



Invitation to Tender

PRODUCTION OF A COMMUNITY, COLLABORATIVE TEXTILE ARTWORK FOR INVERKEITHING'S HISTORIC TOWN HOUSE

(March 2021)

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1. Client's Name

Fife Historic Buildings Trust, on behalf of Fife Council.
 Kinghorn Town Hall, St Leonards Place, Kinghorn, Fife KY3 9TJ
 Tel: 01592 890060

Fife Historic Buildings Trust is a Scottish Charity, No. SC026043, regulated by the Scottish Charity Regulator (OSCR) and a Company limited by guarantee, No. SC173262, registered in Scotland.

2. Principal Contact

Emma Griffiths,
 Inverkeithing Training & Development Officer, Fife Historic Buildings Trust
 e-mail: emma@fifehistoricbuildings.org.uk
 Address as above

3. Background

a. Inverkeithing

Inverkeithing, located in South West Fife on the shores of the River Forth has a population of around 5,000. It is a long-established settlement, and has a rich history, considered to be of national, regional and local significance. Inverkeithing was an important religious centre associated with St Erat, a place where pilgrims stopped en-route to St Andrews. It was one of Fife's (and Scotland's) first royal burghs, a key trading hub and port during the medieval period. In 1651 Inverkeithing was the site of a pivotal battle between Cromwell's forces and supporters of the royalist opposition, unfortunately leading to the destruction of much of the less substantial building stock in the town. The founder of the Russian Imperial Navy, Samuel Greig, was born in Inverkeithing and David Livingstone, the explorer, had links to Inverkeithing. As railways developed, Inverkeithing's port status declined. It benefited from the massive construction

project associated with creating the Forth Bridge, which is now inscribed as a UNESCO World Heritage Site. During the 20th century Inverkeithing was a ship breaking centre and dismantled famous ships including the battleship HMS Dreadnought in 1921 and the Titanic's sister ships, Homeric and Olympic, in 1932.

The A-listed Friary Hospitium is the best surviving upstanding friary building in urban Scotland. Several other A-listed buildings/structures survive within the Conservation Area including Fordell's Lodging, Thomson's Lodging, Rosebery House and the Town House/Tolbooth. The town centre also accommodates a number of hotels and public houses, a legacy of when it was a staging post for coach borne travellers.

The layout of central Inverkeithing is typical of medieval burghs in Scotland, comprising a rigg pattern of development, with buildings fronting on to the Main Street, with narrow plots of land behind. There is an open central area for markets. It is highly likely that a wealth of archaeological interest lies beneath today's settlement.

Despite Inverkeithing's considerable historical significance and rich resource of historical buildings, heritage-related activity is relative low key although increasing through the project, to widen awareness of Inverkeithing's history and heritage locally and further afield.

b. Inverkeithing Heritage Regeneration

The Inverkeithing Conservation Area Regeneration Scheme (CARS) and Townscape Heritage (TH), known as Inverkeithing Heritage Regeneration, (IHR) is a project of Fife Council, delivered in partnership with Fife Historic Buildings Trust, and core funded jointly by Historic Environment Scotland, the National Lottery Heritage Fund and Fife Council. The five-year CARS/TH project, which commenced in 2019, will deliver a number of elements:

- A priority building project to repair Inverkeithing Town House and create an accessible community hub,
- A Building Repair Grant Scheme,
- Public realm improvements in the town centre, and
- Training and community engagement activity.

This artwork commission has been supported additionally by Crown Estate Scotland.

The proposals for training and engagement are detailed in the Activity Plan, which sets out the outputs, outcomes, audiences, timetables and budgets for wide ranging activities. The plan is a specification for the involvement of people with heritage, in interesting, engaging, enjoyable ways, over several years. An Interpretation Plan has also been prepared to guide the delivery of interpretive activities. Both documents are available on request, as are plans and drawings of Inverkeithing Town House.

