



## **Causeway Coast and Glens Borough Council**

### **Invitation to Tender for:**

Provision of Project Management Services to deliver a town centre street art project.

Ref: TCRF/STA/2021

#### **PLEASE NOTE:**

Causeway Coast and Glens Borough Council is using a 2 stage approach to selection and assessment:

Stage 1: Selection

Stage 2: Assessment and Evaluation

**Only companies who demonstrate that they meet the minimum level of experience required will be scored against the assessment & evaluation criteria.**

**The successful applicant must be available to start work on 8<sup>th</sup> March 2021.**

**N.B. dates may need to change due to Covid-19 restrictions.**

**This document contains the Project Brief and instructions for submission.**

**Full submission must be returned by email by 12 noon on Tuesday 23<sup>rd</sup> February 2021 addressed to [town.management@causewaycoastandglens.gov.uk](mailto:town.management@causewaycoastandglens.gov.uk) and cc'd [shaun.kennedy@causewaycoastandglens.gov.uk](mailto:shaun.kennedy@causewaycoastandglens.gov.uk) Ref: TCRF/STA/2021**

*Town Centre gable wall, Castle Street, Ballycastle.*



**Causeway Coast and Glens Borough Council**  
***Prosperity and Place***

**Invitation to Tender for:**

***Provision of Project Management Services to deliver a town centre street art project for Causeway Coast and Glens Borough Council.***

Causeway Coast and Glens Borough Council is using a two stage approach to selection and assessment:

Stage 1: Selection

Stage 2: Assessment and Evaluation

**Only individuals or companies who demonstrate that they meet the minimum level required of relevant experience within the arts sector, will be scored against the Assessment and Evaluation criteria.**

**Subject to changes in Covid-19 restrictions and working regulations, the successful applicant must be available to start work from 8<sup>th</sup> March 2021.**

**This document contains the Project Brief, Terms of Reference and Instructions for Submission.**

## Information for Tendering Bodies

### **1.0 Background**

Causeway Coast and Glens Borough Council is committed to assisting town centres to recover from the devastating economic impacts of the Covid-19 pandemic. With financial assistance from the Department for Communities, Department for Infrastructure and the Department of Agriculture, Environment and Rural Affairs, a series of projects has been developed with the shared objective of assisting town centres to adapt to and recover from the aftermath of the crisis caused by the Covid-19 pandemic. Adaptation and recovery will help town centres to once again become places that are welcoming, enjoyable and safe places for people.

### **2.0 Street art as a tool to enable town centre recovery**

High quality and locally appropriate street art, in the form of paintings on gable walls, along alleyways and on other street canvases, has the potential to creatively revitalise town centres. High quality artworks could become an attraction on their own merit, encouraging shoppers and new visitors into the town centre, boosting vibrancy of the town centre experience, enabling business opportunities and adding value to Council's message of 'Shop, Eat and Enjoy Local'.

#### *2.1 Potential sites for town centre street art*

A preliminary scoping exercise by Council Officers has identified sites within selected town centres that have the potential to be canvases for street art. Please see Table 1 below. Permissions for some of these sites is still pending, and so there may be some changes to the final agreed sites.

#### *2.2 A town centre street art trail*

While fully respecting the uniqueness of each town in Causeway Coast and Glens Borough, this project provides an interesting opportunity to create a trail of town centre street art. Each town has its own special characteristics and identity, but they are all part of the family of towns and villages within Causeway Coast and Glens Borough. A series of street art installations would be a medium linking several towns through a coordinated theme.

Causeway Coast and Glens Borough is fortunate to have an extremely rich cultural heritage. This valuable asset is currently under-utilised as a tool for boosting economic

growth in towns and villages. Through this project, there is an opportunity to create high quality, locally relevant heritage-themed street art in town centres.

Heritage themes could include reference to local history e.g. the Spanish Armada / Girona, the ancient human settlement at Mountsandel, Broighter's Gold, the Kingdom of Dalriada, the Vikings, Sorley Boy McDonnell and the pre-Christianity Old Lamma Fair. Themes may also include myths and legends e.g. the Leap of the Dog; Finn MacCool; Kitty of Coleraine; the Children of Lir, Princess Taisie etc.

