

Request for Quotation

Managing a programme of maintenance of the Sculptures at Lough Boora Sculpture Park

Overview

The Arts Office of Offaly County Council working in collaboration with partner organisation Bord na Móna is seeking to engage the services of a suitably qualified and experienced individual or collaborative team to project manage a programme of maintenance of the Sculptures that form Lough Boora Sculpture Park on a contract for services basis.

The sculpture referred to in this agreement are those works specified within an existing MOA between OCC and BNM. **This programme will take place between 2023 and 2024.**

The **total fee** for the project manager including all relevant expenses (Ex VAT) is **€15,000**.

Application deadline 4pm - 18th September 2023

Creative Ireland Offaly have provided funding for this project.

N.B. This is the first phase of a longer-term project. Offaly County Council and Bord na Móna will aim to extend the contract (working within procurement guidelines) to a second phase of the programme if funding becomes available.

Background to the project

The concept of the *Sculpture Park* at Lough Boora Discovery Park (formerly known as *Sculpture in the Parklands*) was developed during an international conference held in Lough Boora in 2002. Over the nine years that followed, under the artistic direction of Kevin O'Dwyer, and involving a partnership arrangement with Bord na Móna and Offaly County Council, supported by the Arts Council/an Chomhairle Ealaíon and others, the sculpture park evolved to become a highly respected site for quality land art commissions. The Sculpture Park is located within Bord na Móna's owned and managed Lough Boora Discovery Park.

Website: <https://www.loughboora.com/sculpture/>

Role of the Partners

The project is a collaboration between Offaly County Council and Bord na Móna. Creative Ireland Offaly has provided funding for the repair / maintenance of works based on an agreed schedule of works, plus funding towards the project management of the project (as referenced within this document). The partner organisations will collaboratively oversee the management of this project with the following roles agreed.

- Client - Bord na Móna
- PSDP - Offaly County Council
- PSCS – Bord na Móna OR Appointed by external tender process. (Appointment by Bord na Móna)

The Process

- Offaly County Council acting as PSDP will manage the budget and make payments to the successful project manager and the supplier of works for repair.
- The selected project Manager will be supplied a contract by Offaly County Council based upon the this brief.
- The project manager will be appointed PSCS by Bord na Móna.
- Any artist engaged by the project manager and partners as consultant, as part of the maintenance project will be required to provide:
 - An up-to-date tax clearance certificate. They will be required to hold this for the duration of the contract.
 - Evidence of professional indemnity insurance with a reputable insurance company.
- Any artist engaged by the project manager and partners to carrying out works as part of the maintenance project, will be require to provide:
 - An up-to-date tax clearance certificate. They will be required to hold this for the duration of the contract
 - Evidence of professional indemnity insurance with a reputable insurance company
- Bord na Móna agree to provide facilitation / induction on site for any works to be carried out and manage the assignment of PSCS if required.
- The contractor / body responsible for carrying out the works will be required to take on the role of PSCS.

Roles of project manager for Programme of Maintenance

The project manager will report to the Arts Officer of Offaly County Council in consultation with Bord na Móna and will be required to:

- Meet with all partners for briefing meeting

- Attend site meeting with Offaly County Council, Bord na Móna to discuss and propose an approach for the entire project in consultation with the partners and project manager.
- Upon site visits provide a review of status of works for discussion that includes:
 - A written report with a recommendation on those that can be repaired and those that they would recommend for decommission in consultation with Offaly County Council, Bord na Móna and if possible with the artist concerned.
- Based on an agreed report, produce a schedule of works based on costs to be agreed by Offaly County Council and Bord na Móna. Required repairs / decommissions will need to be recommended within the budget for works outlined in this document, works will therefore need to be prioritised in agreement between Offaly County Council and Bord na Móna.
- Provide any necessary quotation for repairs / works.
- Act as PSCS to organise and oversee repairs on those agreed to be repaired – the facilitation of works on-site.

Timetable

The project should commence as soon as practicable after the signing of a contract with staged progress reporting during the interim. The contract will be based upon delivery of project with a completion date of **October 2024**.

Budget

A total budget of **15,000 euro (ex VAT)**, will be allocated to a suitably qualified individual (org) to project manage the maintenance programme.

Financial Reporting

Offaly County Council will be the budget holder for the entire project and will provide updated accounts for the project on a regular basis.

The selected project manager will provide regular updates on the agreed budget.

The selected project manager will provide copies of all invoices / proof of payment for all financial transactions relating to the project for review and accounting purposes. Payments will be made via Offaly County Council's financial system.

