

New Hampshire's Percent for Art Program

Request for Artist Proposals

Hillsborough County Courthouse, Manchester, NH

Postmark or Delivery Deadline for Submissions: Friday, August 19, 2011

The New Hampshire State Council on the Arts (NHSCA), through the Percent for Art program, is pleased to announce an opportunity for artists to submit proposals for the commission of new or acquisition of existing artwork for the soon to be completed Hillsborough County Courthouse in Manchester, NH. The Percent for Art program provides for a modest ½ of 1 percent of the cost of construction or significant renovations of state buildings to be used for public art, ensuring that our public buildings are imbued with beauty that complements the building's function and enhances the mission of the state agencies housed there.

The Hillsborough Country Courthouse renovation was approved in the State Capital budget in FY 2010. Funds for the State Arts Fund were approved by Governor and Executive Council on April 14, 2010, Item #18. The Percent for Art program of New Hampshire State Council on the Arts is authorized through RSA 19-A:9.

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 Hillsborough County Court

The Hillsborough County Superior Court in Manchester, NH is one of 11 Superior Courts located throughout the State of New Hampshire. There is one Superior Court in each of the 10 counties, with the exception of Hillsborough County, which has two courts, one in Nashua and the other in Manchester. The New Hampshire Legislature established the Superior Courts in April 1901 and gave them jurisdiction over trials, thereby freeing up the NH Supreme Court to handle questions of law brought on appeal.

Hillsborough County constructed the original courthouse in 1968 and in 1989 the State of New Hampshire purchased it from the County. The current renovation and expansion was approved in fiscal year 2010 to service the increasing number of court cases and to ensure the safety of court visitors and staff. The renovation has resulted additions to the east and west sides of the building and a complete remodeling of the interior of the building. Veteran's Park in downtown Manchester is adjacent to the courthouse and is widely used by the public.

Site Selection Committee

The selection of artwork for Percent for Art projects is overseen by a Site Selection Committee typically 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 when possible an elected official from the district where the building is located. Site Selection Committee 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 on page 3.

- 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 & Identified Locations

The Site Selection Committee for the Hillsborough County Courthouse has identified specific interior locations for artists to consider in developing proposals. All artists submitting proposals are **strongly encouraged** to attend the On-site Informational Meeting and Building Tour for clarification and details about each of these locations. See page 3 for more details about the tour. For those artists not able to attend, photos of the locations will be provided on the State Arts Council's website soon after the tour.

Before reading about the identified locations below, artists are encouraged to download the interior blue print elevations available on the State Arts Council's website.

- The **primary locations** are the two "wells" or atrium-type openings that are located to the right and left of the main entrance to the building. The "wells" span vertically from the first floor to the second floor and are approximately 23' wide by 15' deep and 29' high. Artwork displayed in these spaces will be clearly visible through glass "walls/partitions" within the building's first and second floors as well as through the glass exterior wall from outside the building.

The committee seeks to contract with one artist or one artist team, to create two conceptually related or identical aerial/hanging works of art for those two locations. Since the artwork will have the greatest public impact in these two locations, it is the committee's intent to dedicate a majority of the project budget to these two artworks.

~~The aerial/hanging artwork must have the ability to be lowered and raised for maintenance purposes. The artist is responsible for sculpture's attachment point to the building.~~

Design, engineering, installation and materials must be coordinated with the building architect and their engineering subcontractors, but is a required part of the artists' budget.

- The **secondary locations** are three east facing walls on the second floor. Two walls are encountered when ascending the two staircases on either side of the building. These walls are both 21' wide by 10'-8" high and artworks can be floor to ceiling.

The third wall is located in the central portion of the second floor behind the reception desk. This wall is 52'-6" wide by 10'-8" high and the artworks for this wall will need to be above head height, with floor to ceiling options on either side of the desk.

The committee is open to contracting with one artist, or one artist team, to create visually integrated artworks along all three walls.

- **If the budget allows**, two dimensional existing works will be purchased and installed on two first floor walls. Available south wall is 7'-0" wide by 9'-7" high and north wall is 11'-4" wide by 9'-7" high.

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 frame hanging systems for 2-dimensional artworks is required.

