

Request for Quotation

Request for Quotation:	Public Artwork –Air Raid 80 th Anniversary
Deadline:	4.00pm WST Thursday 17 June 2021 Extended to WST Thursday 24 June 2021
Address for Delivery:	shire@broome.wa.gov.au Hard-copy Request for Quotations will not be accepted
RFQ Number:	RFQ 21-22

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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 for the 80th anniversary of the World War 2 Air Raid on Broome.

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:

Contractor:	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.
Deadline:	The Deadline shown on the front cover of this Request for lodgement of your Submission.
General Conditions of Contract:	Means the General Conditions of Contract for the Supply of Goods and Provision of Services provided or nominated in Part 2.
Offer:	Your Offer to be selected to supply the Requirements.
Principal:	Shire of Broome
Response:	Completed Offer, response to Selection Criteria and Attachments.
Requirement:	The Goods and Services requested by the Principal.
Request or RFQ or Request for Quotation:	This document.

1.3 Contact Persons

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

Part 1 READ AND KEEP THIS PART

Name:	Nicole Roukens, Manager Community Engagement and Projects
Telephone:	08 9191 3456
Email:	nicole.roukens@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 usual 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 Part 4 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 Part 4 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 variable for the term of the Contract. Quoted prices must include the 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 Tender 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 **Thursday 17 June 2021 4.00pm (AWST)**. Please note the RFQ has been extended to **Thursday 24 June 2021 4.00pm (AWST)**.

The Response is to be emailed to shire@broome.wa.gov.au

Hand-delivered 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 Response, 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 3 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 three iconic public artworks concepts for the 80th anniversary of the World War 2 Air Raid on Broome.

Background

Town Beach is a highly visited coastal location for locals and tourists. The area is a popular swimming and fishing spot and is a favoured venue for viewing the Staircase to the Moon. The area is used for a wide range of recreational, community and commercial activities.

The area is rich in cultural and heritage value. Town Beach is home to significant Indigenous and non-Indigenous cultural and historical sites, including the Pioneer Cemetery, Old Jetty, the old tramline, the former Customs House, the CWA building and Sailmaker's Shed. The area is also home to the Aboriginal Middens, a site of significant cultural value to the Nyamba Buru Yawuru people.

The Shire of Broome has recently transformed the Town Beach Foreshore into a vibrant community hub. Redevelopment works have included:

- Coastal access footpath and grassed terraced seating
- All ages play space including – half basketball court, scooter track, custom built wood jetty and boat play structures, climbing frames, trampolines and much more
- Shade shelters and BBQ's overlooking the blue waters of Roebuck Bay
- Purpose built market space with power, lighting, ability to close the internal road for food vendors and pedestrian traffic
- Interpretation signage across the site, providing an insight into the area's rich history and culture
- Community artwork across the site including – community tile wall, wood carved animals, midden artworks

Part 2 KEEP AND READ THIS PART

- Food forest. This section of the park is still growing and will one day provide access to local and tropical edible plants
- Restoration of the historic train platforms. Two have been turned into stages that could be used for market evenings or community events
- General infrastructure - Lighting, seating, drink fountains, bike racks, path networks, access bridges.
- Upgrade of the existing Town Beach groyne (as shown in the image above)



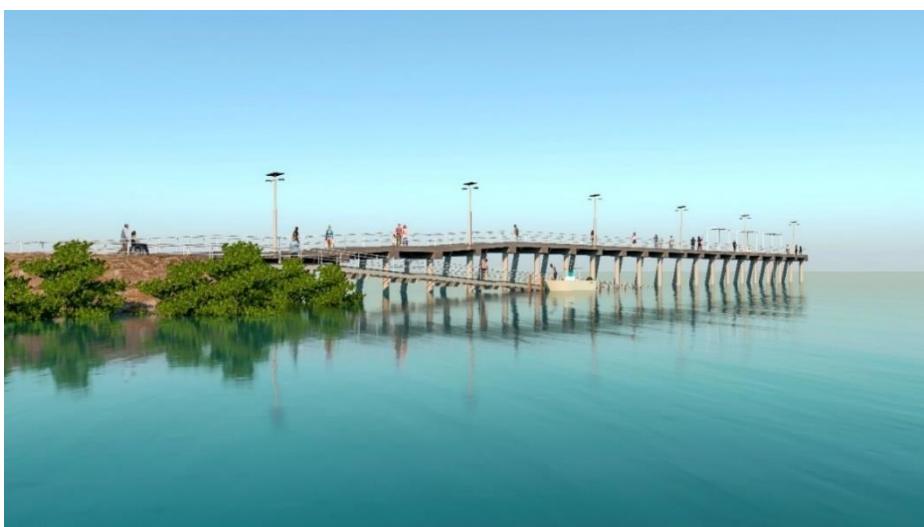


The final part of the project is the construction of a 110-metre-long x 4-metre-wide jetty. This jetty will replace the historical jetty that used to exist at Town Beach. The jetty will provide opportunities for fishing, viewing Roebuck Bay and boat transfers.

Local Yawuru artists have created artworks for the jetty shade shelters and groyne pavement.

The jetty is expected to be completed in August 2021.

(Artist Impression – Town Beach Jetty)



Air Raid Background Information

- 15 flying boats were destroyed in Roebuck Bay and 6 can still be found at low tide about 1.5km from Town Beach.
- A memorial for the Air Raids is located at Bedford Park in Broome.
- More information on the Air Raid can be found at the link below:

<https://broomemuseum.org.au/broome-during-world-war-ii/broome-attacked/>

2.2 Project Scope

The Shire of Broome invites an artist/ artist team to develop an artwork concept designs to recognise the 80th anniversary of the Air Raid on Broome.

