



Site of Jackson Street Parking Garage Mural Project

October 13, 2016

REQUEST FOR PROPOSALS (RFP)

PROJECT: JACKSON STREET PARKING GARAGE MURAL

TOTAL BUDGET: \$5,000

SUBMISSION DEADLINE: DECEMBER 14, 2016, 4:00 PM

The Helena Public Art Committee (HPAC), on behalf of the City of Helena, seeks to commission a painted mural for the north side of the Jackson Street Parking Garage, located at 201 Jackson Street (between Sixth Ave and Broadway) in Helena, MT.

Project Summary

The parking garage mural project consists of three phases to be completed by the artist:

- 1) Prime and prep the surface;
- 2) Mural painting; and
- 3) Application of a protective sealant to the mural.

The parking garage space has an approximate surface area of 1,500 square feet. The mural design should incorporate or represent historic Helena, and the design should be such that the potential for graffiti and vandalism is minimized. The color and design of the mural should be visually effective from a distance. Insurance will be provided.

Total Budget: \$5,000.00 artist fee, which must include equipment and all supplies.

Timeline

Deadline for questions: 5:00 PM, November 11, 2016

Responses to questions posted: 5:00 PM, November 30, 2016

Submission deadline: 4:00 PM, December 14, 2016

Award and negotiation of contract: February-March 2017

Mural installation: May, June, and July 2017.

Mural must be completed no later than July 20, 2017.

Eligibility

The competition is open to artists and designers. Teams are eligible to apply.

How to Apply

Applicants must submit the following items on a CD-ROM by mail or in person to the address below. Submissions must be received no later than 4:00 pm on December 14, 2016.

1. Letter of interest, limited to one page in length; it should explain the artist's interest in the project
2. Current resume; if applying as a team, a current resume should be submitted for each team member
3. Project description accompanied by visual representation (drawings, photographs, and/or computer presentation), materials list and timeline
4. Work plan (methodology) and schedule for completion of the mural. Include estimated hours to complete the project.
5. Up to five images of previous work in jpeg format, accompanied by a descriptive list
6. Budget. Separate the cost of paint, sealant, and scaffolding
7. Optional—include up to three selections of support materials such as reviews, news articles, catalogues, or other related information

Selection Process

A selection committee composed of representatives of the HPAC, the Downtown Business Improvement District Board of Trustees, and City staff will review all submissions and select a project or projects for recommendation to the City of Helena by February 16, 2017. The City reserves the right to seek alternative solutions for artwork if no proposal meets the selection criteria.

One finalist will be selected to negotiate a contract with the City. If an appropriate agreement cannot be reached with the highest-ranked artist, the second-ranked artist will be invited to submit a proposal and negotiate a contract with the City, and so on.

The City of Helena reserves the right to reject any or all proposals and 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 negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. All proposals become the property of the City of Helena. The City is not responsible for costs associated with preparing proposals in response to this RFP.

Selection Criteria

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

Inquiries and Submission

All questions regarding this RFP and submissions are to be directed to:

Jackson Street Parking Garage Mural Project,
Public Art Committee, c/o Mary Vandembosch

mvandembosch@helenamt.gov

City-County Building, Room 320

316 N. Park AVE

Helena MT 59623

Questions about the scope of work and the RFP may be submitted to mvandembosch@helenamt.gov by 5:00 PM, November 11, 2016. Responses to questions will be distributed by email and posted online here: helenapublicarts.com

ADA NOTICE

The City of Helena is committed to providing access to persons with disabilities for its meetings, in compliance with Title II of the Americans with Disabilities Act and the Montana Human Rights Act. The City will not exclude persons with disabilities from participation at its meetings or otherwise deny them the City's services, programs, or activities.

Persons with disabilities requiring accommodations to participate in the City's meetings, services, programs, or activities should contact the City's ADA Coordinator, Elroy Golemon, as soon as possible to allow sufficient time to arrange for the requested accommodation, at any of the following:

(406) 447- 8490

TTY Relay Service 1-800-253-4091 or 711

citycommunitydevelopment@helenamt.gov

316 North Park, Avenue, Room 440, Helena, MT 59623