

Makers' Brief

(Seeking Expressions of Interest)

Project Title **St Andrews Wayfinding Project**

Role **Design, fabrication and installation of
community storytelling markers**



St Andrews Church, Caledonia St, St Andrews (image: St Andrews/Queenstown Historical Society)

Location **St Andrews (various locations)**

Date of Brief **March 2021**

1. The Opportunity

Council has received funding, through the Federal Government's Local roads and Community Infrastructure program, to improve pedestrian connections in St Andrews. In consultation with the community it has been determined that a series of linked community-storytelling markers be installed to encourage pedestrian movement, connect key locations, and introduce some of the great stories behind today's St Andrews.

These markers will incorporate simple text, and imagery. They will connect to the stories of places identified by the community. Once sites have been identified a maker, craftperson, artist or fabricator (or team) (the "contractor") will be commissioned, based on responses to this brief, to design the elements in an innovative way that reflects the St Andrews community. The focus for this stage of this project is the strip roughly between the St Andrews Market site and the Community Centre.

The contractor will not be required to research or write text for incorporation into the storytelling elements. This will be provided and will be consistent with the description in 'Examples of text to be Incorporated', in 'Scope of Work' below.

2. Themes Informing the Response

- Connection
- Community
- Safety
- Stories and storytelling

3. Location of works: St Andrews (various sites)



Sites have been identified by the community according to priority for inclusion in this project. **At a minimum sites 1, 2 & 3 should be created in response to this EOI.** While selection will be determined according to the quality of outcome, not the number of sites addressed, respondents may indicate they will also create markers for sites 4, or both 4 and 5, and beyond that any of the other sites identified below.

1. Wurundjeri Gathering Place / Market Site **(mandatory site)**
2. Original St Andrews School House and Wadambuk St Andrews Community Centre **(mandatory site)**
3. St Andrews Church **(mandatory site)**

4. St Andrews Creeks & Bushland **(priority site)**
5. St Andrews Primary School **(priority site)**

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|-----|-------------------|--------------------------|
| 6. | The General Store | (additional site) |
| 7. | St Andrews Hall | (additional site) |
| 8. | The Men's Shed | (additional site) |
| 9. | Revegetation site | (additional site) |
| 10. | Tennis Club | (additional site) |

4. Scope of Work

Based on the concept/approach outlined in response to this expression of interest brief, the selected contractor will design, fabricate and install a minimum of three elements at prioritized locations, as described. The final designs will need approval from a Project Working Group prior to fabrication and installation.

The contractor shall make provision for any required engineering, traffic management or other contracted services required to fulfil the delivery of their response.

4.1 Important issues to Consider

The design, fabrication and installation should take into consideration the following points:

- Risk management – the markers, and the works to fabricate and install them, should not present any risk or hazard to public safety, e.g. consider finger entrapments, trip hazards, safe edges, etc.
- Compatibility with the location – designs should respond to the St Andrews environment and should be made of materials that are compatible with the setting
- Durability – the markers should be constructed from durable materials suitable for harsh external conditions
- Maintenance – the markers should be easy to maintain and should not create difficulties for the maintenance of the sites they are located in.
- Accessibility – the markers must not compromise accessibility requirements or other legislated building requirements and should consider the accessibility guidance provided in Attachment 1 as a guide to maximise the accessibility of their response.
- Surrounding environment – any impacts on neighbouring properties, uses and/or infrastructure should be minimised.

4.2 Example of Text to be Incorporated

The texts will be a maximum of no more than 180 words plus a heading/headline (or multiple headings, if appropriate to the site) and are intended to engage people and redirect them to other sources to find out more. For example...

[EXAMPLE ONLY – 161 words]

A HOUSE FOR PUBLIC WORSHIP

While a 2-acre site was gazetted by the Lands Department in 1861 for 'church purposes' on the Caledonia Diggings, a church did not open on the site until November 1869. And though the opening was celebrated by what the Melbourne Church News described as a 'sumptuous repast' further progress in the development of the church was slow. In 1879 the building remained unlined, unpainted and unnamed. An urgent call was put out for the lining of the building before another cold winter, and, in September, the name St Andrews was chosen, and a petition signed 'Praying the Bishop to license the church in due form.'

