



# **HOLIDAY LIGHTING**

## **REQUEST FOR PROPOSALS**

**Issue Date: August 22, 2023**

**Deadline: September 8, 2023 3:00 PM (EST)**

## Introduction

The City of Dublin invites qualified professional holiday lighting companies to submit a response (the "Proposal") to this Request for Proposals ("RFP") for the design and installation of the City's holiday lights. The holiday lights will help to enhance the appeal of the city to residents and visitors during the holiday season, furthering the City's vision of being the Most Resilient Global City of Choice. The work will involve three essential tasks:

1. Design a lighting plan for the locations outlined in this RFP
2. Installation and maintenance of the lights
3. Removal of and storage of equipment

## Background

Dublin is a city of more than 47,000 residents located just northwest of Columbus, Ohio. It offers residents and corporate citizens responsive services, attractive housing, superior public education, direct regional highway access, abundant park space and recreational opportunities, thoughtful and strategic planning, innovative ideas and technology and a dynamic community life. Dublin is consistently ranked one of the safest cities in the nation and in 2015 was named one of America's Top 20 Creative Class Cities. It is home to more than 20 corporate headquarters, an entrepreneurial center, 4,300+ businesses, world-class events and the urban, walkable Bridge Street District.

Each year, the City of Dublin celebrates the holiday season by lighting up various attractions throughout the city. Additionally, the annual Tree Lighting Ceremony marks the official kick-off of the holiday season with the lighting of the City's holiday tree.

For more information and details regarding the City of Dublin, please refer to the City's website: [www.dublinohiousa.gov](http://www.dublinohiousa.gov)

## Purpose

The purpose of the work is to design a holiday lighting plan that meets the scope outlined herein. The installation of the lighting plan should reflect as closely as possible to the proposed design.

## Description of Requested Services

The successful vendor will design, install, maintain, remove and store all equipment related to holiday décor for the City of Dublin. The City of Dublin currently owns the following decorations. All other decorations will be provided by the vendor.

- 28-foot lit tree
- 144-inch lit wreath
- City-branded tree base

## Scope of Work

- **Design Plan** – Proposals should include the following:

- A detailed description of specific decorations that will be placed at the locations identified below. A map is attached, for reference.
    - An itemized cost for each decoration. For example: Wrapping trees with C-9 lights - \$100.
  - **City Hall** – 5555 Perimeter Drive
  - **Riverside Crossing Park East**
  - **Riverside Crossing Park West**
  - **Coffman Park Pavilion**
  - **Coffman Park Bridge**
  - **Development Building** – 5200 Emerald Parkway
- **Quote for Installation** – The design plan should include a quote for each of the items proposed to be installed at the locations referenced above. In addition to the itemized cost, there should be a total cost for each individual location. For example, City Hall - \$700.
  - **Installation** – The selected vendor will be responsible for the installation of the design. The vendor will work closely with the City of Dublin on the timing of the installation and coordinate all necessary details with Dublin staff.
  - **Maintenance** – The vendor will be responsible for the maintenance of all holiday decorations the vendor installs throughout the city. This includes any issues with vandalism. The City will reimburse any replacement decorations needed.
  - **Removal** – The vendor will be responsible for the removal of the installed holiday decorations. The vendor will coordinate the removal of all items with the City of Dublin.
  - **Storage** – The vendor will be responsible for storage of all equipment and decorations used for the City's holiday lighting.

## Deliverables

The submission should include a detailed design proposal describing the firm's approach to accomplishing the work. Example images are encouraged but not required.

## Submittal Requirements

Firms should adhere to the following order and content for proposal sections. Each section should be labeled for ease of reference:

### A. Cover Sheet and Contact Information

The cover sheet should have the primary contact information including name, organization, phone number, email and address. The cover sheet should also include a brief statement on the firm's interest in the project.

