



REQUEST FOR QUOTATION

QUOTATION NUMBER MAGPA2526

In respect of

Public Art Master Plan

A. Introduction

A1. Statement of Requirement

Mosman Council seeks quotations from suitably qualified consultants to prepare a Public Art Master Plan. The Master Plan will provide a strategic and creative framework to guide the commissioning, placement and care of public art across Mosman over the next decade and beyond. The successful consultant will work closely with Mosman Art Gallery and Council staff to develop a plan for the strategic management of public art across Mosman that celebrates Mosman's identity, acknowledges its Indigenous and non-Indigenous heritage, and supports the ongoing presentation of artistic excellence in the public realm. Mosman is home to a rich cultural heritage and environment, with a strong history of community engagement in the arts. The area holds deep significance for the Cammeragal and Borogegal Peoples, whose presence is marked by important cultural sites across the region. The Public Art Master Plan will build upon this foundation and align with the four strategic pillars of the Mosman Arts and Culture Plan (draft): Cultivate and Connect (nurturing local creative talent and partnerships), Inspire and Engage (inclusive, accessible participation and lifelong learning), Create and Build (cultural infrastructure, innovation and sustainability), and Show and Celebrate (positioning Mosman as a creative destination).

A2. Scope

Deliver a comprehensive 10-year Public Art Master Plan that includes: research and mapping to identify and prioritise six to eight strategic public art locations; a treatment plan with curatorial narratives and artistic themes for each site; stakeholder engagement across Council, Mosman Art Gallery, First Nations representatives, community groups, local artists, schools and businesses; a review of the existing public art collection including condition assessments, and conservation requirements; and recommendations for repositioning existing works where appropriate.

A3. Purpose of the Consultancy

Provide a coordinated approach to future public art in Mosman, including a clear 10 year plan; support and consolidate the existing public art collection; respond to public usage within public spaces and infrastructure renewal; foster cultural experiences that strengthen identity, celebrate Indigenous and local narratives and attract visitors; and ensure alignment with Council's broader strategic planning, heritage and cultural frameworks.

A4. Selection Criteria

The responses will be evaluated against the following criteria:

- Relevant experience in developing public art strategies for local government
- curatorial and cultural planning expertise
- experience in conservation and asset management
- demonstrated capacity to work with First Nations communities in culturally safe and respectful ways
- strong stakeholder engagement and facilitation skills
- WHS knowledge and application (mandatory)
- Value-for-money
- Demonstrated past experience
- Understanding of consultancy and methodology
- Sustainability

Mosman Council is not bound to accept the lowest offer or any offer and will not in any circumstances be responsible for the costs incurred in preparing or submitting an offer.

A5. Timing and Work Program

Key milestones and work program:

- RFQ issued: 6 November 2025
- Closing date for submissions 2pm, 8 December 2025

- Appointment of consultant 12 December 2025
- Within ten Business Days of commencement the Consultant must propose a Program with key activities, milestones and submission dates
- Draft Master Plan delivered 18 May 2026
- Final Master Plan submitted 1 June 2026

The consultant will attend a project inception meeting with Council and Gallery staff, provide monthly updates to the project steering group, deliver a draft for review within the five-month period, and incorporate feedback into the final Master Plan.

A6. Required Information

Respondents are to complete the Evaluation Criteria Schedules and Price and Payment Schedule at Part C to this RFQ and return them in accordance with A10.

A7. Council's Assistance

Council will provide existing strategic documents, mapping data, access to the public art collection records and introductions to relevant stakeholders. Mosman Art Gallery will coordinate engagement logistics and provide curatorial liaison as required.

A8. Closure Time and Date

All submissions must be received by 2pm, 8 December 2025.

A9. Lodgement of Quotations

Options for lodgement of quotations are:

- (1) Email gallerdirector@mosman.nsw.gov.au
- (2) Place hard copy quotations in a sealed package(s) with the title and quotation number, and hand them to reception at Mosman Art Gallery, 1 Art Gallery Way, Mosman NSW 2088, prior to the closing time and date.

