



Percent for Art Program Request for Artist Proposals

Site: Lakes Region Community College
79 Belmont Rd, Laconia, NH 03246

Issue Date: June 16, 2014

Postmark Deadline: August 22, 2014

Project Budget: \$21,280

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NH State Council on the Arts
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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 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 Lakes Region Community College

Chartered in 1967, [Lakes Region Community College](#) (LRCC) is one of seven colleges that make up the Community College System of New Hampshire. The campus, consisting of three main buildings, is located in the Lakes Region of New Hampshire adjacent to the Belknap Mountains. The College offers 25 associate degree programs along with 34 certificate and non-credit workshops. On any given semester, approximately 1400-1500 men and women of all ages attend the College. Faculty and students collaborate in a genuine atmosphere of interactive learning that is the hallmark of the institution.

The location for artwork proposed in response to this RFP will be the Health and Science Building, which opened in the fall of 2013 and is the newest building to the campus. Consisting of two levels, it hosts the largest college programs - Fire Science and Fire Protection along with Nursing. Also housed in the building, are the science classroom labs for chemistry, physics, biology and microbiology. In addition to the classrooms, labs, faculty offices and small conference rooms, there is a multi-purpose Academic Commons, which is designed to accommodate traditional college classes, large lectures, guest speakers, and meetings including outside groups seeking similar use. The space can also be used for small banquet functions. Adjacent to the Academic Commons space is a large lobby.

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 Bureau 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 6)
- 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 Lakes Region Community College

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 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.

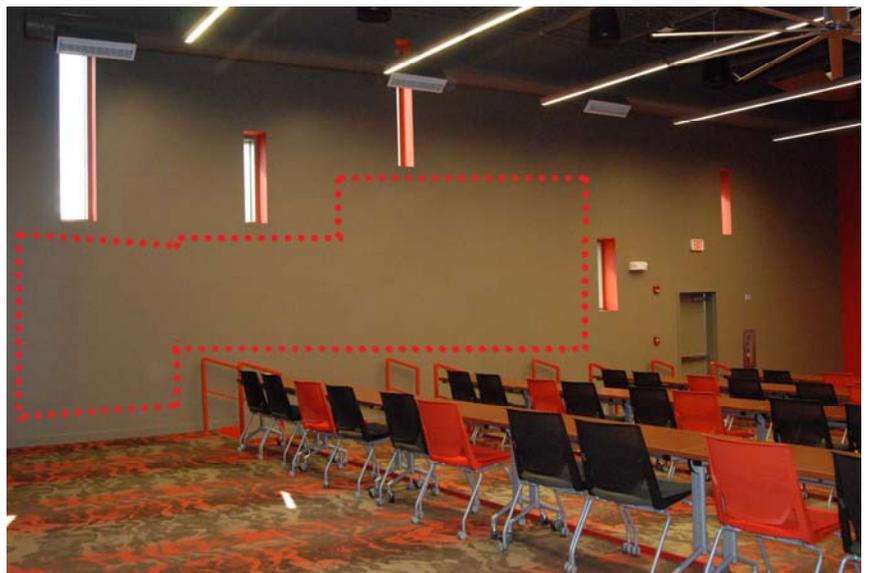
Particular attention will be directed to meeting security and functional requirements in a building that serves a diverse group of people.

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 Lakes Region Community College Site Selection Committee has identified 2 primary locations, and 3 secondary locations for artwork inside the Health & Science Building and on the adjacent lawns. **The photos below have dashed red & yellow lines where artwork can be proposed.** Final locations and measurements will need to be confirmed with Site Selection Committee.

Primary Location- Academic Commons: left hand wall with windows. Exact dimensions of wall space are available upon request.