### B. Qualifications

Include 2 examples of similar work done within the last 3 years. In each example,

provide the client contact information (name, title, phone number and email address). The City of Dublin reserves the right to contact any of the organizations or individuals listed.

**C. Detailed Scope of Services**

Describe the vendor's approach to the scope of work, including the design plan; approach to installation, removal and storage; and maintenance of all decorations. The Proposal should include a brief description of each component in the design plan. Design plans should be separated by location. The quoted cost for each item should be comprehensive of any equipment purchase necessary, installation, removal and storage.

**D. Contract Exceptions**

Indicate any concerns with the terms of the City's "Professional Services Agreement" attached as "Attachment A". Please make comments as specific as possible.

**E. Fee Proposal**

Submissions should include a proposed estimated cost to complete the work, based on scope outlined in this RFP. Proposed estimated costs can be based on similar-in-scope projects that the firm has previously completed. This should include the breakdown of the cost for each line item proposed for the design at all locations.

**F. Other Information**

Include any other information you consider to be relevant to the proposal.

## Selection Process

Proposals may be evaluated using the following criteria and ranked accordingly:

- The qualifications and experience of the firm (10 points)
- Understanding of the project scope (10 points)
- Quality of work produced for other organizations (10 points)
- High quality design plans, the approach to installation and removal and ability to maintain the installed decorations (10 points)
- Any other factors the selection committee deems applicable (10 points)

The City of Dublin reserves the right to reject any late or incomplete submissions, and all proposals for any reason. The Proposal does not commit the City of Dublin to award a contract, pay any costs incurred in preparation of the Proposal, or to procure or contract for services.