The church's fortunes mirrored the fortunes of the town, and during the depression the town's population swelled. With so many miners seeking a living from gold an open air service was attended by over 300 residents. For that service a jelly mould became an improvised font for the baptism, by the Archbishop, of two local babies.

Note that edited text will be produced independently, and provided – there is no research, writing or editing component required in response to this EOI.

4.3 Budget

Up to \$30,000 is available for this project. The budget should include

- all fees (including attending meetings with Council staff and other stakeholders);
- concept plan development;
- all material costs;
- any engineering and/or computation services as required;
- all integral components;
- all insurances for the completion of construction, transport costs and installation of the markers including public liability insurance
- OHS and risk management requirements; and
- any contingencies or additional overheads incurred by the contractor.

5. Payment

The payment schedule detailed below is indicative of a payment structure to be negotiated with the selected contractor.

Stage of Project	payment
1. contracting / project commencement	34%
2. Final design approval	33%
3. Completion of project	33%

6. Timelines

Submissions open	19 March, 2021
SITE VISIT (see 7.2, please RSVP)	3PM, 31 March, 2021
Submissions close	11:59pm, 2 May, 2021
Evaluation Process completed and Contractor awarded the project	May 12, 2021
Installation / completion	June 30, 2021

7. Application and Selection Process

7.1 Selection Process Overview

Responses to this brief will be considered by a panel including, community members, members of Council's Arts & Cultural Advisory Committee and officers of Nillumbik Shire Council.

7.2 Site Visit for Potential Respondents

When: 3PM, Wednesday March 31
Where: Meet outside St Andrews Community,
Caledonia St, St Andrews
RSVP: artsinfo@nillumbik.vic.gov.au (subject 'St Andrews RSVP')

The site visit is recommended but not a requirement for respondents.

7.3 Your Expression of Interest Response

To register your interest provide a concept proposal addressing the Submission Requirements outlined below.

Please supply **AS A SINGLE PDF DOCUMENT** (use embedded images and/or URL links for your support material)

Your PDF document should include

- Contact details
- Your response and concept proposal (1-4 pages)
- Brief Professional CV (1 page)
- An indicative project budget
- Appropriate support material (including up to 10 images and/or 5 minutes (in total) AV documenting recently completed works)
 - Embed images within the pdf document
 - Audio and or AV material should be provided as linked URLs to material on freely available (no sign-in required) file-sharing sites (Youtube, SoundCloud etc)

OPTIONAL

- The names and contact details of up to two referees (preferably with experience in public art commissioning and/or community collaboration) may also be included

7.4 Commission

The project will be awarded to a single contractor (individual or collaborative team). A letter of offer together with the response, including the concept proposal, and the quotation submitted by the contractor will form the agreement between the successful contractor and Nillumbik Shire for the design, fabrication and installation of the markers.

7.5 Assessment Criteria

Assessment will consider three key criteria; the extent of cultural connection that informs the response, the creative merit of the response, the extent of professional knowledge and experience demonstrated by the response, and the budget provided for the works. To be considered applicants must also provide a meaningful budget in line with the indications provided in '**budget**', above

CULTURAL

- the proposal's sensitivity to the St Andrews location and community
- capacity to engage an inclusive audience in the stories that connect St Andrews and encourage visitors to safely explore the town.

CREATIVE

- originality and creative merit of the response to the brief
- ability to present a practical project design in keeping with and connected to the spirit of the bushland location, which achieves the objectives of the brief

PROFESSIONAL

- ability to work with Council officers and other stakeholders
- ability to communicate ideas or design concepts clearly
- demonstrated ability to complete the required works, including but not limited to:
 - ability to work collaboratively
 - previous experience on similar projects;
 - experience in working in a safe environment;
 - ability to work within a set time frame and within budget; and
 - ability to meet technical requirements and identify potential maintenance issues and expenses.

