

WESTBOURNE GREEN CANALSIDE SUNDIAL RENEWAL

Public Art Commission

City of Westminster

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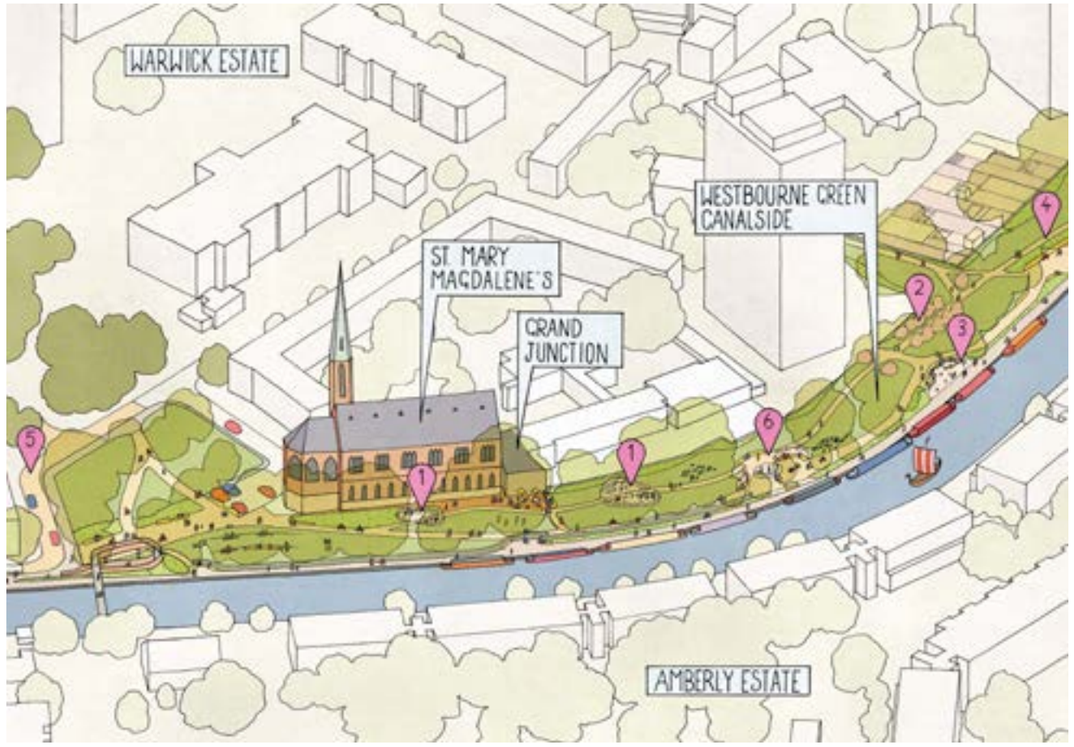


Illustration of the overall park improvement scheme for Westbourne Green Canalside, the sundial feature is to be reinstated at number 6 in the drawing.

1.0 INTRODUCTION

TENDER OPPORTUNITY

Public art commission to renew community sundial

Westminster City Council are looking for interested artists to **co-design** and **deliver** an inspiring public artwork at Westbourne Green Canalside in London, W2.

Wider improvements are currently underway to the park, including new planting, seating, trees and signage.

There is an existing sundial in the middle of the park that is to be retained and renewed. The sundial is made up of 12 small and 1 large stone pieces inlaid into the path. The large stone piece has 6 inserts that are worn out and require replacing. These inserts were designed with the local school.

We anticipate engaging an individual artist or public art collective with experience in running workshops with primary school children and a track record of delivering high quality art, ideally in a public setting.

PROJECT BACKGROUND

This commission is part of the Council's commitments in North Paddington to support improved health & wellbeing outcomes for its residents.

With funding from the Greater London Authority's Good Growth Fund, the Council commissioned a multi-disciplinary team to design and deliver public space improvements to Westbourne Green Canalside.

St Mary Magdalene Church and Grand Junction are already beacons of the community. Our ambition is for the public areas that surround them to be a natural extension of the shared community space.

From 2021, we engaged with the local community and listened to their priorities. From this feedback we created a shared vision to unlock the potential of the canalside and transform it into a vibrant destination for the whole community. The vision is built on three key objectives:

1. enhance the canalside,
2. upgrade the landscape,
3. improve connectivity and access for pedestrian.

