

Project Appraisal and Scrutiny Committee Recommendation

Project Name	The 'Cambridge Rules' Public Art Commission
Committee	Environment Scrutiny Committee
Portfolio	Public Places
Committee Date	8 October 2013
Executive Councillor	Cllr Andrea Reiner
Lead Officer	Nadine Black

Recommendations;

Financial recommendations –

- The Executive Councillor is asked to approve the commencement of this scheme, which is already included in the Council's Capital & Revenue Project Plan (PR034d).
- The total cost of the project is £115,000 funded from developer contributions.
- Any ongoing revenue implications will be covered by existing revenue budgets.

Procurement recommendations:

- The Executive Councillor is asked to approve the carrying out and completion of the procurement of the 'Cambridge Rules' Public Art Commission.
- If the quotation or tender sum exceeds the estimated contract value by more than 15% the permission of the Executive Councillor and Director of Finance will be sought prior to proceeding.

SUMMARY

1.0 The Project

- 1.0.1 This project proposes to commission an artist to make a proposal for an artwork, which celebrates the 'Cambridge Rules' and acknowledges the important role that these rules played in establishing the Football Association Rules in 1863.
- 1.0.2 This commission will also signify the importance of Parker's Piece as the birthplace of football not only within the City of Cambridge, but both nationally and internationally.
- 1.0.3 The maximum budget for this commission is £115,000, which includes project management fees.

Target Project Programme Dates:	
Commence Procurement	October 2013
Consultation	June 2014
Approval at Scrutiny of Preferred Artist	October 2014
Award of Contract	October 2014
Planning Application	December 2014
Commence Fabrication	February 2015
Project Completion	July 2015

A detailed programme can be found in Appendix C of this report

1.1 The Cost

[\(see also Appendix A for spread across financial years\)](#)

(a) Capital	£	Comments
Artist Concepts	6000	4 No. Artist Concepts
Commission	95,000	Artist Commission
Professional / Consultants fees	12,000	Internal project management fees.
Misc e.g. planning app fees	2000	
Total Capital Cost	115,000	

Capital Cost Funded from:

Funding:	Amount:	Details:
Developer Contributions	£115,000	<i>Public Art Developer Contributions</i>
Other		
TOTAL	£115,000	

1.1 Background

- 1.1.1 Parker's Piece was owned by Trinity College but in 1613 it was exchanged with the Cambridge Corporation for the majority of Garret Hostel Green, an island on the River Cam, and the site of the current Wren Library, Trinity College. It gained its name from Edward Parker, a cook who leased the land from Trinity College and was granted the rights to farm on it.
- 1.1.2 In the 19th century, it became one of the principal sports grounds used by students at the University of Cambridge and numerous Varsity Matches against Oxford took place there. Football was commonly played on the Piece.
- 1.1.3 Today, Parker's Piece has a special place in the history of modern football games, as it was here that the Cambridge Rules of 1848 were first put into practice.
- 1.1.4 The Cambridge Rules were a code of football rules first drawn up at Cambridge University, and the creators sought to formulate a game that was acceptable to students who had played various codes of public school football and each with different rules. The Cambridge Rules are notable for allowing goal kicks, throw-ins, and forward passes and for preventing running whilst holding the ball. These rules were very influential in the creation of the modern rules of Association Football, drawn up in London by The Football Association in 1863.

1.2 The Procurement

- 1.2.1 For projects of this value the City Council Contract Procedure Rules require a formal invitation to tender to at least 4 candidates after advertising.
- 1.2.2 Whilst it is proposed to seek at least four competitive bids via a tender process, it is intended that the project will not be advertised (and an appropriate waiver will be sought for this).
- 1.2.3 The Cambridge Rules public art commission requires careful thought about the quality of artist required to undertake it; their experience and availability.
- 1.2.4 Artists with the quality, reputation and experience required for this commission would not apply for the project through the traditional advertising route, as they do not respond to advertising and are sometimes represented by a Gallery.
- 1.2.5 Artists working at the level which this project requires are approached to ascertain their interest in being considered for it.
- 1.2.6 A long list of eight to ten artists will be compiled.
- 1.2.7 Officers will work with arts expertise and consult with arts organisations for recommendations of artists to include within the long list.
- 1.2.8 From this long list officers will shortlist four suitably qualified and experienced artists according to an assessment criteria.
- 1.2.9 The successful artists will then be invited to develop a concept proposal in response to the project brief, which can be found in Appendix A of this report.
- 1.2.10 Artists will be paid a fee of £1500 for this work. The four proposals will then be the subject of a public consultation.
- 1.2.11 The assessment of each concept proposal will include the evaluation of the extent to which the proposal has responded to the subject matter and its relationship to Parker's Piece and the guidance contained in the artist brief; quality of making; technical, safety and financial viability issues - to ensure the artwork can be developed and delivered safely; and projected longevity and maintenance issues around the work (if applicable).

