



# REQUEST FOR QUOTATION

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PUBLIC ARTWORK (GATEWAY TO THE CAPE)

Contract No. Q12119



This document forms part of the Far North Queensland  
Regional Organisation of Councils standard procurement  
suites produced in collaboration with Helix Legal.

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<b>PART 1 – GENERAL INFORMATION</b>	
Contract name and no.	<b>Q12119 – Public Artwork (GATEWAY TO THE CAPE)</b>
The scope:	The Principal, Cook Shire Council, invites quotations from suitably qualified Professional Sculptors/Artist/Designers for the Design, Supply, Fabrication, Manufacture and Installation of public artwork for the Cook Shire Council, Gateway to the Cape Project located in Lakeland, Lot 20 on BS230 (Mulligan Highway, Lakeland) as described in more detail in Part 4 - Scope.
Submission of quotations:	Quotations must be submitted in the Form provided in Part 5 – Response Form at <a href="mailto:tenders@cook.qld.gov.au">tenders@cook.qld.gov.au</a> by no later than <b>2.00pm on Wednesday, 15 July 2020</b> <i>Note// Respondents must allow adequate time for the quotation (including all supporting documents) to upload to or be received by the closing time.</i>
Quotations must be valid for:	90 days from the time of submission of quotation.
Enquiries should be submitted to:	Alison Jones, <a href="mailto:ajones@cook.qld.gov.au">ajones@cook.qld.gov.au</a>
Complaints in relation to this project should be communicated to:	Julianne Meier
	07 4069 5444
	<a href="mailto:mail@cook.qld.gov.au">mail@cook.qld.gov.au</a>
<b>PART 2 – CONDITIONS OF REQUEST FOR QUOTATIONS</b>	
The Principal:	
<ol style="list-style-type: none"> <li>may conduct this procurement process in any manner which it sees fit but will endeavor to do so in a manner which is consistent with this request for quotations.</li> <li>may do anything which it considers to be prudent or necessary for the proper conduct of this procurement process at its absolute discretion, without reference to the respondent and without providing reasons.</li> <li>may accept a quotation in whole or in part; and</li> <li>is not bound to accept the quotation with the lowest price, or the quotation with the highest score against the evaluation criteria or any quotation but will, if it accepts a quotation, accept the quotation which it considers to be the most advantageous to the Principal having regard to the sound contracting principles, to the extent that they are applicable and relevant to the procurement process.</li> </ol>	
<b>PART 3 – CONTRACT</b>	
<input checked="" type="checkbox"/>	The contract with the successful respondent shall comprise the documents identified be made on the Principal's standard terms and conditions which can be found at <a href="http://www.cook.qld.gov.au/council/tenders">http://www.cook.qld.gov.au/council/tenders</a>
<b>PART 4 – SCOPE</b>	
<p>Submissions are called for from suitably experienced artists, artistic teams, or collaborations to create public artwork/artworks for the Gateway to the Cape. Gateway to the Cape is intended to be a unique attraction that will entice all new travellers and tourists passing by, to stop and view the information displayed, taking time to understand a little about the beauty and distinctiveness of Cape York Peninsula.</p> <p>Please refer to the Attached "Gateway to the Cape – Public Art Project Brief"</p> <p>Due to the project being prominent and publicly accessible, it is required that the art works and any associated structure will:</p> <ul style="list-style-type: none"> <li>• Be of high quality and strong artistic integrity</li> <li>• Be visually inspiring, interesting, and engaging</li> <li>• Be visually appropriate and relevant to the site</li> <li>• Be in keeping with the thematic rationale as described in attached brief</li> </ul>	

- Be of a scale relevant to the specific site
- Be safe for the general public
- Be robust, durable, structurally appropriate, and ongoing maintenance of the artworks

Artists/artistic teams are invited to respond to the project brief and provide the following:

- A short-written response to the project brief and indicative costing (2 pages maximum) which addresses both the project brief and the below selection criteria
- A sketch/concept drawing – Maximum 6 sketch/concept drawings/photomontage/diagram/or images illustrating your approach
- Current Resume (in the case of a collaborations there must be a resume for each of the lead team members)
- Details and images of previous projects that demonstrate your capacity to deliver this work in a similar context.
- Brief methodology for safety in design (Public safety and risk management), fabrication, and safe installation

**PART 5 – RESPONSE FORM [THIS PART 5 TO BE COMPLETED AND SUBMITTED BY RESPONDENT]**

The respondent submits a quotation for contract **Q12119 – Public Artwork (GATEWAY TO THE CAPE)** in accordance with the request for quotation and these response forms. By submitting the quotation, the respondent acknowledges that the quotation will remain valid and open for acceptance for the period stated in Item 0 of Part 1 of the request for quotation and that the respondent has read and understood the terms of the contract referenced in Part 3 of the request for quotation.

