



Percent for Art Program Call to Artists: Request for Qualifications (RFQ)

New Hampshire's Percent for Art Program

The Percent for Art Program was enacted by the New Hampshire Legislature in 1979 to ensure that all forms of visual arts and crafts have an integral and important role in state construction projects. The program seeks a genuine integration of art in architecture by giving an opportunity to building designers, planners, artists, state employees, arts professionals and private citizens to collaborate in planning projects and selecting, purchasing or commissioning works of art by artists and craftspeople for state buildings.

This RFQ is being issued to pre-qualify artists who then will be eligible to submit proposals for the direct purchase or site-specific commission of artwork for multiple state buildings. The Percent for Art program is currently in the process of selecting artwork for four state building sites. NOTE: We are not requesting specific proposals at this time.

Postmark / Delivery Deadline: Wednesday, April 30, 2008

The application to be pre-qualified for the upcoming four Percent for Art projects must be postmarked or hand delivered to the New Hampshire State Council on the Arts by 4:15 p.m. on the deadline date noted above. Office hours are Monday - Friday, 8:15 a.m. - 4:15 p.m. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or be responsible for applications lost in transit. Errors and omissions may affect the Committee's evaluation of your application, so please prepare your materials carefully and follow instructions listed under "To Apply". A confirmation postcard will be mailed upon receipt of application package.

Artist Eligibility

This is an open invitation to professional visual artists who live in New Hampshire or within 30 miles of its borders. Artists may submit applications as individuals or as a collaborating team. The panel will not discriminate against any applicant artist on the basis of age, race, sex, sexual orientation, religion, national origin or disability.

To Apply:

Artist(s) must submit the following to be considered for this RFQ:

- A statement, not to exceed one page that explains why your qualifications / expertise should be considered for public art opportunities.
- An up-to-date professional resume documenting education, exhibitions, acquisitions, and awards, but also highlights private and public commissions and/or purchases of artwork for public spaces.. .
- Contact information for references who can attest to your ability to create artwork in consultation with clients.
- One IBM formatted Compact Disc with ten (10) jpg image files of your existing work. Be sure to include any Public Artworks. Images should be roughly 600 x 900 pixels. Include a complete Image Identification Sheet (attached). The file name of each digital image should include a number that corresponds to your Image Identification Sheet. Please do not submit Power Point presentations, photo prints, computer print-outs or slides.

Criteria for Selection:

The following review criteria **WILL** be used when evaluating each artist’s qualifications

- Excellence of the artist's previous work.
- Record of professional activity and achievement
- Ability to manage projects of similar scale and complexity
- Technical competence with regard to selection of materials, lighting recommendations, installation procedures and long-term maintenance
- Experience working as a member of a design team with other design professionals, architects and/or engineers
- Ability to communicate effectively – orally and in writing
- Reference recommendations

The following criteria **MAY** be used when evaluating an artist’s eventual proposal. Each Site may have additional or different criteria than what is listed below and will be developed in conjunction with the release of this RFQ. Each Site may elect to request either a commission or existing work proposals from finalists.

- Appropriateness of the artist's proposal for the site
- Excellence and innovation of proposed designs
- Conservation requirements and maintenance plans for proposed works
- Completeness of the artist's budget, including adequate artist fees
- Artist's contract requirements
- Willingness of the artist to work with the Council to develop a plan to inform the public about the piece as it is developed

Review Process:

A committee made up of artists, architects, state officials, and representative building users will review the applications for being pre-qualified for the four sites listed below.

Sites & Budgets:

The following State Buildings are included in this combined Request for Artist Qualifications.

Site	City	Approximate Budget
Manchester Community College	Manchester	\$40,000
Alan Shepard Discovery Center	Concord	\$11,000
Laconia District Courthouse	Laconia	\$17,000
New Hampshire Department of Revenue Administration	Concord	\$50,000

For more information about each Site listed above, please visit their websites:

- Manchester Community College
 - <http://manchester.nhctc.edu/>
 - Alan Shepard Discovery Center
 - <http://www.starhop.com/abs.htm>
 - Laconia District Courthouse
 - <http://www.nh.gov/judiciary/courtlocations/belkdistdir.htm>
 - New Hampshire Department of Revenue Administration
 - <http://www.nh.gov/revenue/>
-

Basic Timeline and Details:

Any artist may be selected outright based on exemplary qualifications and work directly with the Committee(s) to develop and finalize a proposal. Artists selected as Finalists from this RFQ phase will receive a Request for Artist Proposal (RFP) specific to the Sites listed above and will compete with other Finalists. The number of Finalists per Site is undetermined at this time. Details of the eventual RFP will be developed in conjunction with the release of this RFQ.

The State Arts Council conducts meetings with Site Advisory and Art Selection Committees specifically created for each Site. Artwork design, theme, and material considerations as well as contracting timetables will be unique to each Site.

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|---|---|
| <ul style="list-style-type: none">▫ Friday, February 29▫ Wed, April 30▫ Early May
▫ Late May | <ul style="list-style-type: none">Public Release of Request for Artist QualificationsPostmark deadline for Artist Qualification MaterialsCommittee review of Artist Qualifications<ul style="list-style-type: none">• Committee recommends:<ul style="list-style-type: none">○ Finalists to receive a Request for Proposal specific to Site and compete with other Finalists for contract or...○ Artists to contract with the State Arts Council and work directly with Site Committee(s) to refine a proposal.
Artist Notification of status by mail |
|---|---|

Return of Materials

Materials submitted with a self-addressed and stamped return envelope will be returned to artists immediately following the Committees' decision. Materials without return envelopes will be retained at the State Arts Council's offices for 30 days after the selections have been made. The Council will not be responsible for materials left after 30 days after the selections.

