CITY OF HELENA

CALL TO DESIGNERS

REQUEST FOR INFORMAL PROPOSALS (RFIP)

READY-TO-ISSUE
RESIDENTIAL MODEL BUILDING PLAN LIBRARY

Pre-Reviewed Residential Model Plans for Helena, Montana

RFIP No.	CD-RFIP-26-0001
Issue Date	October 16, 2026
Questions Due	November 12, 2026, 12:00PM, Mountain Time
Proposal Deadline	December 3, 2026, 12:00PM, Mountain Time
City Contact	Chris Brink, Director
Department	Community Development Department

OCTOBER 2026

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1. INVITATION

The City of Helena (City) is seeking original residential building design proposals from qualified architects, engineers, residential designers, design-build professionals, and other eligible design professionals to establish a Ready-to-Issue Residential Model Building Plan Library (Library). The Library is intended to reduce the time, uncertainty, and upfront design cost associated with constructing smaller-scale and infill housing in Helena.

A City selection committee will review submitted proposals and may select up to ten (10) model designs to advance to full construction-document review. Selected Designers will be invited to prepare and submit complete construction plans meeting the requirements of this RFIP and applicable City of Helena and State of Montana codes. Following successful building-plan review, at no cost to the Selected Designers, the approved designs will be designated as City of Helena Model Plans and displayed in the Library.

The Library will provide public-facing previews of approved designs, including floor plans, exterior elevations or renderings, approximate building area, bedroom count, accessibility and energy features, estimated construction-cost range, foundation/site options, and Designer contact information. Unless otherwise stated in the final program agreement, the Designer will retain ownership and copyright in the plans.

The City intends the Library to be a practical housing production tool. A Model Plan approval confirms that the base construction documents have been reviewed for the code edition and design assumptions identified in the approval. It does not constitute a site-specific building permit, zoning approval, subdivision approval, utility approval, floodplain approval, historic review, or warranty that the plan can be constructed on every parcel without modification.

2. CLOSING DATE, QUESTIONS, AND SUBMITTAL

CLOSING DATE AND TIME: Proposals must be received no later than 12:00PM Mountain Time, Thursday, December 3rd, 2026. Late proposals will not be accepted.

QUESTIONS: Written questions must be received by Thursday, November 12th, 2026/12:00PM, Mountain Time. Questions shall be directed only to the City Contact identified below. When a response modifies or clarifies the RFIP, the City will issue a written addendum and post it with the solicitation materials.

CITY CONTACT: Christopher Brink, Community Development Director (or designated RFIP project manager), City of Helena Community Development Department, 316 North Park Avenue, Helena, MT 59623; 406-447-8490; citycommunitydevelopment@helenamt.gov.

SUBMITTAL METHOD: All submittals must be electronic. Each design proposal must be submitted as a separate, clearly labeled PDF package. The City has established a file transfer folder for large plan or rendering files. To request a link to the file transfer folder, please email the City Contact identified below. A link to a submittal specific folder will be emailed to you and you will need to upload all the documents listed in Section 11 of this RFIP to that folder.

OPTIONAL PRE-PROPOSAL MEETING: The City will offer an invitation only virtual or hybrid pre-proposal meeting to explain the Library, answer procedural questions, and review Helena-specific design assumptions. The meeting will take place at the time and location noted below. The virtual meeting link will be provided on request.

Thursday, November 5th at 2:00PM
Room 426, City-County Building

3. PROJECT BACKGROUND AND PURPOSE

Helena continues to experience housing affordability and availability pressures across household types and income levels. The City's housing work and the adopted Helena Forward Land Use Plan emphasize increasing housing opportunities, supporting infill and thoughtful growth, improving predictability in the development process, and responding to the need for a broader range of housing choices.

The Ready-to-Issue Residential Model Building Plan Library is intended to address one discrete but meaningful barrier: the cost and complexity of obtaining a complete, code-ready residential design for smaller-scale housing. By creating a curated library of pre-reviewed base plans designed specifically for Helena's codes and climate, the City seeks to shorten plan review time, improve applicant preparedness, connect residents and small builders with design professionals, and make infill housing easier to deliver.