Construction started in November 2024 and will continue through summer 2025, estimated completion date end of **September 2025.**

2.0 SITE INFORMATION

The site is located on the Westbourne Green park, alongside the Grand Union Canal towpath. The site is located in London W2, North of St. Mary Magdalene Primary School. In front of St Mary Magdalene's church and Grand Junction Cafe.

[Link to Google Maps location here]



Fig. 1 Westbourne Green public realm improvements taking place – Phase 1B boundary (in Green)

The towpath is currently under construction (Phase 1B), and the sundial has been temporarily removed to allow the works to proceed. This includes the central stone (A) and all 13 small stones/ hour markers (B). Before its removal, a condition report was prepared to support its future reinstallation.

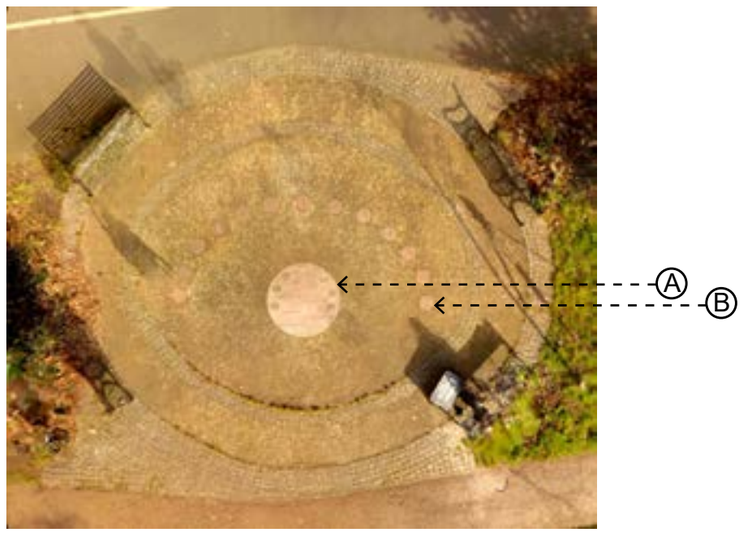


Fig 2: Site photo - Sundial before removal in March 2025

The sundial
The sundial has a central circular stone and thirteen smaller stones that mark the hours. They sit on a concrete slab and work together as a sun clock. The area is bordered by two oval rings of cobblestones and includes four benches. In 2020, the original artwork on the central stone was replaced with new designs from a local student art competition.

A. Central Stone: The central element is a circular shape 1.5m diameter single piece of red polished granite, engraved with the names of the twelve months to guide the user's position for accurate time reading throughout the year. Six artworks are embedded behind transparent protective screens.

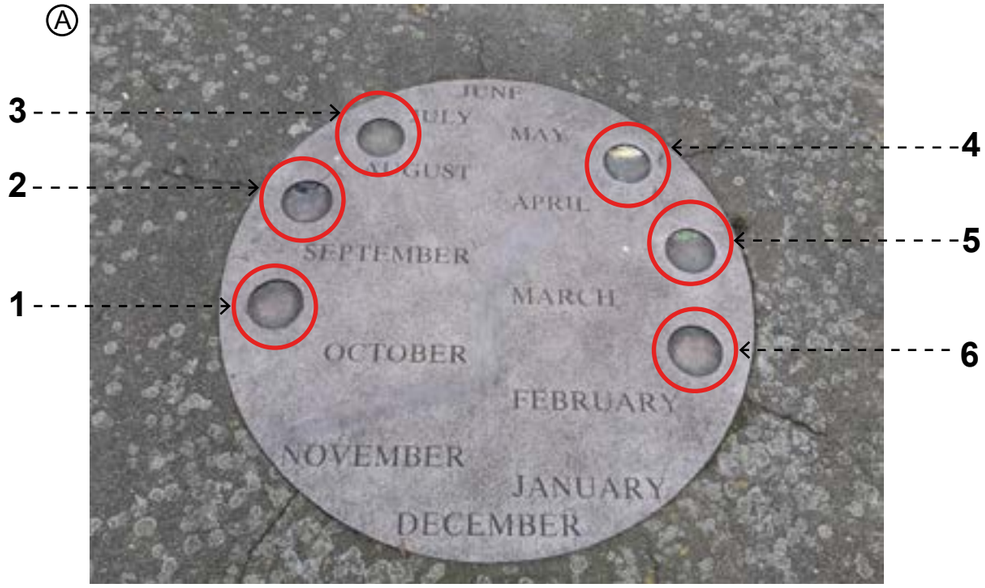


Fig.3: Site photo - Central Stone: six artworks produced by students, circled in red

The six embedded artworks are reproductions of children's drawings, but they're hard to see because the 150mm transparent covers are discoloured and dirty. The specific features will be confirmed in more detail by the design team.

