

**Request for Qualifications:
NHCC Museum Admissions Desk Project
#NHCC2018.03**

The National Hispanic Cultural Center (NHCC) Local Selection Committee seeks an artist or artist team to create an interior, site-specific commissioned artwork in the NHCC Art Museum in Albuquerque, NM. Professional artists working in the United States and demonstrating a level of experience that is commensurate with the project scope are invited to submit qualifications to this project opportunity.

NHCC Background

The NHCC is devoted to the preservation, promotion and advancement of Hispanic culture, arts and humanities, and is a division of the New Mexico Department of Cultural Affairs (DCA). The NHCC achieves its mission through the presentation of visual arts, performing arts, and history and literary arts programming in its Art Museum, three theatres, a library, an educational facility, and the outdoor spaces on its 20-acre campus. In total, the NHCC serves over 280,000 people, primarily through its exhibits and 700 events each year. The NHCC was opened in October 2000 and is the only institution of its kind nationally – given the breadth of the cultures it includes within its mission, the disciplines through which it explores cultural heritage, the physical footprint of its campus, and the funding sources it draws from.

Project Intent

The NHCC's Local Selection Committee for the NHCC Museum Admissions Desk Project (LSC) seeks an artist or artist team to design and create an interior, site-specific, Admissions Desk at the entrance of the renovated NHCC Art Museum. The LSC is interested in commissioning a work that reflects the rich artistic traditions of Hispanic furniture, the community, the Center and the Museum collections.

Eligibility

This Request for Qualifications (RFQ) is open to all artists or artist teams whose work reflects Latino and Hispanic artistic traditions or contemporary manifestations. Applicants must be working in the United States, but need not be United States citizens. Artists submitting qualifications should demonstrate a level of experience and professionalism that is commensurate with the project scope and budget.

Site Information

The site will be the renovated main entrance to the NHCC Art Museum. Floor plans, elevations and dimensions will be made available upon request. The artwork must be durable for daily use; low maintenance; not impede ingress or egress, be able to accommodate electrical and data outlets; be the required OSHA height and depth for NHCC staff to work in; safe for both children and adults; and be ADA compliant. At the selected artist's expense, the artwork may

require certification by an electrical, civil and/or structural engineer licensed to practice in the State of New Mexico, and review by a professional fine art conservator.

Project Amount

Total amount available to the selected artist is not to be less than \$50,000. This amount includes all fees and expenses associated with the project, e.g., materials, equipment, labor, permits, engineering documents, insurance, taxes, travel, installation, shipping, identification plaque, and written and professional photographic documentation of the completed project. Any additional donors who may contribute directly to the artist or artist lead team will not receive any recognition at or by the NHCC absent written approval by the NHCC Naming Rights Committee.

Selection Process and Criteria

The LSC is made up of eight voting members, appointed by the NHCC Executive Director, in consultation with the NHCC Visual Arts Program Director and NHCC Board of Directors President, and includes one member of the NHCC Board of Directors, one member of the NHCC Foundation Board of Directors, one member of the NHCC Collections Committee, the Director of NHCC Visual Arts program, an artist or local arts professional, and a non-voting representative of the NHCC who is familiar with the building and/or grounds.

Applicants may research the project using any resource with the exception of discussion with individual members of the LSC.

The selection criteria shall include, but is not limited to:

- The professional qualifications of the artist(s) as evidenced by the supporting materials.
- Proven ability to undertake projects of the described scope.
- Artistic merit and superior caliber craftsmanship as evidenced by the images.
- Suitability of submission to project intent and site.
- Degree to which the work reflects Latino and Hispanic heritage or contemporary manifestations.

Up to five finalists will be invited to submit a formal proposal for the projects. Finalists will receive a \$1,000 honorarium for a written proposal and a diagram (drawing) or maquette of the proposed artwork. One site visit will be required of each finalist to include a personal presentation of the artwork proposal to the LSC. All maquettes, diagram (drawing) samples and written proposals will become the property of NHCC. Finalists will be required to enter into a Finalist Presentation Contract with the State of New Mexico.

The artist or artist team that is ultimately awarded the commission project will be required to enter into a Professional Services Contract with the State of New Mexico. A sample Professional Services Contract is also attached as ATTACHMENT 2 to this RFQ.

Submission Requirements

Please read the following information carefully as incomplete or late submissions will not be accepted. Supplemental information beyond what is requested, including proposals specific to this project, will not be reviewed by the LSC. Failure to provide any of the published requirements will result in disqualification from the competition.

1. All materials, including Submission Form, must be submitted by mail to:
National Hispanic Cultural Center
Attn: David Gabel, Chief Registrar
1701 4th St. SW
Albuquerque, NM 87102
2. A letter of interest written specifically to address the needs of this project, explaining what excites you about the opportunity, how you may approach the project if selected as a finalist, and outlining your professional qualifications.
3. A current chronological resume or curriculum vitae demonstrating relevant work experience, including public art or privately funded commission projects. A biography or an autobiography will not fulfill the resume requirement.
4. Ten images or videos (or a combination) of previously completed work. Complete image citations will be required; including artwork title, medium, height, width and depth, price or value, year of completion, and project description to include budget and commissioning agency.

*Project Timeline**

Project Announced	April 16, 2018
Submission Deadline	May 11, 2018
Notification of Finalists	May 14, 2018
Finalist Presentations	June 5, 2018
Notify Finalist	June 22, 2018
Artwork completed and installed	January 2019

* Subject to change

New Mexico Pay Equity Initiative

Effective July 1, 2010, businesses seeking new contracts with any Executive Branch state agency will be required to comply with the requirements of Executive Order 2009-049, to aid in

identifying and combating pay inequity and job segregation in the State of New Mexico, as a condition of being awarded a contract.

If the offeror has ten (10) or more employees OR eight (8) or more employees in the same job classification, offeror must complete and submit the required reporting form (PE10-249 or PE250, depending on their size at the time) with their bid or proposal for evaluation purposes.

For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, offeror must also agree to complete and submit the required form annually within thirty (30) calendar days of the annual bid or proposal submittal anniversary date and, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract.

Should offeror not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offer must agree to provide the required report within ninety (90) calendar days of meeting or exceeding the size requirement.

Offeror must also agree to levy these reporting requirements on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Offeror must further agree that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, offeror will submit the required report, for each such subcontractor, within ninety (90) calendar days of that subcontractor meeting or exceeding the size requirement.

Questions/Follow Up

For questions regarding the project or to coordinate a visit to the NHCC for the purpose of preparing a proposal should be directed to and coordinated with David Gabel, Chief Registrar, at 505-206-7746, email: david.gabel@state.nm.us.

Deadline for Submission: 5pm (MDT), May 11, 2018