

**CITY OF NEWCASTLE (CN) REQUEST FOR QUOTE (RFQ)**  
**Newcastle Beach Pedestrian Subway Mural**

<b>Date of Issue:</b>	27/11/2023
<b>Name of Service Unit:</b>	Assets and Facilities
<b>Address:</b>	12 Stewart Avenue, Newcastle West
<b>Closing date for quotes:</b>	15/12/2023
<b>Closing time:</b>	5:00 pm
<b>Formation and conditions of contract:</b>	<p>A binding contract between CN and a Respondent will only come into effect if, following receipt of the Respondent's Quote <u>(which must be submitted using CN's template Response form included with this RFQ)</u>, CN issues to the Respondent a signed Letter of Acceptance. Any such binding contract will be comprised of the following documents and, should there be any ambiguity, conflict, discrepancy or inconsistency between the documents, their order of precedence will be as listed below (decreasing in priority from top to bottom):</p> <ol style="list-style-type: none"> <li>1. The Letter of Acceptance.</li> <li>2. <u>Any Special Conditions annexed to this RFQ.</u></li> <li>3. Terms and Conditions at Annexure A hereto.</li> <li>4. The completed response to the Request for Quotation (including attachments).</li> <li>5. Any additional documents submitted as part of the response to this RFQ.</li> </ol>

# 1 Purpose

1.1 The City of Newcastle (CN) is requesting quotations for the design and painting of a new Mural within the Newcastle Beach Pedestrian Subway.

## 1.2 Background

Newcastle Beach Pedestrian Subway has recently undergone remediation works, including concrete repair and rectifications. The previous Mural, originally painted in July 2011 by Trevor Dickinson, was damaged by graffiti, and subsequently painted over in grey. CN is commissioning a new Mural to reinstate the aesthetic appeal of the Newcastle Beach Pedestrian Subway. The intent is for the Mural to be painted on the walls and both external facades of the underpass.

CN has engaged a specialist painting contractor to undertake the surface preparation and final protective coating portion of the works, this contractor will also provide a **two-week window** of site management for the Artist to complete the installation of the Mural. The Artist will be working under the successful contractor's site management including, pedestrian control, safety and environmental management systems, SWMS, etc.

The successful artist will be selected via a two-stage proposal process. Stage One involves the artist providing a proposal including an outline of their Mural concept and examples of their past work responding to CN's design brief. Stage Two will involve a shortlist of selected proposals to be expanded in detail with specific reference to the Newcastle Beach Pedestrian Subway site, supported by a fee.

## 1.3 Location

Shortland Esplanade, Newcastle, between Ocean and Zaara Street



Figure 1: Shortland Esplanade – Subway Location



Figure 2: Newcastle Beach Pedestrian Subway

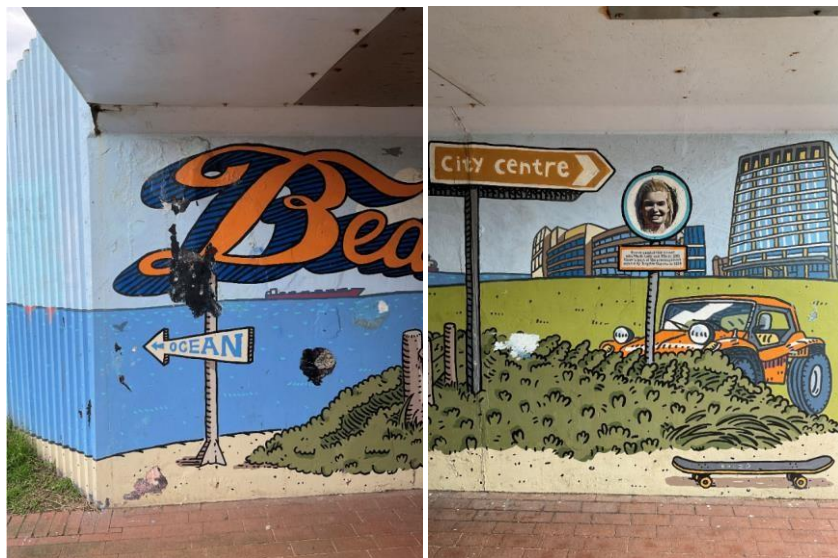


Figure 3 & 4: Newcastle Beach Pedestrian Subway Mural, Trevor Dickinson 2011



Figure 5 & 6: Newcastle Beach Subway, Current state

## 2 Scope and Conditions of required Services/Consultancy/Goods

### 2.1 Creative Brief:

City of Newcastle (CN) is seeking proposals from artists to develop a new work of art to be installed as a painted Mural in the Newcastle Beach Pedestrian Subway. The successful proposal will include both the development of a Mural design concept and installation of the Mural at the site. Painting the Mural on site may require the successful artist to engage studio assistants which should be accounted for in their proposal budget.

