



---

## Request for Proposal: Construction of Playhouse Structures for Santa's Village in the Town of Vail

### Project Overview:

The Town of Vail is excited to announce the construction of a charming Santa's Village as part of our annual holiday festivities. We are seeking qualified contractors to design, build, and decorate 5-8 playhouse structures that will be adorned with Christmas lights and decorations. These playhouses will create a festive atmosphere and enhance the holiday experience for residents and visitors alike.

An example of a structure in the Town of Vail that was used for inspiration for the project is pictured in Exhibit A.

### Scope of Work:

The selected contractor will be responsible for the following:

**Design and Construction:** Design and construct up to 8 playhouse structures that align with the theme of Santa's Village. The structures should be sturdy, weather-resistant, and capable of accommodating visitors. Overall size of each structure should be approximately 6' x 6' and no larger than 10' x 10' and should be movable with forks using a loader or other similar equipment. Each playhouse should have a unique design while maintaining a cohesive overall appearance. Designs may include generic structures decorated in the theme of Santa's Village such as a "Toy Workshop" or "Reindeer Stables", and/or may replicate iconic architecture of Vail such as the Clock Tower or Gasthoff Gramshammer. Once selected, the contractor should work with the town to finalize design options for the selected structures. Other design sizes and styles that meet the overall goal of the project will be evaluated. Creativity is encouraged.

**Decoration:** The Town of Vail will decorate each playhouse with appropriate Christmas lights, ornaments, and decorations, in line with the Santa's Village theme. The structure should be designed to support the addition of Christmas lights, garland, etc., including the ability to connect the decorations to a single 110v outlet.

**Delivery:** Contractor shall coordinate the pickup or delivery of the structures. The proposal should reflect whether delivery to Town of Vail is included or if other arrangements will need to be made.

### Timeline:

- Proposal Submission Deadline: September 7, 2023
- Bid Evaluation Period: September 8 - 14
- Contract Award: September 20, 2023
- Construction Period: September 21 – November 10, 2023

- Delivery/installation November 10 – 17, 2023

**Proposal Submission:**

Interested contractors are required to submit their proposals by September 7, 2023 to Jeremy Gross, [jgross@vail.gov](mailto:jgross@vail.gov). Proposals should include detailed cost estimates, Drawings or designs demonstrating the options for the structures, proposed timeline, relevant experience, and references. Drawings or designs submitted as part of the proposal will remain the property of the proposer.

**Selection Criteria:**

Proposals will be evaluated based on the following criteria:

1. Experience and expertise in similar construction and decoration projects.
2. Creativity and innovation in design and construction concepts.
3. Competitive pricing and adherence to budget.
4. Ability to meet the proposed timeline.
5. Quality of materials and workmanship.
6. Compliance with safety and building regulations.

**Contractual Details:**

The selected contractor will be required to enter into a formal agreement with the Town of Vail. The contract will outline project specifications, payment terms, insurance requirements, and other relevant details.

The Town of Vail is committed to creating a festive and joyful atmosphere for our community during the holiday season. We look forward to reviewing your bids and partnering with a skilled contractor to bring Santa's Village to life. Should you have any questions or require further information, please do not hesitate to contact Jeremy Gross at [jgross@vail.gov](mailto:jgross@vail.gov) or (970) 477-3551.

Sincerely,

Jeremy Gross

Special Events Coordinator

[jgross@vail.gov](mailto:jgross@vail.gov)

**Exhibit A**  
**Project Example**

The Betty Ford Alpine Garden at Ford Park in Vail has a playhouse structure adjacent to the garden shop. "Betty's Market" is a playhouse that was originally created for the Avon Playhouse Project and was donated to the Gardens. It can be used as an example of the size and type of structure and build quality that the Town of Vail is interested in for this project.

