



**Request for tenders to carry out
a Feasibility Study
for a dedicated space for music and
dance in Galway city.**

for

**Music for Galway and Galway Dance
Project**

11th October 2022

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Part 1: Introduction

Music for Galway and Galway Dance Project are currently sourcing a Consultant/team of consultants to carry out a Feasibility Study for the development of a dedicated facility in Galway for the performance, rehearsal and teaching of music and dance (together with ancillary activities such as admin, catering, exhibition etc.). This collaboration reflects shared infrastructural and creative needs.

This study is being funded by the Arts Council.

Valid tenders submitted in accordance with the Instructions to Tenderers and received before the stated deadline will be assessed on the basis of the eligibility criteria and award criteria. Tenderers are requested to review this document in detail and ensure that they have addressed all of the relevant requirements in their tender submission.

Tenders must be received not later than 25th November 2022 at 17.00.

Tenders that are received late WILL NOT be considered in this public procurement competition.

Queries or requests for clarifications will be accepted no later than **17:00 on 21st November 2022**, unless otherwise published by the Contracting Authority.

Part 2: Instructions to Tenderers

2.1 Introduction to this RFT

2.1.1 Background:

Galway is Ireland's fourth largest city (after Dublin, Cork and Limerick). It is the largest city in the western and north western regions and is the gateway to the West and Northwest regions. It is the only regional capital in the country without a concert hall and school of music. Galway is a university city with vibrant research, commercial and industrial sectors and is home to a growing population of local, national and international communities.

Music for Galway, established in 1981, (MfG)'s seeks to foster and maintain the love of and appreciation of the power of the collective experience of live music performance in the West of Ireland and to make Galway a destination for national and international people seeking high quality music performances. It does so through the provision of a yearly concert season including national and international artists, and through campaigning for music with regards to facilities; encouraging collaboration between music and other arts organisations; and through outreach education projects. In addition to professional performances, a large group of other music organisations in Galway are also advocating for suitable facilities.

Galway Dance Project is an artist-led, non-profit dance organisation established in 2011 in Galway. Galway Dance Project provide high quality dance classes and workshops, as well as choreographic and performance opportunities, for dancers in Galway city and county. Galway Dance Project deliver supports and resources to the dance sector and promotes the development of dance, as well as aiming to advance dance as a prominent and valued art form in the region.

Music for Galway and Galway Dance Project are collaborating on this initiative to carry out a feasibility study on a dedicated space for music and dance in Galway city.

At present there is no dedicated infrastructure available in Galway with appropriate acoustic and/or access for music or appropriate structures for dance that includes a performance space, teaching and rehearsal spaces together with ancillary facilities for administration, storage, catering, exhibitions and visiting artists. The absence of

same inhibits the development of these art forms in Galway.

It is anticipated that a consultant/team of consultants will carry out the feasibility study over a 6 month period from January-June 2023 and produce a report with findings. It is expected they will:

- Engage with representatives of Music for Galway and Galway Dance Project to identify each organisations' specific needs
- Engage regularly on progress with Music for Galway and Galway Dance Project
- Engage with stakeholders, funders and service users of Music for Galway and Galway Dance Project to capture their opinions, views and identify needs
- Engage with local government officers, state agencies and other key external stakeholders including local and central government and regional institutions to capture opinion in line with strategic planning for the city and needs for institutions.
- Identify external stakeholders that may form part of future development
- It is anticipated that engagement will be a combination of semi structured surveys, focus groups and interviews.
- Analyse the data and address the following:
 - Establish the demand and need for a designated bespoke building
 - Assess the benefit of a designated building to the users, the public, and to the city in general
 - Identify where this can fit in the City Councils plan for cultural infrastructure and how it aligns with government policy.
- Identify the ideal number and mix of rooms, offices, studios and auditorium size.
- Identify the ideal mix of anchor tenants.
- Propose indicative cost for the construction/modification of such a complex and identify funding possibilities
- Quantify annual running costs and propose an ongoing funding strategy.
- Propose governance and management model(s)
- Create a clear roadmap, including actions, in the feasibility study as to how to develop this project

beyond this stage.

- Produce a final report on the feasibility study, findings and recommendations

2.1.2 Insurance Requirements

The successful Tenderer shall be required to hold for the term of the Goods Contract the following insurances:

Type of Insurance	Indemnity Limit
Public Liability	€6.5m

2.1.3 While every effort has been made to provide comprehensive and accurate background information, requirements and specifications, Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFT. Tenderers and recipients of this RFT may wish to consult their own legal advisers in relation to this RFT or the subject matter thereof.

2.1.4 No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Body. Any notification of preferred bidder status by the Contracting Body shall not give rise to any enforceable rights by the Tenderer. The Contracting Body may cancel this public procurement competition at any time prior to a formal written contract being executed by or on behalf of the Contracting Body. The Contracting Body does not bind itself to accept the lowest priced or any Tender.

2.2 Tender Submission Requirements

2.2.1 Tenders must be submitted by email : info@musicforgalway.ie
NOTE: Tenders to include in the email subject line; "Tender for Consultancy Services for Feasibility Study"

- 2.2.2 Tenders must be received not later than **17.00 on 25th November 2022**. Tenders that are received late WILL NOT be considered in this public procurement competition.