This call out is open to all artists and collectives with a connection to Newcastle. Artists should have previous experience in working at scale, in the public domain, and will have the skills and resources to undertake or oversee the painting of the Mural.

Artists are encouraged to consider the following in their design proposals for the Newcastle Beach Pedestrian Subway:

- Artwork that celebrates Newcastle's unique community and makes the beach feel welcoming, and cleverly considers the site.
- Contains visual elements that the local community may easily identify with.
- Is graphically strong, visually appealing, and interesting to pedestrians.
- Compliments the street art throughout Newcastle CBD which the community has embraced.

### 2.2 Proposal Requirements:

City of Newcastle would like interested artists or collectives to submit a proposal to undertake this work.

Your proposal should include:

- Your name, contact details, and a link to your website/social media.
- Artist biography and CV (up to 3 pages total)
- Up to 10 images of existing works of art that are indicative of the work you would like to develop for the Newcastle Beach Pedestrian Subway Mural.
- A brief proposal (up to 300 words) outlining what you propose to develop for the Newcastle Beach Pedestrian Subway Mural.
- A quote for undertaking the full Newcastle Beach Pedestrian Subway project. This includes design development of the Mural for the site (incorporating CN concept review comments, and one further round of feedback on the developed design) and then the painting of the final work at the pre-prepared site.

*Please do not include final designed works of art in this proposal. Proposals should only include reference images to existing or previous works of art, your project budget and your written proposal.*



**2.3** The following elements should be considered in preparing the RFQ budget (Section 6):  
Project Milestones:

Action	Date
<b>Stage One: Proposal</b>	
• Call for proposals closes	5pm 15 <sup>th</sup> December 2023
• CN review submission and shortlist	15 <sup>th</sup> December 2023 - 12 <sup>th</sup> January 2024
• Shortlist Applicants notified	12 <sup>th</sup> January 2024
<b>Stage Two: Concept Development</b>	
• Shortlisted artists to further develop concept proposals with site-specific drawings delivered (\$2000 Fee)	15 <sup>th</sup> January - 2 <sup>nd</sup> February Concept proposal to be developed. Submissions due 5pm 2 <sup>nd</sup> February
• CN review submissions	5 <sup>th</sup> February - 13 <sup>th</sup> February CN will review concept
• CN appoints successful artist and provides feedback (if any) on concept	14 <sup>th</sup> February 2024 CN will notify successful artist.
<b>Stage Three: RFQ Awarded</b>	
• Detailed Design	14 <sup>th</sup> February - 1 <sup>st</sup> March with final design submitted by 5pm 1 <sup>st</sup> March
• CN to review final detailed design in consultation with Artist	4 <sup>th</sup> March – 8 <sup>th</sup> March
• Mural design approved	11 <sup>th</sup> March 2024
• <b>Painting of Mural to commence</b>	<b>18<sup>th</sup> March 2024</b>
• <b>Painting of Mural by artist, completed no later than</b>	<b>31<sup>st</sup> March 2024</b> (Note: 2-week Mural time frame is non-negotiable. Artist must be able to work to this timeframe. )

**Project Deliverables (Stage Three):**

- Develop concept into detailed design: After the concept development phase, the successful artist or collective will be notified and may be provided with feedback to incorporate into the detailed design.
- Detailed design revision: Once detailed design has been developed, this will be submitted to CN for final review, with allowance for one round of CN review & comments.
- Delivery: Undertaking the painting of the Mural on the internal walls and external facades of the underpass during the two-week window of site management provided by CN contractors

## Insurance and Licences:

- Public Liability: - in respect of any one occurrence, \$20,000,000 but unlimited in the aggregate;
- Workers Compensation: - Complying with the *Workers Compensation Act 1987*. Alternatively, where the Service Provider has no employees, insurance for personal accident and illness providing:
  - i. Weekly benefits of at least 75% of weekly income;
  - ii. Death benefits of at least \$250,000; and
  - iii. Minimum benefit period of 24 months.

## 3 Submission of Proposals

- 3.1 All Proposals must be submitted via the 'Have Your Say' page using the quote/response template set out in section 6 of this RFQ, **by COB Friday 15<sup>th</sup> of December**.
- 3.2 To be included with submission:
- Creative Proposal responding to the Brief at 2.1, including:
    - Contact details, Artist biography and short CV, link to website/socials
    - Up to 10 images of existing works that are indicative of the work you will make.
    - Brief written proposal outlining your artistic vision.

Respondents should submit their Quotes in Microsoft Word or PDF format.

## 4 Acceptance of Proposals/Quotes

CN is not bound to accept the lowest or any quotes. A quote will not be deemed to have been accepted unless and until a duly signed Letter of Acceptance is issued by CN.

