

**CITY OF CHANHASSEN
REQUEST FOR PROPOSAL AND QUOTE**

The City of Chanhassen is seeking a licensed Pyrotechnical Professional for the fireworks display on July 4, in 2020, 2021 and 2022 at Lake Ann Park. Quotes are due by **Monday, February 10, 2020 at 12:00 noon**. The City of Chanhassen reserves the right to accept or reject any bid as is deemed to be in the best interest of the City.

ISSUING OFFICE

The RFP is issued by the City of Chanhassen Parks & Recreation Department. All correspondence regarding the RFP should be addressed to: Priya Tandon, City of Chanhassen, 7700 Market Blvd., P.O. Box 147, Chanhassen, MN 55317. Any repairs or restorations required on or outside the property limits due to the Contractor's carelessness shall be repaired by the Contractor at their expense. The City of Chanhassen will determine the scope of the property damage.

Scope of Work and Specifications

- A. Display must be a minimum of 18 minutes in length and not exceed 21 minutes.
- B. Display should consist of a broad spectrum of product providing a balanced assortment of shells.
- C. Display presentation must be staffed and executed by trained and licensed personnel in pyrotechnics.
- D. Shells selected should be of the best quality from a variety of foreign and domestic producers. Display should include a spectrum of styles, patterns and sound effects.
- E. Display should include an opening segment, a main show body with good themes and style, a mid-show barrage, a pre-teaser finale, and close with a distinct grand finale.
- F. All shells must be fired with an electronic computer firing system. There should be no gaps of time between shells, good display pacing, multiple firing, tailed affect and a choreographed control of the display execution.
- G. Shells shall not exceed 10-inches in diameter as the safety zone is 750 feet from spectators.
- H. Contractor must agree to be available for display on back-up date, generally on July 5, of each contracted year. The specific date will be identified in the Contract for Services.
- I. In the event the display is canceled for any reason, contractor is responsible for securing product and equipment in the staging area. Contractor is also responsible for providing security needed for equipment, product and staging area until the display is executed on the back-up date.
- J. City will barricade "Drop zone" area and determine staging location.
- K. Staging area for firing display will be ready for set-up at 8:00 a.m. on the date of the event.
- L. Contractor is required to provide security at staging area for equipment and product during pre-event set-up and up through display.

- M. Contractor must be licensed by the state of Minnesota for pyrotechnic displays and obtain all necessary permits and shall comply with all applicable ordinances, statutes and rules.
- N. Contractor shall obtain the following minimum insurance coverage and maintain it at all times throughout the duration of this Agreement shall be named as additional insured on a primary and non-contributory basis on the Comprehensive general liability insurance. Contractor shall furnish the City a certificate of insurance satisfactory to the City evidencing the required coverage:

Bodily Injury:	\$2,000,000 each occurrence
Property Damage:	\$2,000,000 each occurrence
	\$2,000,000 aggregate

Contractual Liability (identifying this Agreement)

Bodily Injury:	\$2,000,000 each occurrence
Property Damage:	\$2,000,000 each occurrence
	\$2,000,000 aggregate

Comprehensive Automobile Liability (owned, non-owned, and hired):

Bodily Injury:	\$2,000,000 each occurrence
Property Damage:	\$2,000,000 each accident
	\$2,000,000 aggregate

- O. Contractor must obtain and maintain for the duration of this Agreement, statutory Worker's Compensation Insurance and Employer's Liability Insurance as required under the laws of the State of Minnesota.
- P. Contractor shall indemnify and hold harmless the City of Chanhassen and its agents, officers, and employees from and against all claims, damages, losses, judgments, and expenses, including but not limited to attorney's fees arising out of or resulting from the contractor's performance or failure to perform this Agreement.
- Q. All subcontractors must be identified and are subject to the City's approval.
- R. Contractor will be required to attend one pre-event organizational meeting with Public Safety, Public Works and Parks and Recreation staff to plan event and logistical details.
- S. Contractor must submit an invoice for fireworks display payment for the amount agreed to in the Service Agreement Contract.
- T. City will provide Public Safety and Parks and Recreation staff support at the event.
- U. Immediately following a display, Contractor must identify, remove, and properly dispose of all exploded and unexploded fireworks and shells.
- V. Contractor must participate with a sweep of the grounds for debris and amber fires from exploded shells at the conclusion of the event.
- W. Contractor is expected to remove all equipment, product debris, and packaging and return the staging area to its original condition at the conclusion of the event and area sweep.

- X. The selected agreement will be in effect for July 4, 2020, 2021 and 2022 unless terminated by either party, giving the other party at least 120 days written notice prior to the next Fourth of July celebration of its decision to terminate this agreement.
- Y. In the event the display is cancelled on both the original display date and the backup date, City agrees to compensate Contractor in the amount of \$5,000.00 or mutually agree on a date to reschedule the entire event before the end of the year.
- Z. The goal for the contractor selected is to excite the audience with a display full of dynamic energy and enthusiasm.

PROPOSAL

A. FEE QUOTATIONS

The city will be looking for the most competitive quote which best meets the needs and desires of the display. The fee proposal of **\$23,000 per year** for the display will include all costs associated with the event, including all equipment, product, staffing, delivery, insurance installation, breakdown/clean-up, taxes and service charges. Each firm is requested to provide the maximum amount of fireworks for that fee which is not to exceed the budgeted amount of \$23,000. The City of Chanhassen is looking for a fireworks provider for a multiple year contract (3 years preferred).

B. RIGHT TO REJECT BIDS

The City of Chanhassen reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects in the City's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied will be considered.

C. SUBMITTAL REQUIREMENTS

Each of the following items shall be considered an integral part of the Contractor's proposal and shall be submitted to the City on or before the date and time as stated on the Proposal Form:

1. **Two** copies of a completed and signed Proposal document with signed contract included.
2. List all products with quantities.
3. Identify electronic firing system to be used for display.
4. Provide a copy of Insurance.
5. Provide an estimation of length of display.
6. Provide a copy of state license.
7. Timeline for preparing pre-event staging area.
8. Provide a plan for product/equipment storage and security in the event of a cancellation.
9. Budget for display.
10. A list of references with a minimum of six contacts.
11. The contractor shall indicate any and all deviations from the specifications.

Submit to the City of Chanhassen, Attn: Priya Tandon, 7700 Market Blvd., P.O. Box 147, Chanhassen, MN 55317, 952-227-1122.

D. TIMETABLE

1. Proposal submittal deadline-**Monday, February 10 2020 on/or before 12 noon.**
2. Review by Parks and Recreation Supervisory Staff.
3. Notification of contract award will be made after City Council approval.

