

CITY OF PORTSMOUTH, NH

RFP 21-13

REQUEST FOR PROPOSALS

FOR ART FOR PORTSMOUTH, NH MIDDLE SCHOOL

Sealed Proposals, plainly marked “RFP 21-13, Art for Portsmouth Middle School” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **12:00 pm on Friday, March 1, 2013.**

In accordance with the City’s Percent for Art Ordinance, the City of Portsmouth is requesting proposals from qualified artists for art for the newly renovated Portsmouth Middle School.

Request for Proposal forms as well as floor plans, renderings and elevations for the Middle School project may be obtained by visiting the Finance/Purchasing Department section of the City of Portsmouth website at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the RFP 21-13 project listing. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

There will be an optional on-site information meeting and tour for artists from **noon - 2:00 pm on January 9, 2013.** The meeting will include a Q&A opportunity with the architect and members of the Middle School Percent for Art Selection Committee.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City.

Requests for additional information should be directed to Art-Speak, the City Cultural Commission at (603) 610-7222 or by e-mail at admin@Art-Speak.org.

If you have administrative questions please contact the Finance/Purchasing Department at the following number: (603) 610-7227.

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Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading RFP 21-13. Floor plans, renderings and elevations for the Middle School project may also be obtained using this link under the “Additional Instructions” column for RFP 21-13.

PROJECT BACKGROUND/PURPOSE

The City of Portsmouth is a historic New Hampshire port city settled in 1623. It is a compact community (16 square miles) of 21,000 residents situated directly off of Interstate 95 on the Maine / NH border. The city's scenic location on the Piscataqua River and its rich maritime and architectural history make it a popular tourist destination. There are numerous cultural organizations, historic sites, and other destinations that draw a significant amount of visitors to this part of the seacoast.

In 2006, in an effort to enhance the cultural assets of the community, the City Council adopted a Percent for Art Ordinance. The regulation requires that one (1%) percent of the bid price or negotiated contract price for the construction of all new municipal buildings or for the renovation of existing municipal buildings, in which the bid price or negotiated price shall be in excess of Two Million (\$2,000,000.00) Dollars (expressed in terms of actual construction costs exclusive of design and engineering fees), shall be contributed to the Public Art Trust for the purpose of funding public art.

The Portsmouth Middle School was originally built in 1930 and has operated continuously as the only middle school for the city of Portsmouth. The school is located in close proximity to the city's public library and across from open athletic fields and in walking distance to an historic, busy downtown located on an operating waterfront port with a contemporary retail, restaurant and cultural scene. The City has embarked on a combined renovation and addition to enlarge and modernize the school. The new Portsmouth Middle School building is a combination of new construction added to a newly renovated existing building originally constructed in the 1930s. One of the goals of the project will be to seamlessly merge new construction with the architecture, character and details of the original building. Upon completion, the school will be able to accommodate up to 650 students.

For more information on the Portsmouth Middle School, please visit these links:

City of Portsmouth School Department:
<http://www.cityofportsmouth.com/school/index.htm>

Portsmouth Middle School Construction Project:
<http://www.cityofportsmouth.com/newmiddleschool/index.htm>

Portsmouth Middle School Construction Phase 2-Plans:
<http://www.cityofportsmouth.com/newmiddleschool/phase2.htm>

Portsmouth Middle School History:
<http://www.cityofportsmouth.com/newmiddleschool/history.htm>

ARTIST ELIGIBILITY

This RFP is open to all artists over the age of 18 who currently reside in the United States, but preference will be given to artists who live or have a studio in New Hampshire. Artists may submit up to three (3) proposals.

ART WORK / PROJECT DESCRIPTION

Artists may submit up to three artwork proposals for consideration. As this is a project for a school, an educational component should be included. Submitting artists should be willing to consider collaborations with Portsmouth Middle School visual arts educators to develop and provide educational opportunities to students and/or teachers with regard to process, medium, content, etc. This might include student visits, hands-on projects, activities relating to the commissioned work in a meaningful way. Artworks should have an aesthetic suitable for a modernized building, may be interactive or functional and, if possible, in some way embody the past, present and future.

Floor plans, renderings and elevations for the Middle School project may be obtained under the "Additional Instructions" column for RFP 21-13 at
<http://www.cityofportsmouth.com/finance/purchasing.htm>

Areas for consideration might include, but are not limited to:

- Courtyard
- Student Commons
- Lobby/Foyer area
- Outdoor Area near library (facing public library).