2.0 SITE INFORMATION



Fig.4-5: Site photos - zoom in to two of the six student artworks and their covers

B.Hour Markers: The hour markers consist of thirteen individual Ø300mm circular stones, fabricated from a similar red granite as the central stone. These markers are positioned to indicate the hours of the day, commencing at 7:00 am on the western side, reaching 12:00 pm at the northernmost point, and continuing from 1:00 pm to 7:00 pm on the eastern side of the installation. All thirteen hour marker stones appear to be in satisfactory condition, with no visible damage to their surfaces or edges. The engraved hour numerals are clearly discernible. **<u>These are not part of the commission.</u>**

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Fig.6: Site photo - Hour markets - zoom in, for reference



Fig.7-8: Site photo - Hour markets in context, for reference

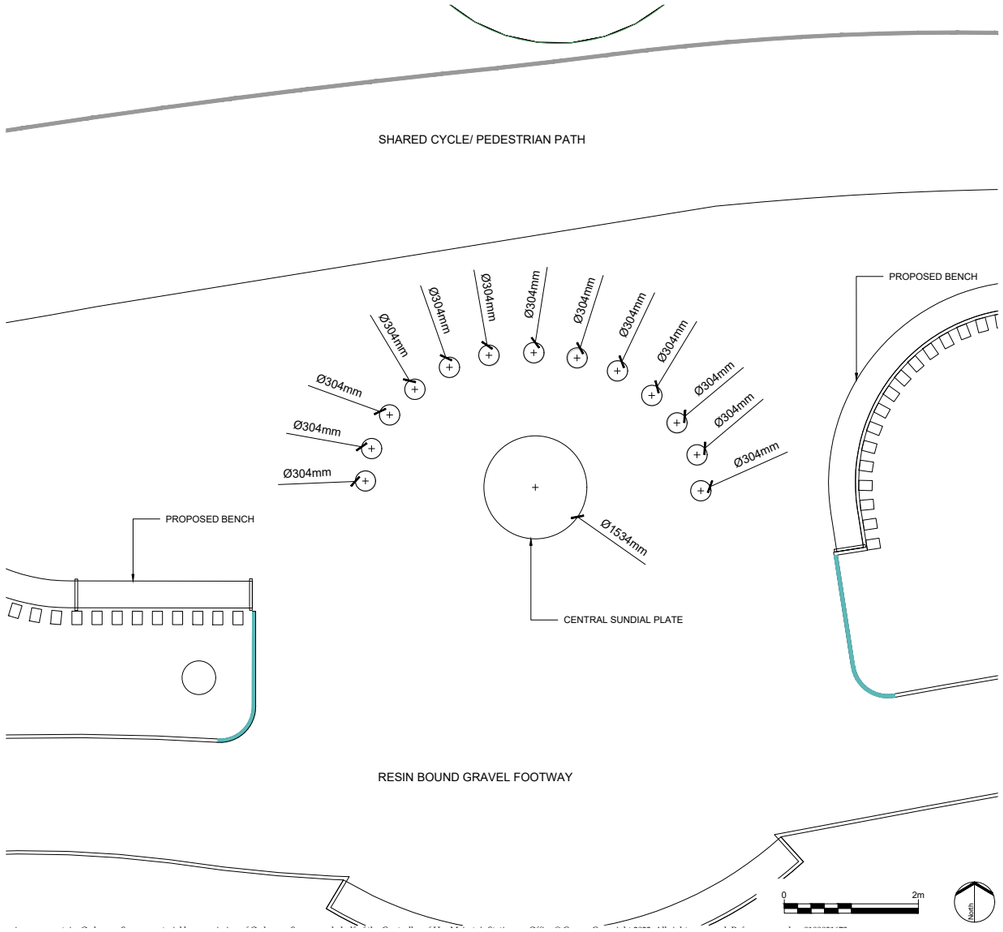


Fig. 9: Plan area - layout of the original sundial

3.0 OBJECTIVES

The following objectives should be achieved through this commission:

- → Create an inspiring artwork that is celebratory, culturally resonant and contemporary.
- → The artwork should transcend cultural differences and be accessible and engaging for a wide range of audiences.
- → Celebrate the unique character specific to the place, including the canal side settings, local current and historic contributions to arts & culture and the range of backgrounds of the residents and visitors to the area.
- → Support increased connections between the canal and the community.
- → Factor in management and maintenance requirements, throughout the design and delivery phases.
- → Involvement from St. Mary Magdalene Primary School is mandatory, as the school is located within a 100m radius and students have previously participated in related projects. Their continued engagement is important, as they have historically contributed to this public art piece, and their participation is vital for fostering a strong sense of belonging within the community.
- → The final feature will incorporate a material that is durable, sustainable, and long-lasting.

