



# ECONOMIC GROWTH & DEVELOPMENT COMMITTEE

## AGENDA

April 19, 2023, 5:00PM | Council Chambers, City Hall

1. **Call meeting to order**
2. **Approval of Minutes**
  - a. Regular Meeting: March 8, 2023
3. **Public Comment** – Limit to three minutes per person
4. **Continued Business:**
  - a. Main Street Banners – Jordan
5. **New Business:**
  - a. Main Street Painting – Jordan
  - b. Murals Discussion – Jordan
  - c. Living Local Mobile App - Jordan
6. **Committee Comments or Concerns**
7. **Announcement of the next meeting**
  - a. Regular Meeting: May 3, 2023, at 4:00pm
8. **Adjournment**

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### **Economic Growth & Development Committee** **Members**

John Henderson (Chair) | Dick Bauman | John Molendyke

*MISSION STATEMENT: The Economic Growth & Development Committee strives to create a strong and sustainable local economy by acting as a liaison for the cooperation of the City's disparate community organizations, providing economic incentives and assistance when necessary and warranted, promotion solutions to seeking creative solutions to problems challenging the City's business environment.*

# CITY OF DEER LODGE ECONOMIC GROWTH & DEVELOPMENT COMMITTEE

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# MINUTES

March 8, 2023 at 4:00pm | Council Chambers, City Hall.

**Members Present:** John Henderson, Dick Bauman, John Molendyke

**Members Absent:** None

**Mayor:** Absent

**CAO:** Jordan Green, Cyndi Thompson

**Staff:** None

**Guests:** None

## 1. Call Meeting to Order

Chairman Henderson called the meeting to order at 4:01PM

## 2. Approval of Minutes –

a. Regular Meeting: February 1, 2023

Member Bauman motioned to approve minutes as presented. Chairperson Henderson seconded the motion. 2 Ayes, 0 Nos, 1 abstained. Motion passed.

## 3. Public Comment

a. None

## 4. Continued Business:

a. Main Street Banner – Jordan

No update at this time. Will stay as an agenda item moving forward.

## 5. New Business:

a. MSU Extension Community Development Agent Discussion – Jordan

Working with Bo Walker, Powell County Extension Agent, and Amanda Cooley Powell County Planning Director to try and work with the Commissioners and MSU to look at the

viability of getting an appointment for a Community Development Agent from MSU Extension.

Discussion only, no motion made. This will remain as an agenda item.

b. Painting Main Street Project – Jordan

Work with the city business owners as the City would supply a preliminary budget of \$3000.00 total to help business owners with the purchase of paint to paint their store fronts. (color restrictions will apply & historically/natural colors). First come first serve.

Member Bauman motioned to approve with a recommendation to Finance and Council a preliminary budget of \$3,000 for paint with restrictions in colors, first come first serve. Member Molendyke seconded the motion. 3 Ayes, 0 Nos. Motion passed.

c. Museum Foundation Support – Council President Bauman

Member Bauman suggested to help support financially the Museum Arts Foundation. Jordan suggested a representative from the Museum Arts Foundation come to City Council and ask for a budgeted item for the next year and years after that.

Member Bauman motioned a recommendation to Finance and Council to pursue this a budgeted item for next year's budget or longer. Member Molendyke seconded the motion. 3 Ayes, 0 No. Motion passed.

**6. Committee Comments or Concerns:**

a. Jordan shared a city wide app called "Living Local." This will be on the next agenda.

**7. Announcement of the next meeting:**

Regular Meeting: April 5, 2023, at 4:00PM

**8. Adjournment:**

Meeting was adjourned at 4:43PM

Prepared by: Cyndi Thompson, City Clerk

\_\_\_\_\_  
John Henderson, Chairperson

\_\_\_\_\_  
Date

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**Economic Growth & Development Committee**  
**Members**

John Henderson (Chair) | Dick Bauman | John Molendyke



## **REQUEST FOR PROPOSALS (RFP) NO. CF23-31 TO HIRE AN ARTIST FOR THE CENTENNIAL TRAIL TUNNEL (MEMORIAL PARK TO CENTENNIAL PARK UNDER LAST CHANCE GULCH) MURAL PROJECT**

### **I. PROJECT OVERVIEW**

The Helena Public Art Committee (HPAC), on behalf of the City of Helena; seek to commission painted murals along the side walls of the Centennial Trail tunnel with vibrant public art that create a unique sense of place for all to enjoy.

The tunnel is part of the Centennial Trail, which provides a safe and well used off-street corridor beneath Last Chance Gulch that runs east-west across Helena. It connects Centennial Park and Memorial Park and serves as an entryway in and out of the Railroad district for pedestrians.

It is the vision of the Helena Public Art Committee to activate this space with an intriguing public art mural to be enjoyed by all who pass through. We seek to commission painted murals for the side walls of the tunnel by a selected artist or team of artists.