- 1.2.12 The Council recognises that contemporary public art can be realised in many different and varied forms. The brief is open to interpretation by the artist, however, all interpretations must demonstrate a relationship to Parker's Piece itself and recognise the importance of the space to the City of Cambridge and to the development of the Football Association Rules both nationally and internationally.
- 1.2.13 It should also be remembered that Parker's Piece means different things to many people and is not just a space, and not just about football, so any proposals should be sensitive to this.
- 1.2.14 Where an artist proposes a sculptural intervention within Parker's Piece, proposals directly sited within it must be developed taking into account the 2001 Conservation Plan and with an understanding of the sensitivity of the site and its location within a Conservation Area. The art work should not be dominant within the wider context of Parker's Piece and have a minimal impact within the environment.
- 1.2.15 Following assessment of the four proposals, a recommendation will be made to the Executive Councillor for Public Places, Cllr Andrea Reiner, who will make the final decision on the preferred artwork at Environment Scrutiny Committee.

1.3 What are the aims & objectives of the project?

This project will contribute to achieving the following Council Visions:

- **VISION: A city which is diverse and tolerant, values activities which bring people together and where everyone feels they have a stake in the community**
 - recognise and raise awareness of the importance of the local community and encourage people to engage with each other

- **VISION: A city whose citizens feel they can influence public decision making and are equally keen to pursue individual and community initiatives**
 - enhance the sense of belonging by residents to their local neighbourhoods and the wider city of Cambridge
 - enhance Cambridge's sense of place
 - celebrate the city's cultural diversity & bring as many disparate communities together in a unified event.
 - inspire and involve children, young people and families whether as a participant or spectator
 - a community confident, inspired and able to repeat or develop the concept of community project working (leading to more groups, societies, arts activities delivered by the community)

- **VISION: a good place to live, learn and work**
 - a city which draws inspiration from its iconic historic centre and achieves a sense of place in all of its parts with generous urban open spaces and well- designed buildings
 - a city with a thriving local economy that benefits the whole community and builds on its global pre-eminence in learning and discovery

1.4 Summarise the major issues for stakeholders & other departments

The Streets and Open Spaces Project Delivery team will manage the commission.

The main issue for the project is to ensure a specialist and experienced artist is appointed to develop and deliver the project.

The work must take into account the sensitivities involved with developing a work located within Parker's Piece.

1.5 Summarise key risks associated with the project

The appointment of an artist of high reputation for developing this type of project is crucial for the delivery of this project.

The project is dependant on receiving Planning Permission.

1.6 Financial implications

- a. Appraisal prepared on the following price base: 2013/14
- b. Specific grant funding conditions were: None

1.7 VAT implications

There are no adverse VAT implications to this project.

1.8 Environmental Implications

The project will have a low positive Climate Change impact.

Aims of the project include, to aid community building and enhance the sense of belonging by residents to Cambridge. If successful the project will encourage local residents to use their local centres.

2.9 Other implications

Equal Opportunities

The project is in a highly accessible location for all to view.

Community Safety

N/A

2.10 Estimate of staffing resource required to deliver the project

The Public Art Officer will lead on the project and be supported with project management by the SoS Project Delivery Team. The internal fees associated with these resources will be funded by the scheme budget and are included in the capital cost of the scheme.

Skills required / internal or external	Estimated number of hours	Proposed Timescale	
		Start date	Finish date
Project coordination and management (<i>internal</i>)	300	09/10/13	31/06/15
Legal Services (<i>internal</i>)	10	15/03/13	22/04/13
Artist Commission (<i>external</i>)	550	22/06/13	31/06/15

2.11 Identify any dependencies upon other work or projects

None

2.12 Appendices and Background Papers

APPENDIX A – FINANCE SHEET

APPENDIX B - ARTIST BRIEF

APPENDIX C - PROJECT PROGRAMME

The Public Art Supplementary Planning Document

<http://www.cambridge.gov.uk/public/docs/Public%20Art%20Supplementary%20Planning%20Document.pdf>

The Arts Strategy

<http://www.cambridge.gov.uk/ccm/content/leisure-and-entertainment/arts-strategy.en>

Parker's Piece Conservation Plan 2001

<https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/docs/Parker's%20Piece%20Conservation%20Plan.pdf>

