



# Percent for Art Program Request for Artist Proposals

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

**Issue Date:** October 12, 2018

**Deadline:** November 23, 2018

**Project Budget:** \$14,067

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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 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/programs/services/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. In 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 Automotive Technology Building, which opened in 2016 and is the newest building to the campus. It was specifically designed to host the Automotive Service Education program.

## **Materials**

The exterior building has both concrete and metal walls. The interior locations identified for artwork are drywall.

## **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; 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 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, and must pose no hazard to the public. For example, unprotected sharp edges and breakable mediums are not appropriate.

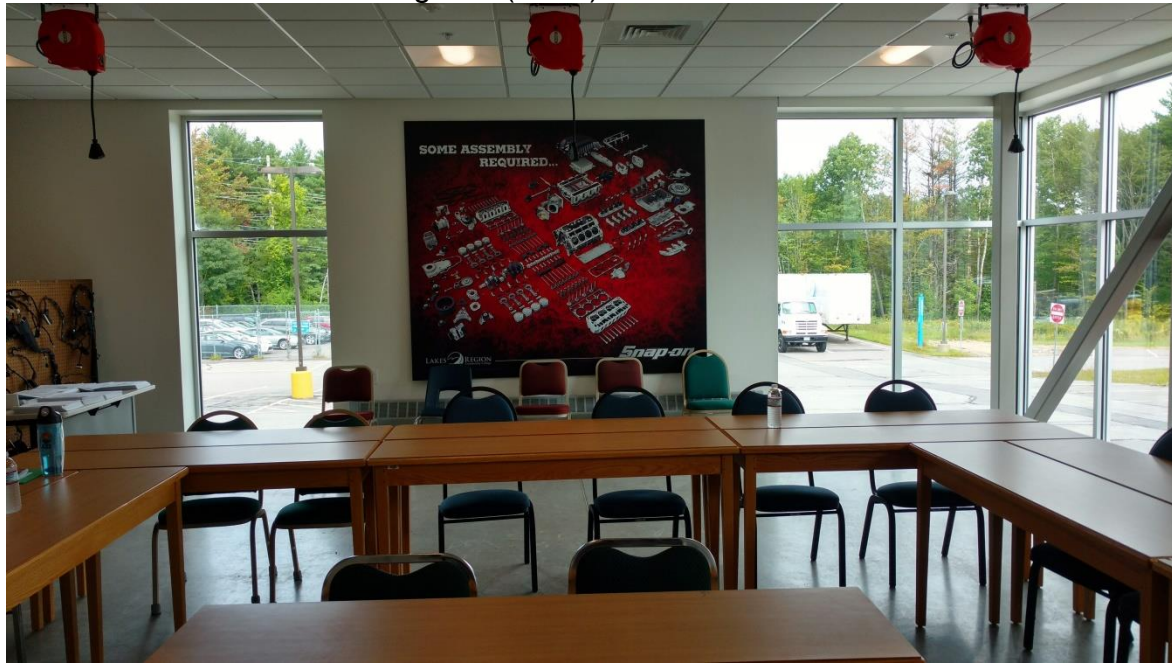
Selected artists are expected to work cooperatively with the site selection committee and NHSCA staff to make necessary adjustments to proposals in relation to building codes and other construction issues, and to assure smooth installation of the work.

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.

## Locations Available for Artwork

The primary locations are interior walls in classroom 115, above the water fountain and the recessed display area. Exterior walls along the front and back of the building.

