

New Hampshire's Percent for Art Program

Request for Proposals for Art / Craft Work (RFP) Department of Revenue Administration, Concord, N.H.

Postmark or Delivery Deadline for Submissions: Wednesday, January 14, 2009

The **New Hampshire State Council on the Arts** in association with the Department of Revenue Administration (DRA) is pleased to announce a Request for Proposals for Art / Craftwork (RFP) for site-specific artwork and existing artworks.

Percent for Art Program General Information

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.

All types of art and/or craftwork may be purchased, including objects relating to the state's history and cultural heritage. New Hampshire's legislation (RSA 19-A) requires that one-half of 1 percent of the bid contract price (up to \$15 million) of construction of state buildings and facilities be used for the inclusion of art/craft work. The State Arts Council may allocate 80 to 100 percent of the funds generated for artwork in the new building. Any funds withheld may be used for project-related administrative expenses (up to 12 percent) and for Arts Bank, a fund to acquire artwork for existing state buildings (up to 8 percent). (New building construction that is exempted from contributing to Percent for Art funds include projects that are self-liquidating, part of the university system of New Hampshire, or paid by federal, highway, or Fish and Game funds.

About the Department of Revenue Administration

The mission of the Department of Revenue Administration is to collect the proper amount of taxes due, incurring the least cost to the taxpayers, and in a manner that merits the highest degree of public confidence in our integrity, efficiency and fairness. Further, it must provide prompt and constructive assistance to the municipal units of government in matters of budget, finance, and the appraisal of real estate.

Artist Eligibility

Eligible artists were pre-qualified through an earlier Request for Qualifications process.

Design Considerations

Particular attention will be directed to meeting the strict security and functional requirements in a building serving a diverse group of users. Security framing and base systems are needed to secure art / craft work. Although site-specific commissioned work is a priority choice, there are some spaces that are suitable for the purchase of existing work. Due to the nature of this public facility, all work must be

durable, low-maintenance, sturdy, and easy to maintain, as well as posing no hazard to the public (for example, unprotected sharp edges and breakable mediums are not appropriate).

Design Themes

New Hampshire State Council on the Arts, in association with the Department of Revenue Administration, seeks proposals for commissioned or existing art/craft works for interior and exterior spaces. The Art Selection and Site Advisory Committees are seeking artists/craftspeople to create artworks for specific locations outlined below.

Desired artwork mediums include, but are not limited to photography, prints, graphic arts, mural painting, low-relief sculpture, fiber, glass, painting, pastel, clay, and free-standing 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 committees used the following words to describe the feelings, metaphors, or ideas that they hope the artworks will convey:

- Feeling/thought/texture/identifiable
- “Equity for All” – DRA motto
- Education & Leadership
- Public Service
- Community
- People
- Landscapes
- Soothing & non-aggressive
- Tranquil
- Positive future
- Quality of life
- Inspirational & peaceful scenes

Suggested Locations for Artwork

Primary Locations for Artwork:

- Lobby

Secondary Locations for Artwork:

- Taxpayer assistance rooms
- Hearing Room
- Conference Room

On-site Informational Meeting

An on-site informational meeting will be held on **Tuesday, December 9th at 1:00pm** at the Department of Revenue Administration in Concord, N.H. (see attached directions). This question-and-answer session will include a tour of the facility.

Budget

The budget is for all artwork and sub-contracting work to be incorporated in the project. A total of up to \$50,000 is available for all spaces. Calculate expenses for materials; artist(s) fees, studio rental, electricity, telephone, travel costs, a small contingency percentage, installation costs (including

engineering studies, if necessary), liability insurance while installing artwork on-site, and insurance while work is under construction and during transportation and delivery.

Selection Committees

The Art Selection Committee (a committee of arts professionals) works closely with the Site Advisory Committee (a committee consisting of the users of the facility) to understand the nature of the project, to identify desirable spaces for art, and to select the art/craft work.

Contract Approvals

The committees' recommendations must be approved by the New Hampshire State Council on the Arts and Commissioner of Cultural Resources before contracts can be submitted for final approval by the Governor and Executive Council.

To Apply / Enter

Artists must submit the following materials:

- Two-dimensional graphic representation of preliminary site-specific proposal(s). See "Visual Proposals for Commissions" below for details.
- Jpg images on compact disc, of existing work available for direct purchase.
 - Use the Slide/Image Identification Sheet to identify slides/images.
- Proposed budget.
- A written statement, not to exceed one page, that addresses the artist's/team's concept.
- Identification of the intended site for each artwork proposed.
- Mail or deliver proposal packet and address any questions/concerns to: **New Hampshire State Council on the Arts, 2 1/2 Beacon Street, Suite 225, Concord, NH 03301-4447**. See beginning of RFP for deadline details.
- Semi-finalists and finalists may be asked to refine their proposals or present their plans to the committees. The committees reserve the right to make a decision that is in the best interest of the project and to adjust the process as needed.