This program does not itself create a housing subsidy, guarantee a final construction price, or override private covenants or site-specific requirements. Instead, it is a process and design resource program intended to reduce avoidable soft costs and make proven housing designs available for repeated use.

4. PROJECT GOALS

- Increase the supply and diversity of smaller-scale housing in Helena by reducing design and permitting barriers.
- Create a growing inventory of high-quality, code-ready residential Model Plans appropriate for Helena's climate, neighborhoods, lot patterns, and construction market.
- Support infill development and efficient use of existing streets, utilities, and community infrastructure.
- Promote designs that are straightforward to construct, use commonly available materials and building systems, and minimize unnecessary cost.
- Provide options suitable for a range of household types, including smaller households, seniors, people with disabilities, multigenerational households, renters, and first-time homebuyers.
- Encourage durable, energy-efficient, healthy, and resilient buildings without adding unnecessary complexity to construction.

- Create a transparent connection between property owners, small builders, and qualified design professionals.
- Develop a repeatable City review process so the Library can be expanded over time as codes, housing needs, and market conditions change.

5. ELIGIBLE MODEL PLAN TYPES

With this initial call, the City seeks a balanced first-generation Library to support affordable housing offerings. Proposers may submit a design in one or more of the following categories, subject to the submittal limit in Section 11. Final zoning and site eligibility will depend on the parcel and the City Code in effect at the time of site-specific permitting.

Category	Target Size / Form	Program Intent
A. Accessory Dwelling Unit (ADU)	Generally 400–1,000 sq. ft.; detached preferred, attached variants may be considered.	Compact secondary dwelling; efficient backyard/alley placement; studio, 1-bedroom, or 2-bedroom.
B. Small Detached Home	Generally 600–1,200 sq. ft.; 1–3 bedrooms; one or two stories.	Entry-level, downsizing, infill, cottage, or small-lot housing with a low construction-cost focus.
C. Optional Alternate / Innovation Category	Other single unit residential model that advances the program goals and remains feasible for repeat use.	Allows creative concepts such as expandable homes, zero-step cottage layouts, or adaptable intergenerational housing.

The City may choose to make selections by category to ensure diversity in the initial Library. A design may include pre-reviewed options, such as mirrored floor plans, alternate roof forms, porch choices, bedroom conversions, exterior finish packages, or foundation types, provided the options are clearly documented and do not undermine code clarity or affordability.

6. HELENA DESIGN AND CODE ASSUMPTIONS

All selected Model Plans must be capable of approval under the codes and local amendments in effect when the complete construction documents are submitted. The City of Helena identifies the 2024 International Residential Code (IRC), 2024 International Energy Conservation Code (IECC), 2024 International Mechanical Code (IMC), 2021 International Fire Code (IFC), 2024 Uniform Plumbing Code (UPC), 2023 National Electrical Code (NEC), applicable State of Montana Administrative Rules, and City Code provisions among the requirements applicable to one- and two-family dwellings. The City will confirm the controlling code editions prior to offering initiations to participate in final construction plan drafting and plan review submittal.

Plans shall incorporate or clearly accommodate Helena's published residential design conditions, including Climate Zone 6 cold-weather construction, snow, frost, wind, seismic considerations, and ice-and-water-barrier requirements. Helena is also undertaking a comprehensive zoning regulation update during 2026; inclusion in the Library does not vest a plan under any current or draft zoning provision. Site-specific zoning, structural, soils, slope, floodplain, utility, wildfire, or geotechnical conditions may require modifications when an individual project is permitted.

Helena Design Condition	Model Plan Assumption / Response
IECC Climate Zone	Climate Zone 6 (Helena is commonly represented as 6B in national climate-zone data); optimize the envelope and mechanical systems for cold winters and efficient year-round operation.
Minimum roof snow load	Use not less than the City-published 30 psf minimum ground/roof snow-load basis, with final structural design meeting the controlling code and site conditions.
Frost protection	Provide footing/foundation assumptions that account for the City-published 42-inch minimum frost depth to the bottom of footing and appropriate cold-weather detailing. Alternatively, a Frost-Protected Shallow Foundation may be used when designed in accordance with the currently adopted IRC and IECC.
Wind / seismic	Use the City-published wind design criteria (currently 106 mph / 75 mph, as applicable) and account for the City's typical seismic design category D0 or site-specific determination. Clearly identify conditions requiring project-specific engineering.
Ice and water protection	Provide roof assemblies consistent with the City's requirement for ice-and-water-barrier underlayment and include practical snow/ice-shedding and entry-protection considerations.
Site variability	Accommodate common Helena infill conditions, including alleys, narrow and corner lots, sloping sites, established neighboring development, and varying utility-access conditions.