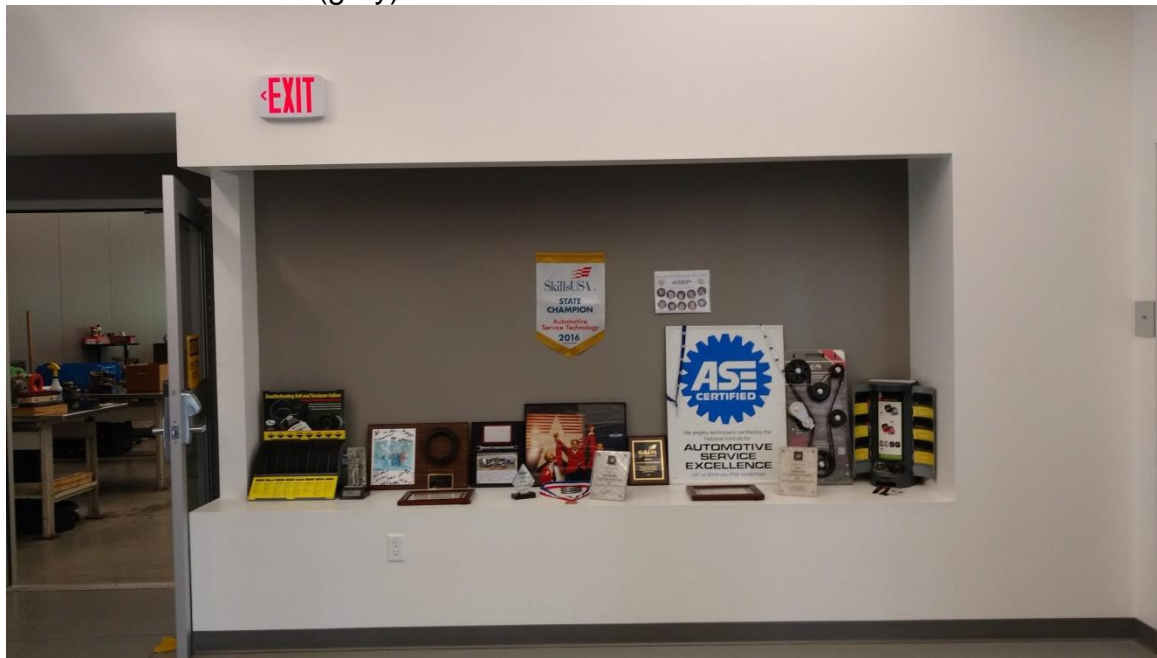
Classroom 115 exterior facing wall (white)



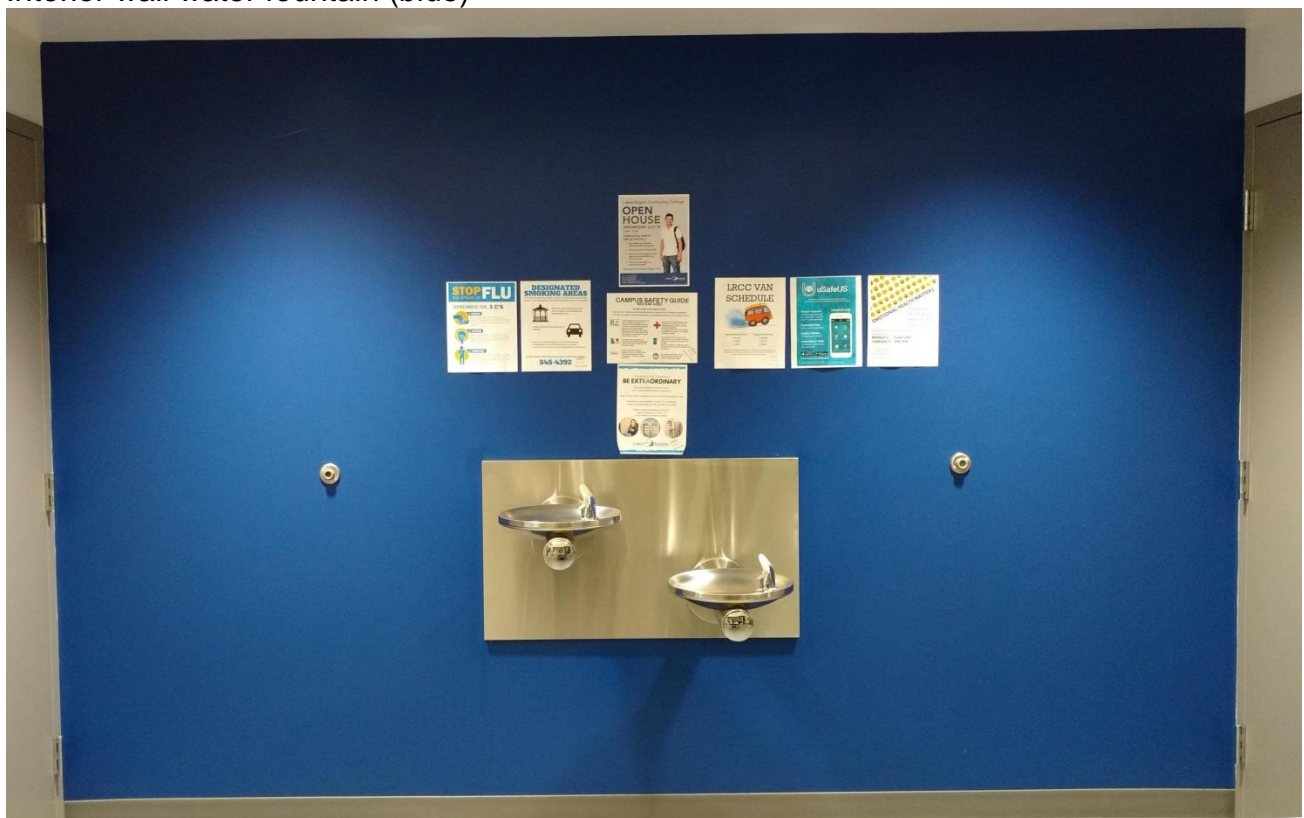
Classroom 115 interior facing wall (gray)