4.0 REQUIREMENTS

Artist essential requirements:
Insurance (TBC - Discussed upon appointment):

- → Public Liability Insurance levels minimum cover of £10m
- → Employers Liability Insurance minimum cover of £5m (if applicable)
- → Professional Indemnity minimum cover of £2m

Artwork essential requirements:

- → Site specific artwork that addresses the brief requirements and objectives
- → Designed for life of over 20 years
- → The artwork must be durable and require minimal maintenance
- → The artist should propose a replacement material that ensures longevity - such as metal, ceramic, stone, or other robust options.
- → A risk assessment will be required
- → Particular attention should be paid to avoiding slip and trip hazards - As the piece will be installed at ground level, the finish must incorporate slip-resistant properties
- → Compliance with all relevant health and safety standards
- → Artwork must align with the council's accessibility requirements
- → Artwork must align with the council's environmental and sustainability policies
- → Artwork must not cause offence
- → Artwork must not be of a political nature
- → Artwork must be accessible to residents
- → Artwork should create a sense of cultural or community pride
- → Must refer to the Council's Guidance for the Erection of New Monuments Supplementary Planning Document published on the council's website - https://www.westminster.gov.uk/sites/default/files/media/documents/monuments_supplementary_planning_document.pdf

Ownership and copyright of the submitted ideas remain with the artists.

5.0 SCOPE & DELIVERABLES

We’re ideally looking for an artist who can lead the design process, engage creatively with the school, and oversee the production of the pieces.

ARTIST / DESIGNER RESPONSIBILITIES:

Design

→ Research and design development, from concept design to technical design.
→ Prepare technical drawings and specification for delivery.
→ Coordination with the wider design team including regarding design, material selection, final specification and installation approach.
→ Risk management including preparation of Risk Assessment Method Statement (RAMS).

Engagement

→ Refine school workshop plan following appoitment in coordination with the local authority and project team.
→ Preparation of lesson plan, Health & Safety Plan and production of collaborative materials for a workshop(s)
→ Delivery of a minimum of x1 creative workshop of 1.5 hours duration. Participation of St. Mary Magdalene Primary School has been confirmed by WCC. Exact age group and class size tbc following appointment.
→ Engagement summary demonstrating of how the workshop feeds into the final art piece. This should be a public facing document that is clear and accessible.
→ Deliver short talk at a celebratory opening event to mark the public art installation and completion of the wider park improvements (event duration approx. 2 hours).

Delivery responsibilities:

→ Deliver the 6 bespoke pieces to a high standard, ensuring it meets the Council’s expectations.
→ Deliver the pieces within the Council’s programme requirements.
→ Coordination with the wider design team including regarding fabrication, final installation and delivery.
→ It is envisaged that the Council’s term contractor undertaking the major improvements to the park, FM Conway will undertake the installation of the features to the artists specification.

Post-completion responsibilities:

→ Be available to respond to any queries for the period of one calendar year regarding any defects or issues with the installed features. Please include a retainer in your fee as specified in Section 8.0 Artist Fee.

6.0 PROGRAMME

Indicative programme to be confirmed upon project inception. Dates are provisional and accurate at the time of publishing.

Project milestone	Programme notes	Duration	From	To
Tender brief live		2 weeks	27/05/25	15/06/25
Tender clarification responses*	We will share all clarification responses on the project page [link to page]	2 weeks	27/05/25	13/06/25
Tender response deadline		-	15/06/25 midnight	-
Evaluation period		1 week	16/06/25	20/06/25
Appointment		-	23/06/25	-
Artist mobilisation	As soon as possible	1 week	23/06/25	29/06/25
Inception meeting	As soon as possible, exact date tbc		30/06/25	
Design development§	Includes 1 week sign off period		30/06/25	25/07/25
School workshop	Exact date tbc within dates as specified		07/06/25	18/07/25
Fabrication and delivery§	Target date for final pieces to be delivered to site 01/09/25 - tbc coordination with wider improvement works		28/07/25	01/09/25
Launch event	Exact date tbc - Pending full site completion	Circa 2 hours	October 2025	

* Please share your questions and clarifications in advance. We will aim to respond as promptly as possible.