7. REQUIRED DESIGN FEATURES

7.1 Code Readiness and Replicability

- The design must be original work and capable of being developed into complete construction documents suitable for City building plan review.
- The base plan must be designed for repeat use and must clearly identify which elements are fixed and which may be modified through a site-specific adaptation process.
- The construction documents must include sufficient architectural, structural, mechanical, electrical, plumbing, energy, and life-safety information for the applicable permit review. The City may require Montana-licensed professional stamps or engineering where required by law or by the design.
- The plan must include at least one foundation solution appropriate for Helena conditions. Additional foundation variants are strongly encouraged, including slab, crawlspace, or basement options where feasible.
- The design must provide a clear strategy for utility connections and service locations that can be adapted to different sites.

7.2 Affordability and Constructability

- Use simple building forms, efficient structural spans, practical roof geometry, standardized dimensions, and commonly available materials and systems.

- Avoid unnecessary structural complexity, specialty products, excessive glazing, avoidable finish transitions, and other features that add cost without a clear durability, accessibility, energy, or design benefit.
- Provide a preliminary Helena-area construction cost range and a short explanation of the assumptions used. The estimate is informational and will not be represented by the City as a guaranteed cost to build price.
- Identify at least three specific design or construction strategies used to reduce total project cost or shorten construction time.
- Where practical, align kitchens, bathrooms, mechanical rooms, and vertical plumbing to reduce mechanical, electrical, and plumbing complexity.

7.3 Livability, Accessibility, and Universal Design

- Provide complete kitchen, bathroom, sleeping, living, storage, and mechanical functions appropriate to the model type.
- At least one selected Library design in each major category should be capable of a zero-step or low-barrier entry. Proposers receive additional credit for universal-design features that do not materially increase cost.
- Encouraged features include wider clear door openings, maneuvering space at key rooms, blocking for future grab bars, curbless or low-threshold shower options, lever hardware, accessible electrical controls, and a main-level bedroom and full bath where feasible.
- Design compact spaces so circulation is efficient and rooms can support common furniture layouts and everyday storage.

7.4 Energy, Durability, and Climate Performance

- Meet or exceed the applicable energy code in effect at model-plan approval.
- Prioritize a high-performing thermal envelope, air sealing, moisture management, efficient windows, and right-sized mechanical systems suitable for Helena's cold climate.
- Provide an electric ready design strategy, including adequate service panel capacity and space for heat pump water heating, heat pump space conditioning, induction cooking, electric vehicle charging, and future solar photovoltaic equipment where practical.
- Durable exterior materials, simplified drainage planes, protected entries, roof overhangs where appropriate, and snow/ice management shall be considered as part of the design.
- All electric designs are encouraged where they can be delivered cost effectively and without compromising constructability.

7.5 Site Adaptability and Neighborhood Fit

- The design must be capable of working on more than one parcel configuration and should minimize the number of site-specific architectural changes needed for typical Helena lots.
- Show how the plan can respond to front-street, alley, and side-yard access conditions where applicable.
- Consider privacy between the new dwelling, the principal dwelling (for ADUs), and neighboring properties through window placement, entries, porches, and outdoor space.

- Use architecture that is compatible with Helena's mix of historic and newer neighborhoods without requiring imitation of a single historic style. Simple, well-proportioned forms and durable materials are preferred over applied ornament.
- Designs intended for steeper sites should explicitly identify the slope range or foundation conditions for which the base plan is appropriate.