Interior recessed wall (gray)



Interior wall water fountain (blue)





Exterior front of building concrete wall



Exterior back of building concrete wall



## Exterior back of building metal wall



## Mediums & Themes

**Desired 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, and artwork that makes a sound, vibration, or hum (white noise).

- 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:

<b><i>Perspectives in automotive technology: past, present and future</i></b>	<b><i>Speed/movement</i></b>	<b><i>Quality design or style</i></b>
<b><i>Innovative automotive design</i></b>	<b><i>Steampunk/gears</i></b>	<b><i>Perspectives in automotive education: past, present and future</i></b>

## **On-site Informational Meeting & Tour**

An on-site informational meeting and tour of the Lakes Regional Community College 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:

**Monday, November 5, 2018 at 10:00 am**

All artists interested in submitting proposals are encouraged to attend this meeting for clarification and details about the 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.

A limited number of artists will be allowed on the tour. 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 \$14,067 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 NHSCA 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 <https://www.nh.gov/nharts/programservices/percentforart/nhwcfRFP.html> 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  
<https://www.nh.gov/nharts/programservices/percentforart/nhwcfRFP.html>



## **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  
<https://www.nh.gov/nharts/programs/services/percentforart/nhwcfRFP.html>

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

### **Deadline for Submission of Proposals:**

**November 23, 2018**

No late proposals will be accepted.

## **Lakes Region Community College Percent for Art Timetable**

**Friday, October 12, 2018:** Public release of Request for Artists' Proposals

**Monday, November 5, 2018:** On-site Informational Meeting & Tour for artists, 10:00 am

**Friday November 23, 2018:** Deadline for submission of proposals (11:59pm)

**January, 2019:** Site Selection Committee proposal review meeting

**January:** NHSCA Council review & approval of commissions/acquisitions

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

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

**April, 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 August 30, 2019, a written extension will need to be requested by the Artist. Final installation schedule to be coordinated with NHSCA & LRCC.**

## **On-site Informational Meeting and Building Tour Monday November 5, 2018 - 10:00 AM to 11:00 AM**

Because classes will be in session, a limited number of artists will be allowed on the tour. You **must** register for the tour through [Eventbrite](#). ***If you are not registered, you will not be allowed on the tour.***

### **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