed against the following criteria (in descending order of importance):

- Creative response to the brief
- Ability to work with community groups and generate local involvement
- Previous experience
- Ability to deliver finished work
- Value for money
- Ability to work as part of a team
- Communication of ideas

2.4 Budget & Programme

Overall Budget

The overall anticipated budget for the Shiregreen Streetscene project is £11million, inclusive of all professional fees, any Section 278 costs and VAT, albeit the funding mechanism (VAT shelter from Decent Homes project which is still ongoing) means that a definitive budget cannot at this stage be finalised.

Following the extensive discussions and consultations that have already taken place a breakdown of this £11million for indicative purposes only is as follows:

	£
Parking (including verges)	1,275,000
Footways	4,000,000
Kerbs	1,275,000
Public realm at key areas	1,350,000
Lighting (including ginnels)	975,000
Trees	180,000
Green spaces and gateways	230,000
Professional Fees	275,000
	9,560,000
VAT	1,440,000
TOTAL	£11,000,000

In compiling the budget it has been assumed all footpaths will be re-constructed and all lighting columns will be replaced with a further 20% added. All kerbs would be replaced. Lighting would also be improved in the ginnels. All existing highways trees will be retained (only replaced if necessary for sensible parking bays). Grass verges will be protected by some physical measure; where too narrow for access the verges will be removed. Secure crossings and traffic calming will be included where necessary. (Please note: resurfacing of the carriageways is excluded)

Overall Programme

The Streetscene programme will be synchronised with the phasing of the Shiregreen Decent Homes improvement works.

Key milestones within the overall Streetscene project programme are as follows:

Appointments:

- Project Manager - February 2009
- Landscape Architect - Early May 2009
- Public Art - Early June 2009
- Main Contractor - October 2009

Physical Works:

- Demonstration Project - August 2009
- Main Works Start on Site - November 2009
- Main Works Complete on Site - October 2011

The current proposal is for the physical works of the Streetscene project to be divided into quadrants formed at the intersections of Sicey Avenue and Nethershire Lane. The sequencing of quadrants will take due cognisance of the Shiregreen Decent Homes phased programme, actual sequencing still to be decided. A copy of the Quadrants plan follows at the end of this Section (2.4).

The Demonstration Project planned to take place prior to the Main Contractor appointment will utilise two to three streets in the neighbourhood. Actual location has yet to be decided and will take into account the impact the Demonstration Project needs to make in the community, as well as any constraints emanating from the Decent Homes phasing.

The Decent Homes Programme commenced in Autumn 2006 and the due completion date is Autumn 2011.

The Highways PFI is to commence in August 2011. Currently there is no detail available with regards to priorities and sequencing of the Works, both elemental and geographical. It is not therefore possible to say whether the Highways PFI scheme will have any direct physical impact on the Shiregreen Streetscene project.

Artist Budget

The total budget for the work is £15,000 (excluding VAT). This fee is to include all payments to the Artist, professional fees, payments to sub-contractors, materials and expenses incurred as part of the Artist's role.

Figure 3 - Quadrants Plan

Quadrants are formed at the intersections of Sicey Avenue and Nethershire Lane as indicated in pink on the map below (please ignore the shaded areas).



3 The Services

3.1 Artist's Skills & Experience

The following are the key skills and experience which the client is looking for the appointed Artist to have:

- Ability to enable community participation in the development and design process
- Proven track record of a creative approach to similar projects.
- Proven ability to deliver the required standards.
- Proven ability to deliver on budget and to deadlines
- Innovative ideas and processes in working with residents/officers.

Ample scope is given in the tender return requirements for these skills and experience to be demonstrated within the tenderer's submission.

3.2 Scope of Services

The Artist will carry out the services listed below, together with all such other services as are reasonably incidental to or reasonably flow from those set out or could reasonably be expected on projects of a similar nature to the Works.

3.2.1 The Design Strategy

The Artist will work for and with the Landscape Architect and other members of the Design Team to primarily research and establish community priorities and to produce a Design Strategy for the area. This strategy equates to Stage D in the Landscape Architect's work stage. This strategy may include recommendations for further community engagement and / or art works.

