



REQUEST FOR QUOTATION

YOUTH URBAN ART PROJECT 2022

RFQ NUMBER: 0250



This document forms part of the Far North Queensland
Regional Organisation of Councils standard procurement
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Request for Quotation

PART 1 – PREAMBLE

Cairns Regional Council invites quotations from Artists to consult, design and produce a suite of public artworks through engagement with young people. More information is provided in Part 5 – Scope.

PART 2 – GENERAL INFORMATION

1. Contract name and number:	RFQ0250 – Youth Urban Art Project	
2. RFQ Closing Time:	5.00PM on Sunday 20 March 2022	
3. Submission of quotations:	Quotations must be submitted in the Form provided in Part 6 – Response Schedules: Emailed to CommunityServices@cairns.qld.gov.au	
4. Enquiries should be submitted to:	Enquiries regarding the Procurement Process must be submitted to: Bell Faber, Community Services Officer Email CommunityServices@cairns.qld.gov.au or phone 4044 3127	
5. Evaluation Criteria	Criteria	Weighting (%)
	Evidence of previous collaborative projects to art making withing the community	30%
	Provide a portfolio of high quality professional previous works	20%
	Value for money	30%
	Methodology	20%
6. Quotations must be valid for:	120 days from the closing date of this Request for Quotation (RFQ)	
7. Complaints:	Complaints regarding this Procurement Process can be directed to: Governance at 1300 692 247 or email complaints@cairns.qld.gov.au	

PART 3 – CONDITIONS OF QUOTATION

This Request for Quotation is governed by and is to be read in conjunction with the Procurement Process Conditions, which are available for viewing or download from Council's website – [Procurement Process Conditions](#).

PART 4 – CONTRACT

The Contract with the successful Respondent shall be made on Council's [Standard Terms and Conditions for Goods and Services](#) (Version 1.9, October 2020).

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PART 5 – SCOPE

- The Scope is described in the document(s) attached to or provided with this Request for Quotation.

Scope for the Urban Youth Arts Project – Request For Quotation

Introduction

Council envisions this project as an opportunity to support the local art industry, provide a platform for the voice of young people in community and assist in the retention of talented artists in Cairns. The contribution of youth participants to the project will contribute to improving broader community attitudes towards local young people, increase a sense of safety and build the aesthetic appeal of public spaces.

The program will continue to drive reduction and prevention in vandalism and in particular graffiti tagging and reduce subsequent clean-up work carried out by Council.

Background

Youth Urban Art Project (YUAP) has changed positive perceptions of young people in Cairns, by transforming graffiti hotspots into vibrant art murals. It provides young people within Cairns Local Government Area (LGA) with opportunities for increased connection, participation, mentorship and creative expression. The project will feature locations transformed by young people through genuine co-design. The project aims to involve young people, aged from 12 to 25 years of age.

Objectives of the Project

The Youth Urban Art Project aims to positively influence young people in Cairns through two clearly identified objectives:

1. Produce four murals in Cairns as a mechanism to engage local young people creatively and provide them with a greater sense of connection to space and community.
2. Education on the reduction of reoffending Graffiti tagging in our community.

The successful Artist/s will have autonomy to develop a methodology to deliver the project, however the overall concept design will be created through consultation and collaboration with young people in the community. This consultation process will be guided by Council and selected stakeholders.

Selection Criteria

In addition to consideration of the sound contracting principles in the Local Government Act, factors which will be taken into consideration by Council in evaluating quotations include:

Criteria

- Evidence of previous collaborative approaches to art making with community **(30%)**
- Portfolio of previous work **(20%)**
- Value for Money (Price) **(30%)**
- Proposed Methodology **(20%)**

Ergon padmount transformer- Shang Park, Moorroobool (Renew) [map](#)

Medium site

Dimensions:

H: 2m

W = 3.8m

B= 1



Gordon Creek cycleway – Woree [map](#)

Large site

1) Cycle / footpath –Approx. L 15 – 20m B = 3m

2) 6 Pillars Approx. H= 3. 5m, B 1 m (each)

Concrete = H = 600cm, B = 14m

3) Under bridge concrete – H = 600cm, B = 14m



Todd Park - Edmonton
Medium site
Dimensions:
L27m x H0.6m
L28m x H 0.7m



[map](#)



Coastwatcher Park - Trinity Beach (Table tennis table only) [map](#)
Small site
Dimensions:
1.6 m x 2.7m



Potential community stakeholders and expectations for consultation

The following surrounding Schools, Youth services and Community groups could be engaged to facilitate short consultation sessions with the successful artist. Including but not limited to; Youth Justice, QPS Safer Streets, Mooroolbool hub, Youth Link, Anglicare, YETI, Cairns Youth and Recreation Centre, DIYDG and Headspace Cairns.

