

**CITY OF HELENA, MT  
REQUEST FOR PROPOSALS (RFP) NO. CF25010 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 eight traffic signal boxes. The HPAC seeks a different design for each signal box.

The Traffic Signal Box locations are as follows:

1. 11th and Montana
2. Montana and Billings
3. Montana and Last Chance
4. Montana and Tara
5. Montana and Custer
6. Custer and i15
7. Prospect and i15S
8. Custer and McHugh

**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 in the greater Helena area. Teams are eligible to apply. Respondents may submit more than one design.

C. Timeline

Call for Artists: May 20, 2025

Submission deadline: June 16, 2025

Selection of Artists: June 18, 2025

**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 June 16, 2025.

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:

	Criteria
1	Artwork must be original and may not be work that has been sold or reproduced in any way.
2	Artists must use the template provided to propose each design. Changes to design proportions may be required to accommodate site requirements.
3	Designs must include all visible sides and top of the signal box.
4	Designs may not contain any representations of traffic lights, signs, or signals.

5	If the design is to include text, it must be included with the design submission.
6	Designs may not advertise or promote a business, product, or viewpoint.
7	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.
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.

	<b>Selection Criteria</b>
1	Artistic merit as evidenced by the submitted design
2	Appropriateness of the concept to the greater Helena area

The Helena Public Art Committee will review all submissions and recommend designs to the City of Helena. 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**

Call for Artists: May 20, 2025  
Submission deadline: June 16, 2025  
Selection of Artists: June 18, 2025

#### **VII. CONTACT**

The city contact for the purposes of this RFP is:  
Traffic Signal Box Design Project  
City of Helena Community Facilities  
c/o Bridget Johnston  
[BJohnston@helenamt.gov](mailto:BJohnston@helenamt.gov)  
City-County Building, Room 241

316 N. Park Ave  
Helena MT 59623  
(406) 447-8399

Responses to questions will be posted online [here](#):

<https://www.helenamt.gov/government/departments/city-commission/city-boards-committees>

#### **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.

## HIRE ARTISTS FOR TRAFFIC SIGNAL BOX DESIGNS

### SUBMISSION FORM

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Artwork Title \_\_\_\_\_

Short Description of Artwork (if any) \_\_\_\_\_

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#### **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")

Template Example Below

