CITY OF HELENA, MT
REQUEST FOR PROPOSALS (RFP) NO. CF23-02 TO HIRE ARTISTS FOR TRAFFIC SIGNAL BOX DESIGNS

I. PROJECT OVERVIEW

The Helena Public Art Committee (HPAC), on behalf of the City of Helena, seeks to commission original designs to cover up to four traffic signal boxes. The HPAC seeks a different design for each signal box.

The Traffic Signal Box locations are as follows:
- Helena Avenue & Rodney Street
- Last Chance Gulch & 14th Street
- Henderson Street & Brady Street
- Washington Street & Skyway Drive

II. COMPENSATION

Selected Artists and/or Teams will be paid Five Hundred Dollars ($500.00) per box design.

Evaluation criteria will NOT include consideration of the proposed compensation schedule and respondents are NOT to submit compensation proposals as part of their responses.

III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE

A. Project Summary
   The traffic signal box project consists of two phases:
   Phase 1: Artists' designs chosen for signal boxes. Artists will be paid $500 per box design.
   Phase 2: Designs transferred to vinyl wraps by a contractor who may need to coordinate with the artist
   This call for art is seeking designs for Phase 1. A contractor will be selected through a separate procurement process to complete Phase 2.

B. Eligibility
   The competition is open to artists and graphic designers of all ages. Teams are eligible to apply. Respondents may submit more than one design.

C. Timeline
   Call for Artists: June 15, 2022
   Submission deadline: July 13, 2022
   Selection of Artists: July 21, 2022
IV. PROPOSAL SUBMISSION REQUIREMENTS

A. Proposal submission must:
   • Contain the information required by this RFP and address all required topics
   • Acknowledgment that responder has reviewed any addenda issued for this RFP
   • Signed Submission and Signature page attached
   • Submit an image for each design submitted. Each image must correspond to the supplied template for each design and meet these minimum requirements: minimum of 100 dots per inch vector-based pdf, with a 1" bleed around the edges.

B. Designs are open to each artist’s vision, but the color and design should be visually effective from a distance. The dimensions of the traffic signal boxes are up to 45” W x 29.5” D x 57” H. Note that some boxes are smaller so designs may be truncated when displayed. (The smallest box is 30” W x 18” D x 50”) A template for mural design has been provided as a supplemental document, provided as Attachment “B” hereto. The contractor may need to alter design dimensions slightly to fit a specific signal box.

C. The Artwork and submission form may be submitted digitally via Email to Bjohnston@helenamt.gov. Alternatively, you may submit using a flash drive by postal mail or in person to the address listed below. Submissions must be received no later than 5 P.M on July 13, 2022.

D. Proposals may be withdrawn either personally or by written request at any time prior to the due date stated above for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the agreement is delayed for a period exceeding ninety (90) days.

V. EVALUATION CRITERIA

Proposals will be evaluated by a selection committee, based on the following criteria:

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images of illegal activity and may not involve attaching any object to the box.

8 The finished artwork will be in the public domain and therefore may be subject to vandalism. Accordingly, artists should be thoughtful about having large open areas in the design; for example, large areas of a single color might provide an opportunity to deface the artwork.

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The Helena Public Art Committee will review all submissions and select designs. The City reserves the right to seek alternative solutions for artwork if no design meets the selection criteria. Payment will be made upon completion of an accepted design that fits the template.

The City of Helena reserves the right to reject any or all designs and re-advertise, and to accept the design or designs that best benefit the City. Designs will not be returned to the artist. The City is not responsible for costs associated with preparing designs in response to this Call for Art.

VI. SOLICITATION SCHEDULE

Request for Proposals Released: June 15, 2022
Submission deadline: July 13, 2022
Selection of Artists: July 21, 2022

VII. CONTACT

The city contact for the purposes of this RFP is:
Traffic Signal Box Design Project
Helena Public Art Committee c/o Bridget Johnston
BJohnston@helenamt.gov
HPAC@helenamt.gov

City-County Building, Room 162
316 N. Park Ave
Helena MT 59623
VIII. QUESTIONS AND INQUIRIES

All inquiries, questions, or requests for interpretation, correction, or clarification must be submitted in writing to the city contact listed above. Whenever responses to inquiries would constitute a modification or addition to the original RFP, the reply will be made in the form of an addendum to this RFP, a copy of which will be posted on the city's website.

IX. RESERVATION OF RIGHTS BY THE CITY

The City reserves the right to reject any or all proposals, re-advertise, to waive any irregularities in the proposals, and to accept the proposal that best benefits the City. The City reserves the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

X. PUBLIC RECORDS DISCLOSURE

All proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 et. seq.

XI. LOBBYING

Respondents are prohibited from lobbying the City Commission, the Mayor, or members of the selection committee relative to the respondent's proposal or response to this RFP.
SUBMISSION FORM

Name ________________________________________________________________

Email ________________________________________________________________

Phone Number _________________________________________________________

Artwork Title _________________________________________________________

Short Description of Artwork (if any) _______________________________________

_______________________________________________________________________

SIGNATURE NEEDED

I have submitted all information required by this RFP entitled Hire Artists for Traffic Signal Box Designs for the City of Helena and the Helena Public Art Committee. Artwork must be original and may not be work that has been sold or reproduced in any way. Designs may not include any breach of intellectual property, trademarks, brands, images of illegal activity and may not involve attaching any object to the box. I understand that all proposals become the property of the City of Helena and may be subject to release to the public pursuant to Mont. Const. art. II, § 9 and Mont. Code Ann. § 2-6-1001 et. seq.

My guardian or parent has signed for me if I am not 18 years of age.

____________________________________________________     __________________________
Signature             Date

Printed Name
The dimensions of the traffic signal boxes are up to 45" W x 29.5" D x 57" H. Note that some boxes are smaller so designs may be truncated when displayed. (The smallest box is 30" W x 18" D x 50")

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<th>Location</th>
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<td>Helena and Rodney</td>
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<td>Last Chance and 14th St</td>
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Template Example Below