Woree Community Hall, Hambleton House, South Cairns Sports club, Trinity beach community hall, Marlin coast recreation centre and surrounding schools (.i.e. Trinity Beach State school, Balaclava State School, Woree State School and Woree State High School, Trinity Anglican School and Bentley Park School)

The expectation for the consultation is for the successful artist/s to work collaboratively with one or two of the selected community stakeholders to facilitate short consultation sessions with the young people. Here the artist/s will identify any ideas, feelings or connections they might have to the known sites, creating the initial concept designs for the mural art work. Council has identified some stakeholder options however artists are also welcomed to identify other options in the RFQ if they have their own connection to potential youth stakeholders. Once the project has been appointed the stakeholders for each site will be discussed and agreed upon by Council and the artist/s.

Other identified stakeholders and their roles

Asset owners

- Department of Transport and Main Roads: provide approval to carry out works and any specifications around materials used
- Ergon: provide approval to carry out works and any specifications around materials used
- Cairns Regional Council: Manage the Youth Urban Art Program, which includes:
 - Support young people in the community by providing a platform for artistic expression, improve on attitudes towards local young people and increase a sense of safety and build the aesthetic appeal of public spaces.
 - Continue with implemented graffiti management processes that include early intervention and reactive measures.
 - Council will seek to preserve existing murals but also support the identification and creation of new mural sites across Cairns.
 - All reasonable steps will be taken by Council to maintain the artwork for a minimum period of three years
 - Appoint suitably qualified artists to deliver against the project objectives
 - Provide the following support to the appointed artist:
 - Council will pressure clean each site prior to works commencing
 - Council will apply an anti-graffiti coating to the completed works to prolong the lifespan of the artwork.
 - Council will ensure all reasonable measures have been taken to provide a safe site prior to works commencing.
 - Council will provide liaison between internal and external stakeholders.
 - Council will support where possible engagement with young people

Role and responsibilities from the Artist

To work collaboratively with selected youth services/schools/relevant organisations to facilitate short consultation sessions engaging young people to provide and share ideas and concepts for the mural art works.

This should be driven by the young people engaged as part of each site, however broadly speaking all styles of mural art are welcome. Please note that approval by Council of design concept for each site will be required.

To deliver mural style artwork to four identified sites within the Cairns Community of a high and professional standard.

To practice safe working methods.

Deliverables

The project works shall include but not be limited to, the following:

- Site mobilisation and demobilisation
- Acquire all licenses required to operate any relevant access equipment
- Provide any relevant access equipment .i.e. scaffolding, EWP (elevating work platform)
- Completion of risk assessments and relevant control strategies prior to commencing works (Council will provide risk assessment template);
- Installation of a high-quality artwork on selected site in accordance with the approved Concept Design.
- A detailed maintenance schedule for each of the artworks, including a list of materials and suppliers, methods and frequency of maintenance required, and estimated life-span of the artwork. (upon completion of works)
- Footpath: finish to include 2-3 coats of a matt, water based clear sealer (Resene brand or equivalent, Multi-shield+) with a (White Knight brand or equivalent paving/floor grit) added to help address safety concerns due to the grip of the surface when wet.
- Departments of Traffic and Main Roads requirements:
 - Concrete surfaces to be coated with a protective base coat prior to painting the mural.
 - Details of the paints to be used are to be submitted for approval to ensure acceptability or compatibility with protective coating systems
- Ergon pad mount transformer paint requirements: Paint Detail
 - Durable exterior paint must be used;
 - Metallic type paints shall not be used.

Pricing schedule

The scale of the project and which elements will be included will be determined by available budget. It is anticipated that within this project a small site would not exceed \$2,000 (ex GST), a medium site would not exceed \$12,000 (ex GST) and a large site would not exceed \$20,000 (ex GST).

The Artist fee must cover the costs below which includes but is not limited to the following:

- All Artist time, including consultation and administration.
- All premium quality exterior paint as highlighted in scope of works (above)
- All paint brushes, paint trays, spray equipment and drop sheets;
- All personal protective equipment (PPE) required to carry out the work in accordance with WHS guidelines, including safety masks and sun protection;
- Surface preparation if applicable (this may be negotiated); and
- All travel, accommodation, meals and incidental travel expenses.

General requirements – WHS and other general info

Invoicing

If your quotation (“offer”) is accepted, before you are able to invoice Council you are required to become a formal Council ‘supplier’. Council will ask you to complete and return a ‘new supplier’ form. Once this has been processed you will be given a Purchase Order number. This number must be quoted on your Invoice for payment to be made.

For the avoidance of doubt, your offer is not accepted unless you receive a request to become a supplier and receipt of an executed purchase order from Council.

A valid purchase order number will have one or more alpha letters, forward slash, and a 6 digit number, for example:

- D/516253 (Direct order) or;
- CW/401623 (Water and Waste order number) or;
- AN/516277 (Annual order number) or;
- MO/516399 (Monthly order number) or;
- MW/516450 (Monthly Waste order number) or;
- S/517240 (Stock order number).

It is your responsibility to ensure that a valid purchase order exists before you supply any goods and/or services to Council. The purchase order will specify the value of the goods and/or services you may supply to Council. Council will not accept responsibility for goods and/or services supplied in excess of the value specified on the purchase order.

Please note: all invoices without a valid purchase order number will be returned unpaid.

