



**New Hampshire's Percent for Art Program
Site Specific Request for Proposals for Art / Craft Work (RFP)
Juvenile Court Waiting Area, Merrimack Court, Merrimack, New Hampshire**

Postmark or Delivery Deadline for Submissions: Friday, November 4, 2011

The **New Hampshire State Council on the Arts**, in association with the Merrimack Court, is pleased to announce a Site Specific Request for Proposals (RFP) for Art / Craftwork for the Juvenile Court Waiting Area at the Merrimack Court building in Merrimack, New Hampshire.

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 Merrimack Court

The Merrimack Court was completed and began providing services to the citizens of Merrimack, Bedford and Litchfield in May of 2010. The building contains four court rooms on three floors. It is located in the Merrimack Town Complex on land donated to the State by the citizens of Merrimack.

Site Selection Committee

The selection of artwork for Percent for Art projects is overseen by a Site Selection Committee 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 ideally a state legislator from the district where the building is located. Art advisors include one to three individuals representing professional artists, craftspeople, art educators, or gallery directors. The 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
 - Suggested locations: 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

Commissioned new works and existing works for direct purchase are equally desirable for this site specific location.

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.

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.

Medium, Forms, & Themes

The State of New Hampshire seeks proposals for commissioned or existing art/craft works for the Juvenile Court Waiting Area of the Merrimack Court. 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 committee used the following words to describe the themes, metaphors, and tone that they hope the artworks will convey:

<i>Natural environment of local area</i>	<i>Rivers</i>	<i>Soothing</i>
<i>Calm & tranquil</i>	<i>Justice</i>	<i>Families</i>
<i>Educational</i>	<i>Interactive</i>	<i>Local history</i>
<i>Four villages of Merrimack</i>	<i>Notable citizens</i>	<i>Native Americans</i>

Location for Artwork(s)

The Site Selection Committee has identified the Juvenile Court Waiting Area as the desired location for artwork(s).

On-site Informational Meeting & Tour

An on-site informational meeting and tour of the Juvenile Court Waiting Area will be held **Friday, September 9th at 1:30pm**. All artists interested in submitting proposals are encouraged to attend this meeting for clarification and details about this location. A Merrimack Court staff member and a representative from State Arts Council will be present to answer questions. (See directions on page 8).

Budget

A total of up to **\$4,500** 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 7. Costs can include: supplies and materials; artist(s) fees; any subcontracting work related to the project; studio rental; electricity, telephone; 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.

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

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 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 Committee's 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.

Artists receiving a commission may not begin projects prior to notification of a fully approved contract. Contracts issued by the State Arts Council for the commissioning or the acquisition of artwork are typically paid in three increments. 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 Commissions or Existing Work

The State Arts Council will honor the copyright and intellectual property rights of artists submitting proposals. Original works of art cannot be accepted during this proposal phase. Artists must submit the following materials:

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) **A written statement**, not to exceed one page, that addresses the artist's or team's concept for the artwork.
- 4) **Resume**

Existing works for direct purchase proposals:

- 1) **Electronic images:**
 - Up to 10 jpg images on compact disc or DVD.
 - Use the Digital Image Identification Sheet on page 6 to identify images and be sure to indicate the intended/desired location/site for each artwork.
- 2) **Itemized budget.** (see Budget Form on page 7)
- 3) **A written statement**, not to exceed one page the addresses why the existing works fit this project's scope.
- 4) **Resume**

Deadline is Friday, November 4th, 2011.

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
Merrimack Court – Juvenile Court Waiting Area
19 Pillsbury Street – 1st Floor
Concord, NH 03301**

Return of Proposals

Proposals submitted with a self-addressed and stamped return envelope will be returned to artists approximately 3 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 meeting. The Council will not be responsible for materials left beyond 30 days.

Timetable

Thursday, August 25	Public release of RFP
Friday, September 9, 1:30pm	On-site Informational Meeting & Tour for artists
Friday, November 4	Postmark/Delivery Deadline
Mid-November	Selection Committee Proposal Review Meeting
Thursday, January 19	NHSCA Council meeting: Review and approval of Selection Committee recommendations
Late January	Award letters and contracts issued to artist(s)
By end of fiscal year (June 30)	Artist(s) create artwork(s) and install

Questions? Julie Mento, Visual Arts Associate, (603) 271-0790, julie.mento@dcr.nh.gov

About 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.

**New Hampshire's Percent for Art Program
 Juvenile Court Waiting Area, Merrimack Court, Merrimack, NH
 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) Fill out applicable items below. One budget form per proposal.



ARTIST'S NAME: _____

Item	Cost
Design & execution of artwork (artist fee)	
Materials	
Studio Rental (only if renting)	
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"> • 51 cents per mile 	
Installation costs (<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. • If artwork is three-dimensional, it must be securely mounted to a horizontal surface and include cost for appropriate base. • Include engineering studies if needed. • Include any required rental equipment (examples: scaffolding, scissor lifts, ladders, stud finders, etc). • Include any subcontractor fees. 	
General Liability Insurance: <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 3. 	
Other (please explain):	
Other (please explain):	
Contingency (5% -10%) Please build in a contingency appropriate to the scope of your proposal.	
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)	

On-site Informational Meeting and Building Tour

Friday, September 9, 2011 at 1:30pm

Directions to the Merrimack Court, Baboosic Lake Road, Merrimack, NH

From the north:

Take Interstate 93 South. After the Hooksett tollbooth there is a "Y". Stay to the left, which will put you onto Interstate 293 South. Follow 293 to the Route 3 Exit in Bedford (Macy's). Keep right on the ramp onto Route 101 West. Immediately get off at the next exit marked Route 3. Bear right onto Route 3 heading south. Follow for approximately 7 miles. Go through 4 sets of lights. At the fifth set of lights in Merrimack, get into the right hand lane. Turn onto Baboosic Lake Road. Take the first left onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

From the south:

Head North on the Everett Turnpike to Exit 11 (Merrimack). At the end of the ramp, you will turn right onto Greeley Street. At the set of lights, at the end of Greeley Street, turn left onto Route 3 North (D.W. Highway). Follow for approximately 3 miles. Go through 3 sets of lights. At your fourth set of lights you will get into the left lane and turn onto Baboosic Lake Road. Take the first left onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

From the east:

Take Route 101 to the Route 3 exit in Bedford. Bear right onto Route 3 heading south. Follow for approximately 7 miles. Go through 4 sets of lights. At the fifth set of lights in Merrimack, get into the right hand lane. Turn onto Baboosic Lake Road. Take the first left onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

From the west:

Take Route 101 to Comp Road in Amherst (there is a blinking yellow light). At the town line it turns into Baboosic Lake Road. Follow Baboosic Lake Road for approximately 7 miles into the center of Merrimack. Turn right onto McElwain Street. Immediately turn left into the Town Hall complex parking lot. The court is located on the second floor of the first building.

For Delivery of Proposals
Directions to the State Arts Council's Offices
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.