CN Will be basing quote acceptance on the following criteria:

- Artistic Merit
- Interpretation of Creative Brief, quality and innovation
- Previous experience in work of similar scale
- Consideration of the site in the proposed work
- Artists must be available and able to complete Mural with in the 2-week allotted time frame starting on the 18<sup>th</sup> of March.
- Value

### 4.1 Display and Maintenance

The work will be presented in public space and open to the elements. The work will be protected with a clear anti-Graffiti coating. General wear and tear of the Mural is to be expected and will be accepted by the artist. The artist is also expected to accept obstructions to the Mural which can include but are not limited to: temporary signage, remediation works required to keep the culvert in a functioning structural state, temporary event infrastructure, and of the like. The general maintenance of the Mural throughout the duration of its display period is at the discretion of CN. Only at a stage where CN deems the Mural to require rectification works (i.e. 25% damaged) the artist may be engaged to refurbish the Mural within the initial display period of 5 Years. Fees for additional maintenance or refurbishment are to be fair and reasonable and will be negotiated prior to the works occurring. Following the initial 5 Year display period it will be at CN's discretionary choice on how it will maintain and or keep the display.

## **4.2 Display duration**

The Mural will be on display for a minimum of five years. Following that initial display term CN will continue to display the Mural at its discretion so long as its material condition permits. If the Mural is to be removed after the initial display period CN will notify the artist.

## **5 Purchase Order Number**

CN will provide a purchase order number together with any Letter of Acceptance. The Respondent must quote the purchase order number on all relevant documentation.

## **Attachment A to RFQ Terms and conditions**

### **1. NCC 323 - Artist Service Agreement**



## 6 PROVIDER QUOTE

NOTE TO RESPONDENT: IT IS MANDATORY FOR RESPONDENTS TO SUBMIT THEIR QUOTE USING THIS FORM.

**Project:** **Newcastle Beach Pedestrian Subway, Mural Proposal**

<b>Artist's Name:</b>	
<b>Phone number:</b>	
<b>Email:</b>	
<b>Link to Website:</b>	
<b>Link to social media:</b>	

Respondents are required to the following details as their response to this RFQ:

**6.1** Proposal addressing each of the requirements set out in section 2.1 of this RFQ and responding to the Creative Brief:

- I. Artist biography and CV (up to 3 pages total) as PDF
- II. Up to 10 images of existing works of art that are indicative of the work you would like to develop for the Newcastle Beach Pedestrian Subway Mural.
- III. A brief proposal (up to 300 words) outlining what you propose to develop for the Newcastle Beach Pedestrian Subway Mural.
- IV. A budget for undertaking the full Newcastle Beach Pedestrian Subway project. This includes concept development and design of the Mural for the site and painting of the final work at the pre-prepared site (See 6.3 for template)

### 6.2 Key Personnel

Respondents are required to outline the key personnel intended to perform the Consultancy/Services/Provision of Goods under this RFQ.

Nominated Personnel	Title	Role(s)

*Add additional personnel as required*

### 6.3 Pricing

Applicants are required to use the tables below to present their pricings.

Item	Price (GST Inclusive)	Notes on Pricing
<b>Stage Two: Concept Development</b>		
<ul style="list-style-type: none"> <li>Shortlist of selected artists further develop proposals with site-specific drawings delivered</li> </ul>	\$2000	Set Fee to applicant
Item	Price (GST Inclusive)	Notes on Pricing
<b>Stage Three: RFQ Awarded</b>		
<ul style="list-style-type: none"> <li>Development of detailed drawings mapping the Mural to site including liaison with CN</li> </ul>		
<ul style="list-style-type: none"> <li>Materials required for painting of Mural</li> </ul>		
<ul style="list-style-type: none"> <li>Liaison with contractors to complete the works under their supervision, form painting schedules and adhere to their SWMS</li> </ul>		
<ul style="list-style-type: none"> <li>Painting of Mural by artist, please include wages for any assistants working at this stage.</li> </ul>		
<b>TOTAL AMOUNT OF QUOTE</b>		<b>\$</b>

Add additional items as required

### **Acknowledgment and Agreement by Respondent**

By signing and submitting a Quote in response to this RFQ, the Respondent acknowledges and agrees that if CN then issues to the Respondent a signed Letter of Acceptance, an agreement will come into effect for provision of the specified Consultancy/Goods/Services. Any such binding agreement will be comprised of the following documents and, should there be any ambiguity, conflict, discrepancy or inconsistency between the documents, their order of precedence will be as listed below (decreasing in priority from top to bottom):

1. The Letter of Acceptance.
2. Any Special Conditions annexed to the RFQ.
3. Terms and Conditions at Annexure A to the RFQ.
4. The completed response to the Request for Quotation (including attachments).
5. Any additional documents submitted as part of the response to this RFQ.

### **Signed for and on behalf of the Respondent.**

The person signing this document must have appropriate authority within their organisation to do so and must be able to attest that the information supplied is accurate.

**Signature:**

**Name and Position:**

**Date:**