



Bristol City Council

**Gainsborough Square, Lockleaze, Bristol
Shopfront Shutters Design and Paint Project**

Request for Quotation

Submission Deadline

Monday 25th June 2018 at 12 noon

You are cordially invited to provide a quote for undertaking this interesting community engagement and shopfront redecoration project in Lockleaze, Bristol.

The Aim of the Project

Bristol City Council is commissioning a community artist (or team of two) to work with local people including retailers and residents in Gainsborough Square, Lockleaze to design and deliver shopshutter paintings for the shops in Gainsborough Square.

This work is part of a wider investment in Lockleaze to increase housing and ensure that the area continues to meet the needs and ambitions of local people.

The City Council has accessed some funding to help local shopkeepers to refresh the look of the two shopping parades including repainting the shutters, new shop signs and potentially other things such as elements of the shop frontages such as window designs and perhaps new planters outside the shops). The shopshutters which you will design and paint in this project are a first step.

In Gainsborough Square there are two shopping parades, which have 6 shops each, so 12 shop fronts and shutters as a whole. Our aim is to update and refresh the visual appearance of the parades so that the area looks attractive, appealing and interesting even when the shops are closed.

Bristol City Council has started to work with the local retailers and there is already some interest in having shutters repainted.

Between the shops there are doors to the homes above. (As another part of the other works these doors will be repainted to match the colour palette that you will be developing as part of this work) There are pictures of the parades at the end of this document.

A significant part of the work is engaging local people in the project, as the shops are a central part of the local area, frame the central square and are very important to local people. The paintings on the shutters should appeal to a wide range of people. It is important to the council that local residents feel involved in the change happening in their area, where possible and this project provides a good opportunity for engagement as well as a valuable arts opportunity.

The Contract Value and Timescale

- a) The project is expected to start in mid July 2018.
- b) The contract will be for approximately 4 months with the work to be completed by 31st October 2018. The majority of the work is to be undertaken in July, August and September.
- c) The value of this contract is up to £11,000.
- d) There is a possible extension for some further work in the same area, which may be commissioned within the following 12 months
- e) The extension value will be below £3,600.

The Specification

There are several elements to this project::

A. Working with the shopkeepers

- a) Working with the shopkeepers to develop and maintain their interest and gain agreement to having their shutters painted. You will need to be able to talk to a variety of people, and you will be supported in this by the city council – we will introduce you to the retailers.
- b) You will need to take into account that the shopkeepers will already have views on the colour schemes and image of their shops. We are not expecting that the shop keepers will change from their colours to ours, so your final design will need to take this into account.

B. The Design

- a) The overall aim of the project is to ensure that the parades look attractive as a whole, so we are looking for a design that can be applied across all the shops in each parade. This may be achieved by the colour palette, the motives and the theme – or you may have other ideas on how to achieve this.
- b) We are not looking for one large frieze to be painted across all the shops, rather for individual parts that contribute to an attractive whole.
- c) Your designs should aim to produce a smart, individual shopfront for each shop as well as an appealing whole parade.
- d) The end result should be sophisticated, with appeal to a wide range of ages (ie not just very young or youth) and be looking fresh (not 'dated') for several years.

- e) Themes that initial conversations with local people and organisations have raised and that we would like to develop are nature, the natural world and healthy eating. (For young children understanding their local area and the natural world are in the curriculum; healthy eating is a priority city-wide and promoted by a local community café; as is growing healthy food; Lockleaze is next door to the Grade 2 park and wood land of Stoke Park estate – which would be good to celebrate and make connections with.
- f) You will agree the overall design with the commissioning officer at Bristol City Council before painting the design on the shutters. It will also be necessary to agree the individual shop shutter design with each individual shopkeeper.
- g) The overall design may be used to inform any further works on the shopfronts and related areas.