Terms and Conditions

The following terms and conditions will apply to the selected project manager:

- Provision of up-to-date tax clearance certification (to be held for the duration of the contract)

- Evidence of professional insurance with a reputable insurance company, that includes Employers €13 million (if applicable) & Public liability insurance €6.5 million.
- Adherence to Offaly County Council Arts Office and the Arts Council’s policy to ensure fair remittance for artists commissioned as per arts office policy and national payment for artist guidelines.
- Adherence to National Policy and Guidelines on best practice and child safety as per the ‘Children First’ National guidelines and Offaly County Council Child Protection policies (only if applicable)
- Compliance with all appropriate Health and Safety, Risk Assessment, Insurances, Covid Compliance and any other fiscal requirements in place as per Offaly County Council’s and Bord na Móna’s Health and Safety Policy.
- Ensure GDPR policies are in place that comply with Offaly County Council and Bord na Móna’s GDPR policy.
- Ensure credit for all partners is included on all promotional material, PR and production outputs that are created as part of the programme.

Application

Assessment and criteria

The Project Manager’s responses will be evaluated against the following criteria in relation to the application.

EVALUATION CRITERIA WEIGHTING:

	Category/ Criteria	Marking
1	Evidence of relevant / project management / operational experience within the context of Art in Landscape and/or Art in the Public Realm projects, including specific evidence of managing such contracts as PSCS and the H&S requirements of same within the public realm	300
2	Evidence of specific knowledge/understanding of the field of Art in Landscape and/or Art in the Public Realm context (locally, regionally, nationally, internationally)	250
3	Communication skills with the ability to communicate across diverse sectors online and in person	250
4	Value for money	100
5	Evidence of capacity to deliver within the timeframe and in budget	100

A minimum qualifying threshold of 50% of the mark for categories will be applied.

All submissions will be assessed by the Local Authority and Bord na Móna or their chosen representative(s).

Offaly County Council reserve the right not to proceed with any proposal under this invitation and consider other appropriate courses of action.

Submitting your Proposal

Please apply in writing via email and include copies of each of the following: [Please ensure you receive an email from arts office acknowledging receipt of application]

Please note do not send emails above 5MG – if possible send weblinks links for supporting material.

1. Outline suitability for the role: C.V, relevant experience, letters of support, examples of similar project management in the area of Art in the Public Realm, Public Art Management and experience as PSCS and any other information deemed relevant.
2. Timeline envisaged to carry out the work. Give a detailed outline of the timescale for the project including numbers of days work for the project as outlined in the section **Roles of project manager for Programme of Maintenance.**
3. A budget which indicates how you will use the funding with headings such as
 - Fees
 - Any resources needed (e.g. rental of venues, supply of materials etc.)
 - Any transport/ travel/ accommodation costs
 - Additional Costs
4. Please supply supplementary information to support the application via email, these can include; a short description of relevant previous projects, copies of photographs/audio or visual documentation, press reviews, publications, etc.
5. Name two relevant referees

REQUIREMENTS

- The appointed project manager will provide up-to-date tax clearance certification and will continue to hold this for the duration of the contract.
- The appointed project manager will be required to hold professional insurance with a reputable insurance company, that includes Employers €13 million (if applicable) & Public liability insurance €6.5 million.
- In the first instance a selection panel will assess proposals, this will be based on information supplied.
- Proposals received after the date outline below will not be accepted under any circumstances.
- In line with [Children First: National Guidance for the Protection and Welfare of Children \(2017\)](#), Offaly County Council is required to ensure that contracts issued to anyone whose work brings them in contact with children are meeting their obligations under the [Children First Act 2015](#). APPLIES ONLY IF APPROPRIATE
- Any appointment will be made in adherence to Offaly County Council Child Protection Policy, Offaly County Council Arts Service Child Safety Statement and Offaly County Council's Health & Safety Statements as required.

N.B Freedom of Information

Offaly County Council is a Freedom of Information (FOI) body. When submitting information, applicants should indicate what parts of their submission are commercially sensitive and what parts they consider should be kept confidential should the Council receive a FOI request relating to the submission.

Offaly County Council undertakes to use its best endeavours to hold confidential any information provided by you in this submission subject to the Council's obligations under law including the Freedom of Information Acts 1997 and 2003. Should you wish that any of the information supplied by you in this submission should not be disclosed because of sensitivity, you should, when providing the information, identify same and specify reasons for its sensitivity. Offaly County Council will consult with you about this sensitive information before making any decisions on any Freedom of Information request received. In the event that Offaly County Council decided to release particular information provided by you, you will have the option of appealing the Council's decision to the Information Commissioner. Please note that in the event that no information is identified by you as sensitive, with supporting reasons, then it is likely to be released in response to a request under the Freedom of Information Acts.

Please email your application to arts@offalycoco.ie

Subject: Request for Quotation – Managing a programme of maintenance of the Sculptures at Lough Boora Sculpture Park

Application deadline 4pm 18th September 2023

For further enquires please contact Offaly County Council Arts Office on 057 9357400 or arts@offalycoco.ie.

Clár Éire Ildánach
Creative Ireland
Programme
2017–2022



Comhairle Chontae Uíbh Fhailí
Offaly County Council

Bord na Móna
LoughBoora
DISCOVERY PARK