Drawing on the masterplan and community engagement the Design Strategy will:

- Propose ways of delivering the **improvements** that achieve the required objectives of the project
- Strengthen the **character** of the neighbourhood and individual streets
- Create a sense of **ownership** of the public realm leading to enhanced community, safety and wellbeing
- Create positive **perceptions** of the area both from within and outside
- Develop the ideas in the masterplan into **workable** schemes
- Design an enhanced public realm scheme at **focal areas** throughout neighbourhood (shopping centres and schools)
- Improve / landscape **pockets of green space** throughout neighbourhood (these range from 'village greens' and gateways to corner verges – see Figure 1)

Potential areas of focus for the Artist may include:

- *Landscape*- Helping to create community ownership and a distinctive local character to the many green spaces in Shiregreen.
- *Signage*- The design of distinctive signage for Shiregreen that improves navigation around the area.
- *Trees*- Street trees contribute significantly to the character of the area and there is an opportunity for the artist to work with the community forester on the renewal of street trees and planting in green spaces.

- *Gardens*- People's gardens make a significant difference to the character of this area. Projects around gardens could lead to sharing skills (particularly between the young and the old), activity and pride and the adoption of the local greenspaces.
- *Walks*- Shiregreen has links to large green spaces and the Trans Pennine Trail. Walking encourages a healthy lifestyle, promotes reduced use of cars, getting out, meeting people and appreciating the richness of the environment.
- *A parade or performance*- An annual event that engages the community which could take the form of a magical lantern procession, a song or a parade..
- *Something for the youth*- A positive activity that encourages the participation of young people in shaping the green spaces

3.2.2 Creative Engagement

The Artist will undertake a programme of research, activity and community engagement that leads to an understanding of community perceptions of and priorities and hopes for the area. This will include:

- A creative survey to establish present perceptions and act as a benchmark and measure for the project
- Providing positive information to local people about the project. The highway works of the streetscene project will disrupt people's daily lives over several years.
- Helping to facilitate and contributing to a number of design workshops which will allow local people to be part of the design process.
- Helping to facilitate and contributing to a number of consultation events which will allow local people to have their say on the Design Strategy.

A list of Working Parties and Community Organisations can be found in Appendix 2.

3.2.3 Communication and Information

As part of the Creative Engagement (3.2.2 above) the Artist will develop an approach to communication and information which can be used by the Sanctuary Housing Association staff over the lifetime of the project and beyond.

3.3 Monitoring and Reporting

3.3.1 Finalising the Artist's role

Following a short period of research the Design Team will put forward a fully costed plan for the Artist's role over the duration of the commission.

3.3.2 Monitoring and Reporting

The Artist will attend regular meetings with Project Team and Design Team and monitor progress and expenditure and provide update reports as required.

The Project Manager (McBains Cooper) will co-ordinate the overall day to day running of the project and will act as the main link between the Client and Design Team.

3.3.3 Delivery Stages

The scope of the Artist's role in the delivery stage will be defined in the Design Strategy. This role is not guaranteed to the artist appointed for this commission and will be the subject of a separate contract. It may include delivery of elements of the Design Strategy (these could range from the delivery of physical works of art to continued community engagement or a celebration event as each street is finished).

