

BROOME  
**CHINATOWN**  
REVITALISATION

THE HEART AND SOUL OF BROOME

## Request for Quotation

<b>Request for Quotation:</b>	<i>Chinatown Public Art - Divers Quarters and Boat Building Industry</i>
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<b>Deadline:</b>	<i>5PM (WST) 2 April</i>
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<b>Address for Delivery:</b>	<i>Electronic requests are to be sent to: records@broome.wa.gov.au Hard copy responses will not be accepted.</i>
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<b>RFQ Number:</b>	<i>RFQ 20-22</i>
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## 1 Conditions of Responding

### 1.1 Contract Requirements in Brief

The Shire of Broome requires suitably qualified and competent artistic services to create an iconic public artwork that pays tribute to the Malay and Japanese diver's quarters, boat building industry and pearl sorting sheds which were located along Dampier Terrace overlooking Roebuck Bay.

The artwork is to be designed to be enduring in its meaning and purpose for residents and visitors to Chinatown.

The project is to be completed by the end of December 2020.

A full statement of the Goods/Services required under the proposed Contract appears in the Specification (Part 2).

### 1.2 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Contractor:</b>	Means the person or persons, corporation or corporations whose Response is accepted by the Principal, and includes the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline:</b>	The Deadline shown on the front cover of this Request for lodgement of your Submission.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the Supply of Goods and Provision of Services provided or nominated in Part 2.
<b>Offer:</b>	Your Offer to be selected to supply the Requirements.
<b>Principal:</b>	Shire of Broome
<b>Response:</b>	Completed Offer, response to Selection Criteria and Attachments.
<b>Requirement:</b>	The Goods and Services requested by the Principal.
<b>Request or RFQ or Request for Quotation:</b>	This document.

### 1.3 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	Leah Rakabundel
<b>Telephone:</b>	08 9191 8712
<b>Email:</b>	leah.rakabundel@broome.wa.gov.au

### 1.4 Selection Criteria

The Contract may be awarded to a sole Artist or an Art Team Respondent who best demonstrates the ability to provide quality products and or services at a competitive price. The quoted prices will be assessed together with the qualitative and compliance criteria to determine the most advantageous outcome to the principal.

The Principal has adopted the best value for money approach to this Request. This means that, although price is considered, the Response containing the lowest price will not necessarily be accepted, nor will the offer ranked the highest on the Qualitative Criteria.

A scoring system will be used as part of the assessment of the Qualitative Criteria. Unless otherwise stated, a Response which provides all the information requested will be assessed as satisfactory.

The extent to which the Respondent demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Response will be used as one of the factors in the final assessment of the Qualitative Criteria and in the overall assessment of value for money.

### 1.5 Compliance Criteria

These criteria are detailed within *Section 4.2.1* of this document and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Submission from consideration.

### 1.6 Qualitative Criteria

In determining the most advantageous Response, the Evaluation Panel will score each Response against the Qualitative Criteria as detailed within *Section 4.2.2* of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each Qualitative Criterion.

Information that you provide addressing each Qualitative Criterion will be point scored by the Evaluation Panel.

Failure to provide the specified information may result in elimination from the evaluation process or a low score.

### **1.7 Value Considerations**

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Respondents to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Respondent; and
- b) the pricing submitted by each Respondent.

Once the tenders have been ranked, the Evaluation Panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Response, in order to determine the Response which is most advantageous to the Principal.

The quoted price will be considered along with related factors affecting the total cost to the Principal (eg the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

#### **1.7.1 Price Basis**

All prices for Goods/Services offered under this Request are to be fixed for the term of the Contract. Quoted prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### **1.8 Lodgement of Response and Delivery Method**

The Response must be lodged by the Deadline. The Deadline for this Request for Quote is 5PM West Australian time 2 April 2020.

The Response is to be emailed to [records@broome.wa.gov.au](mailto:records@broome.wa.gov.au)

Total submission size less than 10MB.

Hand-delivered submissions will not be accepted.

