



## **Request for Qualifications**

### **Graphic Designer**

The City of Great Falls is seeking a qualified graphic artist to develop a logo, a template for published materials and signage designs for the Downtown Parking Program and Parking Advisory Commission.

Submittal date for response is **September 19, 2012 at 3 PM.**

The logo will be used on all printed material, uniforms and signage to identify the parking program. The template for printed material will be used for tri-fold brochures, letterhead, parking permits, and PowerPoint slides.

The signage design will be used for signage within surface parking lots for space identification, parking garages for space identification and identification of floor levels, and also to direct the general public to available parking facilities.

Questions regarding the request should be addressed to: Wendy Thomas, Deputy Director, Planning & Community Development, [wthomas@greatfallsmt.net](mailto:wthomas@greatfallsmt.net), 406-455-8432.

#### **ABOUT THE CLIENT**

The Downtown Parking district covers most of the central business district in Great Falls; the generalized boundaries are 5<sup>th</sup> Avenue North, Park Drive, 4<sup>th</sup> Avenue South and 12<sup>th</sup> Street. The district has two parking structures, the north structure contains four hundred ninety-eight (498) stalls and the south garage contains three hundred and eleven (311) parking stalls. In addition, there are approximately 1100 on-street parking meters. The parking district also includes residential property where parking is restricted for residents and guests. More information on the parking district is available on the City of Great Falls web site, [www.greatfallsmt.net](http://www.greatfallsmt.net).

#### **SUBMITTAL REQUIREMENTS:**

In order for your proposal to be considered responsive, it must include:

1. Description of your understanding of the project;
2. Proposed timeline for development of requested items;
3. Fee proposal;
  - a. Note that the final scope and fee for services will be negotiated with the selected artist(s).
4. Artist must reside in Cascade County;
5. No less than five (5) and no more than eight (8) images illustrating examples of your best works (.pdf format). It is suggested that these pieces have relevance to branding and logo development. DO NOT provide website addresses or links directing the Selection Committee to examples of your work. It is the responsibility of each Artist to select the five (5) works which best illustrate their capabilities;
6. Current resume detailing your experience as an artist and any past graphic design work (please, no more than three pages);
7. Contact information of two professional references;
8. Address any possible conflicts of interest.

Artists are cautioned to carefully read and follow the proposal requirements required by the Request for Qualifications, as any deviation from these requirements may be cause for rejection.

**PROPOSAL SUBMISSION & DUE DATE:**

Proposals may be submitted in one of the following ways:

**Mail:** City Clerk, City of Great Falls, P.O. Box 5021, Great Falls, MT 59403  
Attn: Graphic Design RFQ

**In-Person:** City Clerk's Office, Room 204, Civic Center, 2 Park Drive S, Great Falls, MT

**E-Mail:** [wthomas@greatfallsmt.net](mailto:wthomas@greatfallsmt.net) (pdf format)

**Proposals are to be submitted by September 19, 2012 at 3 PM.**

Late or incomplete submittals will not be accepted for review by the Selection Committee.