

**City of Portsmouth, NH
Fire Department**

RFP #37-07

**Request for Proposals
Design, execute and install an outdoor sculpture
At Central Fire Station**

The City of Portsmouth is calling artists to submit proposals to design, execute and install an outdoor sculpture to honor Portsmouth firefighters past, present and future in a 380-square foot outside area approximately 30 feet from the Central Fire Station, also known as Fire Station No. 1, at 170 Court Street in downtown Portsmouth, New Hampshire. The City will remove a flagpole currently at the location, and possibly the granite benches, in order to accommodate the sculpture. (See Attachment A for photographs of the site.) This is an open invitation to professional artists, with preference given to artists who are residents of New Hampshire or have a studio in New Hampshire.

Background

The first “Fire Societies” were formed in Portsmouth in 1762 and the City took control of the Fire Department in 1849. Today, the Department has 60 full-time employees – 56 fire suppression and Emergency Medical Service personnel, three chief officers and an executive assistant to the Fire Chief – to serve the City’s residents and visitors, business owners and visiting ocean vessels, as well as to answer calls for mutual aid from 50 area communities.

The City of Portsmouth recently completed streetscape improvements near our downtown Central Fire Station, making this an opportune time to erect a public sculpture to the men and women willing to risk their lives for others in service to our community. The monument will also serve to implement the goals of the City’s Master Plan and Cultural Plan to increase the amount of public art citywide.

Artist Eligibility

This is an open invitation to professional artists, with preference given to artists who are residents of New Hampshire or have a studio in New Hampshire. Applications may be submitted individually or in collaboration with others. The panel will not discriminate against any applicant artist on the basis of age, race, sex, sexual orientation, religion, national origin or disability.

Design Theme

The sculpture should clearly be a life-like and approximately life-size sculpture, no taller than 10 feet without a pedestal. If a pedestal is part of the design, the entire artwork should be no taller than 12 feet. It must be constructed of a durable material to withstand the elements and also require a minimum amount of maintenance. It must clearly reflect the mission of the Portsmouth Fire Department and/or its equipment and clothing. (See Attachment B for photographs of equipment and clothing.) The design should include provision of, or suggestion for, displaying the names of project donors.

Budget – up to \$75,000 total

\$75,000 is available for the project. This fixed amount must cover all design, fabrication, transportation, documentation and installation expenses. Calculate expenses for materials, artist(s) fees, studio rental, electricity, telephone, travel costs, a small contingency percentage, installation costs, liability insurance while installing artwork onsite, and insurance while work is under construction and during transportation and delivery. See “Insurance Requirements” below. Up to three finalists will receive a \$250 design fee and mileage reimbursement up to \$150. The winning artist(s) will receive 33 1/3% of the full contract amount within two weeks of the effective date of the signed contract; 33 1/3% when the project is two-thirds completed; and the final 33 1/3% upon installation of the sculpture.

Who May Apply

All professional artists may apply for consideration for this project, but preference will be given to artists who live in New Hampshire or have a studio in New Hampshire. Please follow the application guidelines below.

Questions

Contact Pat Remick at Portsmouth City Hall, via PRemick@ch.cityofportsmouth.com, with questions about the project. You may leave a phone message at 603-610-7281, along with the best time to return the call, if you lack access to e-mail.

Selection Process

A selection committee consisting of representatives from the Fire Department, City Council, Department of Public Works, Municipal Departments, Art-Speak (the City’s cultural commission) and the New Hampshire State Council on the Arts will serve as the selection panel for this project and will use evaluation criteria as listed below. The committee will review all the

materials listed below prior to requesting interviews or proposals from finalists. Do not submit models or final proposals at this time. All finalists will be asked to visit the site and interview with the committee in person or by telephone. A modest design fee will be offered to finalists as noted above. Additionally, travel reimbursement will be paid to finalists relative to making a site visit and attending an interview. Finalists will be selected following artist proposal reviews by the selection committee. Final proposals must include models, samples, a site visit and an interview with the committee in person or by telephone. Depending on the proposal, the Committee may request a fully engineered drawing. The Committee will forward its recommendation(s) to the Portsmouth Fire Commission, which will have final approval of what is forwarded to the City Council for endorsement. The winning artist or team will be required to execute a contract with the City of Portsmouth.

Evaluation Criteria

Proposals will be evaluated according to the following:

- Responsiveness to submission requirements.
- Understanding of project goals and issues.
- Qualifications of artist or team of artists.
- Previous related work.
- Proposal price.
- Ability to complete the project.
- Scheduled completion date.
- Preference will be given to artists who live in New Hampshire or who have a studio in New Hampshire.

Schedule

Deadline for submission of preliminary materials is 2 p.m. on May 2, 2007. Selection of finalists will take place by June 1. Finalists will be asked to submit a final proposal and a two-dimensional graphic representation of the proposal, visit the site and interview with the committee by August 1, with final selection by September 18, 2007. Preferred completion date of the project is Spring 2008.

Materials in a sealed envelope clearly marked **RFP #37-07 Central Fire Station Public Art** should be mailed to:

City of Portsmouth
Purchasing Department
1 Junkins Avenue
Portsmouth, NH 03801

Materials to be submitted by 2 p.m. May 2, 2007, in a sealed envelope clearly marked with RFP 37-07:

1. A preliminary sketch of the proposal.
2. A written statement, not to exceed one page, that addresses the artist's/team's concept.
3. Budget estimate.
4. Project timeline.
5. Up to five print images of your work. May be submitted on a CD.
6. A current resume. (If you are applying as a team, include resumes for all team members.)
7. A list of completed projects/works with references.
8. A return envelope with postage (stamps only).

Submitting artists will receive notice of the selection of finalists. After such notification, materials will be returned if an envelope and sufficient postage are provided. Every effort will be made to ensure safe handling of the materials; however, the City of Portsmouth will not be responsible for any loss or damage.

Insurance Requirements for Selected Winning Artist(s)

Insurance shall be in such form as will protect the artist(s) from claims and liabilities for damages of bodily injury, including accidental death, and for property damage, which may arise from work under the contract with the City, whether such work is performed by the artist(s) or by anyone directly or indirectly employed by artist(s).

Amount of Insurance: (A) Comprehensive General Liability: Bodily Injury or Property Damage: \$1,000,000; combined single limit, per occurrence; (B) Automobile and Truck Liability: Bodily Injury or Property Damage: \$1,000,000; Workers Compensation as may be required under NH law. Contract will include a provision requiring the artist(s) to indemnify and hold harmless the City of Portsmouth for all claims arising in whole or in part from artist's(s') work on behalf of the City.

The City reserves the right to undertake such investigation into the artist's (s') reputation, qualifications and ability to perform as it deems necessary to ensure successful completion of the project. The City also 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.

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**RFP #37-07
Attachment A**



Site view from the driveway in front of the Fire Station. There is a parking lot to the left of the site in this view. Court Street runs parallel to the site to the right.



Site view from the parking lot to the left of the Fire Station. This view faces Court Street and Fleet Street. The Fire Station is located southeast of this viewpoint.



Site view from Court Street. The parking lot is to the right of the site. The site is located less than 30 feet from the corner of the Fire Station building.

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Attachment B

Portsmouth Firefighter gear