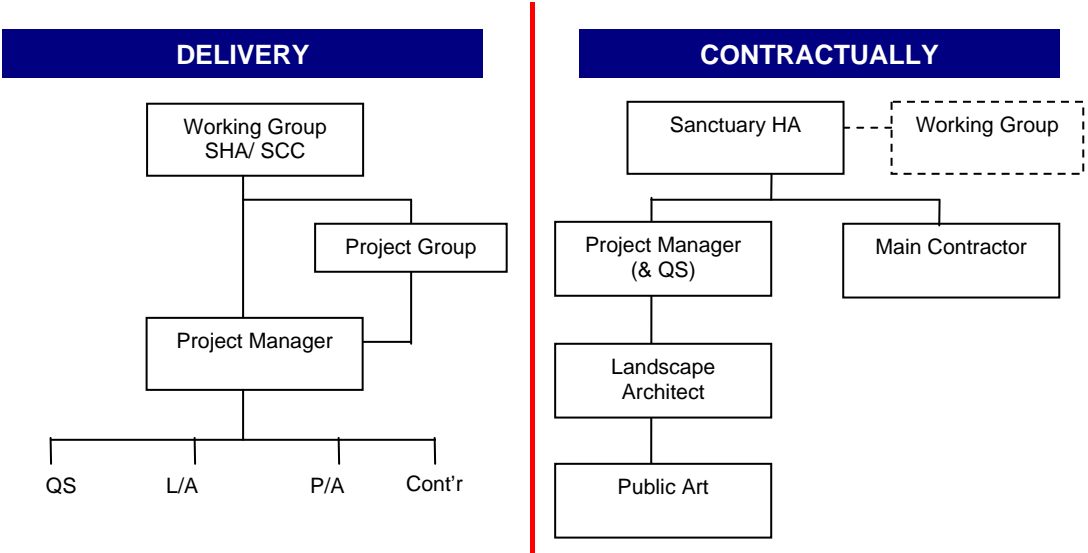
3.4 Contractual & Appointment

Sanctuary Housing Association and Sheffield City Council are working together to deliver this project and there will be joint decision making at both Working Group and Project Team level (Organisation Chart in Section 2.2 refers). When procuring the various consultants both Sanctuary Housing Association and Sheffield City Council (via North Sheffield Regeneration Team) will jointly interview and be supported by the Project Manager in the selection of the preferred candidate. The Client team interviewing the Artist will also include a representative from the appointed Landscape Architect.

It is envisaged that the Artist appointment will be a Sub-consultant to the Landscape Architect who in turn will be a sub-consultant to the Project Manager.

A copy of the Landscape Architect Services Schedule is to be found in Appendix 3 – for information purposes only.

The chart below summarises both the delivery and contractually positions for the project.



The Artist will be required to have adequate insurance to cover all risks, product and public liability. Requirements are summarised in Section 4 – Tender Return.

The Client is committed to maintaining appropriate health and safety standards to ensure a safe working environment and the safety of the public. The Artist will comply with all relevant legislation, codes of practice and guidance.

The Client is committed to keeping young people and vulnerable adults safe in accordance with the Protection of Children Act 1999. Where appropriate the Artist is required to provide evidence of a current Criminal Records Bureau check.

4 Tender Return

4.1 Instructions & Guidelines for Return

Your submission should arrive no later than **2pm on Wednesday 27th May 2009**

Late submissions will not be accepted.

Your submission should be returned to:

Individual: David Dodd
Organisation: McBains Cooper
Address: 5th Floor
2 Wellington Place
Leeds
LS1 4AP

Only the person named above has the authority to issue any information or give any written or oral explanation as to the meaning of any of the tender documents, including the issue of addenda to the tender documents.

Any query regarding the tender documents must be raised in writing with the above named individual as early as possible and in any case so that it is delivered at least 4 (four) working days before the date for return of tenders.

No verbal queries will be accepted.

Tenders should be sent by post or delivered by hand in an envelope or parcel. The envelope or parcel must not bear any indication of the Tenderer's identity through any marking or franking. All tenders delivered by hand must receive a written, signed and timed receipt as proof of delivery.

It will not be possible to submit entries via email.

Tenders shall be submitted on the basis that they shall remain in force for a minimum of 120 days from the actual date of return of tenders.

Tenderers are required to complete and return **two hard paper copies** of the tender **and one CD electronic format**.

Tenderers are required to complete and provide all information required in accordance with these instructions. The following paragraphs (4.2 to 4.11) detail the exact requirements for each item and a checklist to assist you is found in para 4.12.

Appendix 1 contains several templates

In returning their submission the tenderer must utilise and complete all such templates provided without alteration. The templates provide the tenderer with sufficient scope and opportunity to provide details of their approach to working and the benefits they would bring to the project.

Word and page limits where applicable are noted in the relevant paragraphs within Section 4 and all supporting documentation must be clearly cross referenced to the specific item required to be returned.

The following Sections each have clear and specific requirements and instructions, the tenderer is urged to read and fully comply when submitting their return.

Only the information supplied in the manner requested within this document will be assessed. The Client regrets that it cannot evaluate any other forms of submission e.g. sales brochures, company literature.

Notwithstanding the above, proactive suggested alternatives are always encouraged. Should the tenderer wish to propose any such alternatives they are welcome to do so but using **a separate document/ return which is clearly identified and referenced 'Alternative Proposal', and which is in addition to the fully compliant tender requested in this document.**

Should any alteration or addition to the Tender documents or general clarification to all Tenderers relating to the Tender documents be considered necessary prior to the date for return of Tenders it will be issued in writing as an addendum or general clarification as relevant to all the Tenderers.