8. ADDITIONAL INFORMATION & REQUIREMENTS

8.1 Intellectual Property, Moral Rights, Title and Ownership

Copyright, on completion, of any creative outputs associated with the project, including working drawings etc, will reside with the contractor. The contractor will grant Nillumbik Shire Council a fee-free licence in perpetuity for the non-commercial use of the markers and images of the markers.

8.2 Maintenance and Repair

Materials must be durable and deterioration of the markers as a result of normal wear and tear will be beyond the scope of Council's obligation to maintain them.

The contractor should provide Council with written advice detailing what actions, if any, (including appropriate materials, methods and indicative costs) are reasonably required for the maintenance of the markers, sufficient to ensure their ongoing integrity.

The contractor agrees to pay Council for, or to perform at Council's request without charge or fee, any necessary repairs to the completed work/s arising from faulty materials used by, or inferior workmanship performed by, the contractor when creating or maintaining the artwork.

8.3 Community Engagement

This project has been developed in consultation with the St Andrews community, and St Andrews community members will be represented on the selection panel.

8.4 Safety & Risk Management

Nillumbik Shire Council is obliged to provide and maintain, so far as is practicable, a working environment for its employees and members of the public, that is safe and without risk to health. As a condition of this Contract, Council requires that any contractor or contractors that may be engaged to perform works on its behalf will at all times identify and exercise all necessary precautions for the health and safety of all persons including contractors, Council employees and members of the public who may be affected by the works.

The Contractor will inform themselves of all occupational health and safety policies, procedures or measures implemented or adapted by Council and/or the occupiers of any premises at or within which the Contractor will perform works under this Contract. The Contractor will comply with all such policies, procedures or measures. Applicants must submit an adequate generic Safe Work Method Statement with their application. This generic Safety Plan must be specific to the operation of the applicant's business. A copy of an adequate Safety Plan prepared for a previous project may be acceptable.

8.5 Insurances

The Contractor will ensure the following levels of cover apply for the period of the contract:

- Council approved public liability insurance \$10,000,000
- Cover to apply to any and all sub-contractors used in the delivery of the artwork

8.6 Submission

Council will only accept electronic submissions.

Submissions must be lodged electronically no later than 11:59pm, Sunday May 2, 2021.

Submissions are to be submitted electronically as a single pdf attachment to an email to: artsinfo@nillumbik.vic.gov.au. If you wish to include a covering letter please do so in the body of the email.

Applicants should allow sufficient time to ensure their submission has been fully uploaded and committed by the indicated submission cut-off time.

8.7 Further Enquiries

Please contact Council's Arts Development Officer, Richard Holt, on 0414 359 001 or richard.holt@nillumbik.vic.gov.au.

Attachment 1: Accessibility Guidance

By making the wayfinding/community story-telling Markers accessible to people with disability, you are ensuring they are inclusive and can be enjoyed by all.

The following information is provided as guidance to maximise the accessibility of the markers.

When designing the Markers, it is important to consider:

Circulation Space

(Note: the following dimensions are for Marker's reference only. Specific requirements will be determined based on the successful Marker submissions)

- A clear path of travel of 1200mm should be provided between the main path of travel to the Marker.
- Paving surfaces are to be slip resistant, firm and traversable by a person who uses a wheelchair or one who has an ambulant or sensory disability.
- Changes in level between abutting materials are to be maximum 3mm. Where edges are rounded or bevelled, changes in level are to be maximum 5mm.
- Profile variation of irregular surface of pavers to be maximum 2mm deep and the joints between pavers are to be no more than 12mm wide.
- The path of travel and circulation space must be flush with the surrounding vegetation.
- The path of travel must be provided at an appropriate gradient of 1:20 or better.
- Circulation space of 1540mm x 2070mm in front of the Marker should be provided, to allow a wheelchair to turn around. this will accommodate both able bodied and people using mobility aids (refer to diagram A)
- The circulation space must be of a gradient and crossfall of 1:40 or better.
- The circulation space should be provided around the parts of the Marker to be viewed by the public.
- Path of travel and circulation area should, free of obstacles and trip hazards (obstacles include overhanging trees)

