

EXPRESSION OF INTEREST



Invitation to Submit a Curatorial Proposal

EOI No. 0210

Laneways Art Program 2010

The Council of the City of Sydney

Town Hall House
456 Kent Street
SYDNEY NSW 2000

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city of villages

**VOLUME 1
SECTION 1
INTRODUCTION**

The Council of the City of Sydney ("Council") invites curators, artists collectives and other groups to **submit a curatorial proposal** for the carrying out of **up to eight temporary art installations** for the **Laneways Art Program 2010** in accordance with this request.

NOTE - Project Briefing to be held at Town Hall House on at 9.30am Tuesday March 30.

Register by phone or email with the City of Sydney contact person in the key conditions of the Expression of Interest on page 8.

1. INTRODUCTION

City of Sydney Public Art Program

Through the Sustainable Sydney 2030 Vision, the City of Sydney has recognised its responsibilities to create a sustainable, liveable, creative and vibrant city, and public art is an important way of achieving these goals. The City's Public Art Program encourages artists to contribute to enhancing, defining and re-defining its built and natural environment. Temporary Public Art also provides opportunities for artists to challenge notions of public art at the same time as expressing the culture and identity of Sydney.

Laneway Revitalisation Strategy

The Central Sydney Local Action Planning process demonstrated the public interest and desire to revitalise Central Sydney's lanes. A revitalisation strategy is being implemented with a range of creative initiatives to encourage more activity, and recognise the cultural, artistic and historic significance of laneways. It aims at reclaiming a series of laneways as a way of breathing new life into the City Centre and surrounding neighbourhoods and providing new intimate and interesting places for people amongst the hustle and bustle of life in Sydney.

Temporary Laneway art programs

In Art & About 2007 the City successfully launched the Live Lanes Program. Three priority lanes were temporarily activated through various "overlay" treatments such as: the Artists Bar at Bulletin Place, an outdoor gallery at Albion Place and a neon light installation at the recently renamed Temperance Lane.

In 2008, to continue the success of Live Lanes a temporary public art program to promote local artist run organisations was proposed by the City's Public Art Advisory Panel to inject new energy into the urban life of the City and stimulate creativity and innovation. Four popular projects were implemented, 3 from collectives and 1 from an individual artist.

In 2009 the City engaged Dr Steffen Lehmann to curate By George! Hidden Networks. Submissions were received from 68 interdisciplinary teams according to the curators brief based on themes including sustainability, urban renewal and collaboration. Eight projects were implemented and their popularity has ensured the ongoing implementation of the City of Sydney's Laneways Art Program in 2010.

2. EOI - INVITATION TO SUBMIT A CURATORIAL PROPOSAL

With the intention to further support collaborative teams to produce high quality artistic results in the City Centre, in 2010 the City of Sydney seeks to also support the development of new curatorial voices in the public domain to reinvent, rediscover and enliven the City's laneways and forgotten spaces.

The City encourages proposals by Aboriginal and Torres Strait Islander artists and curators and members of other community groups to express the diverse culture of the City.

3. STANDARD CONDITIONS OF INVITATION

1. By submitting a curatorial proposal to this Expression of Interest, the respondent acknowledges that:
 - Council at its absolute discretion reserves the right to accept or reject any proposal, to decide the temporary art commissions regardless of any invitation, and to issue or not issue a commission;
 - any costs incurred by respondents in any way associated with the preparation and submission of a proposal, will be entirely borne by the respondent;
 - no legal or other obligations will arise between a respondent and Council unless or until formal documentation has been signed.