2.3 Queries and Clarifications

- 2.3.1 All queries or requests for clarification relating to any aspect of this public procurement competition or of this RFT must be directed to email : info@musicforgalway.ie
Queries or requests for clarifications will be accepted no later than **17:00 on 21st November 2022** unless otherwise published by the Contracting Body.
- 2.3.2 The Contracting Body reserves the right to issue or seek written clarifications.

2.4 Tendering Costs

- 2.4.1 All costs and expenses incurred by Tenderers relating to their participation in this public procurement competition including, but not being limited to, site visits, field trials, demonstrations and/or presentations shall be borne by and are a matter for discharge by the Tenderers exclusively.

2.5 Pricing

- 2.5.1 All prices quoted must be all-inclusive (i.e. including but not being limited to shipping, import charges, packaging, delivery, ancillary costs, installation, staff training and all other costs/expenses), be expressed in Euro only and exclusive of VAT. Include The VAT rate(s) where applicable. VAT should be indicated separately.

Budget Available:

The total budget cannot exceed €20,000 (plus VAT)

- 2.5.2 All prices quoted in the Tender will remain valid for 6 months from date of Tender.
- 2.5.3 Galway Dance Project and Music for Galway may seek clarification from any tenderer or applicant of any details

submitted or referred to in this application

2.6 Freedom of Information

- 2.6.1** Tenderers should be aware that, under the Freedom of Information Acts 1997 and 2003, information provided by them during this public procurement competition may be liable to be disclosed.
- 2.6.2** Tenderers are asked to consider if any of the information supplied by them in their Tender should not be disclosed because of its commercial sensitivity. If Tenderers consider that certain information is not to be disclosed because of its commercial sensitivity, tenderers should, when providing such information, clearly identify same and specify the reasons for its commercial sensitivity. If Tenderers do not identify it as sensitive, it is liable to be released in response to a Freedom of Information request without further consultation with you. The Contracting Body will, where possible, consult with Tenderers about commercially sensitive information so identified before making a decision on a request received under the Freedom of Information Acts.

2.7 Tax Clearance

Prior to the award of any contract arising out of this public procurement competition the successful Tenderer shall be required to produce a Tax Clearance Certificate for the Tax Authorities / Revenue Commissioners.

2.8 Conflicts of Interest

Any conflict of interest or potential conflict of interest on the part of a Tenderer, individual employees, agents, or subcontractors of a Tenderer must be fully disclosed to the Contracting Body as soon as the conflict or potential conflict is or becomes apparent. In the event of any conflict or potential conflict of interest, the Contracting Body may invite Tenderers to propose means by which the conflict might be removed. The Contracting Body will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a Tenderer from the competition or terminating any contract entered into by a Tenderer.

2.9 General Conditions

- The lowest cost proposal received is not a guarantee of award of contract
- Payment for services covered by the proposed contract will be on foot of appropriate invoices, which will be based on agreed deliverables. Invoicing arrangements will be agreed with the successful proposer, following the award of contract.
- All costs must be quoted in Euro, exclusive of VAT. The total estimated costs should be clearly stated and must be a single fixed figure quotation.
- The contracting organisation will not be bound to accept any of the proposals received or may decide to enter into negotiations or discussions with one or more of the invited potential providers.

Part 3: Qualification and Award Criteria

3 Assessment of Tender

3.1.1 Prior to the award of any contract arising out of this public procurement competition the successful Tenderer shall be required to produce a Tax Clearance Certificate for the Tax Authorities / Revenue Commissioners.

3.1.2 Assessment of Tender

Each tender will be assessed on the basis of:

- Demonstrated knowledge and understanding of the brief
- Proven track record of working on similar projects
- Experience in relevant research methodologies
- Knowledge and experience of working with multi-agency groups and key stakeholders
- Cost

For Assessment Criteria please refer to Appendix I

Please note that all materials developed and produced will remain the property of the tenderer.

Part 4: Tender Requirements and Specifications

4 Important Information

4.1.1 Interested parties should include the following in their tender submission:

- A detailed outline of the proposed approach and description of the proposed methodology
- Brief details of experience, previous, similar work undertaken and reference, including a CV of the individual/s making the proposal.
- Costing and indicative timescale with respect to each element of the proposed work
- Confirmation of compliance with Insurance, Tax Clearance and any conflict of interest.

4.1.2 Tenders should be submitted by email to info@musicforgalway.ie by 17:00 on **25th November 2022**

If you have any queries, please do not hesitate to contact us.

APPENDIX I Award Criteria and Scoring to be utilised in the assessment of tenders

CRITERION	Max Score	%
KEY PROJECT PERSONNEL, QUALIFICATIONS & EXPERIENCE OF PROPOSED CONSULTANTS Demonstrated range and depth of previous relevant experience and quality and level of resources to be applied to the project (Tenderers must score a minimum of 200 in this criterion in order to be eligible for contract award);	300	30%
TENDER CONTENT AND METHODOLOGY Demonstrated understanding of requirements; quality of tender in response to requirements; proposed approach, proposed management, deliverables and measures for ensuring quality (Tenderers must score a minimum of 240 in this category in order to be eligible for contract award)	400	40%
PROPOSED COSTS This should include the total costs (with and without VAT)	300	30%
Total Score Available	1000	