

**CEDAR CITY**

**REQUEST FOR PROPOSALS**

**FOR CHRISTMAS LIGHTING IN THE CEDAR CITY DOWNTOWN.**

**DATE OF PUBLICATION – JULY 2019**

## **Summary Sheet**

**Project:** Cedar City's downtown Christmas lighting includes a display that spans approximately 83 feet and suspends light displays over main street. There are 8 sets of posts that suspend Christmas lights. The suspended lighting must match existing tree lighting in color and tone. The City's style is very traditional.

**Requested Proposal:** Cedar City is seeking a qualified firm to propose a traditional Christmas lighting display that will span our main street in eight locations. The display must be fabricated of a durable material that will last in a harsh climate for many years. The lighting must be LED lighting and match existing tree lighting in color and tone. Cedar City is also interested in displays that can be in parks/open spaces.

**Proposal Due-Time:** 5:00 p.m., Mountain Daylight Savings Time, on the 26th day of July 2019.

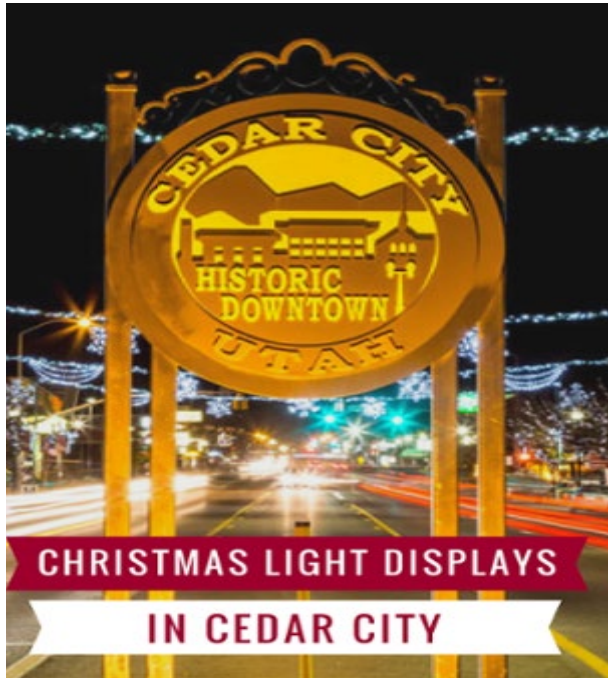
**Place:** Offices of the Cedar City Manager, 10 North Main Street, Cedar City, UT 84720.

**Complete information packet:** This is a summary of the project for advertising only. For a complete packet containing requirements for preparing the proposal contact the Cedar City Manager at (435) 586-2953.

## **Introduction**

Cedar City Corporation is a municipality located in southwest Utah. According to recent United States Census estimates, Cedar City's population is approximately 33,000. Cedar City has an existing Christmas light display that in part consists of 8 displays that span approximately 83 feet and are suspended over Main Street. Below are some examples showing current Christmas lighting along Cedar City's Main Street. Please note the traditional style of the lighting. Cedar City is interested in proposals to replace the existing suspended lighting. Options to replace the existing lighting must be constructed of durable material capable of withstanding the elements, contain only LED lighting, and have a color and tone that matches the existing lighting in the trees that line Cedar City's Main street. Each proponent is encouraged to make multiple proposals so that Cedar City has a choice of designs. Also, Cedar City's Historic Downtown has park space at each end of the street. Cedar City is interested in proposals that include displays that can be in one or more of these open park spaces. All park displays must compliment the lighting displays spanning main street, use durable materials, LED lighting, and must be of a color and tone to compliment existing lighting.





### **Proposal Deadlines**

Proposals shall be delivered to the Cedar City Manager's office no later than 5:00 p.m., Mountain Daylight Savings Time, on the 26th day of July 2019.

### **Number of Proposal Copies and Point of Delivery**

Eight (8) hard copies of the proposals shall be delivered to the Cedar City Manager, 10 North Main, Cedar City, UT 84720.

### **Proposal Evaluation Procedures**

The proposal shall be evaluated by the Cedar City Mayor, City Council, and Staff as assigned and selected in accordance with the criteria described in "Guidelines for Preparing Proposals".

