



Lifestyle Capital of Victoria

## Request for Quote Frankston City Council

**Contract Name: Public Art Strategy**

**RFQ Closing Date & Time:** Friday 3 June 2022 at 5.00pm

**Question Closing Date & Time:** Friday 27 May 2022 at 5.00pm

**Electronic Quote Box:** Electronic (Email) Submissions only to:

[ContractsandProcurement@frankston.vic.gov.au](mailto:ContractsandProcurement@frankston.vic.gov.au)

**Council Contact Officer:** Tammy Ryan

**Contact Email Address:** [tammy.ryan@frankston.vic.gov.au](mailto:tammy.ryan@frankston.vic.gov.au)

**Privacy Statement:** Council is collecting this information for the purposes of assessing and awarding a Contract for the works and services. The information will not be disclosed except as required by law and Council Policy and will be retained by Council in accordance with the provisions of the *Public Records Act 1973 (Vic)*.

Council reports presented at Closed Council meetings may include respondent details. You may apply to Council by contacting the Privacy Officer for information about this matter.

**ATTACHMENTS TO REQUEST FOR QUOTE:**

1. Conditions of Quote
2. Returnable Schedule
3. Proposed Contract Terms and Conditions – Standard Consultancy

# Request for Quote Details

## 1. Background and Context

Frankston City borders metropolitan Melbourne and the northern entrance of the Mornington Peninsula. The City has a local population of over 141,000 residents and offers a combination of urban, natural and coastal experiences attracting over 1,000,000 visitors annually.

Frankston is growing into a creative city recognised for its robust calendar of events, growing sculpture and street art portfolio that is visually transforming the City, including a recent recognition as Australia's Best Street Art Tours. Coupled with the City's other cultural experiences and in more recent years the emergence of innovators, crafters and brewers alongside an eclectic mix of hospitality and entertainment venues Frankston is transforming.

Frankston is also home to a number of cultural venues including Frankston Arts Centre, one of the largest outer metropolitan arts venues in Australia incorporating an 800-seat theatre, five exhibition spaces, a function centre, a 200-seat black box theatre and a creative arts hub. Each year, approximately 160,000 people visit the venue with over 50% of visitors from outside the Frankston municipality, most notably from the Mornington Peninsula and Western Port regions, as well as Melbourne's Bayside suburbs.

The City is also home to significant independent and state run cultural venues based in the city's suburb of Langwarrin. Nature blends with art at McClelland Sculpture Park + Gallery, one of Australia's largest outdoor sculpture parks which attracts over 150,000 visitors annually. Cruden Farm, the previous home of Dame Elisabeth Murdoch, is an integral part of the local community and a drawcard for visitors; and the historical estate, Mulberry Hill, the home of Sir Daryl (artist) and Lady Joan (author) Lindsay, is managed by the National Trust of Australia and contributes significantly to the destination's cultural experience.

Combining all of these elements and the City's coastal urban destination, Frankston provides multiple layers to inspire and engage a broad range of audiences.

## 2. Scope of Contract

Council is seeking an experienced consultant to develop a Public Art Strategy for Frankston City.

As part of Council's overall vision to elevate it's positioning as an Arts & Culture destination that attracts visitors and engages locals, a focus on an ever – evolving, leading edge and culturally responsive public art strategy is sought.

Frankston City Council supports and understands the benefits and the need for public art, however, lacks some formal structure to consistently deliver both temporary and permanent public art programs spanning community-based projects, commissions, sculpture lease programs and capital works projects.

The strategy will include:

- An integrated framework for the commissioning of temporary and permanent public artworks, ensuring the highest aesthetic standards are met in the commissioning, leasing, delivery, maintenance, conservation and decommissioning of Public Art, coupled with relevant consultation.
- Strategies and recommendations as to how Frankston City Council can develop distinctly Frankston art experiences that appeal to broad market segments that people are willing to travel.
- Highlight key areas throughout the municipality suitable for public art, in consideration of heritage overlay, environmental impact, culturally significant sites, visibility and land use suitability.
- Identify opportunities to enhance existing relationships and seek new opportunities for partnerships to deliver high calibre, contemporary projects that elevate Frankston's Public Art offerings.
- To extend awareness and promotion of public art in the City.
- Development of a concise action list to achieve vision.

The Strategy must complement existing work and work in conjunction with Council's existing strategies and plans, including, but not limited to the:

- 2021 - 2025 Council Plan [2021-2025 Council Plan](#)
- 2040 Community Vision [2040 Community Vision](#)
- 2020 – 2023 Arts and Culture Strategy [2020-2023 Arts and Culture Strategy](#)
- 2016 – 2036 Open Space Strategy [2016 - 2036 Open Space Strategy](#)
- Lighting Frankston Plan 2020 [Lighting Frankston Plan 2020](#)
- Play Strategy 2021 [Play Strategy 2021](#)

The Strategy must set a long-term vision against short and medium term initiatives, prioritizing recommendations aimed at generating a clear action plan to achieve best outcomes.

