



New Hampshire
State Council on the Arts

Percent for Art Program Request for Artist Proposals

Site: NH State Archives
9 Ratification Way, Concord, NH 03301

Issue Date: October 29, 2018

Deadline: December 21, 2018

Project Budget: \$15,900

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About 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 important place in the public spaces of state buildings. The program is administered by the New Hampshire State Council on the Arts (NHSCA), which seeks a genuine integration of art and architecture by giving an opportunity to architects, 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. For more information, see: <http://www.nh.gov/nharts/programservices/percentforart.htm>

About NH State Archives

The Division of Archives and Records Management, an agency under the administration of the Secretary of State, houses several million archival items and more than 90,000 cubic feet of current public records created by 200 state government agencies.

The Archives and Records building was constructed in 1963 on the grounds of the New Hampshire Hospital. The facility contains a humidity-controlled archival vault, work areas, a record storage area that was expanded in 1974, and a micro-graphics area that was expanded in 1989 and again in 2008.

Archive Holdings include the following Records: Executive, General Court, Secretary of State, Secretary of the Treasury, Court, Provincial Probate, Provincial, Town, Land Surveyors, Architectural Drawings, and Military.

The Division of Vital Records collects, preserves, and maintains over 6 million birth, marriage, divorce, death, and fetal death records for the citizens of New Hampshire. The data that is collected provides insight to researchers seeking answers to historical questions through the review of Vital Records events. In addition to providing public access to genealogical records dating back to 1640, DVRA staff annually assists approximately 11,000 customers in obtaining certified copies of their vital records. Vital Records maintains a public counter where qualified members of the general public may apply for and purchase legal identity documents.

Artist Eligibility

Any artist receiving a contract from the New Hampshire State Council on the Arts must be a legal resident of the United States and possess a Social Security number.

Process of Selection

The selection of artwork for Percent for Art projects is made by a Site Selection Committee that is uniquely assembled for the building. The Committee typically includes representatives from the agency or agencies housed in the building; the project architect; a representative from the Division of Public Works Design & Construction division; users of the building; an artist; and when possible, a state legislator from the district where the building is located. Site Selection Committee meetings are facilitated by one or more NHSCA staff members. Contracting with artists and oversight of installation is provided by the NHSCA.

Selection Criteria

The Site Selection Committee establishes desired themes for the artwork, identifies primary locations for artwork to be installed, reviews proposals submitted by artists, and makes recommendations for the selection of artwork based on the following criteria:

- Quality of the design concept
- Appropriateness of the proposed design concept and mediums to the stated themes (see page 4)
- 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 in the past as noted in the artist's resume and work samples.

Design Considerations for State Archives Building

Site-specific commissioned **new works** and purchase of **existing works** are equally desirable for this location.

Due to this being a public facility, all work must be durable, low-maintenance, and must pose no hazard to the public.

Selected artists are expected to work cooperatively with the site selection committee and NHSCA staff to make necessary adjustments to proposals in relation to building codes and other construction issues, and to assure smooth installation of the work.

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.

Primary Locations Available for Artwork

The NH State Archives Building Site Selection Committee has identified one primary location, and several secondary locations for artwork. Final locations and measurements will need to be confirmed with Site Selection Committee.

Primary Location- Exterior Walkway outdoor or sculptural work:



Secondary Locations –

2nd Floor Conference Room; 2nd Floor Training Room; 2nd Floor Waiting Area (outside Conference Room and Training Area); All Corridors

Mediums & Themes

Desired mediums for indoor works include, but are not limited to: painting, pastel, prints (etching, wood cut, silk screen, lithography, etc.), photography, glass, clay, mural works, collage, and low-relief wall sculpture.

Desired mediums for outdoor works include, but not limited to: stone, concrete, glass, metal, fiberglass, and clay used to create free-standing sculpture, functional or sensory sculpture, relief or mosaics.

Undesirable mediums include fountains or the use of water, artwork that uses electricity, artwork that makes a sound, vibration, or hum (white noise), and artwork adhered to the exterior of the building.

- Proposals will be evaluated for permanence, durability of materials, and safety to the public. Proposed artwork must require minimal conservation, optimally requiring no major conservation or maintenance other than periodic dusting/cleaning for up to 20 years. If proposal is selected, the committee will require a statement of recommended maintenance.
- Security base and framing systems that include hardware to secure artwork to the selected surface/s must be included in the proposal.

Themes: The Site Selection Committee identified the following themes, metaphors, and tone that they hope the artworks will convey:

<i>Historic Lafayette Posts</i>	<i>Sense of history and continuity</i>	<i>Important figures in NH history</i>
<i>Complement the architectural aspects the original State House: Gold/gilded accents, reminiscent of dome</i>	<i>Celebration of important documents, such as an original copy of the Ratification document on vellum</i>	<i>Identifiable New Hampshire scenes and icons</i>
<i>Articles of Confederation and Perpetual Union</i>	<i>200th Anniversary of the NH State House</i>	

On-site Informational Meeting & Tour

An on-site informational meeting and tour of the NH State Archives Building will be held to allow artists to view the primary locations identified for artwork and envision how they might address the request for proposals.

