



**New Hampshire's Percent for Art Program  
Request for Proposals for Art / Craft Work (RFP)  
For the Merrimack Court, Merrimack, New Hampshire**

**Postmark or Delivery Deadline for Submissions: Friday, August 27, 2010**

The **New Hampshire State Council on the Arts**, in association with the Merrimack Court, is pleased to announce a Request for Proposals (RFP) for Art / Craftwork for site-specific and existing artworks for the Merrimack Court building in Merrimack, New Hampshire. See "About the Merrimack Court" for more information about the new building.

**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 Merrimack Court**

The Merrimack Court was completed and began providing services to the citizens of Merrimack, Bedford and Litchfield in May of 2010. The building contains four court rooms on three floors and is approximately 24,000 square feet. Initially, it will contain the Merrimack District Court and in early fall of 2010, the Merrimack Family Division. It is located in the Merrimack Town Complex on land donated to the State by the citizens of Merrimack.

**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 ideally 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 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 (see below).
  - suggested locations – suitability of the proposed artwork to the location/s.
- 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

Site-specific commissioned work and existing works for direct purchase are equally desirable.

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).

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 base systems for 3-dimensional artworks are required and must be included in the proposal.

## Medium, Forms, & Themes

The State of New Hampshire seeks proposals for commissioned or existing art/craft works for interior spaces. 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 themes, metaphors, and tone that they hope the artworks will convey:

- Natural environment of local area
- Rivers
- Soothing
- Calm & Tranquil
- Local history
  - Four villages of Merrimack
  - Bedford
  - Litchfield
  - Notable citizens (such as Matthew Thornton, Passaconaway, etc.)
  - Native Americans
  - Town seal
- Justice
- Families
- Educational
- Interactive

## Suggested Locations for Artwork

The committees have 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. (See below for more details.)

### **Primary Locations**

- Main lobby
  - Except around security station
- Clerks office wall (visible from lobby)
- Juvenile Court waiting area
- Main stairwell
- Second floor waiting area
- Counseling Room

### **Secondary Locations**

- Vestibule
- Juvenile mediation room
- Juvenile Court conference rooms (3)
- Second floor conference rooms (4)
- Courtroom 4 lobby

**Excluded areas:** Courtrooms

### **On-site Informational Meeting and Building Tour**

Artists interested in submitting proposals are **strongly encouraged** to attend this important meeting in order to gather more information on the project. The meeting and tour for the Merrimack Court will be held on: **Wednesday, August 4 from 2 – 3:30 p.m.**

There will be a presentation of the primary and secondary locations within the building and discussion on the themes identified in the RFP. The architect, a Merrimack court staff committee member, and a representative from State Arts Council will be present to answer questions. (See directions at the end of this RFP).

### **Budget**

A total of up to \$16,900 is available for the artwork for the Merrimack Court project.

Artists submitting proposals should include all expenses for the proposed artwork/s and itemize these on the standardized budget form provided. Costs can include: supplies and materials; artist(s) fees; any subcontracting work related to the project; 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.

**IMPORTANT:** 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 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.

## 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 to cover on-site work and installation.
  - **Any selected artwork less than 3' x 3' will be installed by the State Arts Council. No General Liability Insurance is required in this circumstance.**
- 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 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 a proportionally 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.

## Contract Approvals

The Site Selection Committees' 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.

## How to Submit a Proposal for New Commissions or Existing Work

Artists must submit the following materials:

### For site-specific proposals:

- 1) **Presentation Board** (minimum size 9" x 12"; maximum size 18" x 24") on illustration board or foam core that includes:
  - A two-dimensional graphic representation of preliminary concept. Concept may be presented in any medium (photo, graphite, colored pencil, pen & ink, watercolor, etc.). Note: If drawing paper is used, it must be mounted on foam core.
  - Clear identification of artist's name and the intended/desired location/site for each artwork on the presentation board.
  - Work Samples: 1-3 photos of completed work that directly relates to your proposal.
- 2) **Itemized budget** (see Budget Form below).
- 3) **A written statement**, not to exceed one page, that addresses the artist's or team's concept for the artwork.

Note: The State Arts Council will honor the copyright and intellectual property rights of artists submitting proposals.

**For existing works for direct purchase:**

**1) Electronic images:**

- Up to 10 jpg images on compact disc or DVD.
- Use the Digital Image Identification Sheet to identify images and be sure to indicate the intended/desired location/site for each artwork.