2.13 Inspection of papers

Author's Name	Nadine Black
Author's phone No.	01223 457273
Author's e-mail:	nadine.black@cambridge.gov.uk
Date prepared:	September 12th 2013

APPENDIX A

	2013/14	2014/15	2015/16	Comments
	£	£	£	
Capital Costs				
Concept Proposals	6000			
Artist Commission		20,000	75,000	
Purchase of vehicles, plant & equipment				
Professional / Consultants fees	3,000	5,000	4,000	
Misc Fees	500	1,500		
Total Capital cost	9,500	26,500	79,000	
Capital Income / Funding				
Government Grant				
Developer Contributions	9,000	26,500	79,000	<i>Public Art Developer Contributions</i>
R&R funding				
Earmarked Funds				
Existing capital programme funding				
Revenue contributions				
Total Income	9,500	26,500	79,000	
Net Capital Bid	0	0	0	



APPENDIX B

Artist Brief



The 'Cambridge Rules' Public Art Commission Artist Brief

Cambridge City Council
ENVIRONMENT
Streets & Open Spaces
Project Delivery

CONTENTS

Introduction and Context	3
Scope of Work	5
Appointment Process	7
Programme	11
Budget	11
Management	12
Assessment Criteria	15
Instructions for the Return of Tenders	16

Introduction and Context

Parker's Piece is a large public open space in Cambridge City Centre and consists 9.6 hectares of well-manicured grass land. The Space is traversed diagonally by two main walking and cycling paths, and in the centre where these paths cross, is a single lamppost, which is colloquially known among Cambridge University students as Reality Checkpoint. Parker's Piece is bounded by Park Terrace, Parkside, Gonville Place, and Regent Terrace and by public services and facilities including Parkside Police and Fire Stations, the Parkside Swimming Pool and the Kelsey Kerridge Sports Centre. It is located within the Central Conservation Area, which is the largest Conservation Area in Cambridge.

Parker's Piece was owned by Trinity College but in 1613 it was exchanged with the Cambridge Corporation for the majority of Garret Hostel Green, an island on the River Cam, and the site of the current Wren Library, Trinity College. It gained its name from Edward Parker, a cook who leased the land from Trinity College and was granted the rights to farm on it. 2013 marks the 400th Anniversary of the City of Cambridge taking ownership of Parker's Piece.

In the 19th century, it became one of the principal sports grounds used by students at the University of Cambridge and numerous Varsity Matches against Oxford took place there. Football was commonly played on the Piece, as is described in the following quotation from George Corrie, Master of Jesus College (1838): "In walking with Willis we passed by Parker's Piece and there saw some forty Gownsmen playing at football. The novelty and liveliness of the scene were amusing!"

Today, Parker's Piece has a special place in the history of modern football games, as it was here that the Cambridge Rules of 1848 were first put into practice. The Cambridge Rules were a code of football rules first drawn up at Cambridge University, and the creators sought to formulate a game that was acceptable to students who had played various codes of public school football and each with different rules. The Cambridge Rules are notable for allowing goal kicks, throw-ins, and forward passes and for preventing running whilst holding the ball. These rules

were very influential in the creation of the modern Rules of Association Football, drawn up in London by The Football Association in 1863.

To celebrate the Cambridge Rules and their importance to the creation of the Football Association Rules, a match was re-enacted in April 2000 between a football team from Jimmy's Night-shelter, a hostel for the homeless which borders Parker's Piece and the Cambridge University first XI. The University won 5-2. The match was played in football kit of the period, to the Cambridge Rules and using a ball specially made by Mitre to the specifications of the time. Such was the interest in, and support for the match that it commanded international interest. FIFA used the occasion to lead the editorial of its international magazine, in which it reminded the modern footballing professional what the original spirit of the game was. The match was refereed by David Ellery, England's leading referee, the match commentary was made by Jimmy Hill the well-known football commentator and sporting personality. After the game a plaque explaining the Cambridge Rules and the historical importance of the game was affixed to a tree on Parker's Piece, bearing the following inscription: 'Here on Parker's Piece, in the 1800s, students established a common set of simple football rules emphasising skill above force, which forbade catching the ball and 'hacking. These 'Cambridge Rules' became the defining influence on the 1863 Football Association rules'.

Hobbs Pavilion, originally a cricket pavilion and now a restaurant is located on the boundary of the Piece and Park terrace. Parker's Piece was also a venue for first class cricket in the 19th century. The pavilion is named after the famous English cricketer, Jack Hobbs, who learned his trade on the Piece. Today, Parker's Piece is often filled with people simply relaxing during the summer, but its paths are also an important part of the foot and cycle network connecting the city to housing areas throughout the year. The space is used for formal games of cricket, football and athletics, and also informal kickabouts and games of volleyball are common in the summer months. Parkside School uses the Piece for physical education. Concerts and large events are also regularly held here.

