

REQUEST FOR PROPOSALS TO PROVIDE ICE SCULPTURE SERVICES TO THE CITY OF ALAMOSA FOR THE ANNUAL “RIO FRIO ICE FEST”

The City of Alamosa (“City”) is accepting proposals from qualified persons or firms (“Contractor”) to provide Ice Sculpture services to the City. Please review the following pages for complete information on the request for proposals process.

Section 1. Background

The City of Alamosa will be hosting the 9th Annual Rio Frio Ice Festival in downtown Alamosa during the month of January, 2018. The City is interested in receiving proposals from qualified firms interested in providing ice sculpture services to the City for this event.

Section 2. Scope of Work

The Scope of Work shall include:

- Providing an appropriate number of ultra-clear ice blocks measuring a minimum of 20” x 40” x 10” per block for a public display of sculptures and an ice encapsulated bonfire. Actual number of blocks will be negotiated and specified in the subsequent contract for services.
- Stacking, fusing, and preparing ice blocks to be ready for carving by Friday, January 26th, 2018, at 2pm.
- Carving of at least 5 (five) distinct ice sculptures of various sizes relating to the 2018 Ice Festival Theme – The 2018 theme is “Superheroes.” Typical sculptures are a parody of popular characters or elements of the chosen theme at specific locations on Main St. in Downtown Alamosa (See Appendix A). Actual sculpture items will be mutually agreed upon by the City and the Contractor and specified in a contract for services after the bid award.
- Contractor agrees to carve and complete at least 2 (two) of the 5 (five) sculptures from the fused ice blocks completely on-site.
- Providing an additional small one block sculpture for use on a stand as a turnaround point for the Rio Frio 5k on Ice. (Example: a runner or a block with the City Logo inside; actual sculpture TBD – Race is either Saturday or Sunday morning January 27th or 28th starting on the Rio Grande at Cole Park in Alamosa).
- Begin carving work no later than 4pm on Friday, January 26th and complete all 5 sculptures by Saturday, January 27th, 2018 at 8pm.
- Provide an approximate carving schedule once the specific sculptures are determined so that local proximate businesses may time promotions in conjunction with the completion of nearby sculptures.
- Engage the public during the sculpture creation process in a creative manner. For example: providing an amateur sculpting clinic or carving children’s names into a sculpture. Welcoming public questions and interaction during the sculpture creation process is requisite.
- Create and conduct an “Ice Bonfire” consisting of an Ice Chimney surrounding scrap wood with minimum dimensions of 36”L x 36”W x 84”H. Bonfire will be

conducted at 6:30pm on Saturday, January 27th on San Juan Ave just North of Main St. San Juan Ave. will be closed to allow for setup and display.

Section 3. Fee for Services

The contract for services for this event is set to not exceed a budgeted amount of \$13,000.

Lodging for three (3) double occupancy rooms will be provided for two nights (or an equivalent combination) January 25th – 27th, 2018.

The electrical power, sculpture platforms, waste removal, sculpture lighting, bonfire scrap wood and sculpture barricades will be provided by the City.

Section 4. Standard Terms and Conditions

The City of Alamosa is not responsible for any costs associated with responding to this request for proposals. The City reserves the right to reject any and all submittals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.

The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The consultant shall be an independent contractor of the City. The independent contractor will be required to maintain its own workers compensation, liability and automobile insurance coverages, and provide proof of same to the City, all in the manner provided in the contract required to be signed.

Section 5. Evaluation

The following criteria will be used to evaluate all submittals:

- The contractor's interest in the services which are the subject of this RFP, as well as the contractor's understanding of the scope of such services and the specific requirements of the City of Alamosa.
- Price (in a separate sealed envelope showing total cost).
- Such other factors as the City determines that are relevant to the consideration and are in the best interests of the City, including, but not limited to the required submittal items.

Section 6. Required Submittals

The Contractor should return one copy of the following to the City of Alamosa by 3:00 P.M. on Thursday, November 16, 2017. Proposals will be opened shortly after that time.

Proposals should be submitted to:

City of Alamosa
Attn: Director of Parks and Recreation
Ice Sculpture Services
300 Hunt Ave
Alamosa, CO 81101

- Cover letter signed by someone with the ability to enter into contracts on behalf of the proposer. The cover letter should provide the name, address, phone, and email contact for the consultant's main point of contact. In addition the letter should contain a brief statement about the consultant's interest in the project.
- Outline of your proposed approach to the required scope of work. It should include your understanding of the required services and your ability to meet the needs of the City (i.e. adequate staff, equipment, etc...) as described in the scope of work.
- Cost estimate in a separate sealed envelope. The contractor should not disclose prices in the submittal itself.
- Provide three (3) references from individuals familiar with previous work done that are similar to those listed in the scope of work.
- Provide several photographic images of prior work relevant to the above mentioned scope of work.

Thank you - we look forward to reviewing your proposal.

Appendix A (Sculpture Locations)



Note: Sculpture locations 1,3, and 5 are mid-block sidewalk “bumpouts;” dimensions are shown below. Locations 2 and 4 are street corners with approximate room for 6 x 6 sculpture platforms. Location 6 is an optional/alternate location with similar dimensions as locations 2 and 4.

