



**New Hampshire's Percent for Art Program
Request for Proposals for Art / Craft Work (RFP)
Bureau of Graphic Services Building, Concord, New Hampshire**

Project Budget: \$4,690

Postmark or Delivery Deadline for Submissions: Friday, February 3, 2012

The **New Hampshire State Council on the Arts**, in association with the Bureau of Graphic Services Building, is pleased to announce a Site Specific Request for Proposals (RFP) for Art / Craftwork for the new accessible entrance addition.

Artist Eligibility

In order to receive a contract from the State of New Hampshire, an artist must be a legal resident of the United States and possess a Social Security number.

About the Graphic Services Building

This building currently houses several state agencies under the New Hampshire Department of Administrative Services. These are: the Bureau of Graphic Services, encompassing the State's main print shop and the administration of print outsourcing, copier rentals and procurements; the workshops and supply depots of the carpenters and electricians of the Bureau of General Services; and the Surplus Distribution Section of the Bureau of Purchase and Property, including motor freight receiving facilities and an extensive food warehouse for frozen, refrigerated and non-refrigerated foodstuffs. In February 2010, an extreme weather event caused severe damage to the 3-story portion of the building, resulting in a complete interior re-build of that section. The funding for the Percent for Art project derives from that restorative construction project.

Site Selection Committee

The selection of artwork for Percent for Art projects is overseen by a Site Selection Committee made up of site and art advisors. Site advisors include representatives from the agency or agencies housed in the building; the project architect if available; a representative from the Bureau of Public Works: Design & Construction; users of the building; and sometimes a state legislator from the district where the building is located. Art advisors include one to three individuals representing professional artists, craftspeople, art educators, or gallery directors. The meetings are facilitated by one or more staff members from the State Arts Council.

Selection Criteria

The Site Selection Committee reviews proposals submitted by artists and makes recommendations to the State Arts Council for the selection of artwork based on the following criteria:

- Quality, appropriateness, and suitability of the proposed artwork in relation to the RFP:
 - Design considerations: artworks must be durable, require minimal maintenance, meet safety standards, and adhere to building codes, and other state regulations
 - Medium, forms, and themes: suitability of the proposed medium, forms, and artistic concept to the stated themes
 - Suggested locations: suitability of the proposed artwork to the location

- The artist's ability to carry out the commission, to keep the project within budget, and to complete and install the work on schedule. Assessment is based on evidence of successful projects undertaken and completed as noted in the artist's resume and work samples.

Design Considerations

Due to the nature of this public facility, all work must be durable, low-maintenance, sturdy, and easy to maintain, and must pose no hazard to the public. For example, unprotected sharp edges and breakable mediums are not appropriate and it is recommended that all framed works of art requiring glass use Plexiglas as an alternative.

Selected artists are expected to work cooperatively with the architect, project manager, and building staff, or designated representatives, to make necessary adjustments in relation to building codes and other construction issues, and to assure smooth installation of the work. Particular attention will be directed to meeting security and functional requirements in a building that serves a diverse group of people. Security framing for 2-dimensional artworks and secure base systems for 3-dimensional artworks are required and must be included in the proposal and budget.

Medium, Forms & Themes

The State of New Hampshire seeks proposals for **commissioned and/or existing art/craft works** for this project. Desired artwork genre and mediums include, but are not limited to: painting, pastel, prints (photography, etching, wood cut, silk screen, lithography, etc), clay, murals, collage, and low-relief wall sculpture. Undesirable mediums include fountains or the use of water, artwork that uses electricity and artwork that makes a sound, vibration, or hum (white noise).

The committee used the following words to describe the themes, metaphors, and tone that they hope the artworks will convey:

<p><i>Bureau of Graphic Services' stewardship of public communication.</i></p>	<p><i>history of BGS building</i> (telephone communications, operators, storage, printing & food distribution)</p>	<p><i>dynamism & industry</i></p>
<p><i>Food Surplus' role in emergency food response</i> (motor transport & trucking)</p>	<p><i>history of printing</i> (evolution of printing on paper from printing presses to current technologies)</p>	<p><i>spoken word to printed word</i></p>
<p><i>Bureau of Graphic Services' and Food Surplus' efforts at efficiency and governmental transparency</i></p>	<p><i>notable historical figures in the evolution of printing methods</i></p>	<p><i>good graphic design in connection with the promotion of NH</i></p>

Locations for Artwork(s)

The committee identified specific interior locations for artists to consider in developing proposals. All artists submitting proposals are **strongly encouraged** to attend an On-site Informational Meeting and Building Tour for clarification and details about each of these locations. More information about the tour appears below. Asterisked (**) locations below are areas of the building that experience wide temperature fluctuations and may include a close-to-freezing environment at some times of the year. Artists must take this factor into consideration when proposing specific materials and installation methods.

