NEW JERSEY STATE COUNCIL ON THE ARTS

And

TCNJ THE COLLEGE OF NEW JERSEY

Request for Proposal
for
The Creation and Installation of Art Work

Brower Student Center
Addition and Renovation

DRAFT

Date Issued: September 11, 2015
Due Date: October 12, 2015 at 2:00 pm
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Statement of Need
The College of New Jersey is seeking proposals for a unique art installation that will enhance the quality of the building, embrace the mission of the student center, enrich the community of faculty, students, staff, alumni and visitors to the College and become a campus landmark or icon. The building design, orientation and site afford many opportunities for an art installation that will satisfy these goals.

Introduction
The College of New Jersey (TCNJ) is located on 289 tree-lined acres in suburban, Ewing, New Jersey. Ewing is approximately 5 miles from Trenton, the State Capital, and 60 minutes from Philadelphia and New York. TCNJ is primarily an undergraduate and residential college with targeted graduate programs. The College has a full-time undergraduate enrollment of approximately 6,400 students. Its diverse community of learners is dedicated to free inquiry and open exchange, to excellence in teaching, creativity, scholarship, and citizenship, and to the transformative power of education in a highly competitive institution.

Brower Student Center
The mission of the Brower Student Center is to provide educationally purposeful on-campus activities for all TCNJ students and to maintain partnerships within the community that accentuate the student and community experience. Programmatically, the BSC is the community hub of the College, serving students, faculty, staff, alumni, and guests. It is also home to our 200+ student organizations; hosts out-of-classroom learning experiences, including social and recreational programming; and offers a vital dining program.

The Brower Student Center (BSC), originally opened in 1976, was built to support an earlier generation of students who were primarily commuters to the College. The revitalized Student Center will provide new meeting spaces, event spaces, areas for student organizations, collaborative study space and lounges, and fully renovated dining facilities for the whole campus community. It will be the place on campus to meet, study, dine, ‘see and be seen’, thus providing a true interactive collegiate experience.

The building renovation is currently underway with a completion date of July, 2017.

Site Location
The identified location for art is an 18’ x 24’ section of wall adjacent to the main entrance. It faces a large northern terrace and the main academic sidewalk. The current building design includes replacement of this section of existing brick with white architectural masonry veneer 18”x48”, with engraved letters. The masonry and engraving may be incorporated into the artist's design or it may be replaced entirely.

See Appendix A for a campus map, and Appendix B for a rendering, plan and elevation.
Artwork Program
The Brower Student Center Renovation provides an opportunity for a major artwork to complement this newly renovated facility. It is anticipated that one or more artist finalists, or artist finalists in joint venture, will be providing the services identified in this RFP for this opportunity.

TCNJ participates in New Jersey’s Arts Inclusion Program and is working with The New Jersey State Council on the Arts (NJSCA) in the selection and award of this commission. Other successful commissions include **Willie Cole, Pixels, 2009** as part of the construction of the Art and Interactive Multimedia building and **Tom Nussbaum, Building Up, 2012** in conjunction with the construction of the new Education Building.

Artist Selection Process
The artist selection committee consists of representatives from students, faculty, staff, the TCNJ board of trustees, the art gallery, campus planning, the architect of record, and the New Jersey State Council On The Arts. The committee reviewed resumes and sample artwork submitted to an open call for artists on Café (https://www.callforentry.org). Approximately 10 artists were shortlisted and invited to participate in this RFP.

From the release of the RFP to the end of the inquiry period, artists may communicate with TCNJ as outlined in this RFP. In addition to written inquiry, there will be one scheduled site visit. As a Proposer you will be considered for these public art commissions based upon your proposal for artwork(s) submitted in accordance with this RFP. The artist selection committee will review the proposals and select two or three artists to invite to campus for an interview. Based on the proposal and the interview, the artist selection committee will select an artist for recommendation to the President of TCNJ and to the TCNJ Board of Trustees.

Please refer to the Milestone schedule in the RFP for all important dates.

Scope of Work / Required Services

**General Scope Of Work**
The project requires the services of a qualified artist or artists to provide design, fabrication/construction, project coordination and management, artwork transportation and installation services which are necessary in the performance of the required completed work. This RFP has been directed to artists with expertise on large-scale public art projects. Proposals may be submitted individually or in joint venture/collaboration with other artists.