The artwork is to align with the following vision set out by the Air Raid Working Group:

- The artwork is to capture the essence of Broome
- The artwork shall be powerful, thought provoking and evocative
- The artwork is to tell the story of the Air Raid in a way that transports people back in time
- The artwork shall share personal accounts of the event from several different cultural perspectives
- The artwork is to be three dimensional in form however shall not be too obstructive or overpowering of the surrounding natural environment or block the view of Roebuck Bay

The project will be managed in three stages:

- A - The Concept Design Phase;
- B – The Detailed Design Phase (will proceed to this stage if one concept design is selected and approved by the Air Raid Working Group and Shire of Broome Elected Members);
- C – The Construction Phase – depending on the successful artist, this may be outsourced.

A. Design Phase Artwork Design Concept Development

During this stage the artist/artist team shall undertake the following:

1. Background research
2. Community engagement
3. Present Three (3) Design Concept options
4. Provide preliminary costings for each concept

The Air Raid Working Group and Shire of Broome reserve the right not to proceed to the detailed design phase.

The concept design must be approved by the Air Raid Working Group and Shire of Broome Elected Members.

B. Development of Detailed Designs

During this stage the artist/artist team shall undertake the following:

1. On-going community engagement
2. Detail design the preferred option
3. Provide costing

This Requestion for quote is only for Stage A and B. Shire of Broome and Air Raid Working Group will select one concept design for the artist move forward to Stage C.

Respondents are to ensure all assumptions and exclusions are noted in their submission.

2.3 Air Raid Working Group

The Shire of Broome advertised for interested community members to be involved in the Air Raid Working Group. This group will guide and provide feedback to the successful artist on the concept and final designs.

The Air Raid Working Group includes the following representatives:

- Shire of Broome
- Vanessa Margetts, MudMap Studio
- Chris Mitchell, Lions Club and Councillor
- Elsta Foy, Councillor
- Chris Mayer, Kimberley Arts Network
- Keith Vomiero, RSL

- Will Thomas
- Kylie Jennings, Broome Historical Society
- Doug Fong
- Michael Lake
- Norforce representative

2.4 Site / Location

Town Beach precinct. The successful artist will need to work closely with the Shire of Broome and Air Raid Working Group to determine the location for the artwork.

The new groyne has been considered as the site for the Air Raid artwork piece.

2.5 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.

2.6 Art Procurement Method

The artwork procurement method is designed so that the artist/artist team will engage with the Air Raid Working Group to research, explore, develop and implement the artwork proposition. To facilitate this approach, one artist/team 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 / Air Raid Working Group / Shire of Broome Elected Members,
- Design and create significant works of art for the public realm
- Include local artists (Broome based) in the artist team

Local artists are encouraged to submit a proposal however if non-Broome artists submit the Shire would encourage them to collaborate with a local artist. Submissions should outline their approach to working and engaging with Broome local artists.

If local artists feel they don't have the required skills or experience, we encourage them to contact the Shire to discuss options for collaborating.

2.7 Artwork Budget

Fee for the Air Raid artworks should be structured as per the phases below:

A. Design Phase Artwork Design Concept Development (up to a maximum of \$10,000 ex GST)

One Artist or an Art Team will be shortlisted from Request for Quote and awarded up to a maximum of \$10,000 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.

The Air Raid Working Group and Shire of Broome reserve the right not to recommend commissioning of the proposed artwork concepts and not proceeding to the detailed design phase.

B. Development of Detailed Designs

The lump sum fee is to include all costs associated with the artwork projects including the Artist's fees, consultation, design development, design documentation, materials, travel, standard insurances.

2.8 Indicative Program

Activity	Indicative Dates
RFQ Advertised	25 May 2021
RFQs Close	17 June 2021 Extended to 24 June 2021
Evaluation Panel Meeting	21 – 25 June 2021
Interview via phone to short list (if required)	28 June – 2 July 2021
Air Raid Memorial	
Artist meeting with Air Raid Working Group	5 – 9 July 2021

Concept Development and Design	July and August 2021
Concept Designs Submission Due	August 2021
Selection and approval of concept <ul style="list-style-type: none">• Air Raid Working Group• Shire of Broome Elected Members	August 2021
Development of detailed designs	September 2021

2.9 Attachments

- Attachment 1 – Groyne and Jetty Artworks
- Attachment 2 - Artwork Commission Agreement

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.

4 Respondent's Offer

4.1 Offer Form

The Chief Executive Officer
Shire of Broome
27 Weld Street Broome WA 6725

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) 21-22 Public Artwork – Town Beach Air Raid Artwork:

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:

Description of Compliance Criteria	
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.

A. Artistic Approach Respondents must, as a minimum, address the following information in an attachment.	Weighting 50%
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Part 4 COMPLETE AND RETURN THIS PART

a) Statement of Proposed Intent including methodology and proposed timeline	“Artistic Approach”	Tick if attached <input type="checkbox"/>
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B. Prior Project Experience and Capacity to Deliver Scope Respondents must, as a minimum, address the following information in an attachment.	Weighting 50%	
a) Project Description of Similar Work b) Curriculum Vitae or Artwork Resume c) Inclusion of a Broome based artist included in submission	“Prior Experience and Capacity”	Tick if attached <input type="checkbox"/>

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 Schedule

Price Schedule

Phase	Service Description	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
Air Raid Artworks				
1	Concept design phase (requirement of 3 x concept designs) (Maximum \$10,000 ex GST)			
2	Detailed Design phase			
3	Disbursements (flights, accommodation etc.)			
	Total			