Due to the importance of Parker's Piece and its location within the Central Conservation Area, any new proposed development works within it are required to be progressed sensitively and to preserve or enhance the character or appearance of the area. In 2001 a Conservation Plan for Parker's Piece was approved to provide a basis for its management and to safeguard the elements that Cambridge residents consider should be conserved for the future. The plan assists planning decisions if any development of the surroundings or of the space itself is proposed and, which might have an impact on it.

Parker's Piece Conservation Plan 2001

<https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/docs/Parker's%20Piece%20Conservation%20Plan.pdf>

Scope of Work

The Council seeks to commission an artist to make a proposal for an artwork, which celebrates the 'Cambridge Rules' and acknowledges the important role that these Rules played in establishing the Football Association Rules in 1863. It is also important that this commission signifies the importance of Parker's Piece as the birth place of football both not only within the City of Cambridge, but both nationally and internationally. The maximum budget for this commission is £95,000.

The 2001 Parker's Piece Conservation Plan notes the Piece's strong connection to football and knowledge of this connection could be lost if it is not shared or marked in some way, diminishing the social history associated with Parker's Piece. The Plan supports these connections to be commemorated and celebrated in an appropriate way without compromising the essential character of Parker's Piece.

The vision for this commission is to celebrate and promote the 'Cambridge Rules' and the important part they played in the formation of the Football Association Rules, 150 years ago. The appointed artist should develop an artwork that engages with the

people of Cambridge and beyond and one, which conveys a little known but important story, which has had a global impact.

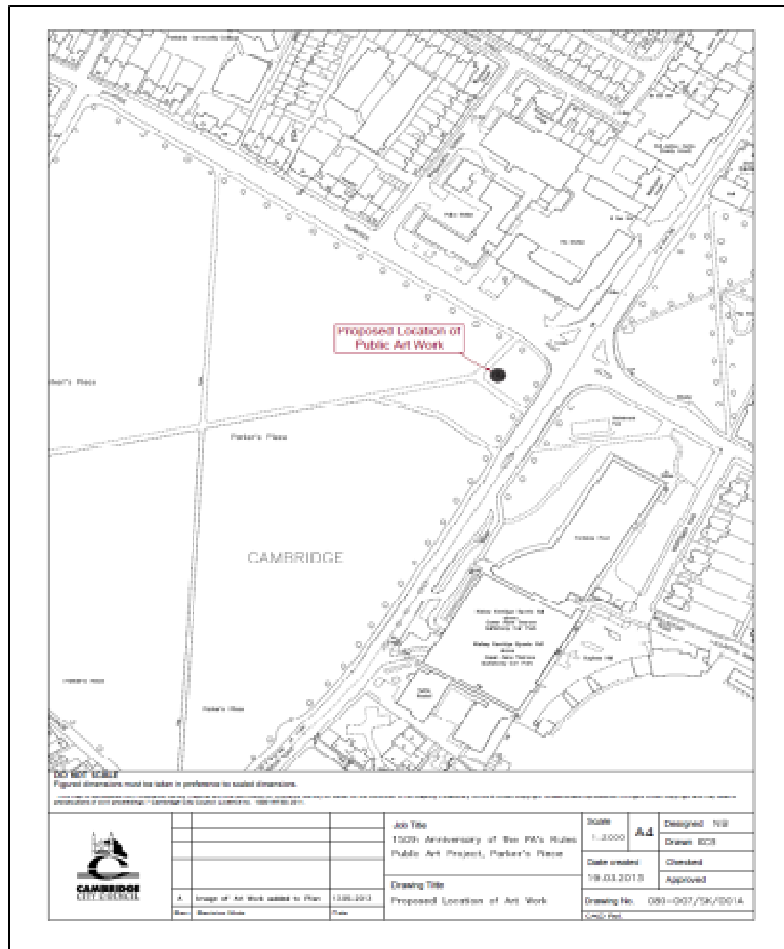
The Council considers that this is a significant commission, which is of local, regional, national and international significance and because of this an artist of exceptional reputation and experience is sought.

The Council has aspirations to hold an 'event' to coincide with the launch of the artwork, which celebrates football and Cambridge's role in the formation of the Football Association Rules. The appointed artist may be required to have dialogue with the Council about how to integrate the launch of the artwork within this 'event', should the 'event' go ahead.