8. DESIRED DESIGN FEATURES

The following features are encouraged but are not mandatory unless incorporated into the Selection Criteria or final agreement:

- A compact covered porch, stoop, canopy, or other protected outdoor transition appropriate to Helena weather.
- Pre-reviewed customization packages that preserve the base plan's affordability and code clarity.
- Mirrored plan option to improve solar orientation, driveway/alley relationships, or privacy.
- Flexible room that can serve as a bedroom, office, caregiver room, or accessible sleeping space.
- Aging-in-place and visitability features integrated into the base design rather than treated as expensive add-ons.
- Solar-ready roof area and electrical pathway.
- Heat pump ready and electric ready systems even when the base mechanical design uses another permitted fuel source.
- Panelized, modular, advanced framing, or other repeatable construction approaches when they are code-compliant, locally serviceable, and cost-effective.
- Material palettes that allow modest variation so the same plan can be used in multiple neighborhoods without appearing identical.
- Optional storage, bike storage, mudroom, or small garage/carport variants that do not dominate the dwelling or significantly increase base cost.

9. LIBRARY DURATION AND MODEL-PLAN STATUS

Selected Model Plans shall remain eligible for public display in the Library for a minimum of three (3) years from the date of first publication, unless the City removes a plan due to code changes, legal concerns, loss of Designer authorization, material inaccuracies, or another program reason. Designers are encouraged to keep approved plans in the Library longer so the program develops a stable inventory.

The City may categorize a plan as "current," "update required," or "archived." A plan that no longer conforms to the current code edition may remain visible for historical/reference purposes only if clearly identified as not currently pre-reviewed for permitting. The City may require an updated review before the plan is again represented as a current Model Plan.

10. ELIGIBILITY

This RFIP is open to individuals, teams, firms, and organizations legally able to provide the proposed design services. Proposers must be at least 18 years of age and may be located inside or outside Montana; however, selected designs must be capable of being brought into compliance with Montana professional licensing requirements and Helena's permitting requirements before final approval.

Submitted designs must be original or lawfully controlled by the Proposer. The Proposer must disclose any third-party intellectual property, standard plan ownership, consultant role, or licensing limitation that could affect the City's ability to display the plan or the public's ability to use it.

11. SUBMITTAL REQUIREMENTS

Each Proposer, or representative firm, may submit up to three (3) separate design proposals. No more than two (2) designs from the same Proposer may be selected unless the City determines additional selections are necessary to meet Library category goals. Each design must be submitted separately.

To support an objective design review, the City will conduct a blind review during the design portion of the submission process. All identifying names, logos, seals, and contact information shall be removed from the submitted materials and placed in a separate Contact Information Only file.

11.1 Contact Information

- Name of firm, team, organization, or individual submitting the design.
- Primary contact person, email, phone number, mailing address, and business address.
- Professional license information applicable to the proposed scope, if any.
- Identification of key consultants or team members expected to complete construction documents if selected.

11.2 Design Narrative – 1,200 Words Maximum

- Design name and model category.
- Housing concept, intended household/user, gross floor area, bedroom/bath count, number of stories, and foundation assumptions.
- How the design satisfies the Required Design Features and advances the Project Goals.
- Specific affordability and constructability strategies, including at least three features intended to reduce cost.
- Site adaptability strategy for typical Helena infill conditions.
- Accessibility and universal-design features.
- Energy, durability, and cold-climate design features.
- Pre-reviewed options or customization choices proposed for the final model plan.
- Known limitations or site conditions likely to require project-specific engineering or redesign.

11.3 Concept Architectural Documents

- All Plan concept sheets, or materials submitted in response to the initial call for designs shall be 11"x17". All plans that have been selected for inclusion in the Library and reviewed by City staff must be 24"x36" in size.
- Dimensioned floor plan(s), preferably at 1/4 inch = 1 foot or an equivalent clearly legible scale.
- Dimensioned exterior elevations of all sides, with overall height and principal material callouts.
- At least one exterior rendering, perspective, or axonometric view suitable for public Library display.
- Simple diagram showing possible site placement and access relationships for at least two common Helena lot conditions.
- Foundation type(s) and a brief description of structural system.

- Diagram or schedule identifying proposed customization options, if any.

11.4 Cost and Implementation Information

- Preliminary construction cost range for the base model in the Helena market, excluding land and clearly identifying whether site work, utilities, permit fees, professional fees, and contractor overhead are included or excluded.
- Estimated design effort and schedule to produce permit-ready construction documents if selected.
- Any anticipated engineering, truss design, energy modeling, or other consultant requirements that would be provided later as delegated design or site-specific services.