Primary

- Painted brick walls of the stairwell landings (one space is mid way to the second floor; the second space is just outside the entry door to the second floor) **
- Wall space in the second floor foyer & hallway extending from Food Surplus to Bureau of Graphic Services.

Secondary

- Red brick wall on the right when you enter through the main entrance. **

On-site Informational Meeting & Tour

An on-site informational meeting and tour will be held **Tuesday, January 17, 2012 at 2pm**. All artists interested in submitting proposals are encouraged to attend this meeting for clarification and details about this location. A Bureau of Graphic Services staff member and a representative from State Arts Council will be present to answer questions. **Artists are encouraged to bring their own tape measure, camera, paper and pen.** (See directions to this building on page 8).

Budget

A total of up to **\$4,690** is available for this project. Artists submitting proposals should include all expenses for the proposed artwork(s) and itemize these on the standardized budget form provided on page 7. Costs can include supplies and materials; artist(s) fees; any subcontracting work related to the project amortized expenses such as; studio rental; electricity, telephone; travel costs; security base and framing systems required to secure art/craft work; installation costs, including engineering studies if necessary); an amortized portion of yearly general liability insurance, and a small contingency percentage. No design fees will be paid for preliminary sketches or designs submitted with the proposal. Semi-finalists may be asked to refine their proposals or present their plans to the committee. The committee reserves the right to make a decision that is in the best interest of the project and to adjust the process as needed.

General Liability Insurance

- Artists receiving contracts for Percent for Art commissions and acquisitions are required by the State Attorney General's office to have current General Liability Insurance.
- Artists are not required to have General Liability insurance at the time the proposal is submitted. However, artists selected for the project are required to submit a current Certificate of Insurance at the time of contracting to verify that a current general liability insurance policy is in place and that limits of coverage are appropriate to the scope of the project being undertaken.
- If an artist has a General Liability insurance policy in place at the time of proposal and wishes to add an amortized portion of this cost to the budget at the time of submission, this should be included in the budget.
- If an artist does not have General Liability insurance at the time of submission and/or the level of coverage is insufficient to address the scope of the proposed project, the line item in the budget for "insurance" can be left blank. The cost of insurance can be added to the budget after review and selection and will be included in the budget submitted to State Arts Council for approval.

Warranty of Materials & Installation

The materials and installation hardware of the artwork shall remain free from all defects for a period of 90 days after installation. Any defect noted within 90 days of the installation date shall be repaired by the artist at their expense. The date and remedy of repair shall be coordinated with and approved by the State Arts Council staff. Any repair shall restore the artwork to the minimal maintenance condition as originally stated in this Request for Proposals.

Contract Approvals

The Site Selection Committee's recommendations will be submitted to the New Hampshire State Council on the Arts Council for approval. All contracts of \$2,500 and over (cumulatively within a fiscal year to an individual artist) must also be approved by the Governor and Executive Council.

Artists receiving a commission may not begin projects prior to notification of a fully approved contract. Contracts issued by the State Arts Council for the commissioning or the acquisition of artwork are typically paid in three increments. Processing of the initial payment may take 6-8 weeks. Subsequent payments may take 3-4 weeks. Artists receiving contracts are strongly encouraged to plan cash flow based upon the length of time required for processing payments.

How to Submit a Proposal for Commissions or Existing Work

The State Arts Council will honor the copyright and intellectual property rights of artists submitting proposals. Original works of art cannot be accepted during this proposal phase. **Artists must submit each of the following materials:**

Commission proposals:

1) Presentation Board:

- Foam core or illustration board no smaller than 16" x 20" and no larger than 20" x 30" (no other presentation board materials will be accepted) that includes:
 - A two-dimensional graphic representation of preliminary concept. Concept may be presented in any 2-dimensional medium (photo, graphite, colored pencil, pen & ink, watercolor, etc.) If drawing paper is used, it must be mounted to the presentation board.
 - Artist's name and the intended/desired location/site for each artwork affixed to the presentation board.
 - 1-3 photos of completed **work samples** that directly relates to your proposal affixed to the presentation board.