Please note the complete proposal must be received by Council by the Close Time and Date referred to above. Any applications received after this time will not be accepted.

A10. Council Contact and Contract Manager

For all communications with Council associated with the Request for Quotation respondents are to contact the following officer:

Steven Alderton

Manager, Cultural Services/ Director, Mosman Art Gallery

Email gallerdirector@mosman.nsw.gov.au

B. Contractual Conditions

The contract for the consultancy is attached as a separate file (Attachment 1) – ‘Consultancy Stand-alone Contract’.

Refer to Part A of the contract which details the General Terms and Conditions and Part B which notes any Special Conditions applicable to the project.

All other parts of the contract will be completed when executing the contract with the successful consultant.

C. Evaluation Criteria Schedules**C1. Identification**

Name	
Entity	
ABN	
Address	
Contact Person	
Position	
Telephone – Office	
Telephone – mobile	
Email address	

Check the boxes below to confirm that you:

	Yes/No
a) agree to comply with the requirements of the Mosman Council Statement of Business Ethics available at (http://www.mosman.nsw.gov.au/council/plans/governance).	
b) agree that police checks will be required for all staff working in the vicinity of children (Council child care centres etc).	
c) agree to an independent financial audit which may be undertaken as part of the evaluation process	

C2. Non-Compliance and Qualifications

Council seeks compliant submissions. Any departures from or qualifications to the Consultancy Terms and Conditions, including commercial or technical requirements, are to be fully documented in this Schedule.

Any departures or qualifications not shown on this Schedule will not be considered. Note: Council, in its absolute discretion, may reject proposals that do not comply with the Terms & Conditions of Contract issued with this RFQ.

Reference (Part and Clause)	Non-Compliance and Reason for Non-Compliance

C3. Financial Information

The following information is to be provided:

- most recent annual financial statements (including balance sheet and profit and loss accounts) audited or certified as correct by director and secretary (in the case of a company), partners (in the case of a partnership) or the proprietor (in the case of an individual);
- particulars of principal banker;
- particulars of any threatened or pending litigation, claims or undischarged judgments or orders;
- particulars of:
- major debtors and creditors; and
- contingent liabilities; and
- particulars of any interest the Consultant or its directors has in any other company, entity or business.

C4. Performance Information

The Consultant's experience in the execution of services similar to that included in this quotation will be taken into account when assessing responses and referees may be approached by Council for this purpose. The Consultant authorises Council to approach the named referees.

Provide below, particulars of all comparable services currently or recently undertaken with specific indication of the range of services in the 'Nature of Consultancy Services' column.

At least three referees must be provided.

Client	Nature of Consultancy Services	Contract Value (\$)	Contract Period	Referee Name and contact details

C5. Personnel

The Consultant is to provide information on:

- the total number of personnel employed; and
- the number, classification and location of employees intended to be utilised directly or indirectly for the performance of the Contract.
- The consultant is to provide details (including relevant experience, qualifications, estimated percentage time assigned to the Contract and detailed resumes) of the Key Personnel proposed to be assigned to the Contract.

If successful, the consultant will be bound by the information provided in this Schedule.

Name	Position	Qualifications, training and experience	Resource allocation for this Contract (%)

Part of the Consultancy Services may from time to time involve working in the vicinity of children (Council child care centres etc). The Consultant is to notify in this schedule below if any of its employees or any person involved in the contract (names need not be provided at this stage) has any criminal record or any offences relating to children.

Notification of Offences Relating To Children:

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C6. Work Health and Safety

Please complete Column 2 of the following form and provide the documents required as attachments.

Note: In assessing the Consultants capacity to perform, Council highly regards those who can provide photocopies of 'used' WH&S documents.

