



## REQUEST FOR PROPOSALS FOR PHOTOGRAPHY SERVICES

### I. INTRODUCTION

Since the incorporation of Eagle in 1971, the City's population has increased dramatically, from 2,260 to an estimated 2017 population of 26,930. The City's annual average growth rate has been sustained at 4.25% or higher. Although our city is experiencing rapid growth, we remain true to our small town values of commitment, collaboration, friendliness, support, and fairness to our residents and business community, with a respect for the natural environment.

The City is comprised of nine (9) departments including:

- Building
- City Clerk / Treasurer's Office
- City of Eagle Water Department
- Eagle Museum of History and Preservation
- Economic Development
- Information Technology
- Library
- Parks, Pathways & Recreation
- Planning & Zoning
- Public Works

More information can be found on the City of Eagle website at <https://www.cityofeagle.org/>.

### II. SCOPE OF SERVICES

The City of Eagle invites qualified firms and independent photographers to respond to this Request for Proposals (RFP) for Professional Photography Services. Photography Services are to be utilized on an “as needed” basis for a variety of events, projects, and publications.

The events may include but may not be limited to:

- Eagle Youth Soccer Gameday – 2<sup>nd</sup> Thursday in September, 3<sup>rd</sup> Friday in September, 4<sup>th</sup> Saturday in September
- Harvest Fest – 2<sup>nd</sup> Saturday in October
- Halloween Trick-or-Treating – Friday Before Halloween
- Veteran’s Breakfast – Saturday Before Veteran’s Day
- Eagle Country Christmas/Quilt Exhibit – 1<sup>st</sup> Saturday in December
- Daddy Daughter Dance – Friday Before Valentine’s Day
- Glow in the Park – End of March/Beginning of April
- Dig the Bike Park – Beginning of April

- Easter EggXtravaganza -March/April (Depending on what Date Easter Falls On)
- Art That's Small at Eagle City Hall - Week prior to Memorial Weekend
- Eagle Fun Days – Friday and Saturday after July 4<sup>th</sup>
- Eagle Youth Jamboree – Last Saturday in August
- Yappy Hour – One Day in April, June, September, November
- Eagle Saturday Market – First Saturday in May, June, July, August, and September
- Gazebo Concert Series – One Evening in June, July, August, September

Photographic images may be needed for: the City's website and City-operated social media; City publications and external publications; and City-required portraits and action shots.

### **III. STATEMENT OF QUALIFICATIONS REQUIREMENTS**

The Professional Photography Services Provider (Provider) submitting their Statement of Qualifications (SOQ) for this Request for Proposals (RFP) shall include the following in .PDF format.

- A. Brief cover letter introducing the Provider and signed by the Provider or Principal-in-Charge.
- B. Sampling of photos and description of previous projects for which the Provider has provided similar photography services.
- C. Contact names, addresses and phone numbers for five (5) clients for which the Provider has provided similar services in the past five (5) years.
- D. Provide a rate for Scope of Services and an hourly rate.

### **IV. INTERVIEW AND SELECTION PROCESS**

From the submittals, the City of Eagle (City) will select one or more Providers to be interviewed. For the interview, the Provider will be asked to elaborate on their submittal.

- A. Providers selected to be interviewed will be contacted by the City with interview times and dates.
- B. The City will print and distribute the submittal for the interview.
- C. Upon completing the interview phase, the City may select one or more Providers to submit a Fee Proposal for Photography Services. The City will provide the format for the Fee Proposal.
- D. The City will, in its sole judgement, will select the Provider that it determines will provide the required services in a manner consistent with its photography needs.

### **V. SOQ SUBMITTAL INSTRUCTIONS**

Providers shall submit their qualifications as a .PDF file by email, non-returnable CD or non-returnable thumb drive.

Request for Proposals delivered by email shall use the following address:  
 bjohnson@cityofeagle.org

SOQs delivered by hand or mail shall use the following address:  
 Statement of Qualifications for Photography Services  
 City of Eagle  
 Eagle City Hall  
 660 East Civic Lane  
 Eagle, ID 83616

SOQs must be submitted:  
On or before 4:00 p.m. MST,  
Friday, June 14, 2019

Late submittals will not be accepted.

**VI. AGENCY RESPONSIBILITIES**

The City reserves the right to reject any and all SOQs and waive any and all requirements set forth in this Request for Proposals for Photography Services.

**VII. PROVIDER'S UNDERSTANDING AND RESPONSIBILITIES**

By submitting an SOQ, the Provider acknowledges that they understand the requirements of this Request for Proposals for Photography Services and that they are solely responsible for all out-of-pocket costs associated with the submittal and possible interview process herein identified.