



*CALL FOR ARTISTS
MEMORIAL PARK
BAND SHELL MURAL*

REQUEST FOR PROPOSALS (RFP) NO. CF25009 TO HIRE AN ARTIST FOR THE MEMORIAL PARK BAND SHELL MURAL PROJECT

I. PROJECT OVERVIEW

The City of Helena seeks to commission a painted mural inside the band shell, along the arch framework and wings at Memorial Park, located in Helena, Montana.

As the backdrop of the Veteran's Memorial that honors over 100 Lewis and Clark County residents that were killed in military action, the City is requesting the mural be relevant to the theme of Memorial Park.



II. COMPENSATION

The Selected Artist or Team of Artists will be paid a total of \$12,000 for the design, supply procurement, preparation, installation, and sealing of the Mural.

- Artist must purchase/provide all supplies needed to complete the project.
 - o Paint brushes/rollers, primer, high quality paint, drop cloths, scaffolding, etc.
 - o Anti-Graffiti Sealant (VandIGuard IsoFree® Aliphatic Urethane 2K)

The Artist may request advance payment for supplies, payable upon invoice after signing of contract. Final payment to the Artist shall be made within 30 days after completion of the artwork.

The surface will be repaired, sanded, and cleaned by the City prior to mural installation.

III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE

Band Shell Interior (approximately 1500 sqft)

Band Shell Framing (approximately 600 sqft)

Band Shell Wings (approximately 300 sqft)

The unique size of the canvas, viewing distance, location, and practicality of concept should be considered when submitting your mural designs. The design should be such that the potential for graffiti and vandalism is minimized. It is preferred that the lower part of the inside of the band shell be lighter colors to assist with lighting during performances.

Deliverables

- 1) Approval of Final Art Concept and Contract Execution by City of Helena
- 2) Supply Procurement + Priming of Surface by Artist
- 3) Painting of the Mural by Artist
- 4) Application of VandlGuard IsoFree® Aliphatic Urethane 2K by Artist
- 5) Documentation of Supply Receipts by Artist to City of Helena

Insurance Requirements

The Artist must provide proof of the following to the City of Helena:

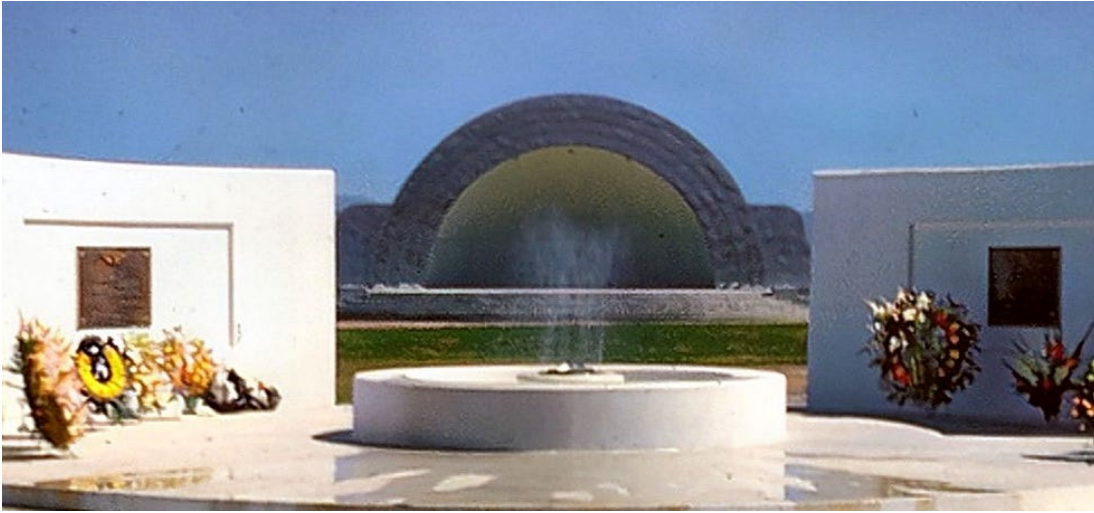
1. Contractor's liability insurance for personal injury and property damage, in an amount not less than \$1.0 million per occurrence and \$2.0 million aggregate per year for bodily injury, personal injury, and property damage naming the City of Helena at 316 N Park Ave, Helena MT 59623 as an additional insured.
2. Proof of Montana worker's compensation or an independent contractor's exemption.

