

Maryhill Burgh Halls Trust - 'Windows of Today' Project Commissioning Brief

Client

The client for the project is Maryhill Burgh Halls Trust; a local community-based Charitable Trust and Company Limited by Guarantee. The Trust has developed plans to restore, regenerate and redevelop the former Maryhill Burgh Halls site at the corner of Gairbraid Avenue and Maryhill Road in Glasgow. Funding for this £9.2M project has been secured after five years of fundraising, and work is currently underway on site, with completion scheduled for May 2011.

The client contact is Gordon Barr, who is Heritage Development Officer for the the Trust.

The Project

Background

When the Burgh Halls were opened in 1878, the local councillors commissioned a series of twenty stained glass panels, depicting the trades and industries of Maryhill at the time, from Glasgow-based designer Stephen Adam.

The windows are unusual for the period, for showing ordinary working people in their everyday working clothes, not overly stylised or romanticised. They were clearly drawn from life, as the level of detail in the background often allows for the location of the trade depicted, and in some cases even the individuals portrayed, to be identified precisely.

The windows have been kept in storage by Glasgow Museums since the mid-1960s. It is planned to return a number of the original panels to the building for display.

All of the original windows can be viewed on our website at www.maryhillburghhalls.org.uk

Windows of Today

We have funding in place, as part of the capital costs of the overall project, to run a major interpretation & arts project to create modern interpretations of the stained glass windows, and the subjects they depict. The main project will involve two separate, but linked strands; the first involving the running of a number of workshops with the local community in north Glasgow in general, and Maryhill in particular, with a view to explain and demonstrating the techniques involved in designing and manufacturing stained glass. They should also be used as brainstorming sessions to involve and inspire the community to generate ideas for what should be depicted in the Windows of Today.

The second phase would be the actual design and manufacture of a number of new stained glass panels for permanent installation in the Burgh Halls. The designs should be inspired by the feedback and results of the workshops, although the final stained glass design itself is to be done by a professional artist/designer.

Along with the original Stephen Adam stained glass, the Windows of Today will feature prominently in the ongoing marketing and promotion of the Burgh Halls; this will therefore be a high-profile, large scale commission.

Strand 1: Community Involvement Workshops

The successful tender will have to design and deliver a number of workshops to work with local people. The purpose of the workshops is to promote understanding of how stained glass is made, raise awareness of the Stephen Adam panels, and to generate new, creative ideas for new panels to be manufactured for the Halls.

The workshops should involve background to the history of stained glass design in general, and to Scottish stained glass, and the Maryhill Stephen Adam panels in particular. They should involve a good proportion of 'hands on' practical work, including for example, selecting colours, cutting glass and using lead. Ideally, insight into the manufacturing process of stained glass, coupled with development input from local communities will

result in people gaining a better understanding of the original panels, and allow for the development of ideas of what similar windows representing Maryhill would show today. How would they be similar? How would they differ? What trades or occupations should be represented? What form should they take?

One possible form for these workshops might be to have several separate workshops for different audiences, one aimed at younger school children, one at older people, and one for a general audience, for example. This could then lead to several different designs to be worked up into new window designs from each group.

The trust would welcome input and alternative suggestions as to how best to run these to have the maximum impact and reach. The Trust is especially keen to try to encourage participation from sections of the community who do not normally seek out heritage-related opportunities, and workshop plans that reflect this are encouraged. The Trust may be able to provide some assistance with advertising the workshops and locating possible participants, and can provide some limited support in terms of time from Trust staff.

Strand 2: Design & Construction of new stained glass windows

The original windows are approx. 900mm square. One possible format would be for the new windows to be a similar size and proportion, to allow for the possibility of display in the same location as the originals.

When formulating design possibilities for the glass, the following should be noted:

- The designs should take their lead from the output from the workshops.
- The design of the images should be relevant, dynamic and contemporary; while respecting the historical context and significance of the B-listed building in which they will be installed.
- The panels will be framed, and need be able to be hung in front of, rather than fixed within, window frames. They may need to be moved to suit exhibition or other requirements over time.
- The Stephen Adam panels are notable for their level of detail, and sense of specific geographical place. Although individually unique, they work well together as a thematically linked set. The new panels should seek to achieve a similar sense of cohesion, complexity and, importantly, a real connection to Maryhill.

The exact number of new panels commissioned will depend on a number of factors, including cost, final design and delivery timescale practicalities. The Trust is hoping that it may be possible to produce up to 10 panels.

This is intended as a general outline, and the Trust would welcome creative and alternative suggestions as to the exact form of the resulting windows.

Tendering

Initial responses to this tender are invited by 5pm on August 16th 2010.

Responses are invited for either one individual strand, or both as a complete package. We welcome partnership submissions that cover both elements.

An approximate breakdown of costs, including basic hourly rate for your time, should be included with your submission. Please be clear as to which strand you are tendering for (Workshops, Panels or Both), and how the proposed costings relate to each strand.

Initial responses are invited for the Workshops strand, in the form of not more than four sides of A4 (or equivalent), setting out your vision for how the workshops will be run; what form they will take; how many workshops you propose; how many participants can be involved; what other organisations/individuals you may wish to partner with, and explaining what background/experience you have in delivering this type of experience, including two external references.

For the design & construction strand, please provide examples of other commissions you have created; and an approximate outline of how you would take the output from the workshops and turn them into finished designs. Estimates on the format and number of panels that could be produced within the constraints outlined would be welcomed. Submissions should be limited to four sides of A4.

Submissions for both elements should be limited to eight sides of A4, and should include an approximate outline timetable.

Around three submissions will then be selected, and applicants invited for an interview. The outcome will be decided, and project awarded, on the basis of quality of design, relevant experience and ability to deliver the project within an agreed timescale and budget. Applicants will be notified of the outcome of the tendering process as soon as possible after the interview.

The initial outline budget for the both strands of the project combined is around £18,000 - £20,000 (excluding VAT). This must include all design, professional & manufacturing fees, equipment, raw materials, space rental, any staff costs, and all out of pocket expenses. The cost of mounting and installing the resulting panels will be met separately by the Trust. We would expect that no less than 20% of the overall budget would be spent on the Workshops.

Payments will be staged in four payments over the period of the commission, and will be made after the relevant stages are completed, on submission of invoices. These will be paid within 28 days of receipt.

Please note that we intent to market merchandising based on the stained glass. While copyright in the design will remain with the designer, the Trust will reserve the right to produce commercial reproductions of the resulting glass itself, with no ongoing commission payable to the designer.

Timescale

The Halls are due to open in late May 2011, so any commissioned glass should be ready by that date for installation. Workshops should be held as soon as possible after the commission is granted to allow for maximum lead time for the actual manufacturing.

Any questions or clarifications should be addressed to:

Gordon Barr, Heritage Development Officer, Maryhill Burgh Halls Trust
45 Garrioch Road, Glasgow, G20 8RG
Email: gbarr@mbht.org.uk Tel. 0141 948 1104

Responses should be sent to Gordon Barr at the above address by 5pm on 16th August 2010. Email submissions are encouraged.