C The Colour Palette

- a) As part of the design you will develop a colour palette which is suitable to be used on complementary works in other projects. For example on one of the parades there are three large doorways to upper floors, in-between the shops, which need redecorating. The colours chosen for this will be taken from the colour palette that you set out for the shopfronts. You may make recommendations on the colours to be used to complement your overall design.

D Working with local residents

- a) It is important to us that some local people are engaged in the process of design, as part of our engagement with the community as the city council and others invest in housing etc that changes the place where they live.
- b) As part of this project you will run some workshops with local people to give them the opportunity to contribute to the development of the design the motives and colour schemes.
- c) These workshops could be held at a variety of venues and organisations, such as local schools (timetable permitting), summer play-schemes; residential homes; or other local community organisations. The city council will introduce you to some of these organisations.
- d) The brief states a minimum of 4 workshops but we would be interested in bids that provide more and also we would like to have your ideas on the format of the workshops.

- e) You will need to have a good understanding of best practice around safeguarding children, young people and vulnerable adults and public liability insurance for £5 million in place.
- f) Please note that if you wished to run your own workshops you would need to show us evidence of DBS checks. This is not an issue if you are working alongside staff in an existing organisation such as a school or holiday club where you will be accompanied at all times by the DBS checked staff.
- g) Please note that we are keen that it is not solely young people that have this opportunity - we are interested in engaging all age groups.
- h) It is not necessary that you use the exact designs produced by the workshops - we are expecting only that the workshops inspire and inform your design. You should be able to feedback to the people from the workshops on how their work inspired the final design - this may be through a meeting or a brief piece of writing.

E Painting the Shutters

- a) You will paint the shutters and associated paintwork (shutter frame and box).
- b) We are not expecting local residents to be involved in the painting work.
- c) You will need to show that you have the necessary skills and expertise to undertake this large scale outdoor work.

The Budget

- a) The budget of £11,000 is based on painting 6 shutters. The table below shows the breakdown of the total budget.
- b) There is additional budget available for further shutters. It is expected that some shopkeepers may come on board as the project progresses. Ideally the project would achieve all 12 shutters being painted. (Some may be painted in plain colours from the palette if the shop keepers cannot agree on a design element) Artists being able to accommodate this staged approach will be at an advantage.
- c) The project budget includes artist fees, materials, and any costs associated with the workshops including room hire and materials.
- d) The budget will be paid in instalments:

Instalment	£	
1	2,000	On appointment of the artist (to enable purchase of materials and initial time for set up costs).
		On completion of:
2	3,000	A minimum of 4 workshops Overall artwork design produced for the shopfronts across the two parades and colour palette agreed with BCC and at least 4 of the shopkeepers
3	4,000	The detailed design and completed painting of 4 shutters and associated shutter frame/box A short evaluation report describing how the project went, focusing on highlights and key challenges. On line pictures for future use by BCC and others involved.
4	2,000	The detailed design and completed painting of 2 shutters and associated shutter frame/box Presentation on line of the resulting pictures for future use by BCC and others involved.
Total	11,000	

Project Management

- a) As part of the project you should budget to allow time for several meetings with BCC staff. To include an initial set up meeting, 3 short monitoring meetings or on-site visits and a final feedback meeting at the end of the project.
- b) Artists will be expected to be in regular touch by email and telephone with BCC staff at least fortnightly.
- c) As you are working with local people who may have differing views you will need to be aware of the need for confidentiality, for sensitive handling of different views and aim to contribute to building positive relationships.

Timetable for the Project Delivery

Early - mid July	Artist Commissioned
Late July to mid August	Workshops Design Development
August	Shop shutter painting begins
August and September	Shop shutter painting completed

Ideally the workshops and the process of shutter painting will contribute to the summer activities in Lockleaze and enlivening Gainsborough Square

Further Background Information

The two primary schools serving the area are Filton Avenue Primary and Stoke Park Primary. Their summer terms end on the 19th July and the 24th July respectively. There are also two secondary schools primarily serving the area: Orchard School and Fairfield High School. There are several residential homes or sheltered housing schemes for elderly people and people with disabilities.

