

CITY OF HELENA, MT
REQUEST FOR PROPOSALS (RFP) NO. [XXXX] 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 7 state-owned traffic signal boxes located in the city core. The HPAC seeks a different design for each signal box. The City of Helena has obtained necessary encroachment permits from the State of Montana.

II. COMPENSATION

Selected Artists and/or Teams will be paid \$700 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

Project Summary

The traffic signal box project consists of two phases:

- 1) Artists' designs chosen for signal boxes. Artists will be paid \$700 per box design.
- 2) Designs transferred to vinyl wraps by a contractor, who may need to coordinate with the artists

This call for art is seeking designs (Phase 1). A contractor will be selected through a separate procurement process to complete Phase 2.

Eligibility

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

Timeline - Extended

Submission deadline: ~~April 7, 2020~~ **May 8th, 2020**

Selection of artists: ~~April 30, 2020~~ **May 21st, 2020**

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 Signature page attached
- submit a digital 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 about 30”W x 18”D x 50”H. 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 information may be submitted on a CD-ROM, flash drive, or by postal mail or in person to the address below. Submissions must be received no later than 5 pm on May 8th, 2020.

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.
Selection Criteria	
1	Artistic merit as evidenced by the submitted design
2	Appropriateness of the concept to the location

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	February 7th, 2019
Proposal Packets Due – Close date	May 8 th , 2020
Selection of Artists	May 21 st , 2020

VII. CONTACT:

The city contact for the purposes of this RFP is:

Traffic Signal Box Design Project
Public Art Committee c/o Peggy Benkelman
pbenkelman@helenamt.gov
HPAC@helenamt.gov
City-County Building, Room 320
316 N. Park AVE
Helena MT 59623
(406) 447-8493

Responses to questions will be posted online here: www.helenapublicarts.com

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. SUBMITTAL INSTRUCTIONS

Proposals must be submitted in a sealed envelope clearly marked on the outside with the RFP number and project name. Proposals should be submitted electronically by CD-ROM or Flash drive.

Proposals must be submitted to:

Traffic Signal Box Design Project
Public Art Committee c/o Peggy Benkelman
pbenkelman@helenamt.gov
HPAC@helenamt.gov
City-County Building, Room 320
316 N. Park AVE
Helena MT 59623
(406) 447-8493

COMPLETE PROPOSALS MUST BE RECEIVED NO LATER THAN:
5 pm on May 8th, 2020

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.

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, or members of the selection committee relative to the respondent's proposal or response to this RFP.



SIGNATURE PAGE

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.

_____ date: _____
Signature

Printed Name

OVERALL DIMENSIONS
30"W x 18"D x 50"H

TOP
30W X 18H

BACK
30W X 50H

SIDE
18W X 50H

FRONT
30W X 50H

SIDE
18W X 50H