The commissioned artist will be required to work with the City Council and stakeholders to develop the commission. The commission will include researching the Cambridge Rules and the role they played in the formation of the Football Association Rules.

The Council recognises that contemporary public art can be realised in many different and varied forms. The brief is open to interpretation by the artist, however, all interpretations must demonstrate a relationship to Parker's Piece itself and recognise the importance of the space to the City of Cambridge and to the development of the Football Association Rules both nationally and internationally. Having said this, Parker's Piece means many different things to many people, it is not a space which is just about football, so any proposals should be sensitive to this. The proposed work must also not have any commercial references.

Where an artist proposes a sculptural intervention within Parker's Piece, the following plan shows the location where a physical work can be situated. As a reflection of the importance of the historic space, proposals directly sited within it must be developed taking into account the 2001 Conservation Plan and with an understanding of the sensitivity of the site and its location within a Conservation Area. The art work should not be dominant within the wider context of Parker's Piece and have a minimal impact within the environment.



This commission can be delivered solely by the appointed artist, or the appointed artist working in collaboration with others. The commissioned artist shall however be responsible for all work under the Contract. If the artist wishes to sub contract any aspects of the commission to other artists or specialist consultants, the artist shall be responsible for selecting/ appointing any further artists/ consultants that may be engaged on this project and any such arrangements shall be between the Contractor and the artist/ sub-contractor.

Appointment Process

This commission is comprised of two stages.

Stage One:

Four suitably qualified and experienced artists will be invited to respond to this brief through written and drawn medium. This will be referred to as a 'concept proposal'.

Artists will be paid a fee of £1500 for this work. It is anticipated that the selected artists invited to undertake this element of the commission, will be given a period of approximately 12 weeks to research the brief and develop a concept proposal for submission to the Council. The four artists will be invited to present their proposals to an Officer Working Group. During the presentation artists will be able to explain their response to the brief, and are invited to demonstrate how the concept proposal has been developed. The Officer Working Group will be given the opportunity to ask questions and clarify as appropriate further aspects of the proposal. Each artist will have 45 minutes to undertake the presentation and to answer questions.

Exhibition of Proposal:

As part of the concept proposal selection process, an exhibition of the 4 concept proposals will be set up by the Lead Project Officer, with input from the artist. This exhibition will provide members of the public the opportunity to see the four proposals and make comment but the proposals themselves will not be subject to a public vote. The proposals will be evaluated by the Officer Working Group and an Independent Art Advisor (whom may also take into consideration comments made during the public exhibition) and who will recommend a preferred artist to the Executive Councillor.

The assessment of each concept proposal will include the evaluation of the extent to which the proposal has responded to the subject matter and its relationship to Parker's Piece, including taking into account the sensitive setting of Parker's Piece and the guidance contained in this brief; quality of making; technical, safety and financial viability issues - to ensure the artwork can be developed and delivered safely; and projected longevity and maintenance issues around the work (if applicable). Clarification of the evaluation procedure and criteria is contained at the end of this brief.

Prior to the presentation Artists are required to submit a statement, which outlines their initial response to the brief; including understanding and interpretation of the brief, the subject and their approach to research and development and including the apportionment of fees for the delivery of Stage 2 of the project (including the Stage 2 design fee). An explanation of how the artist will ensure the project is delivered on

time and manage risk is also required. In the statement artists are required to confirm they are able to complete the commission within the overall £95,000 budget and they fully understand this is the maximum budget available. This is a pass/fail in the assessment criteria.

The four artists developing the concept proposals will be required to:

- Submit the required artist statement (as outlined above)
- Provide ideas for the creative interpretation of the project and, which fulfil the brief including information
- Provide proposals, which are appropriate to the sensitive context of Parker's Piece and demonstrate the 2001 Parker's piece Conservation Plan has been taken into account in the design process. Where a sculptural response is submitted, the proposal must have a minimal impact of the Piece itself
- Develop ideas through a combination of research and consultation with key stakeholders, and the Officer Working Group
- Provide proposals in a form, which can be exhibited in a public exhibition

The anticipated key programme milestones for the project are as follows and artists must be available within this timeframe:

- Issue artist brief to artists to develop concept proposals: **November 2013**
- Deadline to receive concept proposals: **March 2014**
- Assess and exhibit concept proposals: **April - June 2014**
- Appoint preferred artist and award contract: **October 2014**
- Finalise detailed /costed proposal for approval: **December 2014**
- Submit for planning permission: **January 2015**
- Artwork/s to be completed and installed by: **July 2015**

Stage Two:

At this point the Officer Working Group will nominate its 'preferred candidate' and recommend they are approved by the Executive Councillor at Environment Scrutiny Committee. Once the approval is made, the artist will then be asked to work up their

concept proposal to a detailed and fully costed design. A further fee of £3000 will be allowed for this element of the project.