Please go to Council’s website, www.cairns.qld.gov.au/home/legals to find a copy of the Standard Terms and Conditions of Cairns Regional Council. These Standard Terms and Conditions form part of any contract entered into between you and Council for the supply of goods and/or services

Copyright and Intellectual Property

1. The Artist acknowledges that, where an artwork is the result of a collaboration, the intellectual property of that artwork is shared equally between the collaborating members.
2. Where an artwork is the result of another individual, the intellectual property of that artwork belongs to that individual, and as such will have no claim over the title of the work.
3. All Intellectual Property rights in each of the Design Proposal and the Work and any material and drafts created as part of the production of each of the Design Proposal and the Work will remain with the /Designer.
4. The /Designer must not, for the duration of the Intellectual Property rights in the Design Proposal, the Work, or any associated materials or items, make, cause or permit to be made a reproduction in material form of the Design Proposal, the Work or any associated materials or items or a material part of the Design Proposal or the Work, without the written consent of Cairns Regional Council.
5. Any licence or assignment granted by the /Designer in respect of the Intellectual Property in the Design Proposal or the Work must be subject to the restriction in clause 4 and the /Designer will be responsible for ensuring compliance by the licensee or assignee with the restriction in clause 4.
6. The /Designer grants to Cairns Regional Council an irrevocable, royalty-free, perpetual, world-wide, transferable licence to exercise the Intellectual Property rights for in each of the Design Proposal, the Work and any materials and drafts created as part of producing each of the Design Proposal and the Work for the following non – commercial purposes:
 - a. making scale models, photographs and other representations of each of the Design Proposal and the Work (including the Design Proposal and the Work as altered or amended by CRC from time to time) for public display, distribution and communication to the public; and
 - b. reproducing, publishing or communicating to the public any materials and drafts created as part of producing each of the Design Proposal and the Work (including the Design Proposal and the Work as altered or amended by CRC from time to time); and
 - c. reporting the news, criticism and review including the reproduction, publishing or communication to the public any materials and drafts created as part of producing each of the Design Proposal and the Work; and
 - d. fabrication and installation of the Design Proposal and the Work as altered or amended by CRC from time to time; and
 - e. reproducing, publishing or communicating in advertisements, brochures, catalogues, leaflets, flyers, non-profit postcards, and any print or electronic medium including websites; and
 - f. any other non-commercial purpose.
7. The /Designer may enter a further agreement with CRC to licence the Intellectual Property rights in the Work for commercial purposes.

General Requirements

1. Legislative Compliance

The Supplier has an obligation under the *Work Health and Safety Act 2011* to provide a safe place and a safe system of work so as not to place at risk the any employees and well as other workers and the general public at the workplace.

The Supplier will comply with any reasonable direction given by Council relating to WH&S.

2. Safe Work Method Statements

The Supplier will be required to prepare and submit Safe Work Method Statements relevant to the works being undertaken prior to undertaking works. This would include the installation and removal of equipment and relevant products each day.

3. Hazardous Work

Specific indication for hazardous work must be addressed in safe work method statements e.g., hot work – using a hot work permit, hazardous substances, confined spaces permit, asbestos, and working at height.

4. Personal Protective Equipment

The following are minimum requirements for personal protective equipment for all suppliers engaged by Cairns Regional Council:

- High visibility long sleeve shirt, long pants and broad brim hat; and
- Safety masks and sun protection

5. Risk Assessment

Council may request the completion of risk assessments and relevant control strategies from the supplier prior to commencing works.

6. Incident Notification

The Supplier is required to report any serious bodily injuries or dangerous events to the Council as soon as practicable.

7. Commencement of Works

Prior to commencement of works on-site the Supplier must attend an Inception Meeting with Council to co-ordinate any specific site requirements.

8. Payments

For payment from Council, successful s must be set up as Suppliers.

New suppliers are to complete a new Supplier Form with relevant details and submit to the Council Project Officer.

Payment terms are 30 days from receipt of invoice.

9. Payment Schedule

30% payable as a deposit upon commencement,

30% payable upon approval (by CRC officers) of concept design

40% payable on completion of the artwork and delivery of maintenance schedule.

Council may amend the payment schedule if further design drawings are required.

10. Existing Facilities and Services

During the works, the Supplier shall take every precaution necessary for the protection from damage of all existing infrastructure. Any damage occasioned by the Supplier shall be reported to the Council Project Officer immediately. Repairs shall be undertaken by Council at the Supplier's cost.

11. Existing Materials and Conditions

The Supplier shall be deemed to have inspected the site, carried out all necessary investigations to ascertain the materials to be used in the works.

12. Environmental Protection

The Supplier will comply and cause its employees, agents and sub-contractors to comply with its general environmental duty under Section 319 of the *Environmental Protection Act 1994*. In particular the Supplier will ensure the safe handling and disposal of paint and paint products and associated wastewater.

Covid 19

Covid safe statement of compliance – providing a signed statement of compliance shows us that you understand and will adhere to QLD Health guidelines.

Everyone has the responsibility to stop the spread of coronavirus. Council urges everyone to adhere to [QLD Health coronavirus health advice](#), which is the leading source of accurate health advice and alters in Queensland. Maintaining hand hygiene by hand washing or use of hand sanitiser and physically distancing to the extent possible will help stop the spread