**Signature of authorised representative of respondent:**

**Name of authorised representative of respondent:**

**Date:**

**Response Form 1 - General details**

Respondent's company or other legal entity name:

Trading name:

ABN:

ACN

*Leave blank if the respondent is not a company*

Address:

Contact Person (if different):

Telephone:

Email:

Full name of each director:

*Leave blank if respondent is not a company*

Full name of each partner

*Leave blank if respondent is not a partnership*

Bank account into which payments are to be made:

Bank:

Name of Account:

BSB:

Account number:

**Response Form 2 - Pricing**

Anticipated price \$ \_\_\_\_\_

**Response Form 3 – Insurances**

The Respondent is to provide details of its insurances and attach certificates of insurance for the following:

**WORKERS COMPENSATION**

Policy Number:

Expiry Date:

**PUBLIC LIABILITY (minimum of \$20,000,000)**

The Principal to be noted as an interested party on the policy

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

**PROFESSIONAL INDEMNITY (minimum of \$5,000,000)**

Insurance Company:

Policy Number:

Expiry Date:

Indemnified amount for any one occurrence:

Any Limit of Indemnity:

## Background:

Cook Shire Council, supported by the Queensland Government through Building Our Regions Fund.

The public art will take the form of a major public art installation, the concept design has been developed in consultation with the community and is to be installed at the Gateway to the Cape in Lakeland.

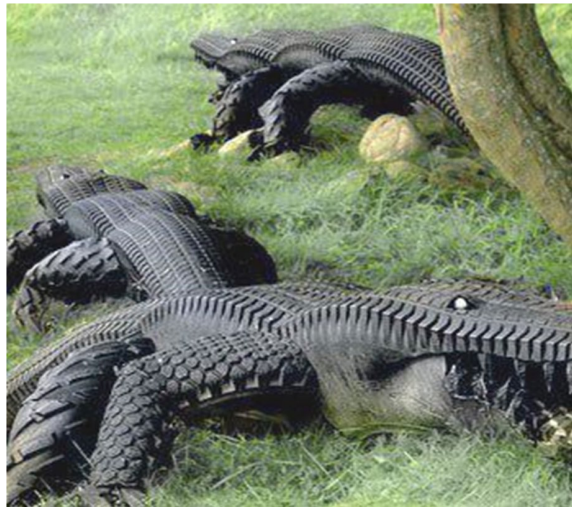
In addition to developing the design in conjunction with the community, the successful applicant will need to facilitate and support the creation of the design through workshops that must be open to the community.

## Vision:

Gateway to the Cape will be a unique attraction that will compel all new travellers and tourists passing by, to stop and view the information displayed, taking time to understand a little about the beauty and specialness of Cape York Peninsula.

The purposefully designed information centre will house a self-sufficient mix of static displays with practical information for travellers at the beginning of their Cape York journey.

There will be information about the ecology of the Cape, plants, animals, and birds to look out for and about environmental issues like littering, toileting, weed seed hygiene, care with fire, waste disposal, respecting landowners' rights. The educational displays will aim to influence visitors' environmental attitudes and encourage responsible behaviour.