# Location Maps

## City Hall



## Riverside Crossing Park – East

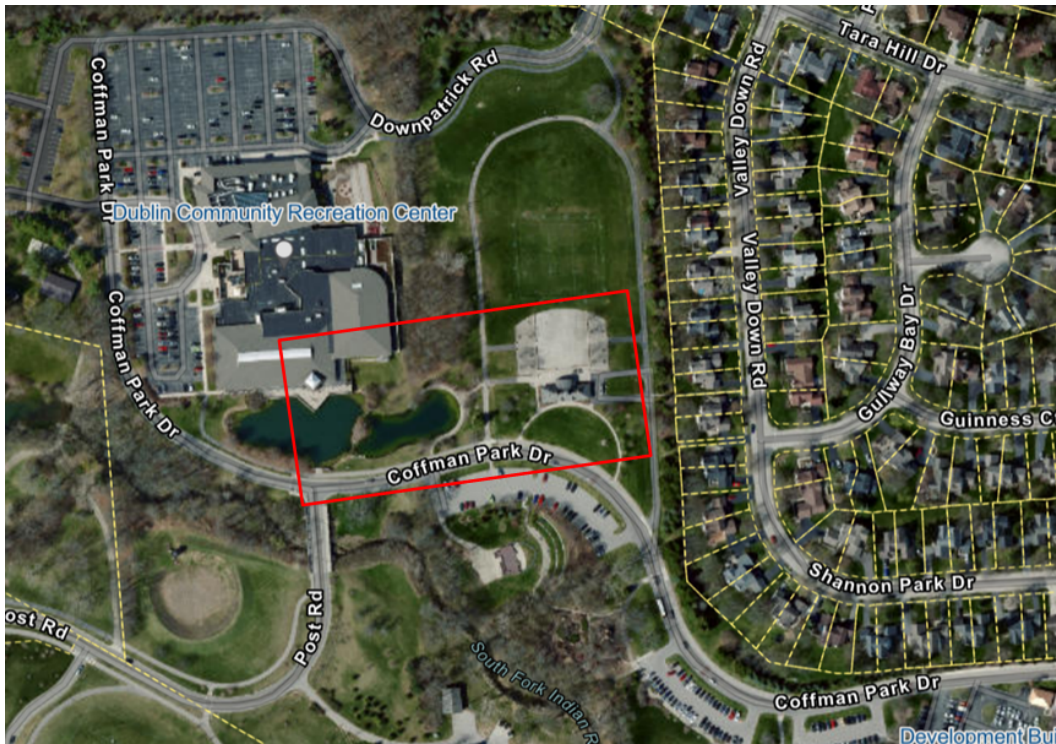


# Location Maps

## Riverside Crossing Park – West

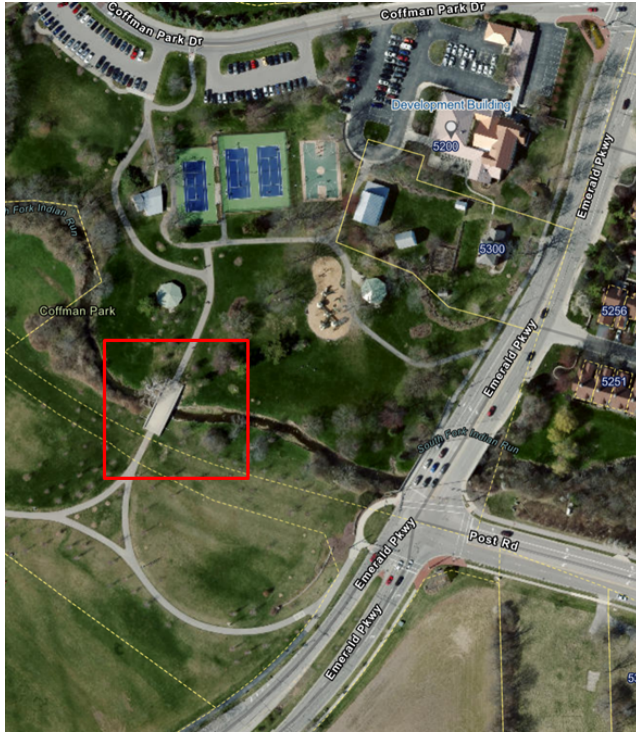


## Coffman Pavilion

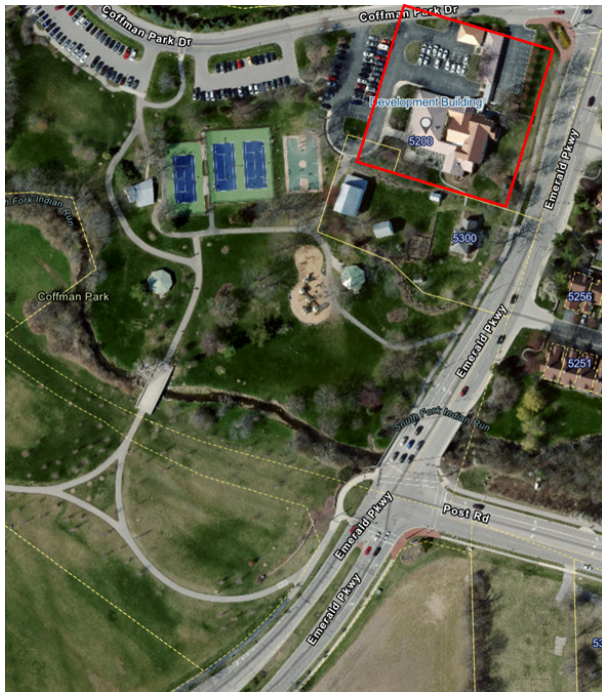


# Location Maps

## Coffman Park



## Development Building



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Please email a PDF copy of your proposal no later than **3:00pm on September 8, 2023** to Emily Goliver, Management Analyst, at [egoliver@dublin.oh.us](mailto:egoliver@dublin.oh.us)

Questions about the requirements of this RFP or the submissions to be included in the proposal should be directed to:

**Emily Goliver, Management Analyst**  
[EGoliver@dublin.oh.us](mailto:EGoliver@dublin.oh.us)  
**614-410-4456**



# Attachment A