Primary Location- Front or North Lawn: outdoor sculptural work

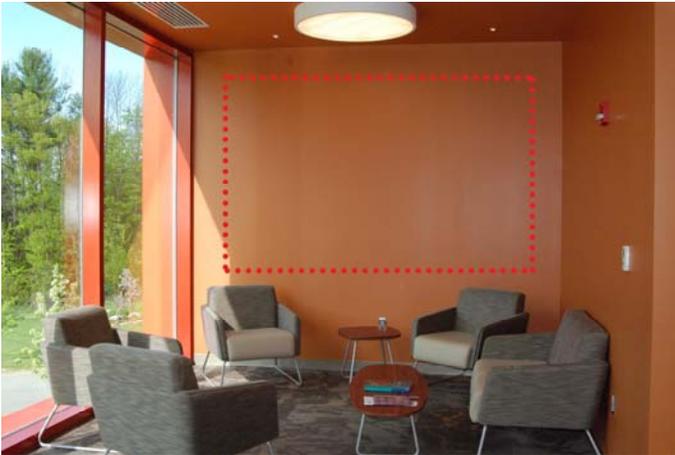
Front Lawn:



North Lawn:



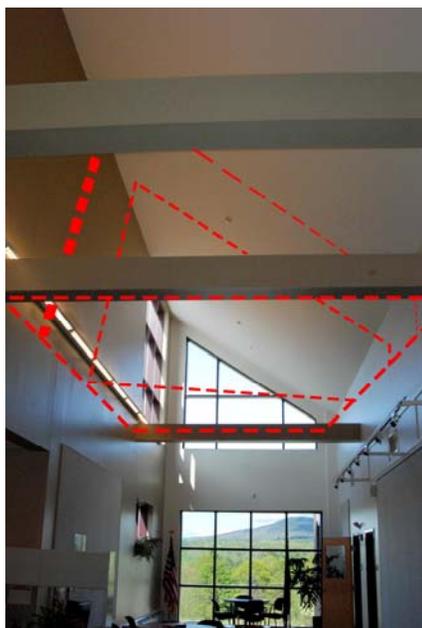
Secondary Location- Upper floor, north student enclave



Secondary Location: front walkway & railing



Secondary Location: Hanging work in Lobby



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>Learning, Teaching, Education</i>	<i>Energy & Vibrancy of Community College Campus</i>	<i>Inspiration</i>
<i>Opportunity</i>	<i>Service (Military/ Healthcare/ Public Safety)</i>	<i>Regional Environment</i>

On-site Informational Meeting & Tour

An on-site informational meeting and tour of the Lakes Region Community College Health & Science 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:

Wednesday, July 02, 2014 2:00-3:30 PM

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

Project Budget

A total of up to **\$21,280** is available for this project. The committee expects to select multiple commissions or existing works.

Artists submitting proposals should include all expenses for the proposed artwork(s) and itemize these on the standardized budget form provided on page 11. 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 \$2,500 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 New Commissions or Existing Works

Please read the instructions carefully for each type of proposal. The State Council on the Arts 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. 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.). Note artists may submit more than one design concept on multiple presentation boards.

IMPORTANT Specifications on Presentation Board:

- Materials: Use a durable 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) Provide 3-10 photographs of previously completed commissions/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. Photos should be mounted on an additional presentation board or included in a binder.

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

4) Complete the New Hampshire Percent For Art Program Budget Form (page 11)

5) 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 or flash drive
- Complete the New Hampshire Percent For Art Program **Digital Image ID Sheet For Existing Works For Purchase** (page 12).

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

3) Complete the New Hampshire Percent For Art Program **Budget Form** (page 11).

4) **Provide a resume** of the artist or team (not to exceed 2 pages).

Postmark Deadline for Submission of Proposals:

Friday, August 22, 2014

Office hours: 8:30 AM – 4:30 PM

No late proposals will be accepted.

**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 can be picked up at the NHSCA offices for 30 days following notification of proposal review, by making an appointment, call: 603-271-2789. Please provide a self-addressed and stamped return envelope if you would like your proposal returned to you by post. NHSCA cannot be responsible for materials left beyond 30 days of notification. CDs, DVDs, and flash drives submitted with images of existing works will only be returned if a stamped self-addressed envelope is included with the proposal.