Submissions should address the Project Specifications provided in this document and demonstrate ability to develop and deliver the outcomes identified in the Project Objectives.

The Strategy must be completed in its entirety by 30 September 2022.

## **2.2 Hold Point**

The project will be split into three stages and there will be a Hold Point after stage one and stage two. Council reserves the right to:

- a) Withhold staged payment until all the deliverables/outputs of that stage have been delivered to Council, in the format required and agreed to;
- b) Request rework at no additional cost to Council, where Council considers that deliverables are not at an acceptable standard;
- c) Make changes to future stages and hold points to ensure the project remains on track to deliver to the business, as agreed with the Consultant; and/or
- d) Terminate the project at the conclusion of any stage.

### **2.3 Project Stages**

The project stages may include, though are not limited to, the following as agreed between the Consultant and Council.

#### **Stage 1 – Research, review, evaluate and plan - confirm scope of the project and approach**

- Desktop review of relevant internal and external strategic documents to ensure understanding of current environment.
- An overview of Public Art in the municipality including both existing and planned works in the pipeline.
- In collaboration with identified key stakeholders, identify current strengths, point of difference and any demand gaps.
- Confirm draft Public Art vision and future direction for the Frankston municipality

#### **HOLD POINT**

#### **Stage 2 – Strategy development which will include the following:**

- Develop strategies objectives to meet the vision of Public Art in Frankston City including partnership opportunities, marketing and promotion of Public Art and recommendations as to how Frankston City Council can develop distinctly Frankston art experiences.
- An integrated framework including the lifecycle of public artworks from commissioning and leasing through to de-commissioning.
- An action plan for the implementation and execution of the strategic objectives, including recommended targets for performance measures, and
- Identification of opportunities with key stakeholders including opportunities to leverage partnerships to enhance future opportunities.

#### **HOLD POINT**

#### **Stage 3 – Final Public Art Strategy**

- Complete and review the final draft of the Public Art Strategy

### 3. Project Deliverables

#### **Stage One: Project inception, contextual analysis and preliminary stakeholder engagement.**

- Identification of existing internal and external strategic document including gap analysis;
- Overview and appraisal of current processes, proposed improvement, opportunities and identifying and barriers;
- Stakeholder engagement and overview of outcomes with key stakeholders to understand future aspirations, and
- A draft vision positioning Public Art in the municipality as a key driver for the City as an Arts & Culture destination.

*Deliverable: Background review & analysis report*

#### **Stage Two: Draft Public Arts Strategy**

- Draft Public Art Strategy to address the project objectives, including vision, promotion, stakeholder analysis and proposed action plan.

*Deliverable: Draft Public Art Strategy*

#### **Stage Three: Final Public Art Strategy**

- Review draft strategy document and public exhibition process;
- Formalise final recommendations and priorities including budget implications for action plan implementation, and
- Complete any amendments to the final draft strategy.

*Deliverables: Final Public Art Strategy*

### 4. Evaluation criteria

Council will take into account the following criteria in evaluating the Quote Offer in descending order of importance:

- Cost to Council (30%);
- Capability and experience (15%);
- Performance on similar projects (40%);
- Methodology and delivery in timeframe (15%).

It is important to ensure that your Quote Offer addresses the above criteria, in order for Council to properly assess your Quote Offer.

Council may request a presentation or demonstration by shortlisted Suppliers, you will be informed if this is required.

## 5. Specified timeframe

Task	Targeted Completion Date
Request for Quote release date	Friday 13 May 2022
Close of Request for Quote	Friday 3 June 2022
Anticipated award of Contract	June 2022
Anticipated commencement of works or services	July 2022
Anticipated date for completion of works or services	Friday 30 September 2022

## 6. Submission deadline

To receive consideration, responses to this Request for Quote (including completion of the Returnable Schedule at [Attachment 3] must be received no later than 5:00pm on Friday 3 June 2022, as detailed on the cover sheet to this quote.

No late quotations will be considered.

## 7. Proposed Contract Terms and Conditions at [Attachment 3]

The proposed Contract Terms and Conditions contain the terms and conditions under which the successful Consultant will be engaged.

# **ATTACHMENT 1 - Conditions of Quote**

## **1.1 Quote**

- 1.1.1. Council invites you to make a Quote Offer for a comprehensive Public Art Strategy on the terms of these Conditions of Quote.