- Vertical clearance of 2000mm above the ground is required to all paths of travel and circulation space (refer to diagram D)

Placement

- The placement/positioning of the work should ensure the Marker is visible from the path of travel and be located a minimum of 500mm from the main path of travel. If this cannot be achieved then the Marker should be located on a plinth to allow identification by people with vision impairment.
- The Marker should be set back from the path of travel, including any protuberances
- Any overhanging elements of the Marker must provide vertical clearance of 2000mm from the ground (refer to diagram D)
- The position of the Marker should not obstruct the view along the path of travel

Orientation

- Marker should be orientated so that the primary/featured part of the work is facing the path of travel, or – if the area for the Marker is narrow – the work should face the clear circulation space.
- Consideration of natural and existing light sources should also be given, to maximize visibility and legibility of the text/story telling elements (ie: will the Marker be in the shadow of a building or tree for much of the day).
- Text and Storytelling elements should be positioned at a height between 1000mm - 1600mm (refer to diagram C & E)

Contrast

- The Marker should be clearly visible from the surrounding/background area – this can be achieved through considered use of colour, shape/form and texture. The Marker should possess a minimum of 30% luminance contrast to the surrounding surface within 2 meters of the marker.

Finishes

- Highly reflective/mirrored finishes should be avoided – as glare and sunlight reflections are a hazard and greatly reduce readability of text and storytelling elements
- If Marker is designed to be touched as part of the experience, the incorporation of different textures can provide enjoyable sensory experiences.
Note: sharp and highly abrasive textures should be avoided
- The use of colour should provide luminance contrast between the Marker and the surrounding area, and within the text/storytelling elements. Luminance contrast of minimum 30% is recommended
- If colour is used to differentiate flat areas of the Marker, consider avoiding the juxtaposition of green, yellow and red – for people with colour blindness. If those colours are to be used, consider the tone of each colour to provide contrast.

Signage (if used in addition to the Marker)

- Signage that identifies the Marker should be clearly visible from the path of travel
- Signage should be set at a height that is readable from both standing and seated positions
- Any Braille or tactile signs should be at a height of 1000mm – 1600mm above the ground (refer diagram C & E)
- If lighting is provided as part of the Marker, the signage should be lit in a way that provides even spread of light and does not create blinding/distracting reflections

Text and Storytelling Elements

Text should be as easy to read as possible to support people with a range of disabilities, children and people for whom English is not their first language.

- Font size 12mm -20mm dependent on viewing distances.
- Use san-serif fonts (such as Arial, or fonts without the small curls or decorative features)
- No blocks of text in all capital letters. A mixture of upper and lower case is much easier to read
- Write in plain English, where stylistically appropriate
- Make it as concise as possible
- Use short paragraphs, with left-hand side margin justified, right-hand side unjustified
- Lots of white/negative space helps legibility

- Contrasting colours to increase readability. Dark text on light/pale background is ideal
- Avoid using green, yellow and red colours together. Many people with colour blindness cannot distinguish between these colours
- No text placed over pictures, photos or other images – as it makes the text hard to read
- The text information blocks should be easily located within the Marker
- Non-reflective background materials and inks for text information blocks. Mirrored surfaces should be avoided
- Consider use of Braille or tactile communication elements. Braille can be used to describe the visual elements of the work.

Augmented Information Systems

- Any sound must be supplemented with Hearing Augmentation Listening System i.e Hearing Loop or the use of beacon technology.
- Audio descriptive options might be considered – using QR Codes to link with online audio content
- If Marker is to be powered, pre-recorded audio files might also be considered which could be activated by the viewer
- QR Codes and activation buttons should be positioned between 900mm – 1100mm above the ground, and no further back than 500mm from face of the Marker

Note: All access advice and recommendations are limited to the design and installation of the Community Storytelling Markers and immediate circulation space around each Marker and do not include the paths of travel between the locations.