



New Hampshire
State Council on the Arts

Percent for Art Program Request for Artist Proposals

Site: Milford Circuit Courthouse
4 Meadowbrook Drive, Milford, NH 03055

Issue Date: July 30, 2019

Deadline: September 27, 2019

Project Budget: \$18,225

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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, administered by the New Hampshire State Council on the Arts (NHSCA), 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 Milford Circuit Court

The Milford Circuit Court serves the towns of Milford, Brookline, Amherst, Mason, Wilton, Lyndeborough, and Mont Vernon. It is one of ten Circuit Courts located throughout the State of New Hampshire. Construction of the new Milford Circuit Court was approved in fiscal year 2018.

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 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 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 in the past as noted in the artist's resume and work samples.

Design Considerations for Milford Circuit Court

Site-specific commissioned work and existing works for direct purchase are equally desirable.

Due to the nature of this public facility, all work must be durable, low-maintenance, and must pose no hazard to the public. For example, unprotected sharp edges and breakable mediums are not appropriate. The committee will require artists to develop a statement of recommended maintenance as part of the proposal. Security base and framing systems required to secure art / craft work to the selected surface/s must be included in the proposal.

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.

Locations Available for Artwork

The selection committee has identified several potential locations in the public waiting area for artwork to be installed.

You can view photographs of the locations here: <https://flic.kr/s/aHsmF9ggMP>

Mediums & Themes

Desirable mediums can include, but are not limited to: murals, textiles, metal, wood, photography, mosaics, bas relief, granite or the appearance of granite.

Undesirable mediums include fountains or the use of water, artwork that makes a sound, vibration, or hum (white noise) and artwork placed outdoors.

Proposals will be evaluated for permanence, durability of materials, and safety to the public. Proposed artwork must require minimal upkeep, 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.

Particular attention will be directed to meeting security and functional requirements in a building that serves a diverse group of people. Security base and framing systems that include hardware to secure artwork to the selected surface/s must be included in the proposal.

Links of Interest

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

- <http://www.milfordhistory.com/>
- <https://www.milford.nh.gov/about-milford-nh/pages/history>
- <http://www.harrietwilsonproject.net/>
- <https://www.wiltonnh.gov/cms/one.aspx?pagelD=13732930>
- <https://www.nh.gov/almanac/index.htm>
- <https://www.nh.gov/almanac/people.htm>
- <https://www.nh.gov/almanac/history.htm>
- <http://hcnh.org/>
- <https://masonnh.us/historical-society-general-information/>
- <https://www.amherstnh.gov/heritage-commission>

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

<p><i>History of Labor granite quarrying in Milford, Mills in Wilton, Glass factory in Lyndeborough</i></p>	<p><i>Local History of Towns Served Milford, Brookline, Amherst, Mason, Wilton, Lyndeborough, and Mont Vernon</i></p>	<p><i>Calm and Tranquil</i></p>
<p><i>Notable area residents Samuel Wilson “Uncle Sam”, Harriet Wilson</i></p>	<p><i>Natural Environment of Local Area Farms, Sheep, Granite, Purgatory Falls</i></p>	<p><i>Families and Community Annual Labor Day Parade</i></p>

On-site Informational Meeting & Tour

An on-site informational meeting and tour of the Milford Circuit Court 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:

Thursday, August 15, 2019 1:30pm

All artists interested in submitting proposals are encouraged to attend this meeting for clarification and details about this location. Staff from Milford Circuit Court and a representative from the New Hampshire 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.***

As this is a public building artists may choose to view the site during regular business hours but will not have access to all locations.

Project Budget

A total of up to \$18,225.00 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 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 \$10,000 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 New Hampshire 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](#) 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](#)

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](#)

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

**Deadline for Submission of Proposals:
September 27, 2019**

No late proposals will be accepted.

Milford Circuit Court Percent for Art Timetable

Tuesday, July 30, 2019: Public release of Request for Artists' Proposals

Thursday, August 15, 2019: On-site Informational Meeting & Tour for artists, 1:30pm

Friday, September 27, 2019: Deadline for submission of proposals (11:59pm)

October, 2019: Site Selection Committee proposal review meeting

November, 2019: NHSCA Council review & approval of commissions/acquisitions

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

December, 2019: Contracts over \$10,000 to Governor & Executive Council for approval

January, 2020: Anticipated start for artists selected for commissioned artwork(s)

All artwork is expected to be completed as soon as possible. If project timeline exceeds July 31, 2020, a written extension will need to be requested by the Artist. Final installation schedule to be coordinated with NHSCA.

**On-site Informational Meeting and Building Tour
Thursday, August 15, 2019 - 1:30 PM to 2:30 PM**

You **must** register for the tour through [Eventbrite](#). ***If you are not registered, you will not be allowed on the tour.***

**Directions to Milford Circuit Court
4 Meadowbrook Drive, Milford, NH**

You may also visit on your own during regular business hours.

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. Keep right on the ramp onto Route 101 West. Continue on Route 101 West until you get to the set of traffic lights. Turn left at the lights and continue on Route 101 West. At the lights turn left onto Phelan Road take the first left onto Meadowbrook Drive and turn left into the parking lot.

From the east: Take Route 101. Continue on Route 101 at the set of lights, turn right. At the very next set of lights, turn right onto Phelan Road take the first left onto Meadowbrook Drive and turn left into the parking lot.

From the west: Follow Route 101 until you come to a set of lights. Turn left on Phelan Road, take the first left onto Meadowbrook Drive and turn left into the parking lot.

From the south: On Route 13, head West on Route 101, turn left at the lights onto Phelan Road. First left onto Meadowbrook Drive and left into the parking lot.