



Percent for Art Program Request for Artist Proposals

Site: NH Women's Correctional Facility
281 North State Street, Concord, NH 03301

Issue Date: July 17, 2017

Deadline: September 8, 2017

Project Budget: \$60,000

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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 NH Women's Correctional Facility

The newly constructed NH Correctional Facility for Women in Concord will be a secure women's facility that houses maximum to minimum security inmates. Artists will be hired to produce art and craft work for public spaces within the complex such as the visiting room, lobby, interior courtyard, etc. The facility is located behind the NH State Prison for Men on North State Street in Concord.

Materials

The functional design of the facility uses a pre-cast concrete wall panel with sandblasted finishes. There are several accent colors used on windows and door frames throughout the facility; including Grizzle Gray (SW7068), Mineral Brown, and Artichoke (SW6179). Most of the flooring is white.

Lighting

The lobby has skylights and large exterior windows. The main visitation area has exterior windows. The secondary visitation areas have limited natural light, and are primarily lighted

with fluorescent fixtures. Corridors are lit with fluorescent fixtures with the exception of one skylight where the main corridors converge.

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. Because this is a secure facility, the selected artist(s) and those chosen to install the work will have to pass a background check by the NH Department of Corrections.

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 10)
- 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 NH Women's Correctional Facility

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.

Additionally, artwork that inmates may come in contact with (Visitation, Courtyard, etc.) is subject to security review and approval by Department of Corrections relative to materials and installation. Work may have to be modified or not-selected based on that review. Artists should minimize or eliminate the potential for art or installation materials that can be used as a weapon, or used as a hiding place for transfer of contraband, that is easily damaged, or that may be used in some way to cause harm or self-harm.

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 NH Women’s Correctional Facility Site Selection Committee has identified three primary locations, and two secondary locations for artwork. **The photos below have dashed red & orange lines where artwork can be proposed.** Final locations and measurements will need to be confirmed with Site Selection Committee.

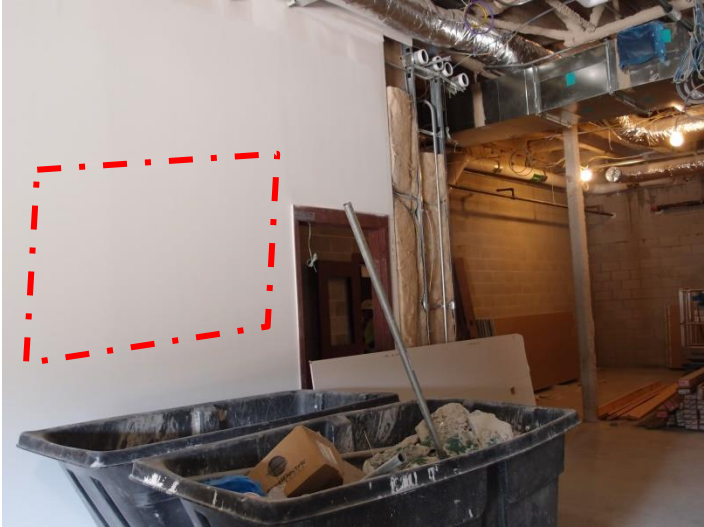
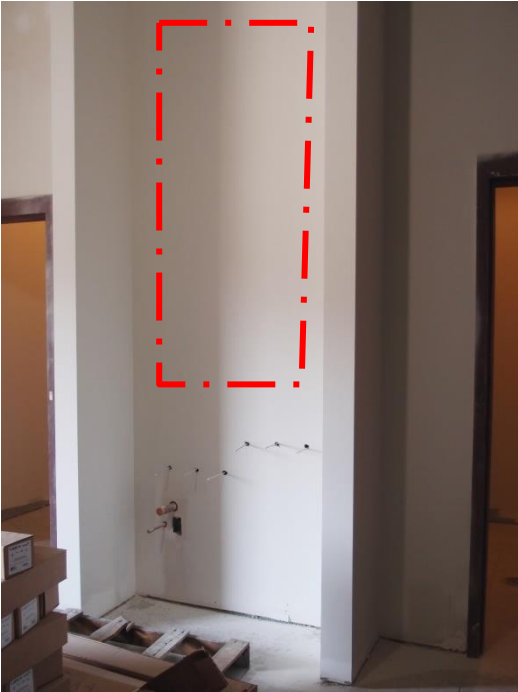
Primary Location- Exterior Driveway and Entrance outdoor or sculptural work:



Courtyard

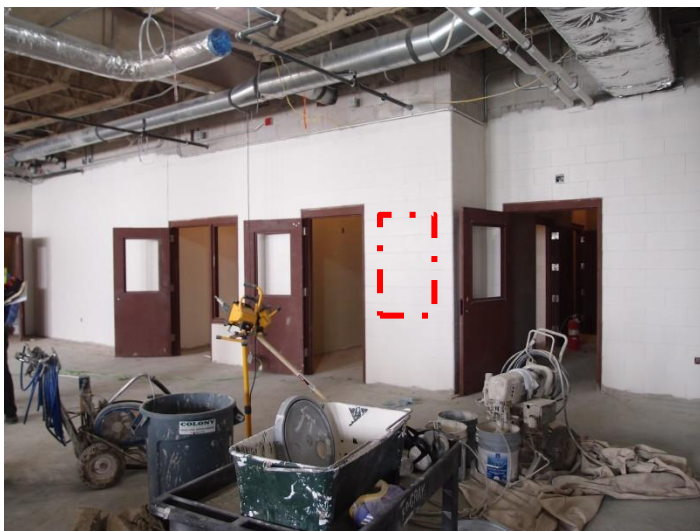


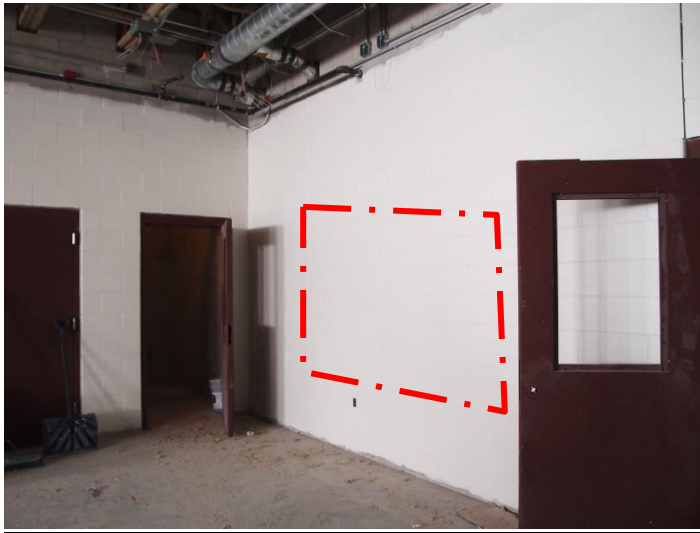
Primary Location – Interior Entrance Area/Lobby:





Primary Location – Visitation Area





Secondary Location – Interior Courtyard: outdoor or sculptural work



Secondary Location – Administration Wing Corridor



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>Calming, Tranquil, Relaxing</i>	<i>The Natural Environment</i>	<i>New Hampshire Seasons</i>
<i>Movement of Time/Impermanence</i>	<i>Growth & Change/Positive Relationships</i>	<i>Visually Inviting & Engaging</i>

On-site Informational Meeting & Tour

An on-site informational meeting and tour of the NH Women's Correctional Facility 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:

August 3, 2017 1:00 PM

All artists interested in submitting proposals are encouraged to attend this meeting for clarification and details about this location. A staff member from NH Women's Correctional Facility and a representative from the State Council on the Arts will be present to answer questions.

Due to the nature of the facility, 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 \$60,000 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 \$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/programservices/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:
September 8, 2017
 No late proposals will be accepted.

NH Women’s Correctional Facility
Percent for Art Timetable (all dates are for 2017)

- Monday, July 17, 2017:** Public release of Request for Artists’ Proposals
- Thursday, August 3, 2017:** On-site Informational Meeting & Tour for artists, 1:00pm
- Friday September, 8, 2017:** Deadline for submission of proposals (11:59pm)
- September:** Site Selection Committee proposal review meeting
- September:** NHSCA Council review & approval of commissions/acquisitions
- October:** Notification letters & contracts issued to selected artist(s)
- October:** Contracts over \$5,000 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, 2018, a written extension will need to be requested by the Artist. Final installation schedule to be coordinated with NHSCA & NHWCF.

On-site Informational Meeting and Building Tour Thursday, August 3, 2017 - 1:00 PM to 2:00 PM

Due to the nature of the facility a limited number of artists will be allowed on the tour. This tour will include only the *public spaces* of the facility.

The facility is under construction therefore you **must** wear sturdy work shoes or boots. If you have a hardhat, gloves, eye protection and a yellow safety vest, please bring them with you.

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

Directions to NH Women's Correctional Facility

Please park at **3 McGuire Street**, the Department of Corrections Warehouse. Driving north on North State Street, turn right (east) at the prison entrance light toward Unitil; that's McGuire Street and make your first left into the warehouse drive area. Continue to the parking area behind the warehouse (north end) and park on the hayfield. There will be an area on the hayfield designated for parking. We will assemble as a group near Warehouse door 16 (the only person door on the north side of the building) and walk up together to the site.