### **1.9 Rejection of Responses**

A Response will be rejected without consideration of its merits in the event that:

- a) it is not submitted before the Deadline; or
- b) it is not submitted at the place specified in the Request for Quotation; or
- c) it may be rejected if it fails to comply with any other requirements of the Request for Quote; or
- d) the Respondent does not submit an Offer form which has been completed and signed together with all the required Attachments.

### **1.10 Acceptance of Responses**

Unless otherwise stated in this Request, Responses may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Response and may reject any or all Responses submitted.

### **1.11 Response Validity Period**

All Responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline.

### **1.12 Precedence of documents**

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

### **1.13 Alterations**

The Respondent must not alter or add to the Request documents unless required by these General Conditions of Responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quote documents before the Deadline.

### **1.14 Ownership of Responses**

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the Response Process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### **1.15 Canvassing of Officers**

If a Respondent, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors (as the case may be) or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such Submission, the Principal may at its discretion omit the Respondent from consideration.

**1.16 Identity of the Respondent**

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person, persons, corporation or corporations named as the Respondent in Part 4 of this Request. Upon acceptance of the Response, the Respondent will become the Contractor.

## **2 Specification**

### **2.1 Scope of Work**

#### **Introduction**

The Shire of Broome requires suitably qualified and competent artistic services to create an iconic public artwork that pays tribute to the Malay and Japanese diver's quarters, boat building industry and pearl sorting sheds which were located along Dampier Terrace overlooking Roebuck Bay.

The artwork is to be designed to be enduring in its meaning and purpose for residents and visitors to Chinatown.

The project is to be completed by the end of December 2020.

#### **Background**

Broome is a coastal, pearling and tourist town in the Kimberley region of Western Australia, 2,240km north of Perth. It has a population of approximately 16,000, growing to over 45,000 during the tourist season. Broome has a semi-arid tropical climate, defined by a wet and a dry season. The wet season generally lasts from November until April, while the dry season runs from May until October.

People with Aboriginal, Chinese, Japanese, Timorese, Filipino, Javanese, Malaysian and European racial backgrounds make up the people of Broome. The Yawuru and Djugun Aboriginal language groups traditionally inhabited the Broome region with the Yawuru awarded native title over extensive areas around Broome in 2006.

Contemporary expression of this rich cultural mix has resulted in a complex and relevant visual language particular to Broome. Tourists view Broome as the gateway to the exploration of Aboriginal culture in the Kimberley region. Waves of migration from European settlers, Asian pearling workers around the turn of the century and subsequent migrants seeking to live in Broome have created a cultural mix that is rich and layered.

Chinatown is described as the heart and soul of Broome. Refer to 'A Town by the Bay, Chinatown Cultural Heritage Project' by Nyamba Buru Yawuru listed in the Appendix section of this brief for a detailed history of Chinatown. A copy may be requested from the RFQ contact person.

The Chinatown Revitalisation Project aims to deliver much needed upgrades and enhancements within the Broome central business and retail district. This will see the delivery of key activities aimed at boosting economic activity along with preserving and enhancing Chinatown's role as the social, cultural and economic hub of Broome.

Tourism is a key industry for Broome with public art enhancing the visitor experience.

The Chinatown Revitalisation Project is funded in partnership by the Shire of Broome, the Western Australian State Government and Tourism WA.

The Public Art Master Plan for the Broome Town Site endorses the following goals:

- Focus on expression of local identity and sense of place;
- Celebrate cultural heritage and cultural diversity;
- Reinforce Broome's reputation as a contemporary town of artistic excellence;
- Provide a purpose for children, youth and artists of all ages to participate in interpretive, cultural and community art in public spaces;
- Provide contemporary and relevant linkages between distinct precincts.

In 2017 the Chinatown Public Art and Interpretation Strategy was adopted by Council. This project is one of several public art projects to be constructed in stage two of the implementation of the strategy. Other projects include public arts sculptures and art in custom landscape items.

### **2.1.1 Project Objectives**

The Shire of Broome requires suitably qualified and competent artistic services to create an iconic public artwork that pays tribute to the Malay and Japanese diver's quarters, boat building industry and pearl sorting sheds which were located along Dampier Terrace overlooking Roebuck Bay.