4. Project aspirations

The aspirations for this textile project are:

- An inclusive, community-based, participatory project, involving up to 50 people
- A wide range of community members participate.
- Participants have access to clear instruction, a kit of materials, and friendly support.
- Participants understand they are making an individual "jigsaw piece", to be later assembled by the artist into a collaborative final artwork, a patchwork of individual contributions.
- Participants enjoy the experience, and have the opportunity for home-based creative activity.

- Both artist and participants will be proud of their contribution to the final artwork
- The artwork will illustrate a story or stories drawn from Inverkeithing's rich history and heritage.

A Textile Project Steering Group will:

- Support the artist identifying historic/heritage themes and in recruiting participants.
- Agree design approaches and development.
- Work with the artist during the planning phase, help support participants and the project development during the making phase.
- See appendix 2 for a role description for the group.

5. Scope of works, Budget

The project is to work with people in Inverkeithing to create a textile artwork to hang in the refurbished Town House. The commission must reflect the aspirations in 4 above, and the scope of work includes the following:

Planning phase:

- Plan at least 4 workshop meetings with the Textile Project Steering Group
- At these workshops, agree themes; develop interpretive content and design approach;
- Involve the group for help targeting participants or participating groups; agree strategies for dealing with more interested parties, than kits of materials.
- Approaching and recruiting participants
- Agree a palate and then source physical materials (fabrics, yarns and trimmings) to include everything needed for making a panel, as a participant kit, and arranging for their delivery to participants, alongside guidance materials, for home-based making of panels.
- The artist must agree with the steering group, a programme and logistics for participant drop-ins, to give practical guidance, answer participants' technical queries and provide general support, as well as a positive social experience, to maximise the sense of shared endeavour.

Making phase:

- Arranging and delivering workshops with participants; and monitoring progress and communications between participants and steering group:
- Weekly facilitated drop-in sessions offered for participants to meet, discuss progress, and work on their panels together.
- Fortnightly communication by the artist lead with any participants who may not join the weekly drop-ins, and simple records kept of all participant contact and progress
- Monthly steering group meetings (minimum 2 in the making phase) to which participants may be invited too, to review, share progress and resolve any issues.

Consolidating and presenting phase:

- Artist lead compiles the participant panels, adding additional material where required, backs and mounts the collaborative artwork, attaches fixings to allow the artwork to be displayed using the Town House hanging system, and provides a storage case.
- Presentation/celebration: all participants invited to an unveiling event of the completed artwork by the artist lead – allowing participants to find and identify their contribution in the finished, displayed artwork. This may be in advance of or at the same time as the opening of the Town House to the public - and the installation of the artwork in the Town House. The artist lead should budget and allow for organising two events.

Participants:

- The artist should involve Inverkeithing's existing sewing and knitting groups, and up to 50 participants in total. Groups and individuals representing a range of ages, interests and backgrounds in Inverkeithing's community, should have the opportunity to participate, meeting the project aspiration to be inclusive, and represent a wide range of community members.
- Work with the steering group to resolve any challenges through oversubscription.

The artwork:

- Should be a visually appealing, storytelling, pictorial interpretation of the town.
- Must discretely, and at appropriate scale, permanently include the logos of the funding organisations, as seen on the footer of this invitation to tender.
- Be supplied with a storage case for periods when not on display, and be robust enough to be handled/hung and stored, regularly.
- The storage of the completed artwork, between its practical completion stage, and the opening of the Town House, will be agreed to suit all parties.
- See also practical considerations below.