IV. THEME

Memorial Park was named to honor fallen warriors. The Bandshell artwork should celebrate the best parts of our society and community. The park is a central focus for events from summer kids' camps, dance performances, picnics, the annual school carnival, and the weekly capitol band performances; and serves as the backdrop for the Lewis & Clark Veteran's Memorial.

The selected design will carefully incorporate honor to our veterans while celebrating the contributions of Montanans to our country. The design should feel welcoming, timeless, and forward-looking, enhancing the bandshell's role as a space for performance, gathering, and reflection. Artists are encouraged to think creatively about how to capture the spirit of the space in a way that speaks to a broad audience.

The outer rings of the bandshell may remain in the current red, white, and blue scheme as a representation of patriotism, but artists may also propose a varying color scheme if it enhances the overall concept within the shell.



Over the years it has had multiple faces. It was unpainted for many years.

IR AUG 1 1984

Bandshell ready for new debut

By BILL SKIDMORE
IR Staff Writer

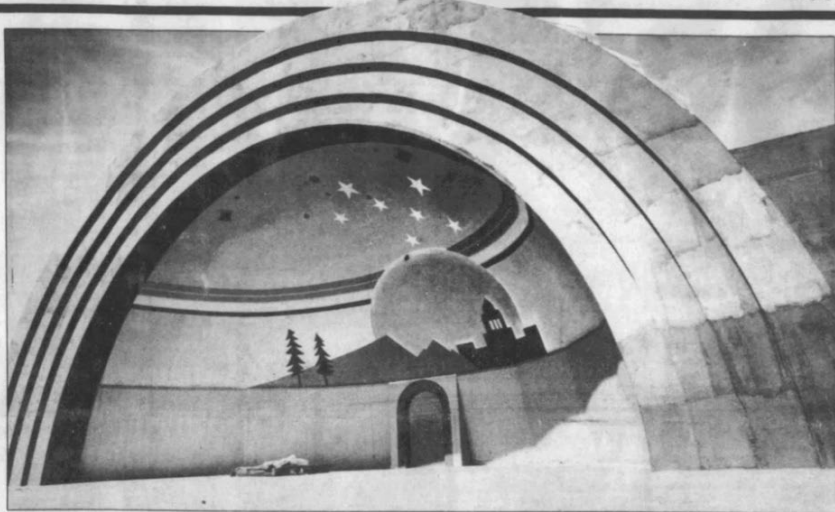
With a brightly colored mural in the background, city officials will dedicate Helena's newly renovated Memorial Park bandshell Thursday evening.

The dedication ceremony will be followed by a performance by the Capital City Band.

Originally constructed in 1945 at a cost of \$12,500, the bandshell was renovated this spring and summer at a cost of \$77,566.

The mural design, chosen by a selection committee made up of City Commissioner Rayleen Beaton, Jim Nybo and Bruce Newell in a contest sponsored by the Independent Record last year, is by Neal Wiegert. The mural artist was Robert Holton.

In addition to the mural, the project included replastering the state



(More on BANDSHELL, 8A) Complete with a mural designed through an Independent Record contest, the 'new' bandshell will be dedicated Thursday

In 1984, it debuted a new design which showcased the Sleeping Giant and the State Capitol Bldg.



Years later it was changed to the forest design, which is well remembered by the children, now adults, that gave a literal hand in the painting.

V. PROPOSAL SUBMISSION REQUIREMENTS

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
- Include sample images for each design concept submitted
- Proposal must include design for all areas of the mural. A template for the band shell and side walls have been provided as a supplemental document. (See exhibit B)

Eligibility

Open to artists and graphic designers of all ages. Local artists are encouraged to apply. Teams are eligible to apply. Respondents may submit more than one design. Must be able to complete installation of the murals no later than October 2026.

