



REQUEST FOR QUOTE

City of Rockingham Art Collection Valuation and Audit

Address for Delivery:	City of Rockingham PO Box 2142 Rockingham DC WA 6967 Customer@rockingham.wa.gov.au
Enquiries:	Donna Cochrane Coordinator Cultural Development and the Arts Phone: 9528 0386 Donna.Cochrane@rockingham.wa.gov.au

Closing at 4pm, Friday 21 April 2023

1. Introduction

The City of Rockingham is located in Perth's outer southern suburbs, about 40 kilometres south-west of the Perth CBD. The City of Rockingham is bounded by the City of Kwinana in the north, the Shire of Serpentine-Jarrahdale in the east, the Shire of Murray and the City of Mandurah in the south, and the Indian Ocean in the west. The City encompasses a total land area of approximately 260 square kilometres, including significant areas of coastline and parkland.

The City of Rockingham has a thriving arts and cultural profile, part of which includes a Moveable Art Collection, comprising the following:

- General Collection – consisting of approximately 136 (2018 audit)
- Ako Sister City Collection – consisting of approximately 52 works (2018 audit)
- Gary Holland Collection - 9 works

The City also has a Public Art Collection consisting of approximately 120 works.

The City's collection is dispersed throughout City owned sites including the Administration Centre, Libraries, Community Centres, Operations Centre and Engineering Depot. The City also has a collective of works from the Sister City Ako.

2. Background

In 2018, an Art Collection Audit Report recommended that the City develop and implement an Art Collection Policy. Subsequently, In 2021, the City developed and adopted its current Council Policy – Art Collection.

The purpose of the Council Policy – Art Collection is to provide a framework for the acquisition and disposal of artwork for the City's Art Collection. The policy supports a strategic approach to acquiring art work for the City, allows for greater diversity and enhances civic infrastructure.

Following adoption of the Council Policy, the City developed and approved an Art Collection Management Executive Policy. The purpose of the Executive Policy is to ensure that the City uses a consistent and considered approach to the acquisition, maintenance, storage, valuation, asset registration and deaccession of artwork in the City's Art Collection.

The Executive Policy states that a financial valuation of the City's Art Collection must be completed at least once every five years.

3. Scope of Works

The City is seeking a qualified art consultant to actively audit and conduct a valuation of the City's Art Collection, and produce a Final Report, including Inventory lists. The following sections outline the requirements in detail.

3.1. Public Art Collection Valuation and Audit

Provide a detailed inventory, including condition report and current market value, of each item in the City's Public Art Collection. At a minimum, this must include:

- a) Artist name;
- b) title of Artwork;
- c) Date completed;
- d) Description;
- e) Number of Components;
- f) Dimensions in millimetres;

- g) Location of artwork including GPS coordinates;
- h) Value at acquisition;
- i) Value in 2018;
- j) Current value;
- k) Expected lifespan;
- l) Alignment to Council Policy – Art Collection
- m) Condition of artwork outlining structure, surface, fixings/accessories, any defects and deterioration;
- n) Recommendations for maintenance and/or repairs;
- o) Image of the artwork; and
- p) Additional comments and recommendations.

3.2. Moveable Art Collection Valuation and Audit

Provide a detailed inventory, including condition report and current market value, of each item in the City's Moveable Art Collection, including the AKO Sister City gifts and any other gifted artworks. At a minimum, this must include:

- a) Artist name;
- b) Title of artwork;
- c) Date completed;
- d) Description;
- e) Number of components;
- f) Dimensions in millimetres;
- g) Location of artwork including GPS coordinates;
- h) Value at Acquisition;
- i) Value in 2018;
- j) Current Value;
- k) Expected lifespan;
- l) Alignment to Council Policy – Art Collection
- m) Condition of artwork outlining structure, surface, fixings/accessories, any defects and deterioration;
- n) Recommendations for maintenance and/or repairs;
- o) Image of the artwork; and
- p) Additional comments and recommendations.

3.3. Final Report

Provide a detailed Final Report including the above referenced inventories. At a minimum, this must include:

- a) Executive summary including valuation results; and analysis of valuation results
- b) Introduction including scope of works and Valuer's details;
- c) Certification of valuation;
- d) Methodology including valuation techniques, standards applied and disclosures;
- e) Definitions;
- f) Special factors;
- g) Valuation register;
- h) Conditions of valuation;
- i) Comprehensive list of artworks requiring maintenance or repairs;
- j) List of artworks that do not align with the City's Art Collection Council Policy;
- k) Recommendations for deaccession and rationale;
- l) Copyright; and
- m) Additional comments and recommendations.

3.4. Deliverables – Final Report and Inventories

At the conclusion of the project, the consultant must submit to the City:

- The Final Report
- The Inventory documents for the Moveable Art Collection and the Public Art Collection, as attachments to the report.

Documents must be submitted in the following formats:

- Bound documents in word and excel format; and
- In electronic format on a USB.

4. Budget

The City has a budget of up to \$20,000 exc GST.

5. Timeframe

This project is to be completed within eight weeks from appointment.

6. Documentation

The City will provide the following documents to support the consultant:

- Cultural Development and the Arts Strategy 2018-2022
- Executive Policy – Art Collection Management
- Council Policy – Art Collection
- 2018 Audit database
- Artwork details since the 2018 Audit to date

7. Request of Quote submission Requirements

The following must be submitted:

- Methodology/approach (including timeframes for each component)
- Overview of relevant experience, including:
 - Relevant qualifications/experience working with Art Collections
 - Three previous Art Collection audits (Local Government Art Collection experience is preferred but not essential).
- Price, including breakdown of costs.

8. Assessment Criteria

The City engages consultants on a best value for money basis. The City will assess eligible submissions against the following criteria:

Criteria	Weighting
Methodology	35
Demonstrated knowledge and experience	35
Price	30

9. Insurances

A minimum of \$10 million public liability and \$1 million professional indemnity insurance must be maintained throughout the duration of this work.

All documents (including final reports), films, original drawings, photographs, electronic media and all copyright produced will reside with the City.

None of the documentation produced as a result of this Contract can be reproduced or distributed without the prior written authorisation of the City.

10. City's Responsibilities

The City will:

- Provide documentation as outlined in point 6;
- Provide adequate access to all City buildings where artwork is located;
- Pay the consultant:
 - a. 50% of the contracted price upon acceptance of the Consultant Award Letter
 - b. 50% of the contracted price upon the City's receipt of the approved Final Report.

11. Quotes should be received no later than 4pm, Friday 21 April 2023

Quotes should be addressed to the City of Rockingham and can be received via;

Email at: customer@rockingham.wa.gov.au

Via Mail at: PO Box 2142, Rockingham DC, 6967

In person at Civic Boulevard, Rockingham, WA, 6168

Contact Officer for more information

Donna Cochrane – Coordinator Cultural Development and the Arts

Tel: (08) 9528 0386

Email: donna.cochrane@rockingham.wa.gov.au