

City of Kenmore, Washington Community Fireworks Display Request for Proposals #16-C1616

Issued: 10/19/16
Date Due: 11/21/16
Time Due: 5:00 p.m. Pacific Time



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1. Introduction

The City of Kenmore (“City”) is requesting proposals for the purpose of providing a community fireworks display on July 4, 2017 and July 4, 2018 at Log Boom Park (61st Ave NE & NE 175th St) in Kenmore. The City’s needs are outlined in the following ***Request for Proposals*** (“RFP”). The selected firm will be issued a two-year contract for services.

1.1. Scope of Work

Qualified service providers shall submit a proposal to provide a community fireworks display for an amount not to exceed \$12,000 for 2017 and \$12,000 for 2018. **The proposal should include a grand finale display.** The length of the display should be identified, and must have a minimum length of 16 and maximum length of 22 minutes complete with vendor supplied choreographed music. The show will take place at 10:00 p.m. at the pier of Log Boom Park, Kenmore, Washington. Attendance at the event location in 2016 was approximately 3,000. Please identify the relationship between price and length of program.

Each proposal should include a description of all fireworks to be included in the display, an explanation that assists in describing the show, and breakdown of costs for transportation/permits/labor.

Services to be performed must be in compliance with all provisions of Chapter 70.77 RCW and all other applicable laws and regulations, including, without limitation, using one licensed pyrotechnic operator in connection with the handling or display of fireworks, combing the grounds for any live materials around the site immediately preceding the fireworks display, providing sufficient personnel at fireworks discharge site in order to ensure a safe public display, and obtaining all necessary licenses and permits.

1.1.1. City Responsibilities

The City will provide crowd control services and five designated stalls for pyrotechnicians.

2. Proposal Schedule and Submittal Information

2.1. Preliminary Schedule

Milestone	Scheduled Date
RFP Issued	10/19/2016
RFP Submittal Deadline	11/21/2016
Notify Firm	12/14/2016

The City reserves the right to modify the schedule as the City in its sole discretion may determine necessary.

2.2. Proposal Quantities, Due Date, Time, Location

Submit two copies of the proposal responding to the RFP. Proposals are due in the office of the City Clerk no later than **5:00 p.m. on Monday, November 21, 2016**. Proposals are to be marked "City of Kenmore Community Fireworks Display". Proposals submitted after the deadline date and time may not be accepted.

Submittal address:

City Clerk
Community Fireworks Display RFP
City of Kenmore
18120 68th Ave NE
PO Box 82607
Kenmore, WA 98028

Electronic submittals are acceptable and should be sent to ssandquist@kenmorewa.gov. Those submitting through email should notify the City Clerk at 425.398.8900 that the material is being sent so receipt of materials can be confirmed.

2.3. Service Provider Communications with the City of Kenmore

Any questions regarding the submittal process and/or the technical aspects of the project may be made via e-mail to Sarah Sandquist at ssandquist@kenmorewa.gov. Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address.

The City's RFP for Community Fireworks Display is available for review on the City's website, www.kenmorewa.gov, or at City Hall during regular business hours.

3. Proposal Format and Requirements

The proposal shall include the qualifications and components requested below. Information should be complete and demonstrate that the Service Provider can perform professional work within the budget of \$12,000 for 2017 and \$12,000 for 2018. Proposals should not exceed 20 single-sided pages.

3.1. Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work.

3.2. Personnel

Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. Specify

the Project Manager who will serve as a contact person.

3.3. Experience

Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar local government projects. Include evidence of satisfactory and timely completion of similar work performed for past projects.

3.4. Pricing and Budget

The consultant budget is limited to \$12,000 for 2017 and \$12,000 for 2018 for the community fireworks display. Based on the preliminary scope of work, provide a breakdown of the estimated cost of this project including expenditures for services, production, communication with client and any other costs. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification. Contract costs and fees may be negotiated with the finalist(s). Also include an inventory of products to be used.

3.5. Insurance

The consultant must agree to procure and maintain Automobile Liability Insurance, Commercial General Liability Insurance, Workers Compensation Coverage, and Professional Liability Insurance. Requirements are outlined in the attached City standard contract for consultant services.

3.6. Client References

Provide a minimum of three client references with contact names and phone numbers which you have produced a fireworks display.

3.7. Appendix (Note: not counted in overall page count)

An appendix with full resumes is allowed. The appendix material may or may not be considered as part of the selection process.

4. Evaluation Process

4.1. Review Process

A team of reviewers will rate proposals. The review team will recommend finalists for final review and select a firm by December 14, 2016.

4.2. Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the firm or consultant team. Each reviewer will award a score based on a 100 point total as follows:

- Responsiveness: The City will consider the materials submitted by the service provider to determine whether the service provider is in compliance with the RFP. (10)
- Creativity, variety and content of fireworks display. (20)

- Price. (30)
- Responsibility: The City will consider the materials submitted by the service provider and other evidence it may obtain to determine the company's ability and history of successfully completing contracts of this type, meeting projected deadlines, experience in similar work, and ability to accept the City's standard terms and conditions. (40)

The City reaffirms its right to make any selection it deems prudent, and further affirms its right to reject any or all proposals. Responding firms or individual participants acknowledge through their participation that such selection or rejection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected vendor and the City will finalize the contract terms and conditions. If the City and the selected vendor are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other vendors.

5. Compensation

5.1. Payment Information

Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

6. Publication

Seattle Times: Monday, October 24, 2016

7. Terms and Conditions

1. All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFP shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFP's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process.

5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City may not accept any submittal after the time and date specified on the RFP.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFP process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFP process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Kenmore encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.