Unless specifically instructed within this document tenders must not be qualified. Under no circumstances must tenders be conditional and/ or accompanied by statements which could be construed as rendering them placed on a different footing to those of other tenders.

Any tenderer who directly or indirectly canvasses any member or official of Sheffield City Council, Sanctuary Housing Association or McBains Cooper concerning the award of the contract during the tender period will be disqualified.

All information contained within this document shall be regarded as confidential and must not be disclosed to any party, other than on an in-confidence basis to those who have a legitimate need to know for the purposes of tender preparation.

Submissions will be excluded from the competition if:

- it is received after the latest time stated
- in the opinion of the judging panel, it does not fulfil or disregards the requirements of the competition brief and conditions
- a competitor discloses their identity, or improperly attempts to influence the decision

The ownership of Copyright will be in accordance with the Copyright, Designs and Patents Act 1988.

The tender together with the written acceptance shall constitute a binding agreement. This binding agreement shall comprise:

- the Consultant's Offer
- the Employer's Acceptance

Tenderers undertake that in the event they are appointed they will enter into a formal agreement within 14 days of being requested so to do.

The Employer is not bound to accept the lowest or any tender.

All participating tenderers will be notified of the result after appointment of the successful competitor.

Sanctuary Housing Association and Sheffield City Council reserve the right to publicise the Shiregreen Streetscene competition, any submission and the result in any way or medium they consider fit. Once appointed, authors will be credited and recognised in all associated media and publicity.

Return Requirements:

4.2 Methodology and Plan

The tenderer is required to outline their response to the brief and in particular the Services outlined in Section 3 above.

In so doing your return should address how you would approach the commission; how you would build upon the community engagement that has already taken place; the research you would undertake to establish community priorities; and how and why the resultant plan is embedded in realism.

The response should include an outline approach, budget and timetable.

Your submission for this element should be limited to a maximum of 2 x A4 pages, 12pt Arial.

4.3 Delivery Stage

Whilst not part of this appointment the tenderer is required to provide their thoughts as to the potential role of the Artist during the delivery (construction) phase, including activities and budget costings.

Limited to 2 x A4 pages, 12pt Arial.

4.4 Artist Team Structure

Please indicate your proposed team structure for the commission and illustrate how your structure relates and interacts with the Project's Organisation Structure (*maximum 1 x A4 page*)

Also briefly state the role(s) being performed by each of the key individuals (*maximum 2 x A4 pages*)

NB: this may not apply if you are tendering as an individual.

4.5 CV's

Please include a CV for the main members of your proposed team, to include your 'day to day' Project Lead.

CV's to be maximum *1 x A4 page* for each individual, highlighting experience applicable to this scheme and their role.

4.6 Similar Examples

Using the template provided in Appendix 1 – 'Similar Experience' please provide a maximum of three projects of similar type either completed in the last 3 years or are currently ongoing, including descriptions and images.

Images of the projects can be provided separately in addition to the template but must be cross-referenced.

4.7 Specific Questions

Below are two specific questions in relation to:

- i) Collaborative Working
- ii) Sub-Consultant

The tenderer is invited to provide their response to each, within the page constraints highlighted viz:

4.7.1 The intention is to adopt a collaborative working approach to ensure this project successfully achieves all its objectives

Please state your experience in working collaboratively (in particular within a joint private: public sector arrangement) and how you would use this experience to deliver success.

(Page allowance – maximum 1 x A4, 12pt Arial)

4.7.2 It is likely that the Artist will be appointed as a sub-consultant to the Landscape Architect, who in turn will be a sub-consultant to the Project Manager (McBains Cooper). Please state your experience of such an arrangement; how it worked; the benefits and risks and how these were managed. Your thoughts on any alternative arrangements are also welcomed.

(Page allowance maximum 1 x A4, 12pt Arial)

4.8 References

Using the template provided in Appendix 1 please provide the names and contact details of two client referees. Where possible these should be for projects of a similar nature to Shiregreen Streetscene.

4.9 Signed Declarations

With your tender please ensure you sign and return the Declarations contained in Appendix 1, viz:

- Certificate of Acceptance of Tender Conditions
- Insurance Policies
- Health & Safety Requirements
- Protection of Children Act

4.10 Fees Schedule

Please provide a breakdown of your fees using the template provided in Appendix 1.

Any supporting information shall *be limited to 2 x A4 pages*, clearly cross-referenced.

