

*Leander Chamber of Commerce
Leander Trail of Trains*

Request for Proposals



1. Overview

Purpose: To create a process regarding order fulfillment including project marketing, sales and logistics for the Leander Trail of Trains.

Scope: The Leander Trail of Trains is a new project for the Chamber of Commerce & Visitors Center and the City of Leander. The project was initiated by the 2017 Leadership Leander Class and will be ran by the Chamber of Commerce and Visitors Center at launch. The objective is to build a sense of community while paying tribute to the city's history as well as to create a unique activity and experience while increasing traffic to local businesses for visitors and community members.

HISTORY: The 1880's brought many changes to our region. The largest of those changes were the railroad industry's plan of expansion to Texas with plans to build tracks through the area. The area was surveyed, lots were sold by the railroad and the new town of Leander was established in 1882. The train became an integral part of life in our region and Leander's stop brought a new bank, Doctors' offices, lawyers' offices, and a drug store to this new community. The cedar post business began to prosper, with most of the posts being shipped out by railway. The train changed life forever in the community of Leander!

2. Scope of Work

Scope of Work

We are seeking bids to paint, mosaic, or other medium used to artistical render the 1st train in Leander. The train will be displayed at 100 N. Brushy, Leander, TX 78641. **All Requests for Proposals are due by December 22nd at 4:00PM at 100 N. Brushy, Leander, TX 78641.**

Paint Specifications:

1. Primer: Kem Kromik Universal Metal Primer
 - a. Finish: Flat
 - b. Color: Brown (Red Oxide), Off White, Gray
 - c. Volume Solids: 53% \pm 2%
 - d. Weight Solids: 73% \pm 2%
 - e. VOC (EPA Method 24): <420 g/L, 3.5 lb/gal
2. Paint: Exterior latex
3. Paintbrush: Any rated for latex
4. Top Coat: 1K Waterborne Acrylic Clear Coat

Paint Process:

1. Wash with muriatic acid
2. Allow to air dry
3. Blow any dust or concrete flakes off the statue using a high pressure air hose.
4. Apply a base coat
5. Allow to dry and see if you need to apply an additional coat. If you notice that an area seems dull or washed out in comparison to other areas, it is a good idea to apply another base coat.
6. Apply exterior paint.
7. Seal the statue.

If you are submitting a proposal in any other medium, you should include process steps.

Project Timeline

Project must be completed by March 1, 2018.

3. RFP Procedures

Evaluation and Award Process

All proposals will be evaluated and final selection will be made by the Leander Chamber of Commerce Board of Directors. The winner will be notified by Jan 1, 2018.

4. RFP Submission Requirements

Proposal Format

The proposal should include the following:

1. Please provide an art plan for the Leander Trail of Trains. You may use any of the options for your plan, we only require one to be submitted. See templates in the appendix.
2. Cost for services
3. Timeline
4. Transmittal letter
5. Understanding of Project
6. Experience
7. References (not required, but appreciated)

Transmittal Letter

The first paragraph should describe what is being sent and the purpose for sending it. Please provide information about why you are a good fit for the project, and your basic contact information.

Understanding of Project Requirements and Approach

Please describes your understanding of the project scope and approach.

Experience

Please provide examples of similar projects that you have worked on.

References

Please provide the following information for your references:

- Contact Name, Position
- Organization
- Telephone
- Email
- Description of the professional relationship with the reference and duration of the relationship

5. Legal Matters

Contractual Terms and Conditions

- 1) **RESERVATION OF RIGHTS:** All rights become property of the Leander Chamber of Commerce and Visitors Center, including any electronic rights or usage, and including, but not limited to, all rights in sketches, comps or other preliminary materials.
- 2) **REVISIONS:** Revisions may be made only by the Artist at the sketch stage. Additional fees will be charged for revisions made after sketches, and for revisions reflecting a new direction to the assignment, or new conceptual input.
- 3) **CANCELLATION AND KILL FEES:** Cancellation (“kill”) fees are due based on the amount of work completed. Fifty percent (50%) of the final fee is due within 30 days of notification that for any reason the job is canceled or postponed before the final stage. One hundred percent (100%) of the total fee is due despite cancellation or postponement of the job if the art has been completed. Upon cancellation or kill all rights to the art revert to the Artist and all original art must be returned, including sketches, comps, or other preliminary materials.
- 4) **PAYMENT:** Payment for finished work is due upon acceptance, net thirty (30) days. The Client’s right to use the work is conditioned upon receipt of payment within thirty days of acceptance, and upon Client’s compliance with the terms of this agreement.





