

**Invitation to
Provide a Quote for Design and Installation
of Sculptural Benches
Exhibition Park - Newcastle Upon Tyne**

October 2021



Introduction

Urban Green Newcastle (UGN) is a new charity, established to provide an innovative response to the future management of greenspaces within the Newcastle City Council area. The first of its kind in the UK, the Newcastle Parks and Allotments Trust was established on 01 April 2019 and then adopted the name Urban Green Newcastle after a rebrand in October 2019. Urban Green Newcastle is proactively working towards a collective vision to encourage more people to experience and take advantage of the recreational, health and well-being benefits of parks and allotments.

Urban Green Newcastle will work to ensure spaces are well-maintained and safe, continue to give opportunities to local people and volunteers, and build close relationships with businesses and partnering organisations to help maintain and develop vibrant and welcoming green spaces. A programme of both large-scale and community events, arts and cultural activities, and opportunities for sport and exercise will add to the experiences on offer, giving communities the chance to come together and get involved. This will be balanced with careful consideration for the environment and the safeguarding of the city's thriving wildlife population will remain a priority.

For more information on our work, please visit www.urbangreennewcastle.org

Project Summary

Blossom Together is a multi-year national programme and campaign lead by the National Trust that's all about embedding blossom season as a time in the year for us to celebrate and reflect, connect with nature, culture, and each other.

Exhibition Park in Newcastle has been chosen to be one of three flagship sites across the country where a Blossom Circle will be planted to create beautiful spaces to bring communities closer to nature. The space and programme will also bring people closer together to reflect on the COVID 19 pandemic, and where appropriate, commemorate those that lost their lives.

Artists Brief

Blossom Together is all about bringing people together to establish beautiful public spaces with and for communities. As part of this project, Urban Green Newcastle would like to give local communities a chance to help co-design elements of the space, in a way that reflects their experiences of the COVID 19 Pandemic.

We are looking for an artist who is experienced in working with communities to co-create installations suitable for a public park. We are particularly interested in working with an artist who is experienced in working with diverse groups and has a genuine commitment to co-creation and community involvement, which is at heart of Urban Green Newcastle's ethos.

This project will focus on the design, fabrication, and installation of two new benches for the central area of the Blossom Together circle. As well as complementing the space, the benches should incorporate ideas from several workshops, run by the artist to engage the local community with the project. These workshops should focus on engaging community groups with their experiences of the pandemic, and how nature and greenspace helped them over the last 18 months.

The Blossom Circle will be planted and opened in November 2021.

The benches are to be installed in time for the 'National Moment' on April 24 2022.

Outputs

- Undertake three workshops, working with local community groups to co-design the Blossom Together Benches so that they reflect their experience of COVID 19 Pandemic.
- A drop-in workshop held during the opening event of the Blossom Together site to add on to these workshops.
- Provide detailed drawings showing designs of benches and attend a presentation with stakeholders to present final designs
- Bespoke feature benches to be designed, fabricated, and installed as part of the community engagement. These should be made primarily from timber and be Part M compliant. The benches should be made using robust materials that will ensure their longevity in a busy, publicly accessible open space. We would like to artist to consider the use of recycled and locally sourced materials in their construction.

Time scales for delivery of services

Date	Activity
October '21	Appointment of Artist
November '21 - January '22	Community Workshops to co-design ideas for the benches.
November	Blossom Circle Opening event, drop in co-design workshop
February	Fabrication of benches
March	Benches installed.

Outline Budget

Item	Budget
Community Engagement Workshops - Design	Price to be submitted by artist
Construction and installation	£2300.00

Submission requirements

Artist to provide the following:

- Brief methodology outlining approach to the community workshops and fabrication process.
- Summary and examples of experience of similar commissions
- Health and Safety plan for fabrication and installation
- Summary of costs associated with community works shops
- Proof of adequate level of PI insurance to cover cost of work and associated risks

Additional Services

Please highlight as separate costs any additional items and surveys you feel may be required to construct and install the benches.

Proposed Programme

The key dates are set out below:

Date	Activity
Monday 01 November '21	Fee Submission
Monday 08 November	Artist Appointment
November '21 - January '22	Community Workshops to co-design ideas for the benches.
November	Blossom Circle Opening event, drop in co-design workshop
February	Fabrication of benches
March	Benches installed.

Submission Instructions

All quotes must be submitted to nick.jaszynski@urbangreennewcastle.org no later than Monday 01 November by 9:00 am.

You are advised to ensure you are fully familiar with the nature and extent of the brief. Any queries should be sent to:

nick.jaszynski@urbangreennewcastle.org

Please note: If you would like your query (and answer) to be treated as confidential, you must state this when submitting your query. If, in the opinion of Urban Green Newcastle, the query is not confidential, we will inform you and you will have an opportunity to withdraw it. If the query is not withdrawn, the response will be published on the relevant ITQ page on:

<http://urbangreennewcastle.org/opportunities-for-business>

It is your responsibility to obtain for yourself and at your own expense, all information necessary for the preparation of the quotation. Urban Green Newcastle will not pay any fees or expenses for submitting a quotation.

Please note: Urban Green Newcastle will contract only on its own terms and conditions. Quotations must be submitted for the entire scope of the contract as detailed in the Specification. Quotations for only part of the Specification may be rejected as an invalid submission.

Urban Green Newcastle may at its discretion extend the closing date and time specified for receipt of quotations or invite variations to the Specification but will do so in writing to all interested parties. Urban Green Newcastle reserves the right to reject any unrealistically low or high Quotations that it receives. Urban Green also reserves the right to reject a Quotation where this form has not been correctly completed and returned.

Evaluation of quotations

Each response will be evaluated on a weighted combination of quality and price. Preference will be given to those companies that demonstrate a responsibility to environmental and sustainable practices.

Any queries relating to this document and/or the Urban Green Newcastle invitation to quote process should be sent to:

Nick Jaszynski

Project Manager

Urban Green Newcastle

nick.jaszynski@urbangreennewcastle.org

Mobile: 0778 6367802

Landline: 01912 814 4580

The successful artist will be sent the contract documentation to agree and sign before starting to fulfil the obligations under the contract. This is subject to meeting any pre-conditions or checks required before entering into the contract.

If you would like to arrange a site meeting to discuss the project scope, site and current issues in more detail please contact Nick Jaszynski at UGN using the details above.

We look forward to receiving your fee quotation and should you have any further queries please do not hesitate to contact us.

King Regards



Nick Jaszynski

Project Manager

Urban Green Newcastle