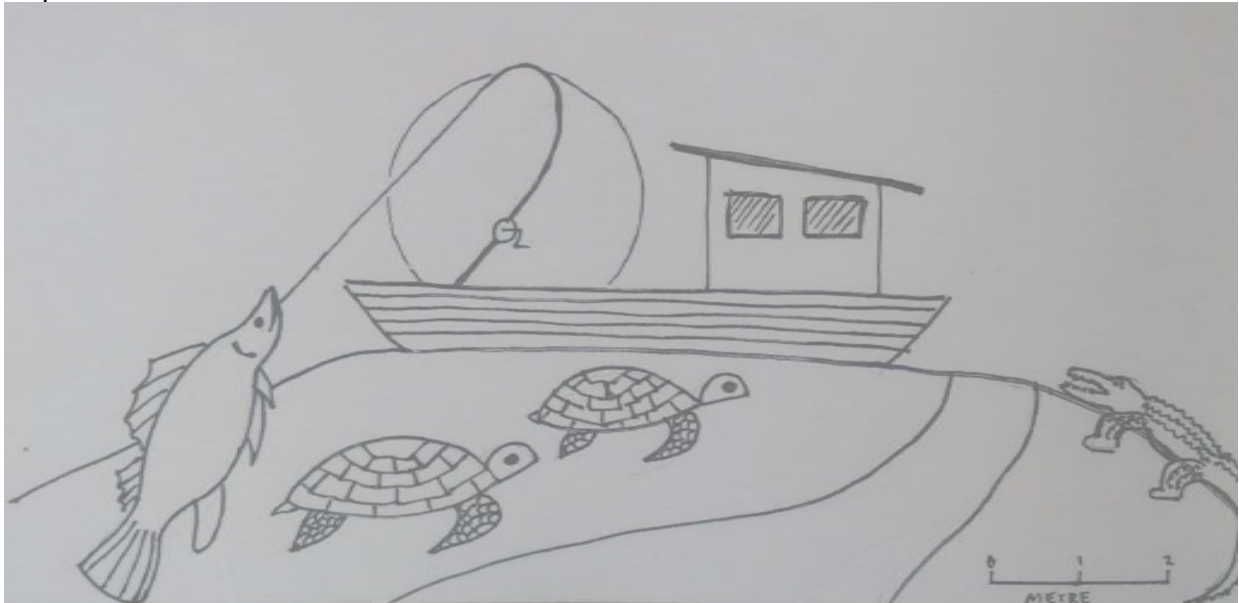




### The Major Public Art Installation

#### Community Vision

A visually persuasive public art sculpture potentially created from recycled materials portraying a message of thoughtful travelling and caring for 'Our Environment' on the Cape



As travellers arrive in Lakeland ,they will see a boat on a hill, with a backdrop of two painted satellite dishes.

When they stroll into the park over the Lakeland Gateway bridge, they will follow a pathway, which winds around the hill, at the base of the hill there is an opportunity to pause to take a photo of a wedge tailed eagle perched on a branch. Further up the hill, there are sea turtles, crocodiles and other sculptures made from recycled materials.



On top of the hill there is the wooden fishing boat, sunk into the hill, in front of the two 3 metre satellite dishes that are installed vertically with paintings of typical Cape York fishing scenery.

The fishing boat needs disabled access from the rear so that photographs taken from the front will show a complete boat, take your place on a seat on the boat or hold onto the fishing line that is tensioned under the strain of a large barramundi that leaps out of the landscape below.

It must be durable and have a planned life of at least 25 years

### Fabrication considerations

- ❖ Use of Recycled Materials
- ❖ Low maintenance
- ❖ Low environmental and ecological footprint
- ❖ Incorporating movement from wind (this can be a feature)
- ❖ Incorporating light – natural, solar.
- ❖ Interactive
- ❖ Could be climbed on must comply with public art local and state regulations
- ❖ Photo opportunities



Site of Gateway to the Cape



Design for satellite dish back drop





The successful artists, artistic teams, or collaborations will organise and facilitate community consultation, in conjunction with Cook Shire Council representatives. The final approved design will then be completed through workshops, with a focus on skill development and active participation from community members.

**Staging:**

- Develop engineered designs for the major public art installation
- Community Workshops for creation of parts of the major art installation
- Develop designs following consultation with community
- Create or contract individual parts of the installation as needed, e.g. barramundi, turtles, crocodiles, boat,
- Installation of Major Public Art Installation
- Siting and installation of smaller component sculptures
- Construction of Gateway bridge
- Construction of BBQ area

**Considerations:**

- The final design and artwork must be non-controversial and appropriate for all age groups.
- The artwork must be completed in materials appropriate to withstand the North Queensland elements and if necessary, finished with an application of an anti-graffiti product.
- The applicant must have a current Australian Business Number (ABN).
- Any risks to public health and safety must be minimised.
- The applicant will take appropriate actions to ensure fulfilment of any legal obligations including, but not limited to, public and professional liability insurance.
- The final designs must be submitted to Council for final approval before commencement of works. In some cases, professional engineering may be required.