4.11 Further Information

Any further supporting information you may wish to submit in excess of that required in paragraphs 4.1 to 4.10 shall be *limited to 8Nr images, 2 x A4 pages, 12pt Arial* or equivalent.

4.12 Return Checklist

Title	Para Nr	Requirements	Mandatory Template (App1) Y/N	Page Constraints (max)
Instructions for Return	4.1	<ul style="list-style-type: none"> ▪ Two hard copies; One cd (of whole return) ▪ Alternative Proposal (if applicable) – totally separate 	} <i>N/A</i>	<i>N/A</i> <i>N/A</i>
Methodology & Plan	4.2	<ul style="list-style-type: none"> ▪ Statement 	<i>No</i>	<i>2 x A4</i>
Delivery Stage	4.3	<ul style="list-style-type: none"> ▪ Statement 	<i>No</i>	<i>2 x A4</i>
Team Structure	4.4	<ul style="list-style-type: none"> ▪ Structure ▪ Individual's roles 	<i>No</i> <i>No</i>	<i>1 x A4</i> <i>2 x A4</i>
CV's	4.5	<ul style="list-style-type: none"> ▪ Main members of your team; include Project Lead 	<i>No</i>	<i>N/A</i>
Similar Examples	4.6	<ul style="list-style-type: none"> ▪ 3Nr projects ▪ Images (if applicable) 	<i>Yes</i> <i>No</i>	<i>N/A</i> <i>N/A</i>
Specific Questions	4.7.1 4.7.2	<ul style="list-style-type: none"> ▪ Collaborative Working ▪ Sub-consultant 	} <i>No</i>	<i>1 x A4</i> <i>1 x A4</i>
References	4.8	<ul style="list-style-type: none"> ▪ 2Nr Client references 	<i>Yes</i>	<i>N/A</i>
Signed Declarations	4.9	<ul style="list-style-type: none"> ▪ Certificate of acceptance of Tender Conditions ▪ Insurance ▪ Compliance with Health & Safety requirements ▪ Protection of Children Act 	<i>Yes</i> <i>Yes</i> <i>Yes</i> <i>Yes</i>	} <i>N/A</i>
Fees Schedule	4.10	<ul style="list-style-type: none"> ▪ Work Breakdown and Rates ▪ Supporting Information (optional) 	<i>Yes</i> <i>No</i>	<i>N/A</i> <i>2 x A4</i>
Further Information	4.11	<ul style="list-style-type: none"> ▪ Statements, images, etc 	<i>No</i>	<i>2 x A4</i> <i>or 8 images or equivalent</i>

Appendix 1 Tender Return Templates

Note:

The Consultant is to utilise the following templates in returning their tender.

Further instructions can be found in Section 4 of this Invitation to Tender.

Contents

- Similar Examples *(Para 4.6)*
- References *(Para 4.8)*
- Signed Declarations:
 - Certificate of Acceptance *(Para 4.9)*
 - Insurances *(Para 4.9)*
 - Health & Safety Requirements *(Para 4.9)*
 - Protection of Children Act *(Para 4.9)*
- Fees Schedule *(Para 4.10)*

Shiregreen Streetscene

Artist Appointment – Return Template

Similar Examples (Response to **Section 4.6**)

Using the template provided overleaf (landscape) please provide a maximum of 3Nr projects either completed in the last 3 years or currently ongoing.

The template summarises the information required for each example.

Similar Examples – Return Template

	Project 1	Project 2	Project 3
• Project Name			
• Location			
• Brief Description			
• Client			
• Value (£)			
• Start Date			
• Finish Date			
• Individuals involved			
• What you brought to the Project			

NOTE: Images to be provided separately and cross-referenced

Shiregreen Streetscene

Artist Appointment – Return Template

References (Response to **Section 4.8**)

Please provide the names and full contact details of two client referees. These should be in relation to similar projects.

	Referee 1	Referee 2
Contact Name:		
Position:		
Organisation name:		
Full postal address:		
Email:		
Tel Nr:		
Contract Value (£):		
Title:		
Your role:		
Start date:		
Finish date:		

Shiregreen Streetscene

Artist Appointment – Return Template

Signed Declarations

Certificate of acceptance of tender conditions
(Response to Section 4.9)

Having examined the Invitation to Tender I/ we

.....

of.....

hereby accept to be bound by the requirements of the Invitation to Tender which we consider to be fair and reasonable.