Column 1 is used by Council to specify the WH&S requirements that its Consultants must meet. Some items are pre-listed as mandatory for all Consultants to provide. Other additional requirements will be nominated by the Council Officer requesting the Consultants services - based on the type of work and its risk. These WH&S requirements will be indicated by a 'Yes' or 'No' in the boxes of Column 1. Column 2 is for the Consultant to complete. In response to the requirements specified in Column 1, the Consultant is to answer 'Yes' or 'No' to indicate whether the Consultant can meet the specified requirements. The Consultant shall provide evidence of how these requirements will be met. Column 3 is used by Council's Officer to check the Consultants responses and documented evidence of WH&S capacity.	1 <i>Council Officer to nominate</i>	2 <i>Consultant to complete</i>	3 <i>Council Officer to assess evidence</i>
1. If the Consultant or any of its employees or sub-contractors have been issued any WH&S Penalty Notices, Improvement Notices, Prohibition Notices or have been prosecuted by WorkCover NSW details must be provided	<i>Mandatory</i>		
2. If the Consultant has been sued for damages as the result of an injury to the public or damage to their property details must be provided	<i>Mandatory</i>		
3. If the Consultant will engage any subcontractors for this work, full details of their selection process and site management must be included in the submission	<i>Mandatory</i>		
4. Evidence of Workers Compensation insurance for all the organisation's employees	<i>Mandatory</i>		
5. Evidence of Public Liability Insurance	<i>Mandatory</i>		
Copies of these items from the Consultants WH&S Management Plan:			
6. Safe Work Method Statements for each work activity to be performed	Yes		
7. Site Specific Risk Assessment form	Yes		
8. Provision of First Aid	Yes		
9. Register of Hazardous Substances including Material Safety Data Sheets for all substances	Yes		
10. Staff induction process	Yes		
11. WH&S Consultation process	Yes		
12. Copy of the Contractor's Hazard Reporting Procedure/Form	Yes		
Evidence of an implemented WH&S system. Please provide photocopies of 'used' documents from previous jobs:			
13. Sample records of staff training in relevant Safe Work Method Statements	Yes		
14. Sample copy of the First Aid Kit Maintenance record	Yes		

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15. Sample records of the Consultant's staff WH&S inductions	Yes		
16. Sample records of WH&S consultation – for example meeting minutes, tool box talks, etc	Yes		
17. Copy of the form the Contractor's staff use to report & record an injury or incident	Yes		
Sample records of staff training such as:			
18. First Aid	Yes		
<i>The Consultant should note that additional specific WH&S requirements and information may be listed in the WH&S section of the RFT document. These requirements must also be addressed in full.</i> <i>The Consultant is encouraged to provide in the submission any additional evidence of its capacity to manage workplace safety well.</i>			

C7. Insurance

The Consultant is to attach to this Schedule a copy of a certificate of currency from their insurance company, not their broker, for each policy of insurance required under the Contract.

Type of Cover	Level of Cover	Duration of Cover
Public Liability.	Minimum \$20 million for any one occurrence, unlimited as to the number of occurrences during each annual period of insurance.	Term of the Contract plus 7 years.
Professional Indemnity.	Minimum \$10 million for any one occurrence, unlimited as to the number of occurrences during each annual period of insurance.	Term of the Contract plus 7 years.
Workers Compensation.	In accordance with statutory requirements.	Term of the Contract.
If the Consultant is a sole trader or partnership: Either Personal Accident and Illness Insurance or Salary Continuance Insurance for the sole trader or partners.	Personal Accident and Illness Insurance – Death and Disability cover with a sliding scale of not less than 3 times the consultant's average annual income. Salary Continuance Insurance – at be at least 75% of the Consultant's average weekly earnings in the event of injury.	Term of the Contract

C8. Proposed Methodology

Respondents must demonstrate a thorough understanding of the tasks and expertise required to complete the Consultancy Services under the Contract and demonstrate an understanding of the requirements of the operation of Council.

Please provide details as necessary to demonstrate your appreciation of the key Consultancy Services issues, and an outline plan of the methodology that you will employ to successfully manage the Consultancy Services to completion.