Excluded Areas:

- Exterior architectural details
- Historic lobby rotunda
- Any area/project that requires structural changes to building

Some thematic tones and themes for artwork might include:

- Innovation
- Community
- Public engagement
- Seacoast
- Urbanization

- Social diversity
- Seacoast
- Energy
- Invention
- Curricular connections:
 - Mathematics
 - Sciences
 - Visual, literary and performing Arts
 - Language Arts
 - History
 - Trades

PROJECT MANAGEMENT

Art-Speak, the City Cultural Commission (603-610-7222) will be responsible for administering the project and overseeing the artist's work on this project. Questions may be addressed to admin@Art-Speak.org.

It is anticipated that the Artist shall establish a clear and consistent communication framework for the duration of the project. The proposed scope of work should include an effective project management approach that includes regular project updates and coordination between the artist and Art-Speak.

PROJECT SCHEDULE

December 3, 2012	Public release of RFP
January 9, 2013 Noon - 2:00 PM	Optional on-site information meeting and tour for artists. Includes Q&A with architect and Committee members
March 1, 2013	RFP submittal deadline
Mar 11 – Mar 30, 2013	Selection Committee Review/Interviews
April 16, 2013	Finalist notification(s)
May 1, 2013	Contract(s) finalized
Fall 2013 (or earlier)	Artwork Installation Phase
Fall 2013	Grand Re-Opening for PMS

The selected Artist shall be expected to begin work within two weeks of contract signing.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the elements listed below as section headings:

1. A current resume or CV.
2. A written statement, not to exceed one page that addresses the artist’s concept.
3. A preliminary rendering of the proposed artwork.
4. Itemized budget estimate.

5. Project timeline.
6. Up to 10 images of recent, relevant work. May be submitted on a CD.
7. A list of completed projects/works with references.

All submissions for this RFP must include a digital version, supplied on disk or external hard drive (i.e. thumb drive) and one hard copy. Disks/thumb drives should be clearly labeled "PMS Percent for Art" and include artist's name. The hard copy shall be printed on two sides of the page and shall not have a plastic cover. Submissions must be received by 12:00 pm on Friday, March 1, 2013. Submissions made after the deadline will not be reviewed. Please mail or deliver to:

City of Portsmouth
Purchasing Dept.
One Junkins Ave.
Portsmouth, NH 03801

Submitting artists will receive notice of the selection of finalists. Submitted materials will not be returned and are the property of the City.

FUNDING/BUDGET

This project is funded through the City's Percent for Art Program. The budget for this project is \$35,000. This amount must cover all design, fabrication, transportation, documentation and installation expenses, including installation insurance. Project work must be completed in accordance with all applicable statutes, laws, and regulations.

SELECTION PROCESS

A selection committee consisting of representatives from the School Board, Portsmouth Middle School Staff, Art-Speak (the city's Cultural Commission) and community representatives will serve as the selection panel for this project and will use evaluation criteria as listed below.

EVALUATION CRITERIA

Proposals will be evaluated according to the following:

1. Submittal of all materials required by this RFP
2. Understanding of project goals and issues
3. Qualifications of artist
4. Previous work and work samples
5. Proposal price
6. Proven ability to complete site-specific artwork based on past experience
7. Feasibility: artist's proven track record/ability to complete the work on time and on budget
8. Originality: creativity and uniqueness of proposed artwork concept for this project
9. Quality, suitability and appropriateness of proposed artwork in relation to the RFP
10. Quality and craftsmanship of product as exhibited by past work
11. Maintainability: structural and surface soundness, durability and resistance to vandalism, weathering, excessive maintenance, repair costs
12. Public safety
13. Preference will be given to artists who live in New Hampshire or have a studio in New Hampshire

14. Willingness and provision of plan to work directly with students in some educational capacity relating to the art.

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews.

CONTRACT DOCUMENT

Upon selection, the highest ranking submittal/artist will be invited to enter into contract negotiations with the City. When the contract is executed by both parties, the Artist will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records, and other materials of any kind acquired or developed by the Artist pursuant to this project shall be the property of the City of Portsmouth. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking artist.

ADDITIONAL INFORMATION

During the RFP period, requests for additional information should be directed to Art-Speak, the City Cultural Commission at (603) 610-7222 or by e-mail at admin@Art-Speak.org. Answers will not be sent directly to interested parties. Written answers to questions will be posted on the City of Portsmouth website under the project heading in the form of an addendum.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Artist to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City.

Artist will be required to maintain insurance in such form as will protect the Artist from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. Amounts and coverages shall be subject to contract negotiations.

RESERVATION OF RIGHTS

The City reserves the right to negotiate a contract for specific tasks identified in this scope of work depending on funding availability.

The City of Portsmouth reserves the right to reject any or all submittals, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The City further reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Artist and to evaluate its submittal. Artists may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.

The City reserves the right to negotiate directly with the artists selected for additional project work including construction administration services, and/or additional design services at the hourly rates (to be provided by the artist).