2. BIDDER NOT TO SOLICIT COUNCIL PERSONNEL

Bidders (or any representative of a Bidder) must not at any time before Council makes a final decision to accept an EOI, interview or attempt to interview or to discuss or to attempt to discuss with Council members, employees, authorised representatives other than Council's Tendering Officer in accordance with the request for EOI, any matter about the EOI or any other EOI submitted in response to the request for EOI. Council reserves the right to reject any EOI submitted by a Bidder which contravenes this condition. Council reserves the right to pass over any EOI, quote or tender if it has reasonable grounds for considering that a bidder or a bidder's representative has breached this clause either in the current procurement process or in any previous procurement process

3. CONFLICT OF INTEREST

In this clause "conflict of interest" means an actual or potential pecuniary or non pecuniary conflict of interest (see the Council's Code of Conduct at <http://www.cityofsydney.nsw.gov.au/Council/FormsPoliciesPublication/Policies.asp> under Governance for further explanation of these terms). Bidders must disclose any conflict of interest in undertaking the requirements of the specifications and contract. Where a Bidder has a conflict of interest, the Bidder must provide Council in writing with detailed information about the nature and scope of the conflict of interest and include details of any arrangements proposed to resolve or manage the conflict of interest should the Bidder be awarded the contract. Based on the information provided by the Bidder, Council will make the final decision regarding the Bidders conflict of interest. If a conflict of interest is not disclosed by a Bidder and Council then becomes aware of the conflict, Bidders may be excluded from this Tender and/or any future process by which Council is seeking the provision of goods or services.

Additional information relating to the City's requirements of Bidders regarding how to tender, frequently asked questions and ethical business conduct can be found on the website at <http://www.cityofsydney.nsw.gov.au/Business/TendersEOIQuotes/default.asp>

4. EOI - INVITATION - PROCESS

The development of temporary artworks for the **Laneways Art Program 2010** will follow the selection of curatorial proposals which will be staged in two phases prior to the selection of the final curator/ team for Stage 3 implementation.

Stage 1: Open Invitation to submit Curatorial Proposals from curators or curatorial teams.

There will be no fee for this initial concept proposal.

Submitted proposals as outlined in this document should include a curatorial theme or statement and the nomination of a group of artists proposed to develop a series of temporary art projects in up to 8 of the 20 City laneways indicated in the Supporting Information. Curators should demonstrate in Stage 1 submissions artists in principle agreement to participate in the program.

Note: Should one curatorial proposal propose to use only three lanes (for example) the City reserves the right to select another curator to complement this number to reach a maximum of 8 laneway art projects. This will be dependent on proposed artists concepts and budgets in the curatorial proposals and the constraint of a maximum of \$200,000 for production and artists fees. In 2009 8 projects/artists teams were funded at \$25,000 per laneway project - totaling \$200,000. This budget is available again this year with a view to supporting a diversity of curatorial processes and voices.

A period of five weeks will be given for curators or curatorial teams to prepare a response to this EOI and submit curatorial proposals.

The submission deadline is 2pm Tuesday, 20 April 2010.

The Evaluation Panel will review the submissions and prepare a shortlist of up to three submissions of Curatorial Proposals for further development.

The shortlisted curators/teams will be advised in late April 2010.

Stage 2 – Development of Proposals by a shortlist of Curators or Curatorial Teams

Up to 3 curators or curatorial teams will receive a fee of \$2,000 to facilitate this Stage two development. Artist's will be paid a fee of \$1000 for concepts for temporary artworks as part of the **Laneways Art Program 2010**. Up to 8 laneway artworks and artist concepts will be accepted per curatorial proposal.

Artists must work with a Curator to make a submission.

Outlines of the concept proposals for each proposed artwork are to be presented by the Curator to a sub-committee of the City of Sydney Public Art Advisory Panel, the Selection Panel.

Stage 2 submissions will need to confirm their nominated artist's availability in writing and prepare detailed concept submissions to enable the Evaluation Panel to grasp the concepts fully and be convinced of the artist/team's ability to implement the project.

Subsequent to the further development of the artists proposals, coordinated by the curator/team, the curator/team will be invited for an interview with the Evaluation Panel, on **Thursday, 27 May June 2010**.

Stage 3 – The Selection Panel will select 1 or 2 curators or teams to implement their proposed projects.

The City expressly reserves the right to select more than one curator.

