



Brief for the Appointment of an Arts Consultant

Per Cent for Art Scheme – Enhanced Community Care Hub at Cavan General Hospital, Cavan Co Cavan.





I. Background

The Health Service Executive Capital & Estates Office (HSE) seeks to appoint a suitably qualified and experienced Arts Consultant to develop, manage and deliver the Per Cent for Art Scheme associated with the new Enhanced Community Care Hub at Cavan General Hospital.

The appointment will ensure the successful implementation of a high-quality public art Programme that enhances the Enhanced community care hub, reflects the values of the healthcare setting, and complies with the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's Per Cent for Art Scheme.

The Arts Consultant will act as the HSE's professional advisor throughout the project and will manage the entire process from project inception through to completion and final handover.

2. Project Overview

The project comprises the development of a new standalone two-story Enhanced Community Care Hub building located on the grounds of Cavan General Hospital.

This new development includes 22 number clinical rooms located on ground floor, with education rooms & ancillary staff facilities located on 1st floor. Accommodating services for Chronic disease, Integrated care programme for older people & Northeast doctor on call.

The Per Cent for Art allocation will provide opportunities for the commissioning of one or more permanent or integrated artworks that contribute positively to the patient, visitor and staff experience.

The project is due to commence on site in November 2026 with an expected completion date of March 2028.

The appointed consultant will work closely with the HSE Capital & Estates Team, hospital management, the design team, project managers and other stakeholders to develop and implement an appropriate commissioning strategy.



3. Objectives

The objectives of the appointment are to:

- Deliver a successful Per Cent for Art programme that complements the new Enhanced community care hub development.
- Develop a robust artistic vision and commissioning strategy.
- Ensure transparent and best-practice procurement of artists.
- Facilitate meaningful stakeholder engagement. Manage artists throughout the design, fabrication, installation and completion stages.
- Deliver the project within the approved budget and programme.
- Ensure all works comply with health and safety, procurement and governance requirements.

4. Scope of Services

The appointed Arts Consultant will be responsible for the complete management of the Per Cent for Art Scheme, including but not limited to:

4.1 Project Initiation

- Review the Enhanced community care development project and associated design information.
- Familiarise themselves with the project programme, stakeholders and site constraints.
- Establish the governance structure for the art project.
- Prepare a detailed project programme aligned with the construction programme.



4.2 Development of the Art Brief

- Consult with key stakeholders including: Hospital management, Clinical staff, Estates personnel, Design team, Patient representatives (where appropriate)
- Develop the artistic vision for the commission. Prepare a comprehensive Artist Brief.
- Recommend the most appropriate commissioning model.

4.3 Artist Procurement

- Prepare all documentation required for the procurement of artists including an Artist brief
- Manage artist queries alongside the HSE Capital & Estates Project Manager
- Coordinate submissions. Organise assessment panels. Facilitate selection meetings. Prepare evaluation reports.
- Manage all communications with applicants.
- Assist in appointment and contracting of the successful artist(s).

4.4 Artist Management

- Act as the principal liaison between the HSE Capital & Estates and appointed artist(s).
- Manage design development. Coordinate stakeholder presentations. Review proposals.
- Monitor programme and budget.
- Ensure compliance with procurement and contractual requirements.
- Coordinate design approvals.
- Manage fabrication and installation processes.

4.5 Stakeholder Engagement

- Develop and implement a stakeholder engagement strategy.
- Facilitate workshops, meetings and presentations where required.
- Ensure appropriate communication throughout the project lifecycle.

4.6 Project Management

- Monitor project risks.
- Maintain programme and budget.
- Chair project meetings where appropriate.
- Prepare progress reports.
- Advise the HSE Capital & Estates on project decisions.
- Coordinate with the building design and construction teams to ensure successful integration of the artwork(s).



4.7 Completion

- Oversee installation.
- Coordinate practical completion.
- Ensure all documentation is provided including: Maintenance manuals, Warranties Certificates, As-built documentation, Copyright and licensing documentation
- Coordinate project evaluation and final reporting.

5. Deliverables

The successful consultant shall provide:

- Project Execution Plan.
- Stakeholder Engagement Plan.
- Per Cent for Art Strategy.
- Artist Brief.
- Procurement documentation.
- Evaluation reports.
- Regular progress reports.
- Budget reports.
- Risk register.
- Installation coordination.
- Completion documentation.
- Final Project Report.

6. Consultant Experience

The consultant should demonstrate:

- Significant experience delivering Per Cent for Art commissions in Ireland.
- Excellent knowledge of the Per Cent for Art Scheme and associated government guidance.
- Experience managing public procurement processes. Experience working within healthcare or other complex public environments.
- Strong stakeholder engagement and facilitation skills. Proven project management capability.
- Knowledge of construction processes and coordination with capital projects.



7. Project Management

The consultant will report to the HSE Capital & Estates Project Manager and will work collaboratively with:

- Other HSE Capital & Estates personnel
- Hospital Management
- Hospital Maintenance Department
- Design Team
- Main Contractor Quantity Surveyor
- Project Supervisor Construction Stage (PSCS)
- Other stakeholders as required.

The consultant shall attend meetings throughout the duration of the commission as required.

8. Programme

The consultant will commence upon appointment and remain engaged throughout the development, procurement, design, fabrication, installation and completion of the commissioned artwork(s), aligned with the overall construction programme for the hospital extension.

9. Budget

The consultant shall manage the approved Per Cent for Art budget on behalf of the HSE, ensuring value for money, transparency and compliance with public procurement requirements. All expenditure shall be monitored and reported throughout the project.

10. Procurement Requirements

The consultant shall ensure that all procurement activities are undertaken in accordance with:

- Public procurement legislation and guidelines.
- The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media's Per Cent for Art Scheme.
- HSE procurement procedures and governance requirements.



11. Tender Submission Requirements

Tenderers should provide:

- Company profile.
- Details of the proposed project team.
- Relevant experience on comparable projects.
- Examples of completed Per Cent for Art commissions.
- Proposed methodology.
- Programme for delivery.
- Risk management approach.
- Fee proposal.
- References.

12. Evaluation Criteria

Tenders may be assessed under the following indicative criteria:

Criterion	Weighting
Relevant Experience	25%
Methodology and Project Approach	35%
Project Team	10%
Cost	30%

The HSE reserves the right to amend the evaluation criteria prior to issuing the tender documentation.

13. Expected Outcomes

The successful consultant will deliver a professionally managed Per Cent for Art programme resulting in high- quality commissioned artwork(s) that:

- Enhance the built environment.
- Support wellbeing for patients, visitors and staff.
- Reflect the identity and aspirations of Cavan General Hospital.
- Integrate successfully with the new hospital extension.
- Provide a lasting cultural legacy for the hospital and the wider community.