It may also be possible to create street art that showcases, for example, the Game of Thrones or perhaps the unique and protected flora and fauna of the Causeway Coast and Glens Borough, or perhaps musical traditions or local sports.

Care must be taken however, to ensure that any artwork commissioned is completely neutral in terms of political sensitivities within Causeway Coast and Glens Borough.

*Table 1: Potential sites for town centre street art*

<b>Ballymoney</b>	
Laneway off Main Street leading to busy Council-owned car park	

**Limavady**

Market Street alleyways



Entrance to North West Regional College



Gable wall at gap site on Main Street



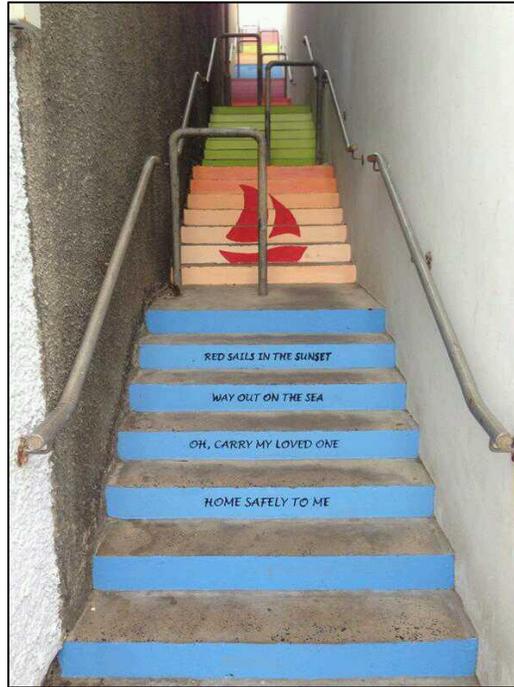
**Coleraine**

**Portrush**

Sites to be confirmed asap

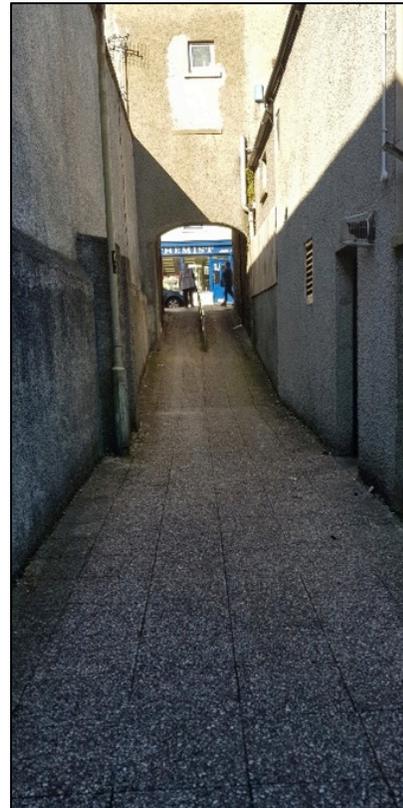
## Portstewart

Steps and alleyway off  
seafront promenade



## Ballycastle

Ann Street alleyways



## Ballycastle

Castle Street gable wall and doorways



### **3.0 Invitation to Tender**

Causeway Coast and Glens Borough Council ('the Council') invites written proposals from individuals or companies to provide comprehensive Project Management Services for the delivery of this town centre street art project.

A two-stage approach to Selection and Assessment will be applied.

Stage 1: Selection (Pass or Fail)

Stage 2: Assessment and Evaluation (scoring criteria)

**Only the applicants (individuals or companies) who demonstrate that they meet the minimum level required of relevant project management experience within the arts sector, will proceed to Stage 2 and be scored against the Assessment and Evaluation criteria.**

**The successful applicant must be available to start work from 8<sup>th</sup> March 2021.**

**Please read the Terms of Reference carefully and follow the Instructions for Submission.**

### **4.0 Project Brief**

With consideration of Section 2.0 'Street art as a tool for town centre recovery', Council requires the following:

- Delivery of at least two (2) high quality street artworks in each of the following town centres:

Ballycastle, Ballymoney, Coleraine, Limavady, Portrush and Portstewart.