The artwork is to be designed to be enduring in its meaning and purpose for residents and visitors to Chinatown.

The project is to be completed by the end of December 2020.

### **2.1.2 Artistic Objectives**

The work will be an intimate work of art, excellent in craftsmanship and relevant in design. A sculptural artwork that pays tribute to diver's quarters and boatbuilding industry of old Chinatown.

This is an interpretive artwork and as such the artist will need to consider the content and location of the proposed interpretation trail.

### **2.1.3 Site / Location**

Dampier Tce or Short St, Broome. Final site to be confirmed.

## **2.2 Community Engagement**

There is an expectation that the design phase of this project will, in some way involve the community. The artist/artist team must be prepared to spend time consulting or conducting workshops with the community. There is also an opportunity for capacity building in the local arts community by collaborating with local artists, however this is not a requirement of the brief. If artists would like to do so they can contact the Kimberly Arts Network, [kimberleyartsnetwork@gmail.com](mailto:kimberleyartsnetwork@gmail.com). Artists may also request a copy of the

Shire of Broome artists register by contacting shire@broome.wa.gov.au or calling 9191 3456.

### **2.3 Materials**

The choice of artwork materials will need to provide durability and be made of robust materials. Suitable materials for this project may include corrosive resistant materials such as concrete, stone, mosaic, cast aluminium, marine grade aluminium, wood, Jesomite a polymer similar to cement, and Coreten steel. Painted bronze may also be an option.

### **2.4 Safety**

The artwork should also require minimal or no maintenance, other than general cleaning. Sharp edges and entrapment points, if in reachable locations, will need to be avoided.

### **2.5 Art Procurement Method**

The artwork procurement method is designed so that the artist will engage with the community to research, explore, develop and implement the artwork proposition. To facilitate this approach, one artist is to be selected by process of interview from a shortlist of artists after a Request for Quote, with a requirement to demonstrate an ability to:

- Engage the community,
- Design and create significant works of art for the public realm

The project will be managed in two stages:

- A - The Design Phase; and
- B – The Construct and Installation Phase.

### **2.6 Artwork Budget**

This will be allocated to the selected artist in two separate phases:

#### **A. Design Phase Artwork Design Concept Development (up to a maximum of \$6000 ex GST)**

One Artist or an Art Team will be shortlisted from Request for Quote and awarded up to a maximum of 6000 ex GST inclusive of all fees, research, consultation, materials, travel, to engage with the stakeholders, design professionals and community, to develop, cost and present Three (3) Design Concept options.

#### **B. Construct and Installation Phase Artwork Commission (up to a maximum of \$34,000 + GST)**

The lump sum fee is to include all costs associated with the art work projects including the Artist's fees, consultation, design development, design documentation, materials,

samples, fabrication, implementation fees, travel, standard insurances, delivery to site, maintenance schedule, documentation and project report of the artistic treatments.

## **2.7 Stages of the Art Project**

### **2.7.1 Request for Quote for public artwork recognising the Divers Quarters and Boat Building Industry**

Request for Quote from artists / artist teams will be sought through direct promotion to members of Artsource – the Artists Employment Agency and posted on the Shire of Broome website. The RFQ may be downloaded electronically via the Shire of Broome website [www.broome.wa.gov.au](http://www.broome.wa.gov.au)

Details for lodging Request for Quote submissions, including closing time and date are indicated on the front page of this document.

### **2.7.2 Shortlisting**

The Artwork Selection Committee will shortlist up to three artists to proceed to the Artist Interview Stage, based on the Request for Quote, according to the items and selection criteria. Request for Quote submissions will be assessed on the selection criteria listed in Part 4.2.

### **2.7.3 Artist Interview stage**

The shortlisted Artists will receive a Request for Interview. The interviews will take place by telephone/facetime or skype on the date outlined in the Indicative Project Schedule. The criteria that will be used to assess the presenting Artist will be a re-evaluation of the Request for Quote criteria, with the artwork documentation criteria being substituted with a 'communication and relate' assessment.