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## PUBLIC ART POLICY

### ***INTENT***

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Cook Shire is home to a vibrant visual and performing arts community, who contribute to the enrichment of the Shire in many ways, including the design and production of significant art works for public spaces.

This Policy seeks to provide a framework for the development, planning, acquisition, maintenance, decommissioning and integration of public art across the Cook Shire region. The Policy also seeks to ensure all proposed public art contributes to making our public spaces inviting and well-planned and complements the Shire's natural assets.

### ***SCOPE***

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Cook Shire Council (Council) recognises the role of public art in contributing to a sense of identity and the enrichment of community life across the Cape for residents and for visitors.

This Policy is intended to provide guidance for Council in the commissioning, management, implementation, maintenance and decommissioning of public art in the Shire.

This Policy provides guidance for arts and cultural workers in the proposition, design and production of public art. Additionally, this policy provides guidance for Council in evaluating proposals for public art and public art projects.

For the purposes of this Policy, public art encompasses artistic elements of large scale infrastructure and memorials that incorporate sculptural relief or may be considered an artistic work.

Council is committed to the development of public art across the Shire and will investigate opportunities to devote a percentage of overall project costs to public art.

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Last Modified:	March 2019		
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## DEFINITIONS

TERM	DEFINITION
<b>Public Art</b>	<p>Public art, in the broadest sense, is art or design work located in public spaces outside of traditional galleries and museums.</p> <p>These public spaces may be indoor or outdoor and are generally categorised by being easily accessible to the public. These may include public buildings such as libraries and social spaces such as parks.</p> <p>The art may take on a variety of forms including, but not limited to, sculpture, paintings, photography, murals, text, installation, multimedia, sound and light works and performances. It may be permanent or temporary.</p> <p>Public art is planned and executed with intention of being staged in a public space and experienced by the general public.</p>
<b>Monuments</b>	<p>Monuments are statues, buildings or other structures explicitly created to commemorate a notable person and/or event.</p> <p>Memorials are an object established in memory of a person or event. On occasions memorials may incorporate sculptural elements and would be considered an artistic work, covered by this policy. If not, please refer to Council's Plaques, Memorials and Monuments Policy.</p>

## PROVISIONS

This policy supplements Council's Arts and Culture Policy.

This policy should be considered in conjunction with:

- Cook Shire Council Community Plan 2011 – 2021;
- Cook Shire Council Corporate Plan 2017-2022;
- Cook Shire Council Annual Operational Plan;
- Cook Shire Council Arts and Culture Policy;
- Cook Shire Council Arts and Cultural Strategy;
- Cook Shire Council Planning Scheme;
- Cook Shire Council Plaques Memorials and Monuments Policy;
- Cook Shire Council Procurement Policy;

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- Cook Shire Council Asset Disposal Policy;
- Cook Shire Council Community Grants and Support Program General Policy; and
- Cook Shire Council WHS Policy.

## **GUIDING PRINCIPLES**

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The following principles underpin Council’s commitment to the provision of a vibrant, diverse and well-planned public art collection:

*Create distinctive places through arts and cultural activities that will generate a sense of identity, belonging, shared ownership and engagement;*

*Prioritise local artists, providing employment opportunities and building the capacity of the region’s local artists and art organisations, which will increase the resilience and skills of the local region’s creative industries;*

*Install quality and vibrant public art that will enrich the community and build a sense of shared history, connectedness and ownership and will act as tourism attractions, drawing visitors to the region and contributing to the local economy; and*

*Maintain and Manage Council’s collection of public artworks across the Shire.*

## **POLICY**

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### **1. Acquisition of Public Art**

Acquisition of public art will be achieved through the following methods:

#### 1.1. Artist Call Out and Expression of Interest:

- i. *Open Competition* - where artists respond to an advertised Expression of Interest (EOI) to provide a schematic response to a project brief. Short-listed artists or teams may then be invited to further develop conceptual designs for a fee and a preferred artist is selected;
- ii. *Limited Competition* - where specific artists are invited to submit proposals in response to a project brief.

All EOIs will be established in consultation with a relevant committee. This committee will be made up of a combination of staff and community members relevant to the project. The committee will also be called to assess the submissions in accordance with the Assessment Criteria and make recommendations based on all artists’ submissions.