**Goals Of The Project**
The goals of the project, in no particular order, include the following:
- to create a work of art that engages the diverse community that visits and utilizes the Brower Student Center (BSC).
- to create a thought-provoking and memorable work of art that will become a recognized and appreciated symbol of the BSC, as well as of the College community.
• to create a work of art that enhances the quality of the physical environment of the new BSC and the campus in general.
• to create a work of art that may draw outside community members to the campus.

Budget
The budget for this project is not to exceed $120,000 all inclusive (design, fabrication, engineering, transportation, installation, insurance, documentation, and any other costs required to complete the arts inclusion project).

Important elements to consider
Structural: the weight of sculptures and related methods of attachment that can be secured and supported by the building as designed and constructed is an important concern of this project. The use of strong durable materials and absolutely secure mounting methods are requirements of this project. The artist will be responsible for the development of all installation techniques including structural calculations and construction details. All structural engineering work will require the signature and the seal of an engineer licensed in the state of New Jersey, or registered architect licensed in the state of New Jersey.

Special lighting: Illumination may be a necessary element for the proposed artwork. The artist must determine an appropriate lighting plan if special fixtures are required beyond those provided in the base project.

Project Orientation Meeting
The project orientation meeting will be held on September 24, 2015 from 9:00 – 10:30 in the Administrative Services Building (ASB) conference room 103. Entering the college campus from route 31, you will immediately come to a “y”. Stay to the right. You will pass parking lots and athletic fields on your left and residence halls on your right. As you come to the bend in the road, there will be a sign for the administrative services building on your right. Turn right and park in the parking lot – parking passes are not required in this lot. Enter the building and walk down the corridor to the right. The conference room is on the left.

At this meeting we will review the information provided in this RFP and answer questions from the artists. You will have the opportunity to meet members of the artist selection committee. We will conduct a brief tour of the proposed building site. If you are not able to attend this meeting, you will receive minutes and are encouraged to tour the proposed building site on your own. The college will not conduct any additional tours with artists.

Inquiries
Inquiries regarding this Request for Proposal shall be submitted in writing, and directed to:

Roselle Horodeski
Finance & Business Services
Fax: 609-637-5140
E-mail: horosdesk@tcnj.edu

The College will respond only to written inquiries. All responses will be issued in writing to all.
Questions must be received no later than 3:00 p.m. (EST), October 1, 2015. Any questions received after this time and date will not receive a response.

Proposal Requirements

Proposal Submission
A minimum of one (1) copy of the proposal must be submitted as a hard copy, with required paperwork. An electronic copy (email or CD/flashdrive) of the proposal must also be submitted. If you wish to submit multiple hard copies, fourteen (14) hard copies will be sufficient for each of the members of the evaluation committee. The proposal must be submitted to the address below, no later than 2:00 P.M. on October 12, 2015:

The College of New Jersey
Finance & Business Services
Attn: Roselle Horodeski
ASB Room 202
2000 Pennington Road
P.O. Box 7718
Ewing, NJ 08628

RFP as Exclusive Basis for Proposal
This RFP provides to all Proposers the scope of services to be performed under the contract. Any information or understandings verbal or written, which are not contained either in the RFP or in subsequent written addenda to the RFP, will not be considered in evaluating proposals. As part of the process leading to the selection of the Proposer, TCNJ may request additions or clarifications to the proposal.

Commitment
The artist selection committee will reach a decision regarding the most appropriate artwork for the building. However, this RFP does not commit TCNJ to award an agreement, to pay any costs incurred in the preparation or presentation of a proposal (beyond what is stated elsewhere in this proposal), or to procure or contract for services. TCNJ reserves the right to reject any and all proposals and to waive informalities and irregularities in proposals received. TCNJ may choose to request additional information or submissions from some or all of the artist finalists as a part of its further deliberations. And, it may choose to investigate new or additional artist finalists until appropriate proposal(s) for artwork are received and approved. Award of an Agreement is subject to funding availability. TCNJ reserves the right to cancel in whole or in part, this RFP. All artists will be formally advised of the artist selection committee’s decision. In the event that the TCNJ decides to suspend or terminate this RFP, or any subsequent negotiations with a Proposer(s), it is specifically understood that TCNJ will not be responsible for any costs or expenses incurred by the Proposer(s) in connection with proposal preparations and the contract negotiations of the selected artist.
Artist Selection Criteria, in no particular order:

- Artistic quality of the proposed artwork(s);
- Appropriateness of the proposed artwork(s) to the site and to the objectives of the project;
- Practicality of materials and techniques;
- Performance, durability, maintainability, and use of high-quality materials;
- Absence of hazards to the public;
- Willingness of the artist to carry out the project in coordination with the project team;
- Ability of the artist to create and install the artwork(s) within the proposed time-frame and budget;
- Recommended measures for ease of maintenance and;
- Price within budget constraints.