**2) Itemized budget.** (see Budget Form below)

**3) A written statement,** not to exceed one page, that addresses why the existing works fit this project's scope.

**IMPORTANT: Original works of art cannot be accepted during this proposal phase.**

**Proposals must be postmarked or delivered to:**

**New Hampshire State Council on the Arts  
2 1/2 Beacon Street, Suite 225  
Concord, NH 03301-4447**

**Deadline: Friday, August 27, 2010**

No late proposals will be accepted.

**Return of Proposals**

Proposals submitted with a self-addressed and stamped return envelope will be returned to artists approximately 3 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.

**Approximate Timetable**

<b>Friday, July 16</b>	Public release of RFP
<b>Friday, August 4</b>	On-site Informational Meeting for artists
<b>Friday, August 27</b>	Postmark/Delivery Deadline
<b>September</b>	Selection Committees Proposal Review Meeting
<b>October 21, 2010</b>	NHSCA Council meeting – Review and approval of Selection Committees' Recommendations
<b>Early November</b>	Award letters and contracts issued to artists.
<b>Jan – May</b>	Artist create artworks and install.
	<b>Note:</b> All artworks must be installed by June 1

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

### **Background on the 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.



**Existing Works for Purchase: Digital Image Identification Sheet  
Merrimack Court  
New Hampshire's Percent for Art Program**

**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.

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

**If proposing existing works, please fill in the relevant costs on the BUDGET FORM.  
See Budget form for details**

**New Hampshire State Council on the Arts: Percent for Art Program**  
**BUDGET FORM (Required)** \*one budget form per commission proposal



**ARTIST'S NAME:** \_\_\_\_\_  
 Fill out only the applicable items below. Questions? Give us a call. (603) 271-0790.

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"> <li>• 50 cents per mile</li> </ul>	
Installation costs Artist is required to install three-dimensional artwork and all two-dimensional artwork larger than 3' x 3'. <ul style="list-style-type: none"> <li>• Take into account all aspects of installation from start to finish.</li> <li>• All artwork needs to be securely mounted. If artwork is two-dimensional, works must be framed and include security hanging brackets.</li> <li>• If artwork is three-dimensional, it must be securely mounted to a horizontal surface and include cost for appropriate base.</li> <li>• Include engineering studies if needed.</li> <li>• Include any required rental equipment (examples: scaffolding, scissor lifts, ladders, stud finders, etc).</li> <li>• Include any subcontractor fees.</li> </ul>	
General Liability Insurance: <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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. <b>If you do not have general liability insurance please leave this blank.</b></li> <li>• For more information See "General Liability Insurance" paragraph on page 3.</li> </ul>	
Other (please explain):	
Other (please explain):	
Contingency (5% -10%) Please build in a contingency appropriate to the scope of your proposal.	
<b>TOTAL BUDGET =</b> (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  
Wednesday, August 4<sup>th</sup> from 2:00 pm – 3:30pm**

**Directions to the Merrimack Court, Baboosic Lake Road, Merrimack, NH**

**From the north:** Take Interstate 93 South. After the Hooksett tollbooth there is a “Y”. Stay to the left, which will put you onto Interstate 293 South. Follow 293 to the Route 3 Exit in Bedford (Macy’s). Keep right on the ramp onto Route 101 West. Immediately get off at the next exit marked Route 3. Bear right onto Route 3 heading south. Follow for approximately 7 miles. Go through 4 sets of lights. At the fifth set of lights in Merrimack, get into the right hand lane. Turn onto Baboosic Lake Road. Take the first left onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

**From the south:** Head North on the Everett Turnpike to Exit 11 (Merrimack). At the end of the ramp, you will turn right onto Greeley Street. At the set of lights, at the end of Greeley Street, turn left onto Route 3 North (D.W. Highway). Follow for approximately 3 miles. Go through 3 sets of lights. At your fourth set of lights your will get into the left lane and turn onto Baboosic Lake Road. Take the first left onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

**From the east:** Take Route 101 to the Route 3 exit in Bedford. Bear right onto Route 3 heading south. Follow for approximately 7 miles. Go through 4 sets of lights. At the fifth set of lights in Merrimack, get into the right hand lane. Turn onto Baboosic Lake Road. Take the first left onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

**From the west:** Take Route 101 to Comp Road in Amherst (there is a blinking yellow light). At the town line it turns into Baboosic Lake Road. Follow Baboosic Lake Road for approximately 7 miles into the center of Merrimack. Turn right onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

**For Delivery of Proposals**  
**Postmark or Delivery Deadline for Submissions: Friday, August 27, 2010**

**Directions to the New Hampshire State Council on the Arts**  
**2 ½ Beacon Street, Suite 225, Concord, New Hampshire 03301**

**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.