The City of Sydney will engage individual artists/teams on Visual Artists Agreements. (attached)

The Curator/Curatorial Team will be engaged on a Consultant Agreement. (attached)

CURATORS TASKS

The curator's tasks during the implementation Stage 3 will include and not be limited to:

- Submit materials for Development Applications to the Production Manager as required for individual artwork projects
- Liaise with the City of Sydney's Production Manager and Special Projects Program Manager to implement each project
- Work with the Production Manager and local property owners and other stakeholders to ensure the success of the project
- Ensure engineering standards are maintained and artists insurances are in place
- Work with the Production Manager to co-ordinate the preparation and collection of Safe Work Method Statements from artist/teams
- Work with the Production Manager to ensure adequate power and lighting is arranged for projects
- Co-ordinate and provide artists/teams written documentation for publication on the web and in walking guides etc. as required
- Presentations to update the City of Sydney's Public Art Advisory Panel as required
- Meetings with City of Sydney Public Art staff as required to complete all tasks

4. BUDGET

- Stage 1 Open invitation to submit curatorial proposals. Up to three proposals will be selected. No fee will be paid for this stage.
- Stage 2 Three Curatorial Proposals will be selected to be developed further. Each Curator/team will receive \$2,000 – excluding GST. Up to eight artists nominated by the Curator will be paid \$1000 to develop detailed proposals.
- Stage 3 A total project implementation budget of \$225,000 would be available to develop and implement projects – excluding GST. It is expected that artists would receive between \$25,000 to \$50,000– excluding GST depending on number of projects; the curators fee is estimated at \$25,000– excluding GST to co-ordinate the projects implementation phase and undertake tasks outlined above.

Artwork budget estimates should be clearly stated within the stage 2 submissions. The proposed budget should consider artist fees, consultancy fees (engineering/computations/risk assessment/OH&S etc), administration, workshop costs, prototype costs, materials, fabricators, installation, hire of equipment, allowances, transport, lighting, removal and make-good costs after the exhibition period. These costs should be realistically considered in the Stage 1 preparation of concepts.

Sponsorship

Teams may establish *in-kind sponsorship* if needed to realise their proposals. A written confirmation of the nature and scope of sponsorship is to be included in the Stage 2 submissions. Sponsors will be offered appropriate acknowledgement, the details of which are subject to discussion with the City.

Insurance

The City will arrange for Public Liability insurance for selected works for the lifespan of the project. Some works may require additional insurance cover. This will be advised at the final selection of works.

The City of Sydney will provide Public Liability cover under the City's Community Engagement Policy for \$10 million.

Selected Teams will be expected to take out their own appropriate insurances including personal accident, workers compensation and motor vehicle (where appropriate).

Selected teams must provide their own appropriate engineers certification and include relevant costs for this.

5. PROGRAM TIMELINE (Preliminary)

Preliminary Project Timeline

STAGE One - Expression of Interest opens	16 March 2010
EOI closes – Submissions received (Curatorial Statement with list of nominated artists)	20 April 2010
2010 Laneways Public Art Committee review 3 Curators/Teams selected to develop concepts	22 April
STAGE Two - Selected Curators/Teams advised	Late April
Detailed Submission/Artists Concepts developed	April / May
Stage Two Submissions received	25 May
2010 Laneways Public Art Committee review 1 Curator/Team selected	27 May
STAGE Three - CEO to endorse Curator/Team	early June
Design Develop artworks for DA	June / July
Lodge Development Applications	Mid July
Fabricate	July - August
Install	September

Note: These dates are subject to change. City of Sydney staff will confirm dates as each stage progresses.

6. EOI – INVITATION SUBMISSION REQUIREMENTS

Applicants should include the following material in their submission:

1. Registration of Interest form
2. An outline of the proposed team / list of artists
3. A written curatorial proposal of 250-500 words including themes and approach
4. Indication of preferred sites indicated on a map.
5. References – Previous Project Experience and Contacts
6. Review of City of Sydney OH and S Policy

In addition to hard copy submission of above

7. An electronic copy of the entire submission (jpg, pdf or word format)

Please note:

- All support material must be labeled with the Team members' / artists names
- E-mail submissions will not be accepted

7. EVALUATION CRITERIA

Curatorial Proposals shall be evaluated according to but not limited to the following criteria:

Curatorial Teams experience and or capacity to undertake the project;
Artists Experience/Capacity/Reason for Selection;
Innovation / Curatorial approach / Public Engagement;
Proposed process, program or methodology;
Project Experience / References / Quality of references.