Delivery – skills, experience and other requirements

- **Remote engagement technologies.** This commission may have to be delivered, at least in part, remotely. The successful artist must be competent in delivery using technologies such as Zoom or Teams, alongside email, phone calls and so on.
- **Record keeping and volunteer management.** The artist lead must keep appropriate, secure records of participants, and any necessary consents (for example, for photography). Arrange for images – photographs and or video, where possible, of participant progress, and panels in development, for use in publicity.
- **Managing community engagement.** The artist must have experience nurturing community art project participants to achieve their potential. The appropriate and sensitive management of participants who may be vulnerable must be considered, and appropriate strategies put in place to reduce any potential risks.
- **Client liaison and reporting.** Regular liaison is expected with the Principal Contact, reporting on progress, general arrangements and the content of the workshops.
- **Liaison** is also assumed with the Town House project team with dialogue on the location of the artwork within the building - inc health and safety, building standards and any other practical considerations (see below).
- The artist must complete a **short illustrated report** on completion of the commission, with summary statistics – participant numbers, workshop dates, quantities of materials used and so on. This must acknowledge the support of Historic Environment Scotland, the

National Lottery Heritage Fund, Fife Council, Crown Estate Scotland, and FHBT; and include the relevant logos in line with their requirements.

The **budget** is **£12,000**, excluding VAT.

6. Practical Considerations, Health and Safety

Proposals for the refurbishment of the Town House are at an advanced stage, with applications for planning/listed building consent and building warrant both submitted. This has necessitated decisions on how the main spaces will be used, on fire safety, and on available wall space. There will be an opportunity for the appointed artist to meet with the Town House project team/architect at an early stage to discuss the available space for the finished piece/pieces.

It is currently anticipated that a long wall on the north (rear) side of the top floor room could be the best location for the textile piece. An area approx. 8 m x 2 m is expected to be available – this space may be punctuated by radiators, depending on final proposals. It could be created as a fixed series of panels, at sizes to be confirmed, telling a story individually, as well as a sequence – or a single bigger panel.

The textile artwork proposals are part of the overall interpretation planned for the building – with an additional project to display historic/archival images around the building proposed. There may be scope to consider options for a range of smaller textile pieces, in separate sections, displayed around the building alongside these images. The final location for the main textile artwork may have implications, for example, whether the artwork presents a fire risk.

Flexibility will be important, as the community group who will manage the building may want to organise changing displays throughout the building. The artwork should be capable of being stored or moved easily, and a case made and supplied for its safe storage while not on display.

The artwork should use high quality, durable materials – robust for handling, storage, and resistant to colour fading and degrading in UV light. It should meet appropriate standards for fire safety in a public space.

A hanging system is proposed for the main top floor space, which could also be utilised for artwork display. If so, secure fixings compatible with the hanging system should be attached to the artwork.

A sketch showing an overview of the proposals for the building is included at Appendix 1. More detailed proposal drawings for the building are available on request.

The successful artist should ensure that they comply with any requirements for working with a range of audiences which could include vulnerable individuals; be satisfied that there are adequate health and safety measures in place for working with art and craft materials in workshops; and that participants are covered adequately in relevant policies and risk assessments.

On appointment the artist will be asked to submit a simple Health and Safety statement in advance of any workshops, and any additional practical activities. As noted above, the artists should maintain an open dialogue with the design team leading on the main contract of works to the Town House.

7. Timetable

Anticipated start date: 4 weeks from the date submissions are received.

Provisional date	activity
March/April 2021	Advertise, appoint Recruit steering group
April	Begin planning workshops: identify themes, outline design, participant recruitment
May	Continue planning workshops, consolidate designs, resource kits Commence weekly making drop-in sessions
June/July	Continue weekly making drop-in sessions 1 x review meeting with steering group
August	Continue weekly making drop-in sessions 1 x review meeting with steering group
September	Making phase concluding
October - November	Consolidation and presenting phase
December 2021	Completion/celebratory event
When suitable	Unveiling in Town House celebratory event NOTE: Town House expected to be undergoing major building works from summer 2021 for approximately 12 months.

8. Assessment of submissions –

Artist/consultant requirements - qualifications and relevant experience

- Experience of leading creative, collaborative artistic projects in community settings
- Experience of working with audiences from a range of ages, backgrounds and abilities
- Experience of working with local authorities and third sector organisations
- Good client relationship building skills
- Knowledge/experience of policies and procedures for safely, appropriately and sensitively managing people in vulnerable categories is desirable.
- A degree in community education, a creative art or similar is desirable – but not essential.