Finalist Interviews

Final proposals are due in November, 2015 (presentation schedule to be determined). Selected finalists will be scheduled for 40-minute in-person presentations with the artist selection committee. The meeting will take place at a location to be announced. If you cannot attend, please make arrangements to send a representative to the meeting or mail your proposal to TCNJ for arrival not later than 5:00 P.M. at least two days prior to the meeting.

Final Proposal Development Fee

Three finalists each will receive $1,600 to help cover travel and interview preparation expenses. All submissions become the property of The College of New Jersey. In addition, artists must allow copies of their proposals to be held at the NJCSA Arts Inclusion project archives.

Interview Requirements

Artist finalists are encouraged to present their concepts to the selection committee in the most efficient and clearest format possible. Artists may submit more than one proposal or proposal options. Artists will be asked to convey their designs in model and/or drawing form along with all pertinent information. Please submit:

- An original scale drawing that depicts the proposed artwork(s) in color and/or a scale model of the elements proposed for the art installation, or both;
- Fourteen (14) copies of a detailed written description of the proposed artwork(s), which includes information regarding color, materials, theme, structure, installation and lighting. The description must include details regarding any and all mechanical elements and related maintenance information. Please include product literature and drawings and/or photos;
- Fourteen (14) copies of a written statement of intent which describes the appropriateness of the proposed artwork(s) to the site;
- Fourteen (14) copies of a project budget which indicates all costs including artist fee, labor, materials, equipment, equipment rental, insurance, transportation, delivery and installation;
- Fourteen (14) copies of a projected timeline for completion and installation of the artwork;
- Fourteen (14) copies of any professional publications or writings about the Proposer's work; and,
- Fourteen (14) copies of a list of references for projects of similar size, scope and budget.
Proposal Presentation Format
Two or three artists will be selected for a 40 minute interview, which should include the following:

- Images: You may begin your presentation with an introduction of images of your work or of works that are related in some way to your proposed artwork(s). Try to limit your presentation to 10 minutes or less.
- Appropriateness of Proposed Artwork to Site: Describe your concerns for formal, perceptual, thematic considerations in the creation of the proposed artwork(s).
- Project Budget: Review the project budget and describe all of the costs necessary for the completion of the project.
- Timeline: Present your projected schedule of creation and installation of the proposed artwork(s). Be sure your deadlines comply with major project deadlines.
- Engineering: Outline the physical structure of your proposed artwork(s). Indicate special requirements for engineering. Detail the processes necessary for completion and installation of the work(s).
- Maintenance: Outline the procedures necessary for the long-term care of the completed artwork(s). Indicate the durability of the materials you plan to use.
- Questions: Be prepared to answer questions from the artist selection committee during the last ten minutes of your presentation.

Contract Requirements
The artist(s) commissioned to provide artwork will be required to sign a contractual agreement with TCNJ and provide adequate levels of insurance as indicated in the contract. The contract will be awarded subject to availability of funds. Please see attached contract in Appendix C, and mandatory forms in Appendix D.

The contract is included for your information, and is not to be filled out with the proposal submission. ALL questions and concerns regarding the contract MUST be submitted by the last day for questions.

Milestone Schedule
July 1, 2015 Call for Artists Open on CallforEntry (Café)
August 3, 2015 Online Café Closed at midnight, EST.
September 11, 2015 Shortlisted Artists notified
September 24, 2015 Project Orientation Meeting
October 1, 2015 Inquiry period ends
October 12, 2015 Shortlisted Proposals Due
October, 2015 Shortlisted Skype Interviews as needed
November, 2015 Finalist Interviews at TCNJ
February, 2016 Artist Contract Awarded
April, 2017 Art Installation Complete
APPENDIX B – SITE DETAILS

Front Elevation with the feature wall shown in white with graphics.

Terrace plan (art wall in red)  Elevation