Medium, Forms, & Themes

The Site Selection Committee **welcomes proposals in both abstract and representational styles.** The following words describe the themes, metaphors, and tones the artworks could convey in this setting. See “Links of Interest” on this below on this page for researching ideas.

history of Hillsborough County	calming / quiet
history of Manchester’s Veterans Park adjacent to the site	crisp / specific / singular / strong
history of Amoskeag textile heritage/industry	granite imagery as a symbol of strength
history of New Hampshire	reflective / warm / visually inviting and engaging
justice / balance	humane / civic and community minded
jurors / judges / judicial hierarchy	fairness / welcoming / friendly
inspirational / positive future / outlook	

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.

Any proposed medium should last 20 – 30 years with minimal maintenance. No proposed artwork shall use water or emit a humming/white noise sound. Desirable mediums can include, but not limited to; murals, textiles, metal, wood, photography, mosaics, bas relief, granite or the appearance of granite.

Links of Interest

The following website links are provided by the committee for the benefit of the proposing artists:

- www.manchesterhistoric.org
- <http://www.manchesterhistoric.org/Amoskeag.pdf>

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 will be held on **Thursday, July 21, at 9:00. This is the only opportunity for artists to tour the site.** There will be a presentation of the locations and discussion on the themes identified in this RFP. The architect, a committee member, and a representative from State Arts Council will be present to answer questions. See directions at the end of this RFP for details.

Budget

A total of up to **\$46,100** is available for the Hillsborough Country Courthouse Percent for Art 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; studio rental; electricity, telephone; travel costs; security hanging 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.

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 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.
- 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.

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 Commissions or Existing Work

Artists must submit the following materials:

For site-specific commission proposals:

- 1) **Presentation Board** (minimum size 9" x 12"; maximum size 18" x 24") on 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.) 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 front of the presentation board.
 - 1-3 photos of completed **work samples** that directly relates to your proposal affixed to the presentation board.
- 2) **Itemized budget:** see Budget Form on page 7.
- 3) **Artist's concept** for the artwork and a **statement of recommended maintenance**.
 - **Aerial/hanging artwork specifications:** Dimensions and weight, and proposed hanging method. ~~The aerial/hanging artwork must have the ability to be lowered and raised for maintenance purposes.~~
- 4) **Resume**

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.
 - Use the Digital Image Identification Sheet on page 6 to identify images.
- 2) **Itemized budget.** see Budget Form on page 7.
- 3) **Resume**

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

Proposals must be postmarked or delivered to: *NOTE OUR NEW ADDRESS!*

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

Deadline: Friday, August 19, 2011. Late proposals will not be accepted.

Return of Proposals

Proposals submitted with a self-addressed and stamped return envelope will be returned to artists approximately 4 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 proposal review meeting. The Council will not be responsible for materials left beyond 30 days.

Approximate Timetable

Friday, July 1	Public release of RFP
Thursday, July 21, 9am	On-site Informational Meeting & Tour for artists
Friday, August 19	Postmark/Delivery Deadline for Artist Proposals
Mid September	Selection Committee Proposal Review Meeting
Thursday, September 8	NHSCA Council meeting: Review and approval of Selection Committee recommendations
Mid September	Award letters and contracts issued to artist(s)
November 2011 – March 2012	Artist(s) create artwork(s) and install

Questions? Julie Mento, Visual Arts Associate, (603) 271-0790, 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.

**Hillsborough County Courthouse, Manchester, NH
New Hampshire's Percent for Art Program
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) **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	
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"> • 50 cents per mile 	
<p>Installation costs Artist is required to install three-dimensional artwork and all two-dimensional artwork larger than 3' x 3'.</p> <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. • Design, engineering, installation and materials must be coordinated with the building architect and their engineering subcontractors, but is a required part of the artists' budget. • Include any required rental equipment (examples: scaffolding, scissor lifts, ladders, stud finders, etc). • Include any subcontractor fees. 	
<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 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 4. 	
Other (please explain):	
Other (please explain):	
Contingency (5% -10%) Please build in a contingency appropriate to the scope of your proposal.	
<p>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)</p>	



**On-site Informational Meeting and Walking Tour
Thursday, July 21, 9am
Hillsborough County Courthouse, 300 Chestnut Street, Manchester, NH**

We recommend you click the URL below for driving directions from your home/studio.
On street parking is available in the immediate vicinity.

<http://maps.google.com/maps?q=300+Chestnut+Street,+Manchester,+NH&hl=en&sl=37.0625,-95.677068&sspn=50.823846,78.837891&z=16>

**For Delivery of Proposals
Directions to the State Arts Council's Offices
New location! 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.