Fee Proposals/submission requirements

Details of submissions should be treated as private and confidential. The form of the submission should be as follows:

1. Organisation/individual name, address and contact details.
2. Name of lead artist/co-ordinator and contact details
3. Details of approach to the project and methodology, including approach to working with individuals from a range of backgrounds, and any requirements for safety, inclusion and accessibility.
4. A programme for delivery, showing time allocated to key tasks.
5. A budget breakdown – **to be provided in a separate clearly marked email.**

6. CVs of key personnel including details of the experience of the individual(s) who will directly undertake the work, and examples of previously completed projects for which he or she was responsible
7. Details of similar projects designed and completed by the organisation/individual. It would be helpful to include descriptions of the participant demographics and profile, images and any testimonials. The names of two individuals familiar with the tender's work, prepared to be contacted for references, should be supplied.
8. Copy of current Public Liability / Professional Indemnity documents.
9. Any other project specific information in support of the submission.

A lump sum fee is envisaged. All travel and any other expenses should be included and any additional work/costs excluded from the fee should be clearly stated.

Assessment of Submissions

The budget available for this project is £12,000 (ex VAT).

The submission is to be sent electronically to the Training and Development Officer, Fife Historic Buildings Trust – emma@fifehistoricbuildings.org.uk by **26th March 2021**.

Fife Council is not bound to accept the lowest or any offer of Tender.

Tender submissions will be assessed on quality and price, on an 80% Quality/20% Price weighting.

Quality Assessment Criteria (80%):

- Relevant **project** experience: To evaluate this criterion, consideration will be given to the evidence shown of previous relevant experience of delivering similar community collaborative projects, which should be described.
- Relevant **individual** experience: To evaluate this criterion, consideration will be given to the demonstrable evidence of the skills and suitability of the artist/project team to deliver a textile project or output of this type. Particularly, experience of large-scale textile artworks, designed to be hung on public display.
- Methodology: To evaluate this criterion, consideration will be given to the details provided in the methodology statement, including but not limited to the emphasis given to community engagement, the overall approach, proposed programme, timescales, any innovative suggestions, etc

The quality related criterion shall be assessed on the basis of the tender and supporting evidence submitted by the Tenderer.

Tenderers may be invited to interview.

9. Copyright and GDPR

All rights including copyright to reports, images, specifications and interpretation whether in writing or electric form must be assigned to Fife Council. Intellectual copyright will remain with the original author. All digital outputs (for example, images, videos, audio files, documents and webpages) will be shared under the Creative Commons open licence CC-BY 4.0.

Fife Council and the Contractor are independent Data Controllers and therefore must ensure that any Personal Data collected or processed as part of this commission complies with the General Data Protection Regulation/the Data Protection Act 2018 (“Data Protection Legislation”).

In the event that the Contractor is a Data Processor of the Personal Data processed as part of this commission then they will be deemed to be a Data Processor for Fife Council and the Data Processing Schedule in Appendix A shall be completed and deemed to be applicable.

“Personal Data”, “Data Controller”, “Data Processor”, “processing”, “Data Subject”, and “Supervisory Authority” shall have the meanings ascribed to them by the Data Protection Legislation as in force (and related terms such as “process” shall have corresponding meanings).

10. Further Information

How we use your information: Fife Council and Fife Historic Buildings Trust will use your information to manage the Inverkeithing Heritage Regeneration scheme and may share your information with our delivery partners and the grant funders, Historic Environment Scotland, The National Lottery Heritage Fund, and Crown Estate Scotland, for administration purposes. Further information on how your information is used and why can be found here: www.fife.gov.uk/privacy/inverkeithingcarsth. Fife Council’s Data Protection Officer can be contacted on: dataprotection@fife.gov.uk

Fife Council gratefully acknowledges the support of Historic Environment Scotland (via the Conservation Area Regeneration Scheme) and the National Lottery Heritage Fund (via Townscape Heritage), and Crown Estate Scotland, which along with Fife Council, are the main funders of this project.