11.5 Certifications and Agreement

- Signed RFIP acknowledgement and certification that the proposal is original and the Proposer has authority to grant the rights required by the program.
- Signed Memorandum of Understanding / Model Plan License Agreement provided by the City, or acknowledgement that the Proposer will execute the final agreement if selected.
- Conflict-of-interest disclosure, if applicable.

12. SELECTION PROCESS

A Selection Committee composed of City staff and, at the City's discretion, external housing, architecture, construction, accessibility, sustainability, lending, and community partners will review responsive proposals. The Committee may use anonymous design review for the initial scoring stage and may request clarification or interviews from finalists.

The City may select fewer than the maximum number of proposals, make selections by model category, request limited concept revisions as a condition of selection, or decline to select any proposal that does not advance the program goals. Selection through this RFIP does not constitute final building-plan approval. A selected concept becomes a City Model Plan only after the complete construction documents successfully complete the City review process and all required agreements are executed.

13. SELECTION CRITERIA – 100 POINTS

Criterion	Points	What the City Will Evaluate
Constructability & Affordability	20	Simplicity, material availability, efficient structure and MEP systems, construction speed, cost-control strategies, and likelihood the design can be delivered at a comparatively low total project cost.
Code Readiness & Replicability	15	Clarity of the concept, likelihood of efficient code review, repeatability, completeness of assumptions, and ease of using the model on multiple projects without redesigning the building.
Site Adaptability & Infill Fit	15	Ability to work on varied lot widths, alleys, corner lots, constrained sites, and common Helena neighborhood conditions while managing privacy, access, and building placement.

Criterion	Points	What the City Will Evaluate
Accessibility & Universal Design	15	Practical inclusion of visitability, aging-in-place, adaptable layouts, low-barrier entries, accessible bathrooms, and other features that broaden the plan's usefulness.
Plan Licensing/Re-Use Fee Structure	15	The proposed licensing or re-use fee structure is designed to keep the plan design accessible and affordable to the end user.
Energy, Durability & Climate Resilience	10	Cold-climate performance, envelope quality, efficient systems, moisture/snow/ice durability, electric-ready/solar-ready features, and long-term operating cost.
Helena Character, Design Quality & Innovation	10	Proportion, exterior composition, durable materials, neighborhood compatibility, use of compact space, and thoughtful innovation without avoidable cost.

14. SELECTED DESIGNER PHASE

Following notice of selection, the Selected Designer will advance the concept to a complete Model Plan package. Unless modified in the final agreement, the Selected Designer will be responsible for the following:

- Participate in a City kickoff/code coordination meeting.
- Prepare complete construction documents suitable for residential plan review under the controlling code editions.
- Respond to plan review comments and make corrections necessary for approval of the base Model Plan.
- Provide final Library graphics, plan preview sheets, building data, cost-range assumptions, option descriptions, and contact/licensing information.
- Provide editable and archival electronic files in formats specified by the City for future program administration, while retaining copyright except for the licenses expressly granted to the City.
- Maintain professional licensing and consultant coordination required for the work.
- Provide a written description of what must be reviewed on each future site-specific permit, including zoning, foundation/soils, utilities, grading, energy/site orientation, structural limitations, and other project-specific conditions.

15. MODEL PLAN REVIEW AND SITE-SPECIFIC USE

The initial Model Plan review will focus on the repeatable building design and the assumptions identified in the construction documents. When a member of the public chooses a Model Plan for a specific property, the project will still require a site-specific permit application and all applicable City site reviews and fees.

At a minimum, the site-specific submittal may require a site plan; zoning confirmation; setbacks, lot coverage, height, and use compliance; grading and drainage information; utility locations and service design; foundation/site adaptation; structural confirmation; floodplain or other hazard review;

addressing; fire access and water supply; energy/site-specific documentation; and any other information required by the City or State for the property and project.

The City reserves the right to require revisions to a Model Plan when site conditions, code interpretations, delegated engineering, product substitutions, or code updates make revisions necessary. Pre-review is intended to reduce duplicative review; it does not eliminate the Building Official's authority to require corrections or additional information.