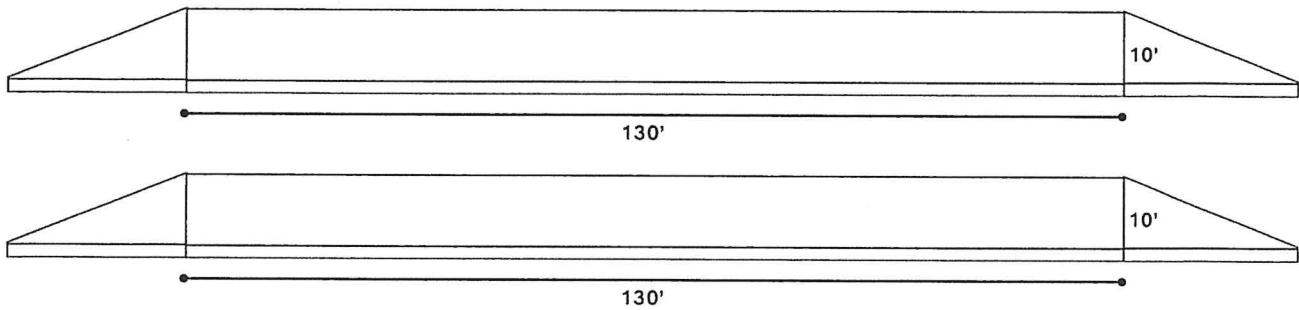
### **II. COMPENSATION**

The Selected Artist or Team of Artists will be paid a total of \$15,000 for the design, supply procurement, preparation, installation, and sealing of the Centennial Trail Tunnel murals.

- Artist must purchase all supplies needed to complete the project.
  - o Paint brushes/rollers, primer, high quality paint, drop cloths, scaffolding, etc.
  - o Anti-Graffiti Sealant (VandlGuard IsoFree® Aliphatic Urethane 2K) 8 Gallons

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.

### III. SCOPE OF WORK, DELIVERABLES, AND TIMELINE



**Centennial Tunnel is 130 feet long and 10 feet high.  
The TWO side walls + angled edges + flanks = approx. 3,000 ft<sup>2</sup>**

A template has been provided as a supplemental document (See Attachment B)

The unique width of the canvas, viewing distance, 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.

Special consideration will be given to artistic concepts that are based on the Railroad Urban Renewal District's distinct history and cultural/economic importance. (See Attachment C)

The surface will be power washed by the City Parks Department prior to mural installation.

#### **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 a Protective Sealant (VandIGuard IsoFree® Aliphatic Urethane 2K) by Artist
- 5) Documentation of Supply Receipts by Artist to City of Helena

#### **Timeline**

Deadline for questions: 5:00 PM, February 22, 2023

Responses to questions posted: 5:00 PM, March 8, 2023

Submission deadline: 4:00 PM, March 22, 2023

HPAC project selection: April 19, 2023

Award and negotiation of contract: April – May 2023

Mural installation: June – August 2023

Mural must be completed no later than August 31, 2023

#### **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 insurance or an independent contractor's exemption.

**IV. 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 both side walls of the tunnel. A template for the tunnel walls has been provided as a supplemental document. (See Attachment B)

**Eligibility**

Open to artists and graphic designers of all ages. Teams are eligible to apply. Respondents may submit more than one design. Must be able to complete installation of the murals no later than August 31, 2023.

**V. EVALUATION CRITERIA**

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

	<b>Criteria</b>
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.



	<b>Selection Criteria</b>
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

## VI. SOLICITATION SCHEDULE

Deadline for questions: 5:00 PM, February 22, 2023  
Responses to questions posted: 5:00 PM, March 8, 2023  
Submission deadline: 4:00 PM, March 22, 2023  
HPAC project selection: April 19, 2023  
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Mural must be completed no later than August 31, 2023

## VII. CONTACT

The city contact for the purposes of this RFP is:  
Centennial Tunnel Mural Project  
Helena Public Art Committee c/o Bridget Johnston  
[BJohnston@helenamt.gov](mailto:BJohnston@helenamt.gov)  
City-County Building  
316 N. Park Ave, Room 162  
Helena MT 59623  
(406) 447-8395  
Responses to questions will be posted online at [www.helenamt.gov](http://www.helenamt.gov)

## 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

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 4:00 pm on March 22, 2023**

1. Letter of interest, limited to one page in length; explaining the artist's interest in the project,
2. Current resume and/or CV; if applying as a team, submit for each team member,
3. Project description accompanied by visual representation (drawings, photographs, and/or computer presentation),
4. Work plan (methodology) and schedule for completion of the mural,
5. Up to five images of previous work in jpeg format, accompanied by a descriptive list.

**COMPLETE PROPOSALS MUST BE RECEIVED NO LATER THAN MARCH 22, 2023 4 PM**

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