Dated this.....day of.....20.....

Signature.....in the capacity of.....(*Director)
(*or other officer duly authorised to sign)

Postal Address
.....
.....

Email

Tel Nr

Shiregreen Streetscene

Artist Appointment – Return Template

Signed Declarations
Insurances (Response to Section 4.9)

For the avoidance of doubt minimum insurance requirements on the Streetscene project are as follows:

Title	Insurance Against	Minimum Cover
Employers Liability	Liability for death of or bodily injury to employees of the Consultant arising out of and in the course of their employment in connection with Contracts awarded under this Agreement.	£10,000,000 in respect of each claim without limit to the number of claims.
Public Liability	Liability for bodily injury to or death of a person (not an employee of the Consultant) or loss of or damage to property resulting from action or failure to take action by the Consultant.	£2,000,000 in respect of each claim without limit to the number of claims.
Professional Indemnity	Liability of the Consultant for claims made against him arising out of his failure to use the skill and care normally used by professionals providing services similar to the services for Contracts awarded under this Agreement.	£2,000,000 in respect of each claim without limit to the number of claims.

To be completed by the Tenderer:

Title	Insurance Company	Excess Amount	Renewal Date	Current level of cover £
Employers Liability				
Public Liability				
Professional Indemnity				

If required by the Client on the Streetscene Project we will provide evidence of said insurances immediately upon request.

Dated this.....day of.....20.....

Signature.....in the capacity of.....(*Director)
 *or other officer duly authorised to sign)

Shiregreen Streetscene

Artist Appointment – Return Template

Signed Declarations
Compliance with Health & Safety Requirements
(Response to Section 4.9)

We confirm that all relevant sections of Sheffield City Council’s Consultant’s Health & Safety Requirements have been considered and will be complied with in compiling this tender return, and will be complied with along with all relevant legislation, codes of practice and guidance should we be successful

Dated this.....day of.....20.....

Signature.....in the capacity of.....(*Director)
*or other officer duly authorised to sign)

Shiregreen Streetscene

Artist Appointment – Return Template

Signed Declarations

Compliance with Protection of Children Act 1999

(Response to Section 4.9)

We confirm that all relevant sections of the Protection of Children Act 1999 in relation to keeping young people and vulnerable adults safe have been considered and will be complied with in compiling this tender return, and will be complied with should we be successful.

We also confirm that we will provide evidence of current Criminal Records Bureau check if requested to do so.

Dated this.....day of.....20.....

Signature.....in the capacity of.....(*Director)
*or other officer duly authorised to sign)

Shiregreen Streetscene

Artist Appointment – Return Template

Fees Schedule Breakdown (Response to **Section 4.10**)

Please insert your lump sum fees for each element below.

Stage	Fee
i) Work involved as per paragraph 4.2 response	- £
ii) Participation in Project Team meetings and Design Workshops (allow for total 8Nr; each of half day duration)	- £
iii) Participate in Community Workshops (1 day – Work Stage C) and a Community engagement event (Work Stage A)	- £
iv) Role in delivery (construction) phase – as per response to paragraph 4.3	- £

Wherever possible lump sum fees will be agreed for any additional services required. However where not practical please insert your hourly and daily rates to be charged for each grade of staff.

	Hourly Rate	Day Rate
• Principal/ Director	£	£
• Associate Director	£	£
• Senior	£	£
• Artist	£	£
• Non Technical	£	£

All fees and rates to include normal disbursements but exclude VAT.

In compiling same you are reminded that, subject to satisfactory performance the initial appointment will be for services up to and including RIBA Stage D. Any services in the delivery (construction) phase will be the subject of a separate appointment utilising the budget costings provided in your response to paragraph 4.3 as the basis.

