



## **EAST LOTHIAN COUNCIL PUBLIC ART COMMISSION**

This brief concerns the commissioning of artworks for the Musselburgh area. The commission is aimed specifically at experienced artists/makers, with previous experience in undertaking commissioned work for the public domain. Artists/makers should also have demonstrable experience of working collaboratively within a community setting to undertake community engagement activities with the public.

### **MUSSELBURGH PUBLIC ART PROJECT BACKGROUND**

East Lothian Council's Percent for Art Policy has resulted in two sums of £38,000 being made available for two commissions for the creation of artworks for the town of Musselburgh. It is anticipated that the two commissions of £38,000 each, will enable a range of artworks to be developed. However consideration will also be given to artists/makers who would like to propose schemes for both commissions.

### **Musselburgh Public Art Project - The Commission**

As a key public art project for the town of Musselburgh, East Lothian Council wishes to commission artists/makers to create artworks which will fully complement the town and its cultural heritage that will be an exemplar of good practice for commissioning public art.

The Commissions will be awarded in January 2015. The research and consultation phase to start in February with a report to the project panel in March 2015. The final artworks to be completed and installed within the following 6 months and ideally by end of August 2015. These dates are indicative at this stage.

East Lothian Council requires the commissioned artists/makers to consult with representatives of local community organisations and to undertake a period of community engagement, to enable the artists/makers to develop design ideas and locations for the artworks.

In order to achieve best practice, artists/makers are required to consult widely within the town and with local authority representatives to develop ideas and locations for the artworks. It is envisaged that the artist/makers will focus on public areas and be guided by the consultation and representatives of the Council's Arts Service and Planning Department into the choice of location and theme. The artists/makers will present their proposals for approval to the project panel.

The artists/makers will have responsibility for commissioning and submitting a structural engineer's report prior to the start of the construction and implementation phase.

Artists/makers will be required to consider the impact of their proposal within the overall town and how the proposed materials will enhance and reflect their setting within the community.

There are several stages to the project as outlined below:

- 1) *Procurement of artists/makers: Stage 1*
- 2) *Research and Consultation : Stage 2*
- 3) *Development of ideas for presentation to the panel : Stage 3*

- 4) *Development of final designs for approval : Stage 4*
- 5) *Structural Engineer's report and Planning consent ( If required ) signed off : Stage 5*
- 6) *Construction : Stage 6*
- 7) *Installation : Stage 7*
- 8) *Hand over and maintenance arrangements : Stage 8*

It is envisaged that the artists/makers will work closely with and be guided by the Council's Arts Service and Planning Department to develop the project.

Artists/makers should consider the theme of **place**. This theme would be specific to Musselburgh and link with the town's cultural heritage and environment. Musselburgh is East Lothian's largest settlement with a population of 21,900. The town has a rich historical past since Roman times. The battle of Pinkie Cleugh was fought in 1547 on the banks of the River Esk which flows through the town. The town is known as "The Honest Toun" which is celebrated each year with the election of the Honest Lad and Lass.

East Lothian Council wishes to ensure that the commission is developed in genuine response to the theme of **place** and that the work is respectful of and reflects the project aims. For this reason, the selected artists/makers will be required to undertake research and consultation with key stakeholders that will inform the artists/makers' final design proposals.

The detailed information for the various stages of the commission are as follows:

**Stage 1 - All interested artists/makers :**

- Letter of interest, artists/makers' statements and approach to the project;
- Copy of CV relating to past projects;
- Images of previous relevant projects;
- Evidence of having undertaken community consultation/engagement and description of activities undertaken;
- Commitment to delivering the project within the timescales;
- Evidence of relevant public liability insurance.

**Stage 1 continued – Shortlisted artists/makers :**

- Site visit;
- Meeting with project panel.
- Final selection of artists/makers for the project

**Stage 2 – Commissioned artists/makers :**

- Consultation period with relevant stakeholders and community engagement activities;
- Report on outcomes of consultation and initial design thoughts for project panel;

**Stage 3 – Commissioned artists/makers:**

- Developed design proposals for approval of project panel;

**Stage 4 – Commissioned artists/makers:**

- Final detailed designs for sign off by project panel :
- Construction package including layout drawings, details and specifications;
- Method statements for fabrication / installation;

**Stage 5 – Commissioned artists/makers:**

- Artists/makers to submit Structural Engineers' report in relation to the works;
- Approvals from planning, building control other relevant specialists to be finalized by artists/makers ;
- Artists/makers to prepare maintenance schedule for the artworks;

- Artists/makers to prepare risk assessment in relation to public safety.

**Stage 6 – Commissioned artists/makers :**

- Fabrication of artworks;

**Stage 7 – Commissioned artists/makers :**

- Installation of artworks;
- Co-ordination with any other sub contractors on site;
- Management of installation;

**Stage 8 – Commissioned artists/makers:**

- Submission of maintenance schedule;
- Handover to client.

**Timescales:**

The following is an indication of relevant timescales and subject to adjustment:

**Stage One**

**All interested**

**artists/makers :**

Submission deadline: **Monday 12 January 2015**

Selection panel meeting and decision: **Wednesday 28 January 2015**

**Stage Two**

**Commissioned**

**artists/makers only :**

Commencement of consultation period : **Monday 9 February 2015**

Consultation report to project panel : **Thursday 26 March 2015**

**Stages Three to Eight**

**Commissioned**

**artists/makers :**

Final designs, technical and production specifications, structural engineer report, manufacture, installation, maintenance report, hand over : **Friday 28 August 2015**

**Budget**

£38,000 is available for the each of the two commissions (including research and consultation activities, design fee, structural engineer's report, manufacture and installation) to include all expenses plus VAT (if applicable).

Travel expenses will be paid to shortlisted artists/makers to attend the panel meeting.

Artists/makers may wish to tender for one or both commissions and the submission should reflect this.

## **Submission Requirements**

Interested artists/makers are invited to submit relevant background information by 12 January 2015 to include CV, public liability insurance document, images of previous relevant work, details of relevant past projects and details of previous community engagement activities. Also to be submitted is an outline budget to include a breakdown of the key stages outlined above, commitment to timescales and approach to the project. Submissions to be sent or emailed to:

Lesley Smith  
Principal Arts Officer  
East Lothian Council  
Arts Service  
Brunton Hall  
MUSSELBURGH  
EH21 6AA

Email [lsmith@eastlothian.gov.uk](mailto:lsmith@eastlothian.gov.uk)  
FAX 0131 653 5265

## **Selection Process**

The artists/makers awarded the commissions will be chosen by a selection panel which will include the Principal Arts Officer and other ELC and community representatives.

The following will be used to determine which artists will be shortlisted:

Relevance of previous experience	30%
Evidence of previous successful community consultation	30%
Indicative budget breakdown	20%
Capacity to deliver within the stated timescales	20%

Scoring Guidance:

No response: 0

Weak response: 1

Satisfactory response: 2

Good response and evidence: 3

Excellent response and evidence: 4

Outstanding response and evidence: 5

**Deadline for first stage submission is MONDAY 12 JANUARY 2015**

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