An evaluation of the final costed proposal will be carried out by the Officer Working Group who will recommend to the Executive Councillor to formally award the commission to the artist based on that final costed proposal. If the preferred artist's proposal is accepted and the commission awarded then a Planning Application will be prepared and submitted should this be required and the artist will be required to contribute to the preparation of the Planning application. If the proposal requires planning permission, the contract will be awarded once the planning approval is granted. If the proposal does not require planning permission, then the contract will be awarded at this stage.

The preferred artist will be required to:

- Liaise closely with the project officer working group and project manager over the development of the design of the final artwork/s and produce final designs/details for the artworks, which includes all technical specifications / method statements for implementation or installation work, site preparation and a maintenance plan, which are fully costed and achievable within the budget
- Work with the Council to develop public engagement material
- Provide drawings etc. for any necessary planning permissions and assist with planning permission submission
- Attend all appropriate meetings and events linked to the project as required
- Inform the project manager about any issues that might impact on the timescale and installation of work
- Provide/ supply/ install the artwork(s) itself; supervise the fabrication and installation of the work and contract suppliers, as necessary
- Assist with the promotion and launch of the commission as elements are developed and completed

Programme

The anticipated key programme milestones for the project are as follows and artists must be available within this timeframe:

- Issue artist brief to artists to develop concept proposals:
- Deadline to receive concept proposals:
- Assess and exhibit concept proposals:
- Appoint preferred artist and award contract:
- Finalise detailed /costed proposal for approval:
- Submit for planning permission week beginning:
- Artwork/s to be completed and installed by:

Overall (Maximum) Budget

Four artists will receive a payment of £1500 to develop the concept proposal, which includes the requirement to produce exhibition material within that payment.

The total maximum budget for all elements of the contract for the preferred artists proposal is £95,000, which is inclusive of the £3000 detailed design stage fee and if the artist's final spend/ price on the project exceeds that budget then the artist shall be wholly responsible for any overspend.

The artwork budget is to include all fees, contract contingency, expenses, community engagement, profit, planning permission and approval costs, materials, fabrication, public consultation, transport, site preparation, installation, sub-contractors costs, technical consulting advice (including structural engineering advice), insurances and any other costs associated with the making or installation of the artworks, excluding VAT.

Payment

Arrangements for payments will be agreed with the Council and will relate to performance related milestones within the contract and with physical deliverables such as securing Planning Permission and the completion of the entire project.

The payment arrangements for the project shall be as follows: -

- First payment upon signing the contract. 10%
- Second Payment following granting of planning permission. 20%
- Third Payment at mid point in the fabrication process of the project, which is evidenced by documentation and/or photographs. 40%
- Fourth payment on the successful installation/completion of the artwork/s and after the 'launch event'. 30%

For the purpose of this project, these payment stages should be used as a guide. However, opportunities to offer minor adjustments to proposals may be considered.

Management

The project will be taken forward by a small Officer Working Group, which comprises of the Executive Councillor, City Council Officers, and an art advisor. The Council's Public Art Officer will be the project lead and will be supported with project management by the Council's Streets and Open Spaces Project Delivery Team. The artist shall report to the Project Lead and the Officer Working Group regularly.

The Officer working Group will be involved in overseeing the development and delivery of the commission. The Executive Councillor for Public Places will approve the concept design and the final costed design.

Public Consultation

The artist is required to consult with Council Officers, Elected Members and other key stakeholders during the concept design stages of this commission and which should include a public exhibition of the artworks design. The public exhibition of the concept design will form part of the consultation process, this exhibition is for information and to gather comments but visitors to the exhibition will be not be invited to vote - see Appointment Process

Quality and Maintenance

The work should be of a high quality, not only in artistic terms, but also in terms of the materials and technology used in its manufacture. The work should involve a minimal level of maintenance throughout its life. It must be robust and attractive and have a minimal pollution impact in both the immediate and wider vicinity. It must be designed, manufactured and installed using sustainable materials, processes and techniques wherever possible and comply with British standards or EU equivalent where applicable. The materials and technologies involved in the construction of the artworks must be approved in the final costed design for the artwork.

Health & Safety

The artist must take into account health and safety considerations when developing the design for the artwork. This should address Health and Safety both during the construction/ installation phase and also through the entire life of the commission. They should be aware that the work will be sited in an easily accessible public area. The work should therefore be made of non-hazardous materials and must not impede circulation through the thoroughfares.

