



Pre-Market Engagement Minutes – August 2020

PROCUREMENT OF AN ARTS CONSULTANT FOR A WINDRUSH MONUMENT

Reference Number: CPD/004/120/139

Tuesday 10 August, 10am - 12pm

- Welcomes and introductions from Rob Cooper (Senior Policy Advisor) and Joanna Means (Senior Procurement Advisor)
- Rob spoke about the background of the requirement and then proceeded to the questions

Q1 - What additional challenges might there be as a result of the COVID-19 pandemic? How could these be mitigated against in the specification?

The suppliers discussed the impact of social distancing measures if extended into the time allocated for community engagement, particularly if looking to work with working groups. The authority could consider other aspects to engage with communities virtually – such as the development of a short film.

Q2 - Do you think that the timescales proposed in the specification are realistic and deliverable? In particular:

- a. Are the six weeks given at the start of the process to develop an artist's brief sufficient?**
- b. How long should the selection process be? Could this be reduced from 9-12 weeks as planned?**

The suppliers requested greater clarity on the role they were expected to play with regards to engaging with community groups ahead of producing an artist's brief. This would determine the amount of time allocated to it.

The time given to the selection process was viewed as tight, since the artists would need sufficient 'thinking time' in order to develop a proposal. Some shortlisting may therefore need to be conducted on the basis of previous work completed.

The authority may also wish to consider including interviews or discussions with artists in the shortlisting process.

Q3 - MHCLG will lead on delivering public engagement on the shortlisted designs, taking advice from the successful supplier. How do you see social distancing affecting the following areas of the project:

- a. Viewing of maquettes?**
- b. The final selection of an artist?**

A – Suppliers returned to the idea of short videos made by the artists discussing their work and/or making maquettes.

B – The 'disappointment factor' should be considered here, with the public being made aware that they do not have the final vote on the design to be selected, but that their views would be taken into strong consideration.

Q4 - The Windrush Commemoration Committee has expressed a preference for securing an 'up-and-coming' architect alongside the artistic designer for the



monument. Is this a workable arrangement and might any additional information need to be added into the specification?

The suppliers reflected on this as a good idea, but raised concerns that timescale and structure may not offer sufficient collaboration time between the artist and architect. The suppliers asked for clarification on the necessity of the plinth at the site location, and the proposed selection process for the architect. They suggested that the scope for the design could be widened

Some did ask whether the architect was necessary as artists sometimes design plinths themselves. There was a suggestion for the scope to be widened to allow the artist more flexibility in responding to the space.

Q5 - How should we advertise this opportunity, particularly to engage with suppliers who haven't previously engaged with work of this nature? Are there any trade publications to note?

Attendees mentioned the Arts Council jobs list, Artist Network Newsletter and Arts Professional.

Other questions and responses

What is the location and size of the site?

It's footprint will be 1.5m by 3m, backing onto the glass balcony in the vicinity of the station's 'Victory Arch'.

There was also question on whether there was openness to reimagining the location. However, it was confirmed that this is a fixed specific site and location.

When are you looking to appoint?

Hoping to release the tender in September for around three weeks, with the hope of appointing around November.

Is there a point of contact to raise questions?

Details of how to raise questions will be included in the ITT documentation.