### **2.7.4 Artwork Design Concept stage**

The artist / team chosen from interview will receive a Letter of Appointment from the Shire of Broome inviting them to progress to the Artwork Design Concept Proposal stage and confirming timelines, deliverables and cost in accordance with this Request. The stage will commence with an on-site planning meeting with the artist and a team of project representatives to facilitate the artist's development of the artwork proposal. This planning meeting will set a time-frame, implementation and community engagement approaches and reporting mechanisms for the project. The artist will be paid a design fee for the presentation of three (3) Artwork Design Concept options. The Artwork Selection Panel reserves the right to not recommend commissioning of the proposed artwork concept. The concept design will be assessed against the following criteria;

- relevance of the concept
- quality of design and use of materials
- methodology and timeline

- value for money

### **2.7.5 Artwork Commission stage**

On approval of the Artwork Design Concept the Artwork Selection Panel will recommend the project for commissioning. The artist will receive a Commission Agreement (as per Attachment 2) to undertake the project. The refinements and documentation of the agreed artwork design will take place under the Commission Agreement and is to be presented for final approval to the Artwork Selection Panel before implementation. This stage will include Detailed Design Documentation and final costing, Fabrication and delivery to site.

### **2.7.6 Other project stages**

The Artist will be required to attend meetings with the Shire officers, other consultants and client representatives to:

- present and secure approval of final designs for the artworks this may involve presentation to stakeholders, community and Council
- to discuss progress of the projects and specific details relating to the artwork.

## **2.8 Project Documentation**

The Artist is required to document the progress of the artwork, and the completed installed artworks in digital format (submitted as JPEGs on a CD), and to present one set of all this documentation to Shire officers on completion of the Project, and prior to final payment.

## **2.9 Project Management**

The artist will coordinate the project directly through the Shire of Broome.

Contract Managers:

Mark Davis – Manager Community and Economic Development

Leah Rakabundel – Community Development Officer

## 2.10 Indicative Program

The project will be managed in two stages:

- A – The Design Phase; and
- B – The Construct and Installation Phase.

Activity	Indicative Dates
RFQ Advertised	March 19 2020
RFQs Close	April 2 2020
Evaluation Panel Meeting	April 2020
Interview via phone to short list	April 2020
Approval by Chinatown Steering Committee	April 2020
Concept Development and Design/ Community Engagement	April - May 2020
Concept Designs Submission Due	16 <sup>th</sup> June 2020
SoB to facilitate approval of final concept	23 <sup>rd</sup> June – 7 <sup>th</sup> July 2020
Contract awarded for construction	14 <sup>th</sup> July 2020
Artist responsible for engineering and approvals	July - August 2020
Artist responsible to produce construction drawing	September 2020

Building Approval	15-29 September 2020
Fabrication and Transportation	October - December
Artwork installation and completion	December 2020
Artist to write maintenance plan for artwork	December 2020

### 2.11 Request for Quote

Request for Quotes are to be submitted electronically by the Artist, or artist as team leader as identified in Artwork commission implementation process above.

**Request for Quote submission is to comprise:**

- a Written Document, preferably in a single pdf format (A, B, C & D)
- a file of Visual Documentation, preferably as a file of individual images (F)

**Total submission size less than 10MB**

For the **written submission**, please put the completed **Respondent's Offer Form** as the first page of the written document, with the following sections:

**A. Statement of Proposed Intent'** – of no more than three pages indicating:

- Description of who is expressing interest, as individual artist or as team of artists with the reason for the team
- An Artist Statement including:
  - o the philosophical, sociological or theoretical tenets of your work - why you make the work and what interests you in creating artwork
  - o the media, materials, techniques and processes you use
  - o the way you like to work, how the work is produced, the processes required for its realisation, which can include collaboration, residencies, studio-based practice etc
  - o specific methodologies or contexts that challenge and interest you
  - o references to time and place
  - o interesting links to other websites or texts, research being done, situating your practice academically or within contemporary art theory or practice
- Your likely conceptual approach and insights you consider would create artwork that pays tribute to the Malay and Japanese diver's quarters, boat building industry and

pearl sorting sheds which were located along Dampier Terrace overlooking Roebuck Bay.

