

Artists Commissions Available to create Banners and Interpretation Panel Artwork for Great Harwood Memorial Park, Great Harwood

Artists Quotation Brief September 2023

Locations

Memorial Park and playing fields occupy a 5 and 4.6 Hectare site respectively to the north of Great Harwood on either side of Church Lane. Memorial Park itself lies to the northwest of Church Lane, whilst the playing field occupies a site bounded by Church Lane, Allsprings Drive and Brantfell Road. The postcode is BB6 7PR.

The site is accessible by construction vehicles for deliveries and for installation of features. This will be arranged with the Principal Contractor once the project begins.

Background to the project

Hyndburn Borough Council (HBC) have been working with Friends of Memorial Park and Proffitts – Investing in Communities on a plan to upgrade the Great Harwood site and celebrate the historical and environmental heritage of the space. Planned improvement work includes making repairs to the war memorial and upgrading existing paths, signage, railings, walls, and gardens etc. A sensory garden, nature trail and forest school space will also be created, and wildflower bulbs will be planted to bring more colour and interest to the park.

The Brief

As part of this project, HBC have secured grant funding to work with a local artist to work with local primary school children to:

- 1) Create robust, temporary but reusable artwork to cover scaffolding / security fencing (while refurbishment works are being completed on the war memorial) – possibly banners as an initial idea but open to suggestions.
- 2) Supply artwork and design for two new interpretation panels (one with historical information, and one with environmental information – combination of imagery and written word). Size of interpretation panels will be A2.

The artwork must be site specific (drawing on the rich and varied history of the area and fabulous wildlife to be found in the area) and it should be appropriate to the area and setting. They should also be robust and able to stand up not only to the elements but to vandalism too. The pieces should also be safe – as in free from finger/head traps, sharp edges and other features which could prove hazardous to children and the wider community.

General design points for all elements

Workshops

We would like the artwork to incorporate elements of design that comes from workshops with the following school:

- St Bartholomew's C of E Primary School

Style

We would like the artwork to give an identity to the site that is in keeping with the site, it's heritage and its natural beauty, and in keeping with other features in the space.

Background Information

The land which today comprises Memorial Park and playing fields became a public park on 25 July 1920 after a total of 22 acres of land was purchased by several local people and handed over to the Urban District Council of Great Harwood as a public park. The freehold title was conveyed to the Council for the purposes of a public park as the Council may deem proper.

The actual War Memorial in the Remembrance Garden was unveiled on 2 October 1926 by Major General Sir Neil Malcolm, K.C.B., D.S.O., who was assisted in the unveiling by a Mrs. Ormerod of Great Harwood, who had lost three sons in the war.

An additional source of online information is available on the <http://www.great-harwood.org.uk/parks/memorialpark.htm>. The school are also working with other partners to research history of the park and gain an understanding of the park, the war memorial and individuals who died from Great Harwood by visiting the Archives Office. Local library and visiting the Imperial War Museum as well as meeting the Friends of Group who have knowledge of the park. Information collected will form into curriculum linked lesson plans on heritage and environment. The following web site will capture progress as the project unfolds <https://www.proffittscic.com/community-projects/great-harwood-memorial/> and the Friends of group will create a new web site as a project outcome. Further background information can be provided upon request.

It is encouraged to visit the park.

Construction and Installation

A principal contractor will be appointed to carry out the refurbishment of the memorial. At this stage it is presumed that they will install the scaffold coverings (banners) and interpretation panels once complete. The artist will be expected to liaise with the contract manager and principal contractor regarding timing of the works and installation method.

Timescales

- Quotations available September 2023
- Quotation return – 6th October 2023 by 2pm
- Quotation assessment – w/c 6th October 2023
- Award of project – w/c 9th October 2023
- Engagement with community by artist and Proffitts to determine details – 23rd October 2023
- Artist to work on designs with school for hoardings and interpretation panels – November 2023
- Scaffold hoardings available to main contractor for installation – January 2023
- Interpretation panel artwork available to Proffitts – April 2024

Budget

The total available budget of **£6000** for the finished scaffold banner artwork (physical artwork on and around the memorial and electronic copy made available) and both sets of interpretation artwork electronic copy made available so printing can be arranged).

This should include for the art workshops with the school and design time for the artist to create the designs and supply the actual scaffold banners.