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- 1.2. Direct procurement of a particular completed art piece – designed for small scale projects and at the discretion of the Chief Executive Officer, a delegated Council employee or Councillors.

**2. All proposals for public art and monuments must be submitted to Council for assessment and approval prior to commencement**

Proposals are to be submitted to Council for assessment by appropriate staff and relevant Council or advisory groups taking account of the following considerations, including but not limited to:

- **Extent to which the proposal complies with and responds to the brief**

*A detailed design should be submitted as part of the response to the brief in a visual format, which gives the assessment committee sufficient information to assess its artistic merit. A conceptual statement about the proposed artwork describing the relationship between it and the project brief should also be submitted. The committee will use the detailed design and conceptual statement to assess the extent to which they comply with and respond to the brief, as well as the artistic merit of the proposal;*

- **Health and safety**

Location (including any underground plumbing or electrical work), materials, size, construction and installation methods and any relevant local, state and national regulations;

- **Sustainability and maintenance requirements**

*Location and materials (taking into account exposure to the elements and interactions with the audience if applicable), expected life span of work, financial and physical maintenance requirements, installation costs, insurance and risk management;*

- **Community support, suitability and cultural sensitivity**

*Evidence of community consultation and support for the work, that it is respectful of any relevant community groups, reflective of local community values, and that it stands in consideration of and harmony with the surrounding built environment and does not detract from the Shire’s natural assets; and*

- **Project management**

*Capacity to ensure project is delivered to scope, budget, time and quality considerations.*

**3. Decommissioning of Public Art**

In certain circumstances, it may be necessary for a public art work to be relocated, stored or disposed of because of health and safety considerations, significant

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changes in contemporary values or substantial capital works, significant deterioration of the works and/or changes to Council’s Planning Schemes.

With appropriate community consultation, as detailed in Council’s Community Engagement Policy, disposal will occur in accordance with Council’s Disposal of Assets Policy.

In determining the need to remove or relocate a work of art from public display the following factors will be considered:

- Public health and safety – the artwork poses a serious risk to individuals, and or the wider community;
- The condition of the artwork – the artwork is no longer considered safe and/ or requires an excessive amount of maintenance;
- The location of the work – the location is no longer appropriate in line with new development or redesign of streetscape/landscape features;
- The aesthetic quality of the work – the work no longer meets functional or aesthetic requirements.

Decommissioning processes can include:

- Relocation of the artwork to a more suitable location;
- Selling the artwork;
- Donation of the artwork;
- Disposing of the artwork.

If a work is to be decommissioned, every effort will be made to provide that artist with at least 30 days’ notice of the Council’s intent. Decisions concerning the decommissioning process will be made in consultation with the artist.

In the event that the work is to be disposed of, the artist will be given the option to acquire the work.

#### 4. Lending of Collections

Council may lend any of their works where requested to a suitable organisation or community group, upon application.

#### 5. Public Art Management

Council will conduct regular reviews of the ongoing appropriateness of public art pieces. It will implement appropriate measures for the care, maintenance and decommissioning of public art under Council control. This will also include addressing matters relating to protocols and procedures for cultural heritage, moral rights, copyright, intellectual property and authenticity.

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## **MEASUREMENT OF SUCCESS**

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The outcomes of this Policy will be measured by:

- Community acceptance and appreciation of the completed public art piece, post-installation;
- The number of public art installations in public spaces within the Shire that are economically and environmentally sustainable and well-maintained;
- The level of engagement from local residents in public art processes;
- Recognition of Cook Shire public art pieces from outside the Shire by tourists, media or in public forums; and
- Increased capacity and employment of local artists and art organisations in the public art process.

## **REVIEW**

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<b>SPONSOR:</b>	Director Community Economy and Innovation
<b>OFFICER RESPONSIBLE FOR REVIEW:</b>	Events and Cultural Officer
<b>ADOPTION DATE:</b>	March 2019
<b>REVIEW DATE:</b>	March 2022

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***THIS POLICY IS TO REMAIN IN FORCE UNTIL OTHERWISE DETERMINED BY COUNCIL***

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## **AMENDMENT HISTORY**

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<b>VERSION</b>	<b>AMENDMENT DETAILS</b>	<b>AMENDMENT DATE</b>	<b>APPROVAL</b>
1.0	New Policy	November 2016	Council
2.0	Change as per resolution	March 2019	Council

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