



**Percent for Art Program –Request for Artist Proposals
For the Anna Philbrook Center
29 South Fruit Street, Concord, NH 03301**

Issue Date: April 10, 2013

Deadline: Friday, June 7, 2013

(Postmark or Delivery by 4:15 pm to New Hampshire State Council on the Arts)

Total Project Budget: \$14,300

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 integral and 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 the Anna Philbrook Center

The Anna Philbrook Center is located at the corner of South Fruit and Clinton Streets in Concord, NH, in the southwestern corner of the former NH State Hospital campus on land that was originally part of the hospital’s farm. When originally constructed in 1957, the building was a reflection of the increased focus on child psychiatry in New Hampshire. Dr. Anna Philbrook (1904-1983) was a pioneer in child psychiatry and community mental health in New Hampshire. In 1969 there was an expansion of the building to provide more services. The Center served children and adolescents until 2010.

The building is currently being renovated to provide space for the State of New Hampshire’s Licensing Boards. The boards represented include the Real Estate Commission; twenty-three Department of Health and Human Services/Administratively Attached Boards; and the Joint Boards of Licensure. These are the bodies responsible for overseeing license and regulation for a wide range of professions. Therefore, professionals seeking licensure in the State of New Hampshire will interface with the building at important times in their careers.

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 done by a Site Selection Committee that is put together for each particular project. The Committee usually includes representatives from the agency or agencies housed in the building; the project architect; a representative from the Bureau of Public Works - Design & Construction division; users of the building; an artist; an NHSCA Councilor; 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 the themes for the artwork, 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 3)
- 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

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

Primary Locations Available for Artwork

The Site Selection Committee has identified primary locations for artwork in the following:

Wing B- Waiting Area

Possible locations for artwork(s) include:

- **A wall extending along a ramp** - The wall is indented with a total of 6 niches, each niche measures 94" H x 46 ¼" wide; the surface of the wall is painted cement brick
- **Wall to the right of Elevator** - The space available measures 42"w x 60" height; the surface of the wall is painted cement brick

Mediums & Themes

Desired artwork genre and mediums 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.

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

<i>Safeguarding of the public through licensing of critical services</i>	<i>History of the building's architectural evolution (renovations and additions since 1959)</i>	<i>Anna Philbrook's contributions to the field of child psychology</i>
<i>The range of services that have been provided in the building since 1959</i>	<i>Transitions (either metaphorically or relating to the building's purpose and history)</i>	<i>Artworks that evokes calmness & reduce anxiety</i>

Links of Interest

The following website link has information on the history of the Anna Philbrook Center. Scroll down to "1960 Anna Philbrook Center":

<http://www.dhhs.nh.gov/dcbcs/nhh/history.htm#philbrook>

On-site Informational Meeting & Tour

An on-site informational meeting and tour of the Anna Philbrook Center will be held to allow artists to see the primary locations identified for artwork and envision how they might address the challenge. The meeting will be held on:

Wednesday, April 24, 3:30 pm to 5 pm

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

Project Budget

A total of up to **\$14,300** 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 8. 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 selected 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.
- The Attorney General's Office may allow for modification or waiver of General Liability Insurance for certain commissions and acquisitions, based upon 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. The cost of insurance may be added to the budget after review and if selected for a commission negotiated and included in a revised budget submitted to State Arts Council 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 \$2,500 and over (cumulatively within a fiscal year to an individual artist) must also be approved by the Governor and Executive Council for approval.

Artists receiving a commission may not begin projects prior to notification of a fully approved contract.

A contract issued by the State Arts Council for the commissioning or the acquisition of artwork is paid out in two or three installments. 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 New Commissions or Existing Works

Please read the instructions carefully for each type of proposal. The State Arts Council will honor the copyright and intellectual property rights of artists submitting proposals.

Proposals for Site-Specific Commissions:

1) Prepare a “Presentation Board” that includes:

- A two-dimensional graphic representation of the **preliminary concept for the site-specific artwork**. The concept may be presented in any medium (photo, graphite, colored pencil, pen & ink, watercolor, etc.)
- 1-3 photographs of previously completed artworks that will serve as **work samples**; work samples should be similar in scope and/or mediums to the site-specific artwork that is being proposed.

IMPORTANT Specifications on Presentation Board:

- Materials: Use foam core or heavy-weight matt board that will not warp when placed on an easel
- Size: NO SMALLER THAN 18” x 24”; NO LARGER THAN 24” x 36”
- Clearly indicate **artist’s name** and the **intended/desired location** for each artwork on the front of the presentation board.

2) Complete the NEW HAMPSHIRE PERCENT FOR ART PROGRAM BUDGET FORM

3) Provide a Written Statement that addresses the artist’s or team’s concept for the artwork (not to exceed one page).

4) Provide a Resume of the artist or team (not to exceed 2 pages)

Proposals for direct purchase of existing artworks:

1) Electronic images:

- Submit up to 10 high resolution .jpg images on compact disc or DVD.
- Complete the **NEW HAMPSHIRE PERCENT FOR ART PROGRAM DIGITAL IMAGE ID SHEET FOR EXISTING WORKS FOR PURCHASE**

2) Complete the NEW HAMPSHIRE PERCENT FOR ART PROGRAM BUDGET FORM

3) Provide a Written Statement that addresses the artist’s or team’s concept for the artwork (not to exceed one page).

4) Provide a Resume of the artist or team (not to exceed 2 pages)

Deadline for Submission of Proposals: Friday, June 7, 2013

Office hours are 8:15am – 4:15pm. 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

If a proposal is selected by the Site Selection Committee, NHSCA will retain the Presentation Board until the completion of the project. Presentation boards for proposals not selected will be retained at the New Hampshire State Council on the Arts offices for 30 days following notification of proposal review. Proposals may be picked up at the NHSCA office by making an appointment. Call: 603/271-2789.