Further information on the Inverkeithing CARS/TH can be found at <https://fifehistoricbuildings.org.uk/project/inverkeithing/>

Appendix 1: Please note that this is included for information only at this stage. Once appointed, the successful tender may be required to complete this in line with Section 9 above.)

DATA PROCESSING SCHEDULE

****DELETE ALL THE FOLLOWING IF NOT APPLICABLE TO THE REQUIREMENT****

Statement of Personal Data to be processed by the Contractor under this contract.

The data processing activities carried out by the Contractor under this Contract are as follows:
1. Subject matter
[Insert subject matter for example, to carry out a payroll service on behalf of the Council]
2. Duration:
[Insert specific duration, or for duration of the contract between the Council and the Contractor dated [insert date]
3. Nature and purpose:
[Insert description of the nature and purpose of the processing, for example, to administer and host the payroll service]
4. Types of Personal Data
[Insert details of all the types of personal data the contractor will be required to process.]
5. Data subjects
[Insert information about the person/people regarding whom the data is held (and therefore have rights to know what data about them is held), e.g. using the payroll example the data subjects would be Fife Council employees / anyone who is to be paid by the payroll.]
6. Outputs:
[Insert what will be achieved as a result of the data being processed, e.g. using the payroll example the output is that employees will be paid the right amount, to the right place at the right time.]

Processing conditions

The following conditions shall apply to the said data processing:

1. DATA PROTECTION

- 1.1 The parties acknowledge that Fife Council (“the Council”) is the Data Controller and the Contractor is the Data Processor in respect of any Personal Data which is either provided to the Contractor by the Council, is accessed by the Contractor on the authority of the Council or is otherwise received by the Contractor on the Council’s behalf, in connection with the performance of the Services.

- 1.2 In construing this Clause (as defined below) the following expressions shall have the meaning set out opposite:

“Data Protection Legislation” means any applicable law relating to the processing, privacy and use of Personal Data applicable to the Council and/or the Contractor including the Regulation of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, the General Data Protection Regulation (2016/279) and/or any corresponding or equivalent national laws or regulations, once in force and applicable including the Data Protection Act 2018 and includes any judicial or administrative interpretation of them, any guidance, guidelines, codes of practice, approved codes of conduct or approved certification mechanisms issued by any relevant Supervisory Authority including the UK Information Commissioner;

“Personal Data”, “Data Controller”, “Data Processor”, “processing”, “Data Subject”, and “Supervisory Authority” shall have the meanings ascribed to them by the Data Protection Legislation as in force (and related terms such as “process” shall have corresponding meanings).

2. In respect of any Personal Data which the Contractor processes on behalf of the Council, the Contractor hereby warrants –