- The likely artwork location/s and opportunities you would take up with the conceptual reason or imagined vision for the choice
- An overview of a methodology that would be used to develop the project, such as research for development of concepts, and consultation / engagement with the community.

**B. Project Description** of a previously completed consultative cultural project, artwork project or public art project, and outline:

- who the project involved, such as the community group, agency, architect, or design professionals
- the name of funding agency, sponsor, or commissioner
- the project budget, duration and year of completion

**C. Curriculum Vitae or Artwork Resume** of preferably no more than one page for the individual Artist, and the same for each if an Artist Team.

**D. Visual Documentation List** numbered to correspond with the order of the images, and listing the title of artwork, date completed, and dimensions. You may also name the commissioning agency, the artwork's budget, and any collaborators with whom you worked on the project. Thumbnail images on the list may also be included.

**F. The file of Visual Documentation is to comprise:** Up to fifteen – jpeg - visual representations in total - of previously developed or completed artworks that represent your or the team's level of artmaking skills. The choice of images may be inclusive of up to three representations of previously conceptualized or proposed projects that were not implemented or are in progress of implementation. Provide a brief note on the Visual Documentation list that indicates your reason for including such a project. Each image in the file should not exceed 1.2 MB.

The criteria that will be used to assess submissions will be the indicated percentage allocation given to:

- Artistic approach – 35%
- Prior experience and competency to work collaboratively - 30%
- Quality of previous artwork – 35%

## 2.12 Interview of Shortlisted Artists

Artists selected for interview are to present (via Skype) and discuss, with the Artwork Selection Panel, the items they submitted in their Request for Quote. The Artist is permitted to expand verbally on the written Request for Quote submission. The criteria that will be used to assess the presenting Artist will be a re-evaluation of the Request for Quote criteria, with the artwork documentation criteria being substituted with a 'communication and relate' assessment:

- proposed methodology and vision for artwork – 35%
- prior project experience and ability to conduct rigorous research and work collaboratively - 35%
- assessment of the Artist's capacity to communicate and relate to the project's personnel - 30%

### 2.13 Art Work Design Concept

The artist or team of artists that has been chosen from the Request for Quote Interview will be formally engaged to undertake the Artwork Design Concept stage. The establishment of the anticipated time frame will be undertaken in consultation with the Japanese community of Broome and Shire officers. The following lists sets out the basic requirements that are to be met by the selected Artist's submission of 3 Artwork Design Concept options to the Artwork Selection Panel.

- **The proposed artwork's concepts, themes and forms**

Provide a written outline of: how and with whom the artwork concept was developed; the overall theme or themes that will be expressed; and the experience, function or purpose the artwork forms are likely to provide. Indicate which aspects of the proposed artwork/s are complete as concepts, or aspects that require further development or resolution.

- **The proposed method of undertaking the artwork project**

Provide a written description how the project will be undertaken, what the identified tasks – design documentation, manufacture, installation - will be and who will be implementing them. Include a clearly identified timeframe that has been set in consultation with the project team and any other project representatives.

- **Artwork design proposal**

The proposed artwork may be communicated in the way best suited to describe the project which may include drawings, sketches or montages of the proposed artwork shown on or in relation the buildings and street scape, annotations or samples of materials and how they will be used or finished, a scale model or models, presentation boards.

- **Budget**

Provide a detailed budget showing artist's fees or labour costs, materials, insurances and other professional fees.

#### **Presentation details:**

Copies of the written and visual document (in A4 or A3 format) is required for presentation to the Artwork Selection Panel. The due date for the presentation of the artwork proposal is indicated in the indicative program table in section 2.10 of this Request and the number of copies will be confirmed in consultation with the Artist.

## 2.14 Attachments and Links to Relevant Information

Artists are encouraged to familiarise themselves with the information available via the following links and documents.

