

SUBJECT: City of Melville – Mayoral portrait commission

A Request for Quotation is sought by the City of Melville for a Mayoral portrait commission as detailed below.

Project Outline

The City of Melville is seeking a suitably qualified and experienced portrait artist to undertake a Mayoral portrait commission for newly elected Mayor George Gear. The intended location for the artwork is the City of Melville Civic Chambers.

Project Details

Artists are asked to respond to this RFQ for the portrait commission. The successful artist will be asked to submit **portrait concepts**. Once the concept is approved the artist will be approved to create the artwork, which **must be completed by 30 June, 2020**.

The artwork canvas size will need to be in keeping with existing Mayoral portraits (between 80 and 100 cm wide and between 100cm and 120 cm high excluding frame). The framing of the artwork will be organized by the artist and selection of the frame will be in consultation with a City of Melville Arts Officer.

Upon completion documentation of the artwork will be organised by the City of Melville.

As the completion date of this project is fixed, artists are also asked to only submit an RFQ if they have the capacity to undertake and complete the portrait commission by 30 June, 2020.

Artist Responsibilities

The artist will be required to:

- Attend a site visit to view past Mayoral portrait commissions displayed in the Civic Chambers;
- Work with the Mayor to develop artwork concepts and submit the concept to City of Melville for approval;
- Manage the timely delivery of the artwork commission;
- Liaise with City of Melville staff in regards to development of the artwork;
- Create the artwork using quality paint and materials;
- Be available to attend key meetings, as well as media interviews or photographs.

City of Melville's Responsibilities

The City of Melville will:

- Liaise with the artist in regards artwork development;
- Approve the final concept before commencement of artwork;
- Arrange for framing of the artwork in consultation with the artist;
- Document the artwork.

Budget

The budget for this project is **\$13,000.00 plus GST**.

This includes concept development, framing, and supply of the finished artwork. The successful artist will receive payment in full at agreed project milestones.

Project milestone	Fee
Upon signing	\$2000
Concept approval (commission to proceed)	\$5500
Artwork completion and handover	\$5500
Total	\$13,000 plus GST

Submission Requirements

Interested artists will need to submit a short proposal addressing the following criteria:

<p>Relevant Experience</p> <ul style="list-style-type: none"> • Up to 10 images of previous portrait artworks that demonstrate your experience and style of work. • Curriculum vitae
<p>A. Methodology</p> <ul style="list-style-type: none"> • A description of your portrait sitting process, how you work with your subjects and how you would propose to work with the Mayor • A description of the types of paint, canvas or board and materials you propose working with

Selection Process

Submissions will be assessed by a panel. For the purposes of the selection process, these criteria will be weighted and scored as detailed below:

A	Relevant Experience /previous examples of work	50%
C	Methodology	50%
	TOTAL	100%

Artwork concept

The invited artist will work directly with the Mayor to develop an artwork concept and will be asked to submit an artwork concept/s for approval before commencing the artwork.

Proposed Timeline

Wednesday 20 November 2019	RFQ sent to artists
Wednesday 4 December 2019	RFQ submission deadline
Wednesday 18 December 2019	Artist/s notified
January 2020	Artist commences sittings with the Mayor
February 2020	Artist submits final concepts for approval
February 2020	Artwork commission commences
Sunday 30 June 2020	Artwork completion (fixed date)

NB: A detailed schedule will be defined once the artist has been contracted

Submission is required by:	5:00pm Wednesday, 4 December 2019
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9.0 Lodgement of RFQ:

Submissions must be lodged by the deadline via one of the delivery methods listed below. Electronic submission is preferred.

Email:

yvonne.doherty@melville.wa.gov.au

In Person

City of Melville Civic Centre
10 Almondbury Road
Booragoon

For additional information please contact:

Yvonne Doherty, Cultural Development Officer (Arts) on 9345 0650 or
yvonne.doherty@melville.wa.gov.au