2) Written Statement: Not to exceed one page, that addresses the artist's concept for the artwork. This can also be on the presentation board, but must be a separate piece of paper.

3) Itemized Budget: see Budget Form on page 7

4) Resume

Existing works for direct purchase proposals:

- 1) **Electronic images:**
 - Up to 10 jpg images on compact disc or DVD.
 - Use the Digital Image Identification Sheet on page 6 to identify images and be sure to indicate the intended/desired location/site for each artwork.
- 2) **Written Statement:** Not to exceed one page the addresses why the proposed artworks fit this project's scope.
- 3) **Itemized Budget:** See Budget Form on page 7.
- 4) **Resume**

Deadline is Friday, February 3, 2012

Office hours are 8:30am – 4:30pm. No late proposals will be accepted.

Proposals must be postmarked or delivered to:

**New Hampshire State Council on the Arts
19 Pillsbury Street – 1st Floor
Concord, NH 03301**

Return of Proposals

Proposals submitted with a self-addressed and stamped return envelope will be returned to artists approximately three weeks following the Selection Committee proposal review meeting. Proposals without return envelopes will be retained at the New Hampshire State Council on the Arts offices for 30 days following the meeting. The Council will not be responsible for materials left beyond 30 days.

Timetable

December 29, 2011	Public release of RFP
Tuesday, January 17, 2012 at 2pm	On-site Informational Meeting & Tour for artists
Friday, February 3	Postmark/Delivery Deadline
Mid-February	Selection Committee Proposal Review Meeting
Thursday, March 15	NHSCA Council meeting: Review and approval of Selection Committee recommendations
Late March, 2012	Award letters and contracts issued to artist(s)
June 30, if feasible	Artist(s) create artwork(s) and install

Questions? Julie Mento, Visual Arts Associate, (603) 271-0790, julie.mento@dcr.nh.gov

About 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 place in the public spaces of state buildings. 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.

**New Hampshire's Percent for Art Program
 Bureau of Graphic Services Building, Concord, New Hampshire
 Existing Works for Purchase: Digital Image Identification Sheet**

Artist's Name: _____

Mailing Address: _____

Phone (home): _____ (studio): _____ (work): _____

Email: _____ Website: _____

IMPORTANT: PLEASE NAME EACH FILE NUMERICALLY
Example: 1.jpg, 2.jpg, 3.jpg, and so on. Write your full name on the CD itself.

- Images should be roughly 600 x 900 pixels.
- Do not submit PowerPoints presentations, photo prints, original works of art, computer printouts, or slides.

Image #	Title	Size (HxWxD)	Medium	Price
1.....				
2.....				
3.....				
4.....				
5.....				
6.....				
7.....				
8.....				
9.....				
10.....				

If proposing existing works, please fill in the relevant costs on the BUDGET FORM that may include:

- Telephone
- Travel
- Installation

New Hampshire State Council on the Arts: Percent for Art Program

BUDGET FORM (Required) Fill out applicable items below. One budget form per proposal.



ARTIST'S NAME: _____

Item	Cost
Design & execution of artwork (artist fee)	
Materials	
Studio Rental (only if renting)	
Electricity (prorated amount relevant to the execution of this artwork)	
Telephone (long distance calls made in connection with working on this artwork)	
Travel costs (associated with the design and installation of artwork) <ul style="list-style-type: none"> • 51 cents per mile 	
Installation costs (<ul style="list-style-type: none"> • Take into account all aspects of installation from start to finish. • All artwork needs to be securely mounted. If artwork is two-dimensional, works must be framed and include security hanging brackets. • If artwork is three-dimensional, it must be securely mounted to a horizontal surface and include cost for appropriate base. • Include engineering studies if needed. • Include any required rental equipment (examples: scaffolding, scissor lifts, ladders, stud finders, etc). • Include any subcontractor fees. 	
General Liability Insurance: <ul style="list-style-type: none"> • Artists receiving contracts for Percent for Art commissions and acquisitions requiring installation are required to have General Liability Insurance by the State Attorney General's office. • The insurance should cover the artwork during transportation and delivery and cover the artist and general public while the artist is installing artwork on-site. This proposal budget can include an amortized amount of insurance proportional to the scope of your proposed artwork as it relates to your yearly activity. An estimate/average can be \$200 - \$600 depending on the scale of the project and installation. If you do not have general liability insurance please leave this blank. • For more information See "General Liability Insurance" paragraph on page 3. 	
Other (please explain):	
Other (please explain):	
Contingency (5% -10%) Please build in a contingency appropriate to the scope of your proposal.	
TOTAL BUDGET = (Note to those artists offering existing work for purchase. We will add any given artwork's price noted on the Digital ID Sheet to the total budget figure here)	