Please note

This budget does NOT include costs of installation as this will be carried out by the main contractor. The cost of producing the interpretation panels themselves are not included in this budget of £6000, but the cost of producing the banners is.

Submission Requirements

The submission should take the following format:

- Electronically (email and attachments to Mark.Pickup@hyndburnbc.gov.uk)
- Be A4 in format.
- Be no longer than 6 pages long with the last page of this document as an additional document.
- Submit one copy only.
- Include details of how the artist intends to work with the groups/schools that have been highlighted.
- Give suggestions of what form the scaffold hoardings and interpretation artwork might take and what it might include.
- Give images and examples of similar work undertaken in the public realm previously as part of the submission.
- Provide evidence of working with schools and the community on previous projects as part of the submission.
- Include full cost breakdown for each element using the table set out overleaf.
- Demonstrate ability to meet timescales.
- The successful artist(s) would need to demonstrate evidence of public liability insurance and a DBS Certificate (if required by the Schools).

Assessment

The quotations will be assessed on several criteria, the weighting of which is shown below:

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| • Approach to workshops. How many, preferred age of children etc. | 10 marks |
| • How the artwork will reflect the Great Harwood Memorial Park site and create a sense of identity for the space. | 10 marks |
| • Value for money. | 20 marks |
| • Methods in which you can add value to the project. | 10 marks |

A total of 50 points are available.

Queries

Should you require clarification in respect of anything contained within this document, please put your enquiries in writing and email: Mark.Pickup@hyndburnbc.gov.uk . Allow sufficient time for a response prior to the closing date. Correspondence sent elsewhere will not be processed.

We may circulate your query and the response to other Artists and support partners.

Site Visit

A site visit is recommended to get a feel for the site and the surroundings to better inform the design process. The site is always fully open to the public, and it is recommended that artists make a visit to site before quoting.

Tender Returns

Priced tenders are to be returned to Mark Pickup at Hyndburn Borough Council via email at Mark.Pickup@hyndburnbc.gov.uk

The deadline for receipt of quotes is 6th October 2023 by 2pm.

Terms and Conditions

- The Quotation (including price) should remain valid for a minimum period of 60 days.
- Any signatures must be made by a person who is authorised to commit the artist to the Contract. Your full registered business/name and main office address must also be provided on all documents. Quotations will be disqualified if any of the following prevails:
 - The Quotation is received after the closing date / time specified above,
- Artists are advised to copy their Quotation Submission and retain for future reference.
- It will be recognised that the final artwork can be used by Hyndburn Borough Council for other purposes as required.
- Hyndburn Borough Council will not be bound to accept the lowest or any quotation and reserve the right to accept the whole or part of any quotation. Each party shall be responsible for its own costs in submitting this quotation.
- Costs should be on final page of submission and costs for each element are shown clearly and fully.
- Artists may be invited to attend a pre contract meeting / presentation with the project stakeholders including Hyndburn Borough Council and Proffitts – Investing in Communities

Quote Submission for Banners Artwork and 2 x Interpretation Panels (Local Park Heritage / Local Biological Heritage)

Item of Work to be carried out	Cost of time	Cost of materials (if applicable)	Total Cost
Carry out site visit to ascertain the layout of the site and to get inspiration for the intended work.			
Arrange and hold design and ideas workshop/s with the named primary school working alongside Proffitts and Hyndburn Borough Council			
Work up a design (or designs) for the and share with Hyndburn Borough Council, Proffitts and the Steering Group for comment			
Carry out amendments to design if required and where applicable based on feedback from the steering group			
Produce / supply actual physical banner artwork which will wrap around scaffolding surrounding the memorial. Rough spec at this stage - laser printed in full colour onto 500gsm pvc c/w reinforced eye hole fixings approx. 4 sides of memorial at 4 m in length and 3 m high.			
Produce and make available on digital format A2 size 2 x panel designs only (artists role), which can then be sent to print / production by a lectern company (not the artists role), produced and then installed by contractor.			
TOTAL COST			

I confirm that I have an up-to-date DBS Certificate (if required):

I confirm that I have public liability insurance to the value of: £ _____

Signed: _____

Name: _____

Name of Organisation (where applicable): _____

Address: _____

Date: _____