Visual Proposals for Commissions

Artists are asked to present a graphic representation of the proposed work on illustration board (minimum size 9" x 12"; maximum size 18" x 24"). If drawing paper is used, it must be mounted on foam core. Any two-dimensional medium is allowed. The Council will honor the copyright and intellectual property rights of artists.

Design Fees

No design fees will be paid for preliminary sketches or designs.

Selection Criteria

The panel will make the selection based on the following criteria:

- Quality and suitability of the proposal in relation to the project description, program goals, and site descriptions.
- The artist's ability to carry out the commission, to keep the project within budget, and to complete and install the work on schedule.

- Permanence and durability of materials. All artwork must meet safety standards and adhere to building codes and other state regulations. Artworks must be durable and require minimal maintenance.
- Willingness of the artist to consult with the architect, construction manager, and building staff (or designated representatives) to assure smooth integration of the artwork into the building site and to make necessary adjustments in relation to building codes and other construction issues.

Return of Proposals

Proposals submitted with a self-addressed and stamped return envelope will be returned to artists immediately following the committees’ decision. Proposals without return envelopes will be retained at the New Hampshire State Council on the Arts offices for 30 days after the selections have been made. The Council will not be responsible for materials left beyond 30 days after the selections.

Timetable

November 24	Release of RFP to pre-qualified artists
Tuesday, December 9th	On-site Informational Meeting for artists
Wednesday, January 14	Postmark/Delivery Deadline
Early February	Proposal Review Meeting
April 2009	Install existing work (if any)
Mid to late 2009	Install Commissions

Directions to the Governor Hugh J. Gallen State Office Park South and the Department of Revenue Administration Building for On-site Informational Meeting taking place on Tuesday, December 9th from 1:00 – 3:00 p.m

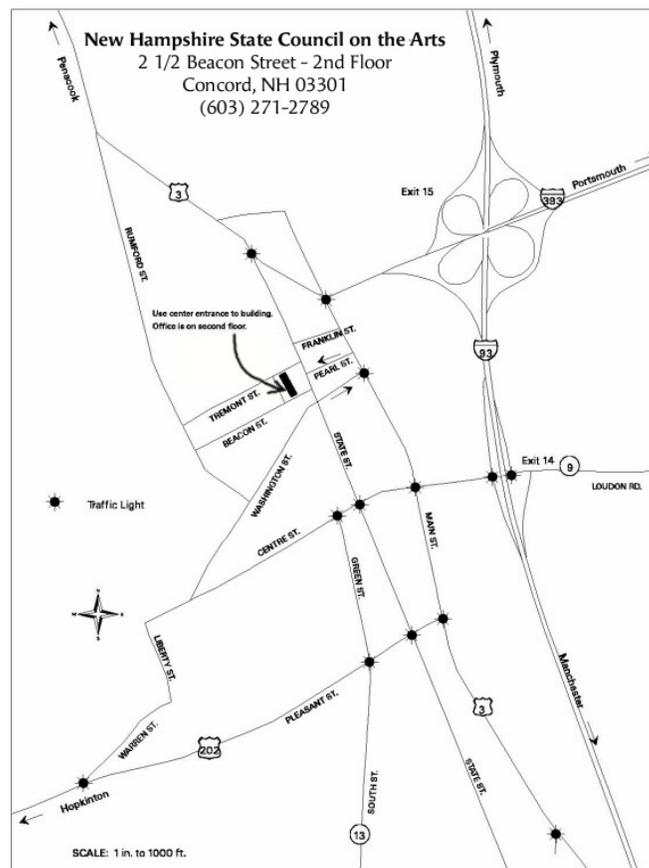
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Directions to the New Hampshire State Council on the Arts, Concord, New Hampshire

Postmark or Delivery Deadline for Submissions: Wednesday, January 14, 2009.

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. The State Arts Council is located on the second floor.



DIGITAL IMAGE IDENTIFICATION SHEET

NEW HAMPSHIRE STATE COUNCIL ON THE ARTS

ARTIST DATA

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

Name Birth Place of Birth Date of Birth

Mailing Address City/Town State NH ZIP

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

Telephone *(work)* FAX Telephone *(home)*

E-mail URL

REQUIRED APPLICATION INFORMATION (CHECK OFF)

- Submit one IBM formatted Compact Disc with JPG image files.
- Images should be roughly 600 x 900 pixels.
- The file name of digital images should include a number that corresponds to your Digital Image Identification Sheet (see next page)
- Do not submit PowerPoints, photo prints, computer printouts, or slides.

APPLICANT NAME: _____

4. IMAGE LIST .

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