The meeting will be held on:

November 13, 2018 10:00 - 11:00 AM

All artists interested in submitting proposals are encouraged to attend this meeting for clarification and details about this location. A staff member from NH State Archives Building and a representative from the State Council on the Arts will be present to answer questions.

You **must** register for the tour through [Eventbrite](#). ***If you are not registered, you will not be allowed on the tour.***

Project Budget

A total of up to \$15,900 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. Costs can include: supplies and materials; artist(s) fees; any subcontracting work related to the project; utilities; 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. In the case of particularly large and complex site-specific commissions, the cost of creating a scale model/maquette or sample elements to solve engineering and fabrication challenges may be included in the budget.

No design fees will be paid for preliminary sketches or designs submitted with the proposal.

Documentation photography for the artist’s portfolio is not an allowable expense.

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 contracted for commissions and acquisitions 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.
- Note: The Attorney General's Office may allow for modification or waiver of General Liability Insurance for certain commissions and acquisitions, based on the size and scope of the artwork acquired.
- Artists are not required to have General Liability insurance at the time a proposal is submitted.
- If an artist **has** a General Liability insurance policy in place at the time of proposal and wishes to add an amortized and proportional figure to the budget at the time of submission, this cost should be included in the budget in the line item for "insurance."
- If an artist **does not have** General Liability insurance at the time of submission, the line item in the budget for "insurance" can be left blank, or an estimate can be provided. The cost of insurance may be added to the budget after review and included in a revised budget submitted to State Council on the Arts for approval.

Contract Approvals

The Site Selection Committee's recommendations for selected artwork will be submitted to the New Hampshire State Council on the Arts' Council for approval. All contracts of \$5,000 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.

A contract issued by the State Council on the Arts for the commissioning or the acquisition of artwork is generally paid in two or three installments. A midpoint site visit or submission of status report is required for all new commissions to assure the artwork underway is consistent with the approved proposal. 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 Existing Works or New Commissions

The New Hampshire State Council on the Arts accepts electronic submissions through its online platform, Submittable. There are two portals for this Percent for Art project: Site-Specific Commissions and Existing Artworks.

You will need to create a (free) profile in Submittable to submit a proposal. You may submit more than one design concept. We strongly encourage you to watch the [instructional videos](#) to prepare for the process.

Proposals for direct purchase of existing artworks:

To submit a proposal for existing artwork you will need:

- A current resume
- An artist statement
- Up to 10 proposed artworks. Each proposal may include 2 images each with identifying information. Please include in the notes the desired/intended location (if applicable).
- The completed electronic [budget form](#)

Proposals for new commissions

To submit a proposal for new commissions you will need:

- A current resume
- An artist statement
- A concept statement with proposed location information
- Up to 5 concept images for the proposal
- Previously completed commissions/artwork that will serve as work samples. You may use a URL for this section or upload 3-10 images. We suggest the samples should be similar in scope and/or mediums to the site-specific artwork that is being proposed.
- The completed electronic [budget form](#)

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

Deadline for Submission of Proposals:

December 21, 2018

No late proposals will be accepted.

NH State Archives Building Percent for Art Timetable

Monday, October 29, 2018: Public release of [Request for Artists' Proposals](#)

Tuesday, November 13, 2018: [On-site Informational Meeting & Tour](#) for artists, 10:00 – 11:00 am

Friday, December 21, 2018: Deadline for submission of proposals (11:59pm)

December/January: Site Selection Committee proposal review meeting

January, 2019: NHSCA Council review & approval of commissions/acquisitions

January, 2019: Notification letters & contracts issued to selected artist(s)

February, 2019: Contracts over \$5,000 to Governor & Executive Council for approval

March, 2019: Anticipated start for artists selected for commissioned artwork(s)

All artwork is expected to be completed as soon as possible. If project timeline exceeds June 30, 2019, a written extension will need to be requested by the Artist. Final installation schedule to be coordinated with NHSCA & NH State Archives.

On-site Informational Meeting and Building Tour
November 13, 2018 - 10:00 to 11:00 AM

You **must** register for the tour through [Eventbrite](#). *If you are not registered, you will not be allowed on the tour.*

Directions to NH State Archives
9 Ratification Way, Concord, NH 03301

From I-89 take exit 2 (Clinton Street). Take a right at the end of the ramp to head towards Concord. Take a left at the first traffic light by the Salvation Army (South Fruit Street). You will then turn at the second entrance on the right directly across from Memorial Field (State Office Park South). The Archives building will be directly on your left.