**VOLUME 1
SECTION 2
KEY CONDITIONS OF EXPRESSION OF INTEREST**

Name of Expression of Interest	LANEWAYS ART PROGRAM 2010
Expression of Interest Number	EOI No. 0210
Closing Date	20 April 2010
Closing Time	2pm
Contact Person	<p>All enquiries relating to this EOI-INVITATION should be directed to the contact person as follows:</p> <p>Paul Brown Tendering Officer Tel: 02 9265 9364 Fax: 02 9265 9697 Email: pbrown@cityofsydney.nsw.gov.au</p>
Lodging a CONCEPT PROPOSAL	<p>Concept Proposals must be lodged with Council by the closing date and time and in accordance with the standard conditions of this INVITATION at the following address</p> <p style="text-align: center;">ONE STOP SHOP, Level 2 Town Hall House 456 Kent Street SYDNEY NSW 2000 Fax: 02 9265 9697</p>
Number of Copies	<p>Submit, as hard copies, one original set of EOI-CONCEPT PROPOSAL documents, and three copies, signed as required. Each copy (including all supporting information) must be endorsed to be a true copy.</p> <p>One CD containing the electronic copy should also be provided</p>
INVITATION Documents	<p>The documents that comprise this Expression of Interest include:</p> <p>Expression of Interest Conditions & Forms Information on Laneways Occupational Health and Safety Policy and Form</p>

**VOLUME 1
SECTION 3
EXPRESSION OF INTEREST FORMS**

The following forms **must** be completed as part of this EOI-INVITATION TO SUBMIT a concept proposal:

Part 1	Registration
Part 2	List of Artists / Project Team Description
Part 3	Curatorial Proposal 250 – 500 words
Part 4	Indicative Map of Preferred Sites
Part 5	Curatorial References - Previous Project Experience
Part 6	Insurance
Part 7	Occupational Health and Safety

**PART 1
REGISTRATION**

We having read, understood and fully informed myself/ourselves of the contents, requirements and obligations of the EOI-invitation, submit this curatorial proposal for the supply of temporary artworks for **Laneways Art Program 2010** for the Council of the City of Sydney.

<i>Name of Respondents</i>	
<i>Main Address of Respondents</i>	
<i>Postal Address</i>	
<i>Refer enquiries to: (name, telephone number and e-mail address)</i>	
<i>Phone Number</i>	<i>Fax Number</i>
<i>Legal Entity</i>	<i>ABN</i>
<i>Signature and Date</i>	<i>Position</i>
<i>Signature of Witness</i>	<i>Address of Witness</i>

PART 2
LIST OF ARTISTS / PROJECT TEAM

A list of artist's names or Project Team details proposed to develop artworks

Include a brief bio of each team member and reason for selection.

PART 3
CURATORIAL PROPOSAL

A written description of no more than 500 words containing a succinct conceptual outline and a summary of how the project will engage its audience.

PART 4
INDICATIVE MAP OF PREFERRED SITES

Map of Preferred Sites for each artwork. This is not considered essential for Stage 1.



**PART 5
PROJECT EXPERIENCE**

Respondents to provide short description of previous project experiences and contacts

Project:	
Address:	
Telephone:	
Fax:	
Contact:	

Project:	
Address:	
Telephone:	
Fax:	
Contact:	

Project:	
Address:	
Telephone:	
Fax:	
Contact:	

PART 6 INSURANCE

The City of Sydney will provide public liability cover under the City's Community Engagement Policy for \$10 million.

Selected Project Teams will be expected to take out their own appropriate insurances including personal accident, workers compensation and motor vehicle (where appropriate).

PART 7
OCCUPATIONAL HEALTH & SAFETY

As part of its duty of care obligations, the City of Sydney (CoS) requires ***all successful bidders employed*** by the Council to comply with OH&S Legislation, Australian Standards, relevant Codes of Practice and the Council's OH&S Policy in accordance with:

- The legislative obligations placed upon all employers with respect to the NSW Occupational Health and Safety Act 2000 and OH&S Regulation 2001; and
 - The Council's OH&S Policy Statement
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