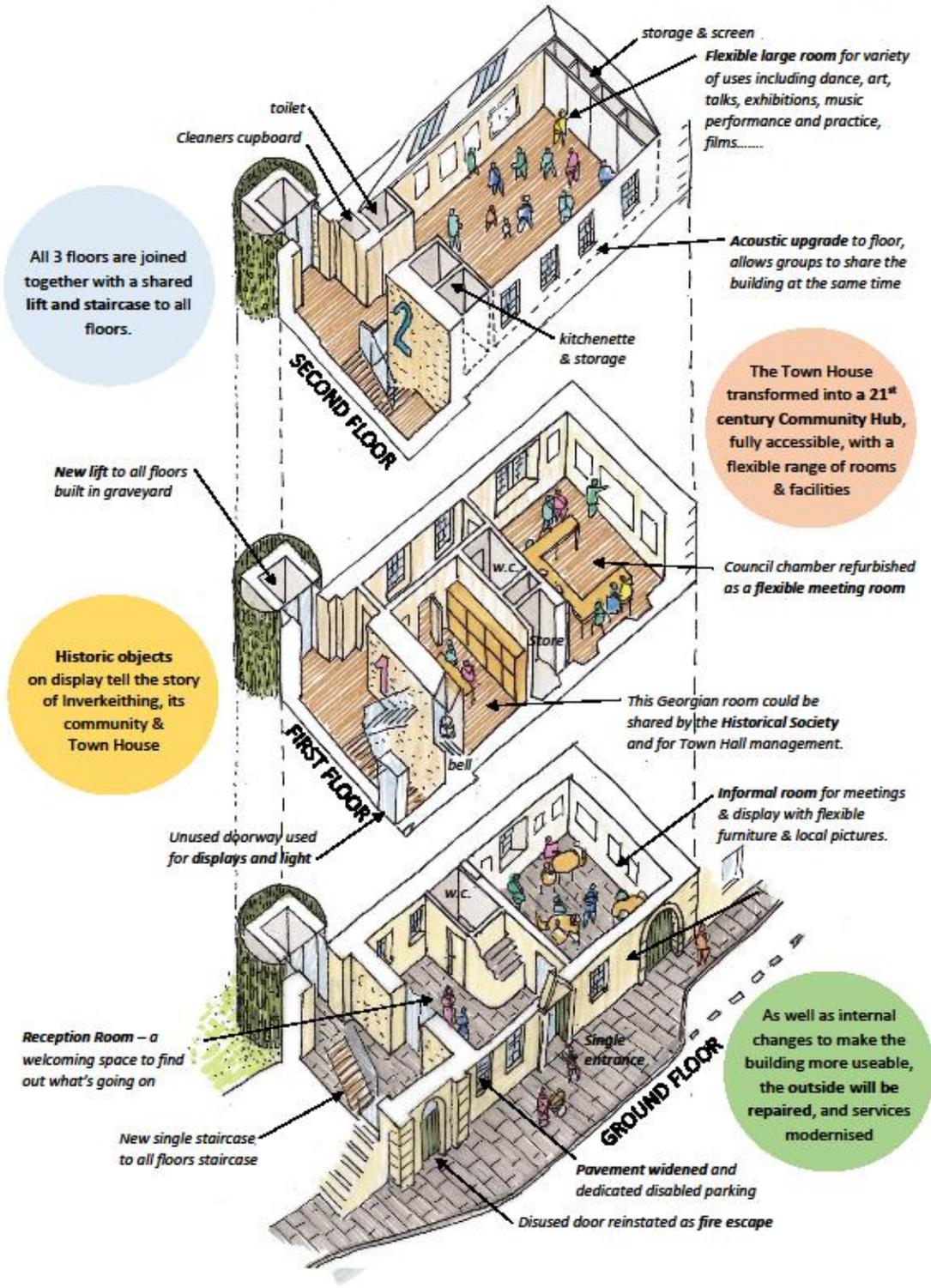
- 2.1 That the processing will be subject to reasonable and appropriate technical and organisational measures in relation to the Council’s Personal Data i) such that the processing will meet the requirements of the Data Protection Legislation and ensure the protection of the rights of Data Subjects and ii) so as to ensure a level of security in respect of the Personal Data processed by it appropriate to the harm which might result from any processing (and having regard to the nature of the Personal Data which is to be protected), in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to the Personal Data transmitted, stored or otherwise processed;
- 2.2 That it will only process such Personal Data solely for the purposes of carrying out the Contract and in accordance with documented instructions from the Council and for no other purpose or manner except with the express written consent of the Council;
- 2.3 To obtain the prior written consent of the Council in order to transfer the Personal Data to any sub-contractors for processing and, if written consent is granted, ensure that the sub-contractors are made aware of its obligations in terms of this Clause and require that they enter into a similar written contract with the Contractor;
- 2.4 To notify the Council immediately and within 48 hours of becoming aware of any breach of the Data Protection Legislation including, but not limited to, an actual, potential or attempted breach and to provide all reasonable assistance to the Council in relation to this matter;
- 2.5 To ensure that:

- 2.5.1 all staff who are involved in processing Personal Data on behalf of the Council receive the appropriate training in Data Protection Legislation and procedures relating thereto and the Contractor keeps appropriate records of such training received by staff and contents of all courses;
- 2.5.2 no other agents or employees of the Contractor are given access to the Council's Personal Data;
- 2.5.3 all staff who fall within clause 2.5.1 are informed of the confidential nature of the Council's Personal Data and comply with the obligations set out in this clause and are bound by appropriate obligations of confidentiality;
- 2.5.4 none of their personnel publish, disclose or divulge whether directly or indirectly any of the Council's Personal Data to any third party unless directed to do so in writing by the Council;
- 2.6 To provide a written description of the technical and organisation methods employed by them for processing Personal Data (within the reasonable timescales required by the Council);
- 2.7 To provide reasonable assistance, information and co-operation to the Council in complying with its obligations relating to data security, breach notifications, data protection impact assessments and related prior consultation procedures taking into account the nature of processing and the information available to the Contractor;
- 2.8 To not transfer or disclose any of the Council's Personal Data outside the European Economic Area or to an international organisation without the express prior written consent of the Council, unless required to do so by Union or Member State law to which the Contractor is subject; in such a case, the Contractor shall inform the Council of that legal requirement before processing, unless that law prohibits such information on important grounds of public interest;
- 2.9 To notify the Council within five business days (and assist the Council in relation to these matters) if it receives a request from a Data Subject to have access to that person's Personal Data or a complaint or other request relating to the Council's obligations under the Data Protection Legislation;
- 2.10 Immediately inform the Council if, in the Contractor's opinion, a documented instruction from the Council infringes the Data Protection Legislation.
3. Personal Data which the Contractor processes on behalf of the Council will at all times remain the property of the Council.
4. The Contractor shall securely delete or return to the Council, at the Council's written request, all the Council's Personal Data in its possession or under its control upon termination of the Contract within such reasonable timescales as may be prescribed by the Council and securely delete existing copies unless the Contractor is required by law to retain it (and to only retain it for that specific timeframe and for that purpose). All processing by the Contractor will end except for any processing required by law or which is necessary to bring the contract to an end.

5. The Council may, subject to giving reasonable prior notice and ensuring the minimal disruption to the Contractor's business, undertake an audit of the Contractor's data processing facilities, procedures and policies in order to ascertain compliance with the terms of this Clause.
6. In the event of receiving a request for any information pursuant to the Freedom of Information (Scotland) Act 2002; the Freedom of Information Act 2000 or the Environmental Information (Scotland) Regulations 2004, not to respond to the person making such request but to inform the Council within two (2) working days, and assist the Council with all such requests for information which may be received from any person within such timescales as may be prescribed by the Council.
7. The Contractor shall indemnify the Council against all losses, liabilities, damages costs, expenses, claims and others actions arising directly or indirectly out of a breach of this clause by the Contractor.

Appendix 2:

INVERKEITHING TOWN HOUSE – Home to a Community



Appendix 3 – Textile Project Steering Group – role

A fixed-term group, capped at 12 members for manageability, of people with an interest in Inverkeithing's history, heritage, and interpretation, as well as in stitching, textiles and community art projects.

This artist will work with the group at a series of workshops:

- to identify a key story or stories, to be interpreted in the textile artwork
- to agree approaches towards depicting the key aspects of the story that would translate into stitch-able small panels, patches or other components
- to help identify groups or individuals who might participate
- mediate in the case of over-subscription to participate, which may be by drawing up eligibility criteria
- work with the artist, and the participants, to support the artwork's development during the making phase.

END