- The quality of the final artworks, and its relevance and 'fit' within the town centre environment, should be the primary consideration. It is hoped that the town centre street art will last for several years. While the primary stakeholders are the local residents, it is also hoped that the town centre street art become visitor attractions on their own merit. Use of paint that can resist the worst of the coastal weather seasons, is requested. Quality of artwork production will be of paramount importance.

- Factoring in the risk of anti-social graffiti will be the responsibility of Project Management Services. Reducing risk may include choosing appropriate locations for installing street art and / or making the street art surface cleanable, if possible.
- As the primary stakeholders, it is also important that local people i.e those who use the town on a daily or weekly basis, feel a sense of pride in the street art created. It is their town, and we want this project to add value to their town. Therefore, stakeholder engagement and communication will be an important part of the process. Council Officers will be able to assist in this process.
- The budget for project expenditure on management and artist fees should demonstrate good value-for-money to the Council.

## **5.0 Terms of Reference:**

Project Management Services will be responsible for:

- Communicating with relevant Council Officers (Prosperity and Place) in order to get a comprehensive understanding of the project and expected outcomes.
- Identifying suitable sites for street art installations within six town centres: Ballycastle, Ballymoney, Coleraine, Limavady, Portrush and Portstewart.
- Obtaining formal, written permission from property owners.
- Conducting research for suitable art themes (e.g. heritage) and communicating with local stakeholders (business and community representatives) to agree suitable subjects and style for the proposed artworks.
- Recruiting artists to create artworks at agreed sites
- Contract management of artists during installation process. Management will also include agreeing the subject and style of each artwork at each location; setting the fee for each artwork; agreeing the total budget; procuring the materials and equipment needed; ensuring adequate insurance is in place to cover the artist and public liability during the art installation process; ensuring each artwork is completed within the agreed budget and timeframe.

- Ensuring positive stakeholder engagement (business and community sector) during the process of creating and installing street art. Use of preliminary sketches as visual aids will be an important part of this process.
- Budget management, including procurement of all materials and equipment and payment of artists. As this project will be spending public money, management services must ensure value-for-money with regard to artists fees and total costs per installation.
- Submitting an end of project written report to include a financial report showing expenditure breakdown.

## **6.0 Budget**

A total budget of £80,000 (eighty thousand pounds) is available. This includes the cost of everything to fully deliver all project outputs e.g. Project Management Services fee; expenses for travel and subsistence; stationery and other office running costs including phone usage; artists fee; procurement of all materials and equipment; insurance cover.

## **7.0 Payment**

Payments will be made in three (3) instalments to allow necessary cash flow for the project.

1. Signing contract: **30%**
2. Six (6) artworks completed to standard deemed satisfactory by Council Officers: **30%**
3. At least twelve (12) artworks completed. End of project report submitted and an overall satisfactory assessment by Council Officers **40%**

In the event of activities not being carried out to the satisfaction of Council Officers, Causeway Coast and Glens Borough Council reserves the right to withhold 50% of the final payment.

## **8.0 Timeframe.**

The full project must be completed within **four months** of signing the contract for Project Management Services.

## **9.0 Submission of Documents**

Requested information must be returned by **12 noon on Tuesday 23<sup>rd</sup> February 2021** addressed to Town Management at:

- town.management@causewaycoastandglens.gov.uk

and cc'd to:

- shaun.kennedy@causewaycoastandglens.gov.uk

Please make the subject of your email:

- Appointment of Project Management Services Ref: TCRF/STA/2021

Please ensure you receive a reply email within 24 hours to confirm your application has been received.

Submissions received after this time will NOT be considered.

## **10.0 Clarification of Meaning of Contact**

Before submitting a quotation, tenderers should seek to clarify any points of doubt or difficulty with the Officer listed above. Requests for additional information or clarification should be made by email only to: shaun.kennedy@causewaycoastandglens.gov.uk

## **11.0 Right to Issue Further Instructions**

During the tendering period, the Council reserves the right to make changes to the Terms of Reference documentation, which changes shall be accepted by the tenderer without reservation.