16. COMPENSATION AND PUBLIC USE OF PLANS

Designer Licensing Fee

Category	Maximum/Cap Fee
A. Accessory Dwelling Unit (ADU)	$2,000
B. Small Detached Home	$3,000
C. Optional Alternate / Innovation Category	$4,000

Upon successful completion and approval of a selected Model Plan, the City will allow the Designer to charge an end user a reuse or plan-license fee for the full approved Model Plan set. The fees are at the discretion of the Proposer, but shall ensure that the overall goal of making the plans in the Library affordable is met.

While the licensing fee/re-use fee shall be capped as indicated above, any licensing fee/re-use fee structure must be as submitted in the initial design proposal and shall be included in the Memorandum of Understanding / Model Plan License Agreement. The reuse fee shall include access to the approved base construction documents and the Designer services expressly identified in the final program agreement. Site-specific redesign or additional services, if not included in the overall Plan Licensing/Re-Use fee, may be charged separately by agreement between the Designer and end user.

The City will not be a party to contracts between a Designer and an end user for site-specific services. The City does not guarantee construction price, contractor performance, financing, availability of materials, or the suitability of a plan for a particular parcel.

17. COMMUNITY CHOICE RECOGNITION – OPTIONAL

After technical selection and before or during development of the full Model Plans, the City may post selected concepts for a public "Community Choice" vote. The purpose is to build awareness of the Library and recognize designs that resonate with Helena residents. Community voting will not override code compliance, procurement requirements, or the Selection Committee's technical determination. The City may provide additional recognition within the Library for plan sets that garner the highest community vote.

18. ESTIMATED SCHEDULE

The City reserves the right to alter the schedule.

Milestone	Recommended Timing
RFIP released	Week 0
Optional pre-proposal meeting	Week 3
Deadline for written questions	Week 4
Proposal submission deadline	Week 7
Selection committee review / finalist clarification	Weeks 8–10
Notice of selected concepts	Week 11
Selected Designer agreements / kickoff	Weeks 12–13
Complete construction documents due	Approximately 8–12 weeks after kickoff
City model-plan review and corrections	Approximately 6–10 weeks, depending on completeness and corrections
Final model approval and Library launch	Target 5–7 months after initial selection

19. PROCUREMENT AND PROPOSAL CONDITIONS

19.1 Due Diligence

Each Proposer is responsible for examining the entirety of this RFIP, all addenda, and all referenced requirements before submitting a proposal. Submission constitutes acknowledgement that the Proposer has reviewed and can comply with the applicable requirements, except for any exceptions expressly stated in the proposal.

19.2 Late Proposals and Withdrawal

Late proposals will not be accepted. A Proposer may withdraw a proposal by written request received before the Closing Date and Time. After the deadline, proposals may not be materially modified except through a City-requested clarification that does not create an unfair competitive advantage.

19.3 Addenda

Interpretations, corrections, and changes to the RFIP will be made only by written addendum issued by the City. Proposers are responsible for monitoring the City's solicitation page and acknowledging all addenda in their submission.

19.4 Improper Contact / Lobbying

To protect the integrity of the selection process, Proposers shall not lobby or attempt to influence the City Commission, Mayor, City employees, or selection committee members regarding the merits of a

proposal outside the process established in this RFIP. All questions concerning the solicitation shall be directed to the City Contact. Nothing in this section prohibits participation in duly noticed public meetings on matters unrelated to the competitive selection or communications expressly authorized by the City Contact.

19.5 Reservation of Rights

The City reserves the right to reject any or all proposals; waive minor informalities or irregularities; cancel, suspend, or reissue the RFIP; request clarification; negotiate program terms with selected Proposers; make fewer selections than anticipated; and accept the proposal or combination of proposals determined to best advance the City's interests and program goals, subject to applicable law and City policy.

19.6 Costs of Proposal Preparation

All costs of preparing and submitting a proposal are the Proposer's responsibility. The City is not liable for those costs, regardless of the outcome of the RFIP.

19.7 Public Records

Proposals and related records submitted to the City may be subject to public inspection and disclosure under Montana public-records laws. Proposers should clearly identify information they believe is lawfully confidential or proprietary and state the legal basis for withholding it. The City cannot guarantee that materials marked confidential will be withheld if disclosure is required by law.