Any submitting artist's name and contact information will be entered into the State Arts Council's database and will be used for future Call for Artists mailings and e-mail announcements.

Mail or Deliver Entries by Deadline to:

New Hampshire State Council on the Arts
2 ½ Beacon Street – 2nd Floor
Concord, NH 03301

Questions?

Julie Mento, Visual Arts Associate, (603) 271-0790
julie.mento@dcr.nh.gov
www.nh.gov/nharts

Directions to the New Hampshire State Council on the Arts, Concord, NH

From I-93 North or South

- Take Exit 14, Loudon Road
- Proceed west, by turning left at the end of the northbound ramp, or turning right at the end of the southbound ramp - toward the center of Concord.
- You will be on Bridge Street, which ends at the intersection with Main Street.
- At the Main Street traffic light, cross Main Street, and go straight ahead on to Centre Street.
- Turn right onto North State Street at the next traffic light (one block).
- Go north on North State Street 3 blocks (about 1/2 mile) to Beacon Street. (Beacon Street is on the left just beyond the intersection of Washington Street and North State Street.)
- Turn left onto Beacon Street.
- The State Arts Council is in the second building on the right, (#2 1/2) a large two-story brick building.
- Use the main entrance on the left side of the building. NHSCA is located on the second floor.

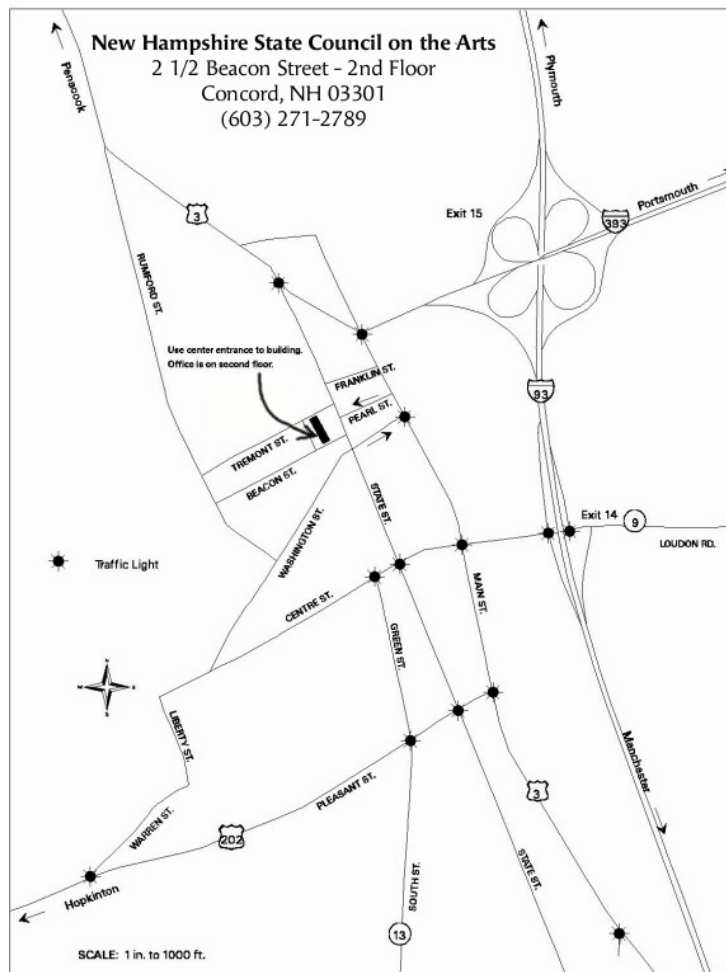


IMAGE IDENTIFICATION SHEET

NEW HAMPSHIRE STATE COUNCIL ON THE ARTS

1. ARTIST DATA

Remember to always inform the State Arts Council of address changes!

Name _____ Place of Birth _____ Date of Birth _____

Mailing Address _____ City/Town _____ State _____ ZIP _____
NH

Address _____ City/Town _____ State _____ ZIP _____
(if different from Mailing address) NH

Telephone (work) _____ FAX _____ Telephone (home) _____

E-mail _____ URL _____

2. NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE PROJECT (NISP).

Arts Discipline*: _____ Race/Ethnicity: _____

(*Enter the code for the arts discipline which best describes your Support Materials.)

<http://www.nh.gov/nharts/grants/nisp.htm>

International Activity of Project Yes ___ No X ___

3. REQUIRED APPLICATION INFORMATION (Check off)

- One (1) form per set of images.
- Up to 10 Jpg images on DVD/CD. Images should be roughly 600 x 900 pixels.
- Complete image identification information on next page
- Height/Width/Depth in inches (in that order). Height=top to bottom; Width=left to right; Depth=front to back.
If work is available to purchase, mark "P" after price.

APPLICANT NAME: _____

4. IMAGE LIST - ONLY 10 WORKS (NO MORE THAN 10 IMAGES), INCLUDING DETAILS.

Image #	Title	Date of Completion	Size H" x W" x D"	Medium	Price Mark "P" for Sale
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.