Insurance

Public Liability Insurance up to a value of 5 million Pounds will need to be provided by the artist.

Contract

The Council will provide Terms and Conditions upon request.

Financial Stability Review

For contracts of this nature, where artistic merit is paramount, the financial stability of a candidate will be reviewed through the use of credit rating agencies such as Dun & Bradstreet or ICC Credit Management. Whilst not a strict Pass/Fail criterion, it is anticipated that the successful candidate will achieve a minimum of 51 against the D&B Failure Score Index or achieve an ICC Credit Risk score of 51 or more.

Financial indicators such as maximum credit limit and the presence of debt judgements, bankruptcy or other insolvency events will also be considered. The Council reserves the right to review a candidate's accounts before awarding this contract. All financial references in the tender process will be in respect of the company, partnership or trader with whom the Council will place the contract.

Assessment

The submitted statement, concept proposal and interviews will be assessed by the Officer Working Group and scored as follows:

BUDGET - PASS/FAIL

UNDERSTANDING THE BRIEF/ ABILITY TO DELIVER ITS REQUIREMENTS (45%)

ARTISTIC PRACTICE and QUALITY (45%)

MANAGING RISK (10%)

<u>A) Assessment Criteria</u>	<u>B) Assessment Question</u>	<u>C) % score available per question</u>
Budget	1. Confirmation that the project will be delivered within budget	PASS/FAIL
Understanding of the brief/ ability to deliver its requirements	2. Extent to which the proposal has responded to the site and the guidance contained in this brief	25%
	3. Technical and financial viability strategy - to develop and deliver the artwork, in order that it is safe and, which demonstrates once developed it will be technically and financially viable to deliver on time and within budget including demonstrating that it is value for money.	20%
Artistic Practice and Quality	4. Artist's practice /method	25%
	5. The quality of the making, projected longevity and low maintenance of the work	20%
Managing Risk	6. The ability to monitor and control risks	5%
Communication	7. Good communication and presentation skills	5%

Instructions for the Return of Tenders:

The closing date for the submission of your tender is 15.00 on **TBC**

Hand delivered submissions must be returned to:

Tender for The Cambridge Rules Public Art Commission
The Director of Resources
Cambridge City Council
The Guildhall
Cambridge CB2 3QJ

Submissions delivered by post must be returned to:

Tender for The Cambridge Rules Public Art Commission
The Director of Resources
Cambridge City Council
PO Box 700
Cambridge CB1 0JH

The return envelope/ package must bear the words “The Cambridge Rules Public Art Commission”. If a courier or other special delivery service are used please ensure that the outside of any additional packaging also bears the above words.

The closing time and date must also be shown on the return envelope. Tenders submitted after the time and date shown will be rejected and returned to the artist, unless clear evidence of posting (by first class post on a day preceding the closing date) is available.

Tenders may not be submitted by fax or e-mail.

For more information about this commission, please contact:

Nadine Black – Public Art Officer

Telephone 01223 457273
Mobile 07979100825

Email: Nadine.black@cambridge.gov.uk

Andrew Preston - Project Delivery & Environment Manager

Telephone 01223 457271
Mobile 07900 402192

Email: Andrew.preston@cambridge.gov.uk



APPENDIX C

Project Programme

PARKER'S PIECE 'CAMBRIDGE RULES' PUBLIC ARTWORK PROJECT PROGRAMME

ID	Task Name	Duration	Start	Finish	% Complete	2014	2015
1	PARKER'S PIECE ARTWORK PROJECT	536 days	Tue 11/06/13	Tue 14/07/15	6%	M J J A S O N D J F M A M J J A S O N D J F M A M J J A	M J J A S O N D J F M A M J J A
2							
3	Project Approvals	287 days	Mon 19/08/13	Tue 07/10/14	37%		
4	Project Appraisal revised	3 wks	Mon 19/08/13	Fri 06/09/13	100%		
5	Project Appraisal submitted to Environment Scrutiny Committee	21 days	Mon 09/09/13	Mon 07/10/13	80%		
6	Project Appraisal Approved	1 day	Tue 08/10/13	Tue 08/10/13	0%		
7	Approval of Preferred Artist Report to Environment Scrutiny Committee	3 wks	Thu 31/07/14	Wed 20/08/14	0%		
8	Submission of Report to Environment Scrutiny Committee	33 days	Thu 21/08/14	Mon 06/10/14	0%		
9	Environment Scrutiny Committee Approval (subject to planning approval)	1 day	Tue 07/10/14	Tue 07/10/14	0%		
10							
11	Artist Commissioning	280 days	Wed 11/09/13	Tue 21/10/14	4%		
12	Research and contact potential suitable artists	6 wks	Wed 11/09/13	Tue 22/10/13	30%		
13	Shortlist Artists	4 wks	Wed 23/10/13	Tue 19/11/13	0%		
14	Issue ITT to four artists to develop concepts	3 mons	Wed 20/11/13	Tue 25/02/14	0%		
15	Deadline for receipt of concept submissions	0 days	Tue 25/02/14	Tue 25/02/14	0%		
16	Officer assessment of submissions in accordance with quality criteria	3 wks	Wed 26/02/14	Tue 18/03/14	0%		
17	Artist presentations	1 day	Wed 19/03/14	Wed 19/03/14	0%		
18	Preparation of Consultation Materials	2 wks	Thu 20/03/14	Wed 02/04/14	0%		
19	Purdah Restriction	8 wks	Thu 03/04/14	Wed 28/05/14	0%		
20	Public Consultation	6 wks	Thu 29/05/14	Wed 09/07/14	0%		
21	Finalise artist contract with legal services	2 wks	Thu 10/07/14	Wed 23/07/14	0%		
22	Consultation Report prepared	1 wk	Thu 24/07/14	Wed 30/07/14	0%		
23	Artist Contract Award and contract signed and sealed	2 wks	Wed 08/10/14	Tue 21/10/14	0%		
24							
25	Implementation Phase	190 days	Wed 22/10/14	Tue 14/07/15	0%		
26	Detailed Design	6 wks	Wed 22/10/14	Tue 02/12/14	0%		
27	Preparation of planning application documentation	2 wks	Wed 03/12/14	Tue 16/12/14	0%		
28	Stage 1 Payment to Artist	0 days	Tue 16/12/14	Tue 16/12/14	0%		
29	Planning Application	11 wks	Wed 17/12/14	Tue 03/03/15	0%		
30	Stage 2 Payment to Artist	0 days	Tue 03/03/15	Tue 03/03/15	0%		
31	Fabrication of Artwork	4 mons	Wed 04/03/15	Tue 23/06/15	0%		
32	Stage 3 Payment to Artist (50% completion of fabrication)	0 days	Tue 23/06/15	Tue 23/06/15	0%		
33	Installation of Artwork	2 wks	Wed 24/06/15	Tue 07/07/15	0%		
34	Unveiling of Artwork	1 day	Tue 14/07/15	Tue 14/07/15	0%		
35	Final Stage Payment to Artist	0 days	Tue 14/07/15	Tue 14/07/15	0%		
36							
37	Unveiling Event Development	441 days	Tue 11/06/13	Tue 03/03/15	0%		
38	Invite Duke of Cambridge to unveil as President of the FA	4 wks	Wed 09/10/13	Tue 05/11/13	0%		
39	Arrange workshop to initiate and develop event proposals	3 wks	Tue 11/06/13	Mon 01/07/13	0%		
40	Establish budget required/available for event	2 mons	Tue 02/07/13	Mon 26/08/13	0%		
41	Source any additional budget required	3 mons	Tue 27/08/13	Mon 18/11/13	0%		
42	Finalise proposed unveiling event activity	2 mons	Tue 19/11/13	Mon 27/01/14	0%		
43	Present proposed unveiling activities to Project Board for approval	0 days	Tue 03/03/15	Tue 03/03/15	0%		
44							
45	News Release Programme	506 days	Tue 11/06/13	Tue 02/06/15	0%		
46	ITT issued to four artists	1 wk	Wed 26/02/14	Tue 04/03/14	0%		
47	Consultation on Concepts	1 wk	Thu 03/04/14	Wed 09/04/14	0%		
48	Proposed Artist Award	1 wk	Tue 11/06/13	Mon 17/06/13	0%		
49	Planning Application Submitted	1 wk	Wed 17/12/14	Tue 23/12/14	0%		
50	Planning Approval Fabrication to commence	1 wk	Wed 04/03/15	Tue 10/03/15	0%		
51	Artwork installation to commence and unveiling date announced	1 wk	Wed 27/05/15	Tue 02/06/15	0%		

Project: Parker's Piece Artwork Project
Date: Mon 23/09/13

Page 1 of 1

Task Summary

Progress Rolled Up Task

Baseline Rolled Up Milestone

Milestone Milestone

Baseline Milestone Baseline Milestone

Task Rolled Up Baseline Milestone

Progress Rolled Up Progress

Baseline Split

Milestone Baseline Split

Baseline Milestone External Tasks

Project Summary Project Summary

Group By Summary Group By Summary

Deadline Deadline