VI. EVALUATION CRITERIA

Proposals will be evaluated by City staff and the Helena Public Art Committee, based on the below criteria. Preference may be given to local artists and/or veterans.

	Criteria
1	Designs may not advertise or promote a business or product
2	If the design is to include text, it must be included with the design submission
3	Designs may not include any breach of intellectual property, trademarks, brands, or images of illegal activity
4	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.

	Selection Criteria
1	Artistic merit as evidenced by the submitted materials
2	Appropriateness of the concept to the location of the project
3	Demonstrated Ability to undertake projects of a similar scope
4	Ability to meet timeline and complete the project

VII. SOLICITATION SCHEDULE

Deadline for questions: 5:00 PM, April 22, 2026
Responses to questions posted: 5:00 PM, April 24, 2026
Submission deadline: 8:00 AM, June 15, 2026
HPAC submission review: June 17, 2026
Recommendation to City Commission: July 2026
Award and negotiation of contract: July 2026
Mural installation: August 2026 – October 2026
Mural must be completed no later than October 31, 2026

VIII. CONTACT

The city contact for the purposes of this RFP is:

Memorial Park Band Shell Mural Project

c/o Bridget Johnston

BJohnston@helenamt.gov

City-County Building

316 N. Park Ave, Room 241

Helena MT 59623

(406) 447-8399

Responses to questions will be posted online at www.helenamt.gov

IX. 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.

X. SUBMITTAL INSTRUCTIONS

Applicants must submit the following items by email (no more than 10MB per email), USB by mail, or in person to the contact above.

Submissions must be received no later than 8:00 am on June 15, 2026

1. A complete submission should include a solid concept, with planned artwork ranging from a colored sketch to a complete design.
2. The submission must show the artist's intended layout. At a minimum, this should be a basic sketch using the template provided in attachment B. If the artwork in item #1 above is already on the template or if the design is provided with the correct proportions, this is not needed.
3. All submissions must be original artwork and not something previously sold or produced.

4. Samples of previous work that demonstrate the artist's artistic merit and ability to undertake a project of a similar scope should be included in the submission.
5. A completed submission form is required to be submitted with the artist's full packet.
6. The artwork and all imagery of such will be the sole property of the City of Helena.
7. The chosen artist shall be allowed to use images of the finished artwork for promotion of the artist but may not reproduce, sell, or transfer the artwork.
8. The completed project will be released to the press and will be shared via social media outlets.
9. The insurance requirements listed within the RFP will not be required of the artist(s) until such time as a contract is negotiated. Any person that will be working on the project will need to be covered by the insurance.
10. The City of Helena will not be responding to submissions that are not complete so please ensure your submission addresses all requests within the RFP and any published addendums.
 - a. Submission Form (See exhibit A)
 - b. Mural Artwork
 - i. At a minimum this can be a colored sketch but can be as much as a full design.
 - ii. The artwork must be proportionate to the space dimensions and include the inside, arch, and both side walls. (See exhibit B)
 - iii. Project description
 - iv. The design should show that the potential for graffiti is minimized.
 - c. A letter addressing:
 - i. The deliverables required and how the artist(s) plans to meet these deliverables.
 - ii. The artist's ability to meet the timeline and complete the project.
 - iii. The artist's demonstrated ability to undertake a project of similar scope (preferably with images to supplement this ability)
 - d. Current resume and/or CV; if applying as a team, submit for each team member,
 - e. Work plan (methodology) and schedule (calendar or timeline) for completion of the mural,
 - f. Samples of previous works showing the artist's artistic merit. Submit no more than five images with a description,

** Do not include anything that reveals the artist's identity except in your submission form **
11. Artists may submit multiple designs; however, each design must be submitted individually and with a full submission for each design.

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. The City is not responsible for costs associated with preparing proposals in response to this RFP.

X. 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. The City reserves the right to seek alternative solutions for artwork if no proposal meets the selection criteria.

XI. 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.

XII. LOBBYING

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