## **12.0 Preparation of submission**

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

### **13.0 Confidential Information**

The Bidder agrees to keep confidential at all times the contents of this document and all information which has either been designated as confidential by the Council Officer in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of Causeway Coast and Glens Borough Council (and its suppliers, service providers, agents, professional advisers and representatives) and all information which the Bidder receives or obtains as a result of its involvement in the Invitation to Tender process.

### **14.0 Award of Tender**

The Council reserves the right not to accept the lowest or any quotation under this process.

### **15.0 Return of Specified Supplementary Documents**

Failure to return all specified supplementary documentation by the submission return date, or such subsequent date as may be prescribed, may result in the submission being rejected.

### **16.0 Copyright & Intellectual Property**

The copyright of all text, reports and documents, intellectual property and other materials produced by the successful Contractor, shall remain with the Council.

### **17.0 Equality – Section 75 and Schedule 9 of the Northern Ireland Act 1998**

Prospective consultants should be aware that the Council is required, in carrying out their functions, to have due regard to the need to promote equality of opportunity:

- Between persons of different religious belief, political opinion,
- Racial group, age, marital status or sexual orientation;
- Between men and women generally;
- Between persons with a disability and persons without; and
- Between persons with dependents and persons without.

In addition, without prejudice to their obligations above, the Council shall in carrying out all its functions, powers and duties relating to Northern Ireland, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

## **18.0 Costs and expenses**

Those providing proposals will not be entitled to claim any costs or expenses which may be incurred in preparing their proposal whether or not it is successful unless specifically detailed in the brief.

## **19.0 Period of validity**

Prices contained within the proposal must be valid for acceptance for a period of ninety (90) days from the submission date.

## **20.0 Official amendments**

If it is necessary for the Council to amend the documentation in any way, prior to receipt, all those who have expressed an interest in quoting for this work will be notified in writing simultaneously. If appropriate, the deadline for receipt will be extended.

## **21.0 Canvassing**

Any business that directly or indirectly canvasses any official of the Council, concerning the award of contract or who directly or indirectly obtains or attempts to obtain information from such official concerning the proposed or any other tender, will be disqualified.

## **22.0 Compliance**

Submissions must be submitted in accordance with these instructions. Failure to comply will result in rejection.

## **Assessment and Evaluation**

The successful Tenderer will be appointed under a contract. The services required are as described in the Project Brief. The Council's procedure for receiving and handling Tenders is as follows:

- Submissions will be evaluated by a panel of no less than three persons (observers may be in attendance)
- All submissions received within the specified closing date and time will be evaluated for **completeness, compliance and quality**. A points scoring schedule based on criteria included in the tender specification will be used to evaluate each submission received;

Please remember that a pass / fail decision will be made based on the information you provide in this Section 1. A clear, detailed description covering all the information requested is important. Candidates who fail to demonstrate the necessary experience will **not** be short listed for Stage 2.

### **Stage 1: Selection (Pass / Fail)**

**The following information must be provided:**

1. Please detail the arts sector project management experience that you / your company has, that is relevant to the Terms of Reference for this project.

Please include sub-headings with clear information on:

- Description of the project, including number of artists involved.
- Dates start / finish.
- The financial budget you managed.
- Description of your role in the project.
- Evidence of project results

Please include names contact details of at least two referees who can verify your project management work.

2. Please also include information on:

- Your connections and credibility within the arts community on island of Ireland (for the purposes of recruiting quality artists to this project)
- Examples of stakeholder engagement. How did you manage this process?

**Maximum 4,000 words (insert below)**

**[Please enter text here - 4,000 words max]**

## **Stage 2: Scoring**

### **1. Understanding of the client's requirements**

Causeway Coast and Glens Borough Council will expect applicants to take due consideration of the context for this piece of work and to demonstrate their understanding of the rationale and requirements of the work required.