Appendix 2

Working Partners and Community Organisations

Group	Contact Details
EASY Youth Group	Through the North Sheffield Regeneration Team
Trancs	
Crafty Women	
Bellhouse Road Children's Centre	
Beck Primary School	
Hartley Brook School	
Shiregreen Community Centre	
Shiregreen Neighbourhood Centre	
Shiregreen Unity Reform Church	
St Christopher's Church	
Surestart	

APPENDIX 3- Landscape Architect Services Schedule

General Stage	Strategic Stage A-B	Pre Tender Stage C	Pre Tender Stage D	Pre Tender Stage E	Pre Construction Stage F	Pre Construction Stage G-J	Construction Stage K-L
All Stages	Appraisal/ Strategic Brief	Outline	Detailed	Final	Production	Tender	Mobilisation/ Construction/ Handover
Lead and manage Public Art Consultant	Participate in evaluation panel for appointment of Artist	Facilitate and attend consultation workshop to develop roles into outline proposals	Present developed sketch scheme proposals at Community Workshop	Develop the proposals in sufficient detail to obtain Client approval of proposed materials, techniques and workmanship	Prepare all production drawings, schedules and specifications of materials and workmanship	Provide information in sufficient detail to enable bills of quantities to be prepared by others and to enable a bonafide competitive or negotiated tender to be invited	Visit site at regular intervals to inspect quality of the Works (frequency to be agreed) and advise on any matters that fall below the standard required
Prepare all necessary details for the early Demonstration Project.	Obtain Client's requirements, budget and timetable	Perform duties of the Designer as defined in the CDM Regulations at the appropriate stages of the commission; including information for the initial H&S file	Develop the outline sketch scheme proposals taking into account required changes; liaise with other consultants on budget estimate and programme update; proposals to be sufficient detail for spatial arrangements, materials and appearance to be signed off.	Advise any changes from Stage D Scheme Proposals (including cost and time) and obtain formal approval for same	Make revisions to the Employer's Requirements to deal with the Highways authorities requirements	Input into main contractor shortlist and evaluation where required; advise the Client on any pertinent matters relating to the tender returns	Input into monthly Project Report submitted by Project Manager
Produce project specific Design Risk Assessments Advise as appropriate on Statutory Duties (CDM, DDA etc)	Agree services, appointment terms and fee draw Advise on how to proceed with services	Analyse comments from Feasibility, prepare outline proposals for the Employer's Requirements including liaison with other consultants regarding costings, programme, risk and opportunities	Advise any changes from Stage C Outline Proposals (including cost and time) and obtain formal approval for same	Make detailed applications for approvals under Highways & Planning legislation where necessary	Provide information and documents which comprise the Employer's Requirements as specification in the Main Contract	Assist in the preparation of tender documents for both the Demonstration and Main Project	Attend Project Progress and Design Team meetings
Advise, as appropriate, on Statutory Approvals (Planning, Highways, Licensing, Environment, Public Utilities etc)	Facilitate community engagement event in Work Stage A	Develop sketch ideas following Consultation Workshop	Continue to consult with Highways, Statutory Utilities and others as appropriate; make any necessary applications	Produce detailed proposals including layouts, hard and soft landscape plans, public art, sections, sketches, 3D images	Provide sufficient detailing and information to enable a Demonstration Project to go ahead in advance of the Main Contractor starting	Assist the other members of the team in negotiating the price and/ or modifying the Contractors Proposals (both Demonstration and Main Project)	Inspect comment on and approve all drawings submitted by the Contractor for integration into the Works
Attend Design Workshops; produce monthly design reports; attend Design Progress Meetings; Attend Client Workshops including Approval/ Sign-off sessions	Review all relevant information and matters impacting on the role/ the scheme and advise any pertinent implications of same		Scheme proposals drawn up; including layouts, sections, 3D images, etc; including cost estimate	Receive full Highways/ Planning approval		Provide production information required for the contract	Prepare and issue any design information required as a result of Client changes and/ or clarifications
Agree a schedule of Design Deliverables for each element of 'The Works'	Carry out an initial appraisal following a site visit					Report on pertinent matters in tender returns	Provide as-built drawings and specifications, maintenance manuals and other records as appropriate
Agree a co-ordinated design programme illustrating the timely release of the design information to achieve the milestone dates outlined in the Design & Procurement Programme	Review/ comment upon outline programme and budget.						Produce defects lists (including any phased handovers); provide update on clearance of defects and advise generally
Co-ordinate and integrate all collective and or separate elements of the design, including work by other Consultants and Designers etc	Undertake all necessary studies to determine feasibility of Client requirements; including possible alternatives						
Co-ordinate and monitor the progress of all design work	Commence concept design with Artist						
Advise on the need for other Consultants, Specialist Designers and Specialist Subcontractors	Liaise on S278 and any other planning/ statutory consents required; liaise with Highways, Utilities and others appropriate						
	Produce Feasibility Study						