On-site Informational Meeting and Building Tour
Tuesday, January 17, 2012 at 2pm
Directions to the Bureau of Graphic Services Building, 1
2 Hills Avenue, Concord, NH

FROM THE NORTH:

Take I-93 South to exit 14. At the bottom of the exit ramp, turn right onto Route 9/Loudon Rd. Take the 2nd right onto North Main St. Take the first right onto Storrs St. and follow it 0.5 miles. The Graphic Services Building is the long, low brick building on the right, on the southwest corner of the Storrs St/Hills Ave. intersection. It's just south of Hermano's Restaurant and directly opposite the Market Basket on Storrs St. Entrance to the building is from the parking lot on the Storrs St. side, near the Hills Ave. end.

FROM THE SOUTH:

Take I-93 North to exit 13 for Manchester St. At the bottom of the exit ramp, turn left toward Main St/Downtown. In 0.5 miles, turn right onto Storrs St. In 0.3 miles, the Graphic Services Building will be the long, low brick building on the left, just across from the Market Basket supermarket. Entrance to the building is from the parking lot on the Storrs St. side, near the Hills Ave. end.

FROM THE EAST:

Take Rt. 4 West towards Concord. Merge onto I-393 West and follow it all the way to the end, where it T's into North Main St. Turn left onto North Main St. and go 0.6 miles. Take the 2nd left onto Storrs St. and follow it 0.5 miles to the Graphic Services Building, a brick building on the right, on the southwest corner of the Storrs St. / Hills Ave. intersection. It's the long, low brick building just south of Hermano's Restaurant and directly opposite the Market Basket on Storrs St. Entrance to the building is from the parking lot on the Storrs St. side, near the Hills Ave. end.

FROM THE WEST:

Take Rt. 202/ Rt. 9 East to I-89 South. Just before the traffic lights at the end of I-89, turn right to follow the cloverleaf up onto I-93. At the top of the cloverleaf, swing quickly across to the left side of a wide swath of I-93 exit ramp and onto the I-93 northbound on-ramp. (Watch out for fast traffic coming off the highway!) Once on the highway, travel 1.8 miles, then take exit 13 for Manchester St. At the bottom of the exit ramp, turn left toward Main St./Downtown. In 0.5 miles, turn right onto Storrs St. In 0.3 miles, the Graphic Services Building will be the long, low brick building on the left, just across from the Market Basket supermarket. Entrance to the building is from the parking lot on the Storrs St. side, near the Hills Ave. end.

For Delivery of Proposals
Directions to the State Arts Council's Offices
19 Pillsbury Street, 1st Floor, Concord, New Hampshire 03301

Directions

FROM THE NORTH:

Take I-93 South to exit 12N and turn right onto South Main Street. Follow South Main Street .9 miles. Turn left onto Pillsbury Street. The State Arts Council is in the second building on the left (#19), a two-story brick building, on the first floor.

FROM THE SOUTH:

Take I-93 North to exit 12N and turn right onto South Main Street. Follow South Main Street 1.1 miles. Turn left onto Pillsbury Street. The State Arts Council is in the second building on the left (#19), a two-story brick building, on the first floor.

FROM THE EAST:

Take Rt. 4 West towards Concord. Merge onto I-393 West to I-93 South. Take I-93 South to exit 12N and turn right onto South Main Street. Follow South Main Street .9 miles. Turn left onto Pillsbury Street. The State Arts Council is in the second building on the left (#19), a two-story brick building, on the first floor.

FROM THE WEST:

Take Rt. 202/ Rt. 9 East to I-89 South. At the end of I-89 take a left onto South Main Street. Follow South Main Street 1.4 miles. Turn left onto Pillsbury Street. The State Arts Council is in the second building on the left (#19), a two-story brick building, on the first floor.