



EAST LoTHIAN COUNCIL PUBLIC ART COMMISSION

This brief concerns the commissioning of artworks for an area of Polson Park in Tranent. 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 for engagement with the community led project working group.

TRANENT PUBLIC ART PROJECT BACKGROUND

East Lothian Council's Percent for Art Policy has resulted in the sum of £15,000 (plus VAT if applicable) being made available for the creation of artworks for a Memory Garden within Polson Park in Tranent.

TRANENT Public Art Project - The Commission

The Memory Garden is a community led project create a welcoming space within Polson Park Tranent where the public can reflect. A sketch image of the Memory Garden has been included in the documentation.

The Memory Garden working group has agreed a series of specific artworks following consultation with the local community and would like to commission an artist / maker to create one or more of the following artworks:

1. Stone sculpture with a pit helmet installed in the upper middle portion to be seen from both sides of the sculpture. Addition of pick and shovel in metal and wood on lower section. Metal pit wheel on the top of the sculpture. Approx 2 metres high and 1 metre wide.
2. Highly polished stone set into the ground with lettering. Approx 1.5 metres high and 1 metre wide.
3. Archway leading to the gate into the Memory Garden. Metal. Dolphins to be incorporated into the design. Semi enclosed / open - approx. 3 metres in length, 3.25 metres high and 1.5 metres wide.

As a project for the town of Tranent, East Lothian Council wishes to commission artists/makers to create artworks which will fully complement the new Memory Garden and be reflective of the town of Tranent and its cultural heritage.

The Commission(s) will be awarded in August 2018. The research phase to start in September with final designs presented to the project panel in October. The final artworks to be completed and installed within the following 6 months and by end of March 2019. These dates are indicative at this stage.

East Lothian Council requires the commissioned artist/maker to consult with representatives of Memory Garden working group at all stages.

The artists/makers will have responsibility for preparing a construction package and 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 Memory Garden and how the proposed materials will enhance and reflect their setting.

There are several stages to the project as outlined below:

- 1) *Procurement of artist/maker: Stage 1*
- 2) *Research : Stage 2*
- 3) *Development of final designs for approval : Stage 3*
- 4) *Construction Package and Structural Engineer's report (Planning consent if required) : Stage 4.*
- 5) *Fabrication : Stage 5*
- 6) *Installation : Stage 6*
- 7) *Hand over, sign off and maintenance arrangements : Stage 7*

It is envisaged that the artist/maker will work closely with and be guided by the Memory Garden project working group and Council staff as required.

East Lothian Council wishes to ensure that the commission is developed in genuine response to the themes and that the work is respectful of and reflects the project aims.

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

Stage 1 - All interested artists/makers :

- Letter of interest and artists/makers' approach to the project with outline designs;
- Copy of CV relating to past projects;
- Images of previous relevant projects;
- Commitment to delivering the project within the timescales;
- Evidence of relevant public liability insurance.

Stage 2 – Commissioned artists/makers :

- Research period with Memory Garden working group;

Stage 3 – Commissioned artists/makers:

- Final design proposals for approval of Memory Garden working group;

Stage 4 – Commissioned artists/makers:

- Construction package including layout drawings, details and specifications;
- Method statements for fabrication / installation;
- Structural Engineer's Report;

Stage 5 – Commissioned artists/makers:

- Fabrication of artworks;

Stage 6 – Commissioned artists/makers :

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

Stage 7 – 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 13 August 2018**

Selection panel meeting and decision: **Wednesday 29 August 2018**

Stages Two and Three**Commissioned****artists/makers only :**

Commencement of research period : **Wednesday 5 September 2018**

Final designs to project panel : **w/c Monday 1 October 2018**

Stages Four to Seven**Commissioned****artists/makers only :**

Technical and production specifications, construction package, structural engineer report, planning consent if required, fabrication, installation, maintenance report, hand over : **31 March 2019**

Budget

The budget available for the project at this stage is £15,000 (plus VAT if applicable). Artists/Makers may submit costings for one of the artworks at a budget of £15,000, two of the artworks at a total budget of £15,000 or all three of the artworks at a total budget of £15,000. The final decision will be reached by assessing the submitted material and also the proposed breakdown of costings.

Submission Requirements

Interested artists/makers are invited to submit proposals by 13 August 2018 to include outline designs, CV, public liability insurance document, images of previous relevant work, details of relevant past projects and an outline budget to include a breakdown of the total cost, to be emailed or sent to:

Lesley Smith
Team Manager Arts
East Lothian Council
Arts Service
Brunton Hall
MUSSELBURGH
EH21 6AA

Email 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 projects	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 13 AUGUST 2018