The outline of the plan must include as a minimum:

- an appreciation of the task/ tasks and challenges and how the Consultant will go about managing those;
- a resource schedule describing the resources available for carrying out the Consultancy Services;
- responsibilities and authorities of the Key Personnel referred to in Schedule C5; and
- any issues that Council needs to address in progressing the Consultancy Services

C9. Pricing Schedule

The Fee is inclusive of statutory on-costs, costs of transportation, overheads, profit, disbursement, leave loadings, penalty overtime rates and all other charges, including GST and must state the amount of GST included in the Fee.

The Fee is fixed and is not subject to adjustment for rise and fall.

The Fee comprises of the Consultant's total entitlement for the Consultancy Services and performance of the Service Provider's obligations under the Contract and is the Fee in Schedule C8 and includes other entitlements in accordance with the Contract.

Payment for the Consultancy Services will be made in accordance with the General Conditions of Contract. The Consultancy Services are to be carried out in accordance with the Contract.

Schedule of Lump Sum Fee

The Fee for the Consultancy Services is: \$_____+GST

Payment upon satisfactory completion of these milestones:

Item No.	Description	Lump Sum Fee on completion of milestone \$ (including GST)
1.		
2.		

Schedule of Rates

The Schedule of Rates may be used by Council for the purpose of evaluation and, if successful, for the purposes of valuing progress claims and variations.

List below the title, role, and hourly rates for personnel required to carry out the Consultancy Services in accordance with the Contract.

Title/Role	Hourly rate \$ (excluding GST)	Total \$ (including GST)

Environmental Sustainability and Social Equity

The Consultant must complete and provide the supporting information requested in this table.

Organisational Capacity			
Question No.	Environmental Sustainability and Social Equity Criteria	Y/N	Information Required
1	Does your organisation have an Environmental Management System (ISO 14001), or similar environmental system in place?		If <u>Yes</u> , please provide the following: a) Is this a certified or non-certified system? (b) Is this system recognised by an external/ industry body? Provide information. c) Describe how the system is communicated and implemented within your organisation.
2	Does your organisation have a Sustainability or Environmental Policy?		If Yes, please attach
3	Does your organisation undertake environmental audits or monitoring of its operations to minimise environmental impacts?		If Yes, please provide the following: a) Type of audit/monitoring b) What is included in the audit/monitoring? c) Frequency of audits &/or monitoring
4	Does your organisation implement strategies/actions to: a) Reduce energy use b) Reduce water use c) Reduce waste d) Minimise impacts on flora & fauna and/or habitats e) Minimise other impacts on the environment		If Yes, please provide examples.
5	Does your organisation use products that have a reduced impact on the environment – ie. natural cleaning products?		If Yes, please detail.
Social Responsibility			
6	Has your organisation or your subcontractors ever been served with a notice or fine for an environmental incident?		If Yes, please provide the following: a) Details of the incident b) How the organisation has ensured that an environmental incident will not occur again.
7	Does your organisation use environmental criteria for selecting subcontractors and supply chains?		If Yes, please provide details
8	Does your organisation have a policy or programs that support local communities?		If Yes, please provide details

Organisational Capacity			
Question No.	Environmental Sustainability and Social Equity Criteria	Y/N	Information Required
	<i>(Eg. Buying local products, employing local workers, sponsorship programs, Landcare participation)</i>		
9	Does your organisation participate in accredited programs that offset carbon emissions? <i>(Eg. Greenfleet or purchasing offsets for any travel undertaken)</i>		If Yes, please provide details

Business Information

The following information is to be provided:

- a brief outline of the current business, including which business lines account for the greater proportion of revenue;
- details of operation in Australia, including time established, locations, facilities and resources; and
- shareholdings, alliances, partnerships and similar business relationships with other entities in or which are related to the industry in which the respondent operates.

Sub-consultants

The respondent is complete this table for any sub-consultants that are to be utilised on the Contract.

The respondent is to attach details of each sub-consultant including corporate resumes (company history and experience, recent key projects, clients and references) and resumes of Key Personnel.

The respondent is to indicate projects in which they and sub-consultant worked together in the recent past.

Name of Sub-consultant	Services to be subcontracted