



REQUEST FOR PROPOSAL (RFP)
LAKE REBA 4TH OF JULY FIREWORKS



CITY OF RICHMOND
PARKS & RECREATION
345 LANCASTER AVE.
RICHMOND, KY 40475
DATE: 1/16/2020



TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND	3
2. PROPOSAL GUIDELINES	3
3. PROJECT PURPOSE AND DESCRIPTION	3
4. PROJECT SCOPE	4
5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE	5
6. BUDGET.....	5
7. BIDDER QUALIFICATIONS	6
8. PROPOSAL EVALUATION CRITERIA.....	6



1. SUMMARY AND BACKGROUND

The Richmond Parks & Recreation Department is currently accepting proposals from fireworks display companies for the annual 4th of July Celebration at Lake Reba Park. The 4th of July Fireworks at Lake Reba Park has been an annual tradition in Richmond for over 30 years. In an effort to expand our fireworks show, the Richmond Parks and Recreation Department has determined that the show is in need of modifications in order to better serve the citizens of Richmond at this event.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **4:00pm EST Tuesday February 16, 2021**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed and dated by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the direction the Richmond Parks & Recreation Department wishes to pursue.

The City of Richmond has hosted their Founder's Day celebrations at Lake Reba Recreational Complex since the early 90's. This event is free and open to the public. This year's event will begin at 5:00pm and will include entertainment, children's activities, and the feature presentation of the fireworks display at 10:00pm. The fireworks are the focus of the entire event. This year the fireworks display will last approximately 16-18 minutes and will focus on the finale at the end of the show.



4. PROJECT SCOPE

The scope of this project includes all design, development, licensing, and day of event loading, unloading, set up and organization of fireworks.

The following criteria must be met to achieve a successful project:

- 16-18 Minutes of Fireworks Display, including the finale
- Visually and aesthetically pleasing fireworks display and design
- 3”- 8” Aerial Shell selection only
 - Must include at least five (5) - 8” Aerial shells during finale
 - Finale must last at least four (4) minutes
- The Fireworks proposal must combine a mixture of fireworks manufactured by at least six (6) of the following companies:
 - Sunny, Lidu, Icon, Dancing, Glorious, Golden Peak, Freedom, An Ping, Flower King, Caballer, and Vulcan
- Proposal to include electronically enhanced traditional fireworks display with an option for manual ignition
- Fireworks Company must provide all necessary fireworks display materials and personnel for a fireworks display
- All Fireworks must be loaded and unloaded by the company the day of the event
- All trash must be removed from shoot site by the company
- If awarded the bid, the Fireworks Company must supply:
 - \$5,000,000 General Liability Insurance
 - The City of Richmond must be named as an additionally insured
 - \$5,000,000 Hazardous Materials Transportation Liability Insurance
 - Full Coverage worker’s compensation as required by State and Federal Law
 - Copy of City of Richmond Business License
- Fireworks Company must Comply with:
 - BATFE- Bureau of Alcohol, Tobacco, Firearms, and Explosives
 - FAA- Federal Aviation Administration
 - NFPA 1123, 1124
 - All State and Federal guidelines for Firework display
 - Fireworks company will apply for all required permits at least one month prior to event.
- Customer will provide:
 - Sufficient area for the Display
 - Minimum spectator set back- to be determined by the Fireworks Company
 - Protection of the Display Area
 - The clearance of the lake prior to the nighttime display
 - A water truck manned by fire personnel will be on site for emergencies



5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than until **4:00pm EST February 16, 2021.**

Evaluation of proposals will be conducted February 17-23, 2020. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified. The selection decision for the winning bidder will be made no later than March 1, 2021.

The winning bidder must be approved by the City of Richmond Board of Commissioners during a commission meeting during the month of March. The winning bidder will be required to sign a contract with the City of Richmond and is subject to review by the legal team.

Notifications to bidders who were not selected will be completed by March 1, 2021.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Labor, travel, delivery, set-up, break down, day of event responsibilities, design costs, licensing fees, and any other fees should be included in your total submitted bid.

- Pricing:** Proposals should be submitted for each of the following budgets:
\$21,000, \$23,000, and \$25,000

Pricing should be listed for each of the following items in accordance with the format below:

Shell Size	Main Body	Finale	Total Shells	Total Cost
3"				
4"				
5"				
6"				
8"				
Totals				

- Descriptions of Shells:** All details for the size of shell should be submitted based on manufacturer of the fireworks in the following format (Each page should reflect a different size aerial shell)

EXAMPLE: *3" Diameter Aerial Shells*

Total Shells	Manufacturer	Description
20	Lidu	Variety includes: Blue chrysanthemum w/ silver palm pistil, etc



7. BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in planning, coordinating, and hosting public fireworks displays
 - List years of experience
 - List of 3 or more clients who have used your services for fireworks displays in the past (At least one in the state of Kentucky)
- Testimonials from past clients

8. PROPOSAL EVALUATION CRITERIA

The Richmond Parks & Recreation Department will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: Proposal must meet the scope and needs included herein and be presented in a clear and organized manner.
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project.
- Value and cost: Bidders will be evaluated on the cost of their fireworks display and number of shells used.
- Technical expertise and experience: Bidders must provide descriptions and documentation of staff technical expertise and experience.

The City reserves the right to reject any and all bids.

DEADLINE:

Each bidder must submit their proposal to the address below by
Tuesday February 16, 2021 at 4:00pm, EST

City of Richmond
Parks & Recreation
345 Lancaster Ave
Richmond, KY 40475

Contact Information: Erin Moore erinmoore@richmond.ky.us 859-623-8753