### **Cedar City Contact**

The Cedar City Manager may be contacted for any questions or clarification on the Proposals. He can be reached at (435) 586-2953.

### **Disposition of Proposals**

Proposals become the property of Cedar City Corporation, are treated as privileged documents, and are disposed of according to City policies. The proposal of the successful proponent shall be open to public inspection for a period of 90 days after a contract is awarded to the successful bidder. If the successful bidder has required in writing the non-disclosure of trade secrets and other proprietary data, the City shall examine the request in the proposal to determine its validity prior to awarding the sale. If the parties do not agree as to the disclosure of data in the contract, the City shall inform the proponent in writing what portion of the proposal will be disclosed and, unless the proponent withdraws the proposal, it will be disclosed.

### **Incomplete or Late Proposals**

Proposals that do not specifically address each item on the evaluation criteria, or that are turned in after the deadline may be rejected.

### **Disclaimer**

The City reserves the right to reject any and all proposals or re-bid the project. The City also reserves the right to waive any or all informalities in proposals. Cedar City reserves the right to negotiate a final term with the successful proponent.

## **REQUIREMENTS FOR PREPARING PROPOSALS**

### **INTRODUCTION**

These requirements were developed to standardize the preparation of proposals and will be used in evaluating the received proposals.

The proposal shall contain the following information in the order listed:

1. Introductory letter;
2. Proponent's qualifications;
3. Examples of prior work completed by proponent;
4. Multiple examples showing multiple Christmas displays for Cedar City to view and select from;
5. Project Cost;
6. Time to complete project;

It is very important that the proposals submitted be clear and concise and in the recommended format, so the City may evaluate them objectively. The various sections in the submitted proposals should be tabbed for easy reference.

### **DETAILS AND EVALUATION CRITERIA**

1. **Introductory Letter - 5 points** - The introductory letter should be addressed to:

The Honorable Maile L. Wilson-Edwards  
Cedar City Mayor  
10 North Main Street  
Cedar City, UT 84720

- This letter shall contain an expression of the proponent's interest in conducting the necessary work, a statement regarding the qualifications of the proponent to conduct the work, and any summary information that may be useful or informative to Cedar City.

2. **Proponent's qualifications- 10 points**

- This evaluation will consider the proponents qualifications and history constructing high quality holiday lighting displays. Cedar City will evaluate the proponent's overall expertise and experience of the proponent that would allow them to do the required work.

3. **Examples of prior work completed by proponent - 20 points**

- This evaluation will focus on the proponent's prior work.
- The proponent should provide photo examples of prior Christmas lighting displays they have constructed. In the alternative provide links where City staff may view prior projects.
- The Proponent should provide examples of other locations where proponent's Christmas lighting displays are located.
- The proponent shall provide a reasonable list of prior clients including a point of contact so that Cedar City may talk to prior clients.

4. **Multiple examples showing multiple Christmas light displays for Cedar City to view and select from - 20 points**

- Describe your understanding of the project.
- Include multiple options for Christmas lighting over Cedar City's main street and complimentary displays that may be located in City parks and open spaces. The examples need to be included in the proposal and or a web link included where Cedar City staff may view options online.
- Include in this section any and all applicable hardware that is necessary to mount the displays. Please note that all displays suspended over main street must be able to be suspended and supported by an existing cable. Include the estimated weight of all displays.

5. **Project Cost - 30 points**

- Describe in detail the overall cost of each proposed Christmas light display.
- Cedar City cost information on each individual element of the Christmas light display.

- Include any price discounts that may be applicable to this project.

6. **Time to complete - 15 points**

- Describe in detail the time to complete the manufacture of the displays and delivery to Cedar City. The Christmas light display must be delivered in time for Cedar City Crews to install the displays before this Christmas season.

**SUMMARY**

The Proposal should be clear, concise and detailed. The Proposal shall not exceed eight (8) pages for sections 1 through 6.

NOTE: A page is defined as an 8 ½" by 11" or 11" by 17" sheet which contains text, pictures, graphs, charts, plan sheets or any other graphics. There is a limit of three 11" by 17" sheets which should be used in conjunction with pictures, graphs, charts, plans or any other graphics. If 11" by 17" sheets contain text only, they will be counted as two pages each. If proponent needs to include links to web based visual displays, please note these links in your proposal.