NHSCA will return Presentation Boards for proposals not selected, only if a self-addressed and stamped return envelope is provided. NHSCA cannot be responsible for materials left beyond 30 days of notification.

Timetable (all dates are for 2013)

Monday, April 10: Public release of Request for Artists Proposals

Wednesday, April 24: On-site Informational Meeting & Tour for artists, 3:30 to 5 pm

Friday, June 7: Deadline for submission of proposals (postmark date)

Early July: Site Selection Committee proposal review meeting

Thursday, July 18: NHSCA Council review & approval of commissions/acquisitions

August: Notification letters & Contracts issued to selected artist(s)

September: Contracts over \$2,500 to Governor & Executive Council for approval

October: Anticipated start for artists selected for commissioned artwork(s)

November 1: Estimated building completion date

All Artwork is expected to be completed and installed as soon as is feasible after building completion (11/2013) and no later than June 30, 2014

Questions? Please contact:

Lynn Martin Graton, Acting Director, NH State Council on the Arts
(603) 271-8418, lynn.graton@dcr.nh.gov

OR

Julianne Morse, Special Projects Assistant, NH State Council on the Arts
(603) 271-0791, julianne.morse@dcr.nh.gov

NEW HAMPSHIRE PERCENT FOR ART PROGRAM BUDGET FORM
ANNA PHILBROOK CENTER, CONCORD, NH
 REQUIRED FOR NEW COMMISSIONS AND EXISTING WORKS
 PLEASE fill out applicable items below. Complete one budget form per proposal.



ARTIST'S NAME: _____

BUDGET ITEM	COST
Execution of Artwork: This is the artist fee.	
Materials: Include only the costs directly related to this particular proposal.	
Studio Rental: Include this cost only if renting space specifically to create this artwork.	
Studio Utilities: Heat, electricity & telephone prorated for the amount relevant to the execution of this particular artwork.	
<p>Installation: Artwork(s) that are over 3'x3' must be installed by the artist (under this size can be installed by NHSCA). When calculating a budget for installation, take into account all aspects of installation from start to finish.</p> <ul style="list-style-type: none"> • If artwork is two-dimensional, it must be framed; the artwork needs to be securely mounted into the frame and be able to resist warping when a metal security bar is placed on the back of the frame. No "unfinished wood" frames will be accepted. • If artwork is three-dimensional, it must be securely mounted to a surface; include cost for an appropriate base, fasteners, mounts, etc.. • Include engineering studies if needed. • Include any required rental equipment (examples: scaffolding, scissor lift, ladder, stud finder, etc). • Include any subcontractor fees. 	
Travel: Include anticipated trips for meetings with NHSCA, securing of materials, & installation of artwork. Calculate mileage @ .56 cents per mile.	
<p>General Liability Insurance:</p> <ul style="list-style-type: none"> • Artists receiving contracts for Percent for Art commissions and acquisitions requiring installation are required by the State Attorney General's office to have General Liability Insurance. • The insurance should cover: the artwork during transportation and delivery; and the artwork, artist and general public while the artist is installing artwork on-site. This budget can include an amortized amount of insurance proportional to the scope of the proposed artwork as it relates to yearly activity. An estimate/average can be \$200 - \$600 depending on the scale of the project and installation. <p>Note: If you do not have general liability insurance please leave this blank.</p>	
Scale Model/Maquette/Sample Elements: Budget for this if there are particularly challenging engineering or fabrication challenges that need to be met before embarking upon the proposed artwork.	
Other: Please explain	
Contingency: Please build in a contingency appropriate to the scope of your proposal; typical ranges are 5% to 10% of total project budget.	
TOTAL BUDGET =	

**NEW HAMPSHIRE PERCENT FOR ART PROGRAM
DIGITAL IMAGE ID SHEET FOR EXISTING WORKS FOR PURCHASE
FOR ANNA PHILBROOK CENTER, CONCORD, NH**



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 and submitted as .jpg files.
PLEASE DO NOT submit digital images embedded in Powerpoint presentations, photo prints, original works of art, computer printouts, or slides.

	Title	Size of Original Artwork- (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: Travel & Installation

**On-site Informational Meeting and Building Tour
Wednesday, April 24, 2013 - 3:30 pm to 5 pm
Directions to the Anna Philbrook Center**



From I-93 traveling south:

- Exit 14, I-93 for NH-9 Loudon Rd
- Turn right onto NH-9, Loudon Rd
- Turn left onto North Main St
- Turn right onto Pleasant St
- Take 3rd left to South Street
- Turn right onto Clinton St
- Turn right onto South Fruit Street
- Take first left into State Hospital Complex
- The parking lot for Anna Philbrook Center is on the right; entrance to the building is on the far right of the complex

From I-93 traveling north:

- Exit 14, I-93 for NH-9 Loudon Rd
- Turn left onto NH-9, Loudon Rd
- Turn left onto North Main St
- Turn right onto Pleasant St
- Take 3rd left to South Street
- Turn right onto Clinton St
- Turn right onto South Fruit Street
- Take first left into State Hospital Complex
- The parking lot for Anna Philbrook Center is on the right; entrance to the building is on the far right of the complex

For Delivery of Proposals
DEADLINE: Friday, June 7, 2013
To the New Hampshire State Council on the Arts
19 Pillsbury Street, 1st Floor, Concord, New Hampshire 03301

Office Hours are 8:15am – 4:15pm.
No late proposals will be accepted.

Directions to the State Arts Council's Offices

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.