- 'A Town by the Bay, Chinatown Cultural Heritage Project' by Nyamba Buru Yawuru PDF – available upon request to leah.rakabundel@broome.wa.gov.au
- <https://www.broome.wa.gov.au/Shire-Services/Major-Projects/Chinatown-Revitalisation-Project>
- <https://www.broome.wa.gov.au/Community/Arts-and-Culture/Public-Art>
- Chinatown Public Art Strategy (Attachment 1)
- Example Artwork Commission Agreement (Attachment 2)

### **3 General Conditions of Contract**

#### **3.1 Insurance**

The successful contractor will be required to effect and maintain Public Liability Insurance - \$10,000,000, however insurance policy coverage requirements by all parties involved may vary depending on the artwork concept and possible risks.

#### **3.2 Phase One – The Design Phase**

For Phase One – The Design Phase, the Artist or Artist Team Leader will be commissioned to produce the Artwork by a Letter of Appointment which will confirm the timeline, deliverables and cost in accordance with this Request.

#### **3.3 Phase Two: The Construct and Installation Phase**

For Phase two – The Construct and Installation Phase, the Artist or Artist Team Leader will be commissioned to produce the Artwork as per an Artwork Commission Agreement (Attachment 2).

The Artist or Artist Team Leader is to organise for the artwork to be produced in their studio or workshop or at another venue and will need to finalize an appropriate installation procedure and timing with Shire officers. Installation will be completed by the construction contractors.

**4 Respondent's Offer****4.1 Offer Form**

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

**In response to Request for Quotation (RFQ) RFQ 20-22**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions contained in this Request signed and completed.

The responded price is valid up to ninety (90) calendar days from the date of the RFQ closing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Response irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Respondent: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4.2 Selection Criteria****4.2.1 Compliance Criteria**

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

<b>Description of Compliance Criteria</b>	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of this RFQ including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Respondents are to provide their Insurance Details	Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with the Delivery Date.	Yes / No

**4.2.2 Qualitative Criteria**

Before responding to the following Qualitative Criteria, Respondents must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Response;
- b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Respondents are to provide full details for any claims, statements or examples used to address the Qualitative Criteria; and
- d) Respondents are to address each issue outlined within a Qualitative Criterion.

<b>A. Artistic Approach</b> Respondents must, as a minimum, address the following information in an attachment.	<b>Weighting</b> <b>35%</b>
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<b>Part 4</b>	<b>COMPLETE AND RETURN THIS PART</b>
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a) Statement of Proposed Intent including methodology and proposed timeline	<b>“Artistic Approach”</b>	<b>Tick if attached</b> <input type="checkbox"/>
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<b>B. Prior Project Experience and Capacity to Deliver Scope</b> Respondents must, as a minimum, address the following information in an attachment.	<b>Weighting</b> <b>30%</b>	
a) Project Description of Similar Work b) Curriculum Vitae or Artwork Resume	<b>“Prior Experience and Capacity”</b>	<b>Tick if attached</b> <input type="checkbox"/>

<b>C. Quality of Previous Artwork</b> Respondents must, as a minimum, address the following information in an attachment.	<b>Weighting</b> <b>35%</b>	
a) Visual Documentation List b) File of Visual Documentation	<b>“Quality of Previous Artwork”</b>	<b>Tick if attached</b> <input type="checkbox"/>

a.

### 4.3 Price Information

Respondents must complete the following “Price Schedule”. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

#### 4.3.1 Price Basis

Are you prepared to offer a fixed price?	<b>Yes / No</b>
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<b>Part 4</b>	<b>COMPLETE AND RETURN THIS PART</b>
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#### 4.3.2 Price Schedule

<b>Phase</b>	<b>Service Description</b>	<b>Price Tendered (ex GST)</b>	<b>GST</b>	<b>Price Tendered (inc GST)</b>
1	Design Phase*			
2	Construct and Installation**			
3	Option 1: Installation Variation. Please provide a price for installation costs if a variation for this service is required			

\* Inclusive of all fees, research, consultation, materials, travel, to engage with the stakeholders, design professionals and community, to develop, cost and present Three (3) Design Concept options.

\*\* Inclusive of artist's fees, consultation, design development, design documentation, materials, samples, fabrication, implementation fees and installation costs, travel, standard insurances, delivery to site, maintenance schedule, documentation and project report of the artistic treatments.

\*\*\*Installation of piece to be completed by the construction contractor