## **1.2 What if I have questions about the Quote Process?**

- 1.2.1 Clarification questions may be submitted in writing to the Council Contact Officer whose name and email address appear on the front cover of this Request for Quote.
- 1.2.2 Only advice given in writing can be relied on to modify this Request for Quote.
- 1.2.3 Any advice given by Council to a Submitter for the purpose of clarifying the meaning of, or containing information relevant to the Request for Quote, will also be given to all other Submitters in writing unless doing so would reveal commercial-in-confidence information or intellectual property of a Submitter or sensitive information relating to a Submitter.
- 1.2.4 The Council Contact Officer will not respond to any verbal request for clarification regarding the Quote.

## **1.3 Probity**

- 1.3.1 Council is committed to fairness in all its dealings with Submitters. It is possible that people involved in contracting processes may become aware of, or have information indicating corrupt, fraudulent or unfair activity in relation to quoting or contract processes. In these circumstances, please telephone 03 9293 7150 and ask to speak with Council's Protective Disclosure Coordinator.
- 1.3.2 Alternatively any such matters can be reported to the Independent Broad-based Anti-corruption Commission (IBAC). IBAC is an independent body responsible for investigations into corruption, improper conduct and detrimental action of Government employees and officials. Reports can be made to IBAC confidentially by phone 1300 735 135 or online at [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)

## **1.4 Supplier Code of Conduct**

- 1.4.1 Council has introduced a Supplier Code of Conduct as part of its commitment to ensuring its contractors, consultants and suppliers engage in ethical behaviours when providing goods and services, including construction works and services, to Council. The code describes Council's minimum expectations for the achievement of a professional and productive work culture, characterised by the absence of any form of unlawful or inappropriate behaviour. See [Supplier Code of Conduct](#) under 'Protocols'.

## **1.5 Can I discuss the Quote with a Councillor?**

- 1.5.1 You must not discuss the Quote with any Councillor or any Council staff member other than the Council Contact Officer.



- 1.5.2 If you approach a Councillor or Council staff (other than the Council Contact Officer) about the Quote, Council has the right to disqualify you from taking any further part in this quote process.

**1.6 Can I disclose or discuss my Quote with other submitters?**

1.6.1 Under no circumstances should you disclose the contents of your Quote Offer with any other party that is submitting a Quote Offer.

1.6.2 If you disclose or discuss your Quote Offer with any other Submitter, your Quote Offer may be disqualified at Council's discretion.

**1.7 What additional information may Council request that I provide?**

1.7.1 Council may require that you submit additional information concerning your Quote Offer, which may include further financial information, or information to verify the contents of your Quote Offer.

1.7.2 If you do not submit such additional information within the time required Council may refuse to consider your Quote Offer.

**1.8 What if I am late in lodging the Quote Offer?**

1.8.1 Any Quote Offer that is not received by the Closing Date & Time may be considered at the discretion of Council. Council reserves the right to reject any late submission.

**1.9 What are Council's rights in considering Quote Offers?**

1.9.1 Council may:

- a. refuse to consider any non-conforming or incomplete Quote Offer;
- b. negotiate with any Submitter including with a preferred Submitter on an exclusive basis;
- c. accept a Quote Offer which does not conform with the strict terms of the Conditions of Quote;
- d. consider a Quote Offer which was not submitted in accordance with these Conditions of Quote;
- e. choose to shortlist, interview, request demonstrations and/or site visits or do anything else it deems necessary during the evaluation process to achieve best value;
- f. terminate the Quote at any time without making an award; or do anything else that Council determines in its absolute discretion; and
- g. invite submitters to attend a presentation session at Council to demonstrate their product.

## **1.10 What happens if Council accepts my Quote Offer?**

1.10.1 If your Quote Offer is accepted by Council, you will be notified in writing and be requested to sign the Contract.

1.10.2 Council may publish non-confidential detail of the awarded contract on the Council's website, e.g. the nature, total value and parties to the agreement.

## **1.11 Confidentiality in Quote**

1.11.1 A Quote Offer submitted by you must clearly and expressly identify any confidential information. Subject to clause 1.12, confidential information will be treated as confidential by Council.

1.11.2 All those in receipt of this Request for Quote agree in the reading of this material to maintain confidentiality of all information contained herein.

## **1.12 Use of confidential information**

1.12.1 By submitting a Quote Offer you acknowledge and agree, and are deemed to acknowledge and agree, that any confidential information may be disclosed by Council to third parties for any one or more of the following purposes:

- a. as required by law;
- b. to comply with the requirements of any authority;
- c. to obtain advice from advisers and consultants in connection with the evaluation of the Quote Offer, the Contract or the works/services; and
- d. to the extent otherwise expressly stated in this Request for Quote, including all attachments and appendices.

## **1.13 Conflict of Interest**

1.13.1 You must immediately advise Council in writing of any actual or potential conflict of interest which may arise:

- a. by you and Council;
- b. with any subcontractors proposed by you or Council; or
- c. between you and any other person.

Council may decline to consider a Quote Offer submitted by you which it considers may have a conflict of interest in relation to the Services.