**Maximum 1,500 words (insert below)**

**Please enter text here – 1,500 words max**

### **2. Methodology and proposed approach – including:**

- Actions to be taken and outputs to be delivered
- Ability to access specialist advice and expertise required for the project
- Demonstrating how the specific requirements and deliverables identified are to be achieved.
- An assessment of project risks and the mitigation strategy you will apply

**Maximum 5,000 words (insert below)**

**Please enter text here – 5,000 words max**

### 3. Ability to do the work within the time frame specified

Please provide a timetable of the proposed activities and completion stages. This information can be supplied in a separate appendix. Applicants must confirm that they can start no later than 8<sup>th</sup> March 2021. Please note that dates may need to change as a result of Covid-19 restrictions or other regulations stipulated by either the Department for Communities or Causeway Coast and Glens Borough Council. However, pending any unforeseen changes to the timeframe, the project should be completed within four months.

**Maximum 2,500 words (insert below)**

<b>Please enter text here – 2,500 words max</b>
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### 4. Price

Quotations will be evaluated to ascertain the most economically advantageous proposal. Please provide costs in the table below. All costs should be detailed **exclusive of VAT**.

Table 2 Project costs

<b>Activity (e.g.)</b>	<b>Cost (£)</b>	<b>Comments</b>
Project Management fees (all inclusive)		
Materials		
Equipment		
Artists fee's (range depending on size and complexity of selected artworks)		

**Please Note:** The scored criteria will be split 20:80, cost and quality respectively. Please see below as to how the cost and quality criteria are scored with a weighting being applied to quality and a formula applied to cost.

## SCORING MATRIX

### 1. Price Scoring Mechanism

In evaluating the quotation price submitted the following method will be used to calculate the Price Score.

- Formula for scoring cost:

$$\frac{\text{Lowest Quotation Price}}{\text{Other Price Quotation}} \times 100$$

The lowest Quotation Price scores 100 (which is the maximum score)

<b>The score criteria is split 20:80, cost and quality, respectively</b>				
	Maximum Score	Actual Score	Times Weighting	Weighted Score
Cost	100		x 20%	
Quality Assessment	100		x 80%	
<b>Total Score</b>				

All tenders will be scored out of 100 in Stage 2. Tenders will be required to score a threshold minimum of **65%**. In the event that no tender scores at least 65% Causeway Coast and Glens Borough Council reserves the right not to award the contract.

### 2. Narrative scoring mechanism

Responses given for (1) Understanding of the client's requirements, (2) methodology and proposed approach and (3) ability to do the work within the timeframe specified will be assessed and scored using Table 3 and 4 below.

Table 3: Selection criteria

<b>Selection Quality Criteria</b>	<b>Maximum Score</b>	<b>Criteria Weighting Factor</b>	<b>Maximum Weighted Score</b>
Understanding Client Requirements	5	4	20
Methodology and proposed approach	5	14	70
Completion within specified time frame	5	2	100
<b>TOTAL</b>			<b>100</b>

Table 4: How responses will be evaluated

<b>Score</b>	<b>Description</b>
<b>0</b>	The response does not address the criterion
<b>1</b>	The evaluator is <b>not confident</b> that the bidder: <ul style="list-style-type: none"> <li>Understands Causeway Coast and Glens Borough Council's requirements covered by this criterion; and / or</li> <li>Will be able to satisfactorily meet the criterion requirement(s)</li> </ul>
<b>2</b>	The evaluator has some reservations whether the Bidder: <ul style="list-style-type: none"> <li>Understands Causeway Coast and Glens Borough Council's requirements covered by this criterion; and / or</li> <li>Will be able to satisfactorily complete the contract requirements covered by this criterion.</li> </ul>
<b>3</b>	The evaluator is <b>reasonably confident</b> that the Bidder: <ul style="list-style-type: none"> <li>Understands Causeway Coast and Glens Borough Council's requirements covered by this criterion; and</li> <li>Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>reasonable</b> standard</li> </ul>
<b>4</b>	The evaluator is <b>confident</b> that the Bidder: <ul style="list-style-type: none"> <li>Understands Causeway Coast and Glens Borough Council's requirements covered by this criterion; and</li> <li>Will be able to satisfactorily complete the contract requirements covered by this criterion to a <b>high</b> standard</li> </ul>
<b>5</b>	The response exceeds the expectations of the evaluator or is deemed to offer added value