There is a community led organisation at The Hub, Lockleaze and also a community café at Buzz Lockleaze, both in Gainsborough Square. There are also a variety of other community organisations and groups in the area including scouts, churches and interest groups; and an adventure area called The Vench which attracts children and teenagers.

There will be summer holiday activities being run in the summer by some of these organisations. There are also local venues to rent and local groups to visit for potential workshops.

The Parades

The illustration on the left shows the shops layout (not colours) and the doors to the upstairs homes. The photographs are recent pictures of the west and north parades. The north parade does not have the doors residential between the shops.

West Parade



North Parade



Potential Extension to the Project

- a) The artist undertaking this work satisfactorily will be offered an extension of the project to undertake the remaining shop shutters as the shop keepers agree to the work. It is the aim of the council that all these shops should be successfully encouraged to have their shop shutters painted.
- b) Ideally this extension will also be completed by the end of October 2018. Showing how you would timetable this work in would be useful. However the extension work may be commissioned up to 12 months from the end of the initial project.
- c) In addition, should it be possible to produce hanging shop signs (like public house signs) and/or new shop signs (fascias above the shops) the successful artist will be invited to extend their contract to include any design elements required for these.

Terms and Conditions

You should carefully read the attached legal terms and conditions attached and in particular please note the following:

Usage Rights

- a) If for any reason (e.g. availability) it is not possible to agree the extension works with the artist(s) Bristol City Council reserves the right to appoint a new artist to develop and produce shutter art works based on the designs resulting from this work. (It is expected that a new artist would further develop the details in their own style).
- b) Bristol City Council will have the right to use the designs and colour palette from this project for completion of the final shutter paintings on the shutters not painted during this project, at Gainsborough Square.
- c) The palette designed by this artist will be made available to Bristol City Council and to other parties involved in painting and decorating or otherwise changing the shopping parade frontages eg for painting the associated residential doors.
- d) Bristol City Council will have rights to use project photographs and images for promotional and publicity purposes. The artist must acknowledge the support of Bristol City Council (including use of legible logos) in all relevant publicity and promotional material.

INSTRUCTIONS FOR SUBMISSION OF BID

1. The deadline for submission is **Monday 25th June 2018 noon** by email to Arilda Tymko at artsdevelopment@bristol.gov.uk
2. Please complete the table attached called 'Gainsborough Square Shopfront Shutters Design and Paint Quote'
3. Attach your CV including contact details for one referee (they will not be contacted until the offer stage)
4. Add a link to your website or other online examples of your artwork
5. Include your budget showing the number of days you will work and the costs of materials, participatory workshops and artist fee.

Sub-contracting

Only the lead artist should complete the submission. If you will be working with someone else to deliver this project you must include their details in the quote and explain the role they will play in delivering the work. If you are shortlisted they must also attend the meeting with Bristol City Council staff.

Your Questions

If you have any questions about the invitation to quote please send these to Arilda Tymko, Arts Officer, Arts and Events, Bristol City Council at artsdevelopment@bristol.gov.uk

All questions should be sent no later than 10.00 a.m. on Tuesday 19th June 2018. All answers will be sent out by the end of Wednesday 20th June 2018.. Answers to all the questions will be sent to all the bidding artists. No information about who asked the questions will be shared with anyone outside Bristol City Council.

Selection

We will let you know by **Friday 29th June** at the latest if you have been shortlisted.

Artists who are shortlisted will be invited to individually meet Bristol City Council commissioning staff and a local shopkeeper to talk through their experience, show examples of their work and discuss the project. Your meeting will be approximately 45 minutes long. A computer, projector and screen will be available.

Final selection meeting date is **Friday 6th July 2018** and it will be held at City Hall, College Green, Bristol BS1 5TR. We will tell you a time nearer the date if you are shortlisted.

If there are two of you working together you must both be able to attend this meeting.

We wish you all well with your applications and look forward to seeing your art and proposals.