§We look to the artist to inform the time frame for the design development and fabrication and make any gains in the programme where possible.

7.0 HOW TO APPLY & AWARD CRITERIA

We are looking for added value as part of your submission.

QUALIFICATION QUESTIONS
All of the following qualification questions will be required in order for your proposal to be accepted for review:

- → Confirmation that all requirements will be met
- → Confirmation that you can work to the Council's programme
- → Confirmation that you will seek approval from the copyright holder for any copyright material that you plan to integrate into the project (if applicable)
- → Evidence of public liability, employer's liability and professional indemnity insurances to the Councils requirements (3x insurance certificates to be submitted) TBC

AWARD CRITERIA
SECTION 1 - QUALITY (70%)
1. Artistic Approach & Response to Site – 25%
Present your idea for the artwork and site-specific approach. Please add a description of the material you will be using and how it adheres to the brief requirements.

2. Workshop Plan – 10%
Please provide an outline of the workshop(s) you plan to deliver with the school and how you plan to integrate the feedback into the final design and outcomes.

3. Relevant Experience – 15%
Share past examples demonstrating your ability to deliver high quality art in your chosen material, ideally in a public setting. Add examples of previous workshops you have previously led.

4. Delivery Plan – 20%
Outline how you'll deliver this project, including meeting timelines and key milestones. We're keen to understand how you'll keep the project on track, on time and to budget.

SECTION 2 - COST (30%)
5. Cost – 30%
Please provide:
A. A fixed fee, broken down per project stage is required.
B. Please share hourly rates that can be drawn down for any additional work should the need arise.
The quotation with the lowest total fee will automatically be awarded 30%.
Thereafter each other quotation is compared against the lowest priced quotation in accordance with the following formula:
$(A \div B) \times C = X$

7.0 HOW TO APPLY & AWARD CRITERIA

Where:
A = the lowest submitted price of all quotations
B = the total price submitted by the candidate
C = the maximum percentage score i.e. 30%
X = the score for Price

All fees to exclude VAT.

This is an open tender opportunity.

Alongside a fixed quote for services to cover all stages, please share day rates that can be applied for any additional work should the need present.

SUBMISSION
Please submit tender returns by email titled ''Sundial Art Tender - ARTIST NAME' to: npcanalside@westminster.gov.uk
Maximum file size 20MB (PDF format) - ONE DOCUMENT only.

Failure to not meet Section 4.0 and the above file requirements will lead to disqualification from the assessment process.

Recommendation that artists make a site visit prior to submitting their proposal to ensure it is achievable and meets the requirements.

EVALUATION
The Council will review and evaluate the tender returns. The artist with the highest evaluation score based on the award criteria will be appointed by the Council.

Officers will advise applicants on the final decision but given the potential for a high volume of submissions, cannot provide individual feedback to unsuccessful applicants.

DATA PROTECTION
The personal information provided in your submission will only be used by the Council for the purpose of assessing for proposal for commissioning, and to communicate with applicants regarding the submission.

The Council will ask for consent to use your information for any other purpose.

https://www.westminster.gov.uk/data-protection

8.0 ARTIST FEE

The maximum available project budget is below £5,000 excluding VAT. WCC expect to receive competitive responses that are capable of delivering high quality proposals whilst demonstrating value for the local authority.

The fee must cover all costs including:

- → Project management, including client meeting attendance
- → All design costs
- → All engagement costs including workshop materials
- → All delivery costs - including material, equipment (including PPE), fabrication and final delivery of the features to site
- → Compliance with the Construction (Design and Management) Regulations 2015 and all other relevant statutory health and safety requirements
- → Suitable insurance cover
- → All expenses, such as travel

A retention fee of 5% of the value of the delivery costs will be held for 12 months post completion of the works. After the defects liability period ends and the artist rectifies any defects the retention fee will be paid.

If there are any additional costs associated with the commission that arise such as site surveys or additional engagement costs (such as space hire for engagement events), this should be flagged to the client at the earliest opportunity and are subject to review and approval by the client.

A fee payment schedule will be agreed with the artist upon the award. This is expected to be drawn down at monthly intervals, triggered by the successful full completion of outputs.