20. TERMS AND CONDITIONS FOR SELECTED MODEL PLANS

- The Designer retains ownership and copyright in the design and construction documents except for the nonexclusive display, archival, marketing, and public-use licenses expressly granted in the Model Plan agreement.
- The Designer authorizes the City to publish Model Plan previews, narratives, floor plans, elevations, renderings, project data, cost ranges, Designer information, and other approved program materials in print and digital formats, with attribution.
- The Designer will reasonably cooperate with City outreach and marketing for the Library, which may include public information sessions, media interviews, open houses, or documentation of completed projects, subject to scheduling and privacy considerations.
- The Designer will make the plan available to Helena residents and builders on the same terms established in the Model Plan agreement and will not impose undisclosed restrictions inconsistent with the program.
- Any City representation of a plan as "pre-reviewed" or "Model Plan approved" applies only to the approved version and code edition and is subject to site-specific permitting.
- If adopted codes or local requirements materially change, the City may require updated construction documents and re-review before the plan remains in the active Library. The City may establish a fee-waiver or City-paid review policy for periodic updates; otherwise, update costs will be assigned in the Model Plan agreement.
- The City may remove or archive a Model Plan at any time for program, legal, code, safety, accuracy, or administrative reasons. The Designer may request removal after the minimum Library term, subject to notice requirements in the agreement.

- The Designer shall not represent that inclusion in the Library is a City endorsement of the Designer's unrelated services, a guarantee of permit approval for a site, or a guarantee of construction cost.

21. DISCLAIMERS

The City's review of a Model Plan is regulatory and administrative in nature. It is not architectural or engineering design services to the public and does not shift professional responsibility from the Designer, engineer, contractor, owner, or other project participants. Each end user remains responsible for verifying property ownership, zoning, private covenants, easements, utilities, site conditions, financing, contractor selection, and all site-specific permit requirements.

Nothing in the Library guarantees that a Model Plan will qualify as "affordable housing" under any federal, state, local, lender, tax-credit, or income-restricted program definition. The program is intended to reduce design and review barriers and promote lower-cost housing production; affordability outcomes will depend on land, financing, labor, materials, site work, utility costs, and other project-specific factors.

APPENDIX A – CONCEPT SUBMITTAL CHECKLIST

☐ Separate contact-information sheet/file

☐ Design narrative within word limit

☐ Model category identified

☐ Gross floor area and bedroom/bath count

☐ Dimensioned floor plan(s)

☐ All exterior elevations

☐ Exterior rendering/perspective

☐ Two site-placement diagrams

☐ Foundation/structural concept

☐ Customization/options diagram

☐ Preliminary Helena construction-cost range

☐ Cost-control strategies

☐ Licensing/Re-Use Fee Structure

☐ Accessibility/universal-design features

☐ Energy/climate strategy

☐ Site-adaptability strategy

☐ Known limitations / site-specific triggers

☐ Signed certifications / agreement acknowledgement

☐ Addenda acknowledged

APPENDIX B – FULL MODEL PLAN DELIVERABLES FOR SELECTED DESIGNS

The City will refine this list during kickoff based on the selected model and applicable code. Anticipated deliverables include:

- Cover sheet, code summary, design criteria, drawing index, and model-plan limitations.

- Architectural site-assumption diagram(s), dimensioned plans, roof plan, exterior elevations, building sections, wall sections, details, and schedules.
- Foundation and structural design sufficient for the model assumptions, with clear identification of site-specific engineering triggers.
- Mechanical, electrical, plumbing, ventilation, and energy-code documentation required for permit review.
- Fire- and life-safety details, dwelling-unit separation assemblies for two-unit plans, and required rated construction where applicable.
- Material and finish notes sufficient to preserve the approved exterior character while allowing listed alternatives.
- Pre-reviewed option sheets and clear instructions describing which alternatives may be used without redesign of the base model.
- Public Library preview sheet in City-specified format, including image, plan summary, area, bedroom count, accessibility features, energy features, anticipated cost range, and Designer contact information.
- PDF permit set and source/editable files in mutually agreed formats for the City's archival and program-administration purposes, subject to the copyright and license agreement.