Lakes Region Community College
Percent for Art Timetable (all dates are for 2014)

Monday, June 16: Public release of Request for Artists' Proposals

Wednesday, July 02: On-site Informational Meeting & Tour for artists, 2:00 to 3:30 PM

Friday, August 22: Deadline for submission of proposals (postmark date)

Early September: Site Selection Committee proposal review meeting

Monday, September 22: NHSCA Council review & approval of commissions/acquisitions

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

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

November: 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, 2015, a written extension will need to be requested by the Artist. Final installation schedule to be coordinated with NHSCA & LRCC.

NEW HAMPSHIRE PERCENT FOR ART PROGRAM BUDGET FORM

Lakes Region Community College, Laconia, 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



Lakes Region Community College

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, July 02 - 2:00 PM to 3:30 PM

Directions to Lakes Region Community College



From the South:

- Follow I-93 North and get off at exit 20 (Laconia/Tilton exit) At end of ramp
- Turn LEFT onto LACONIA RD/US-3/DANIEL WEBSTER HWY. Continue toward Laconia, approximately 7 miles. (You will pass the Belknap Mall on your left)
- One block beyond the mall, turn RIGHT onto US-3 N/RT-11 East
- Take the first exit off US-3/11-E (marked Belmont RT-106)
- At top of exit, turn RIGHT and proceed South on Route 106. The College is 100 yards on the right

From the North:

- Follow I-93 South and get off at exit 20 (Laconia/Tilton exit) At end of ramp
- Turn LEFT onto LACONIA RD/US-3/DANIEL WEBSTER HWY. Continue toward Laconia, approximately 7miles
 - (You will pass the Belknap Mall on your left)
- One block beyond the mall, turn RIGHT onto US-3 N/RT-11 East
- Take the first exit off US-3/11-E (marked Belmont RT-106)
- At top of exit, turn RIGHT and proceed South on Route 106. The College is 100 yards on the right

From Vermont/the West:

- Take I-89 south to the RT-11 E exit- exit number 11- toward NEW LONDON/KING RIDGE RD. 0.17 miles
- Turn LEFT onto KING HILL RD N/NH-11. Continue to follow NH-11. 10.48 miles
- Turn LEFT onto FRANKLIN HWY/NH-11. Continue to follow NH-11 W. 11.91 miles
- NH-11 W becomes US-3. 9.43 miles
- Turn RIGHT onto US-3 N/LACONIA GILFORD BYP/NH-11 E. 1.24 miles
- Take the RT-106 ramp toward RT-107/LACONIA/BELMONT. 0.29 miles
- Turn RIGHT onto BELMONT RD/NH-106. 0.36 miles

From Maine/the East:

- Take I-95 south to the US-4/RT-16 exit- exit number 5- toward US-1 BYP/PORTSMOUTH/NEWINGTON. 0.29 miles
- Stay straight to go onto US-4 WEST RAMP. 0.48 miles
- Merge onto NH-16 N (Portions toll). 20.56 miles
- Take the RT-11 W exit- exit number 15- toward FARMINGTON/ALTON. 0.16 miles
- Merge onto NH-11 N. 31.53 miles
- Turn LEFT to take the US-3 S/RT-11 W ramp. 0.16 miles
- Merge onto US-3/LACONIA GILFORD BYP/NH-11. 4.16 miles
- Take the RT-106 S ramp toward BELMONT/CONCORD. 0.32 miles
- Merge onto BELMONT RD/NH-106. 0.41 miles

For Delivery of Proposals
Postmark Deadline: Friday, August 22, 2014

New Hampshire State Council on the Arts
19 Pillsbury Street, 1st Floor, Concord, New Hampshire 03301
Office Hours are 8:30am – 4:30pm. No late proposals will be accepted.

Directions to the NH State Council on the Arts

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 Council on the Arts 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 Council on the Arts 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 Council on the Arts 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 Council on the Arts is in the second building on the left (#19), a two-story brick building, on the first floor.