



## **Request for Proposal (RFP) for Holiday Lighting and Decorations**

**August 4, 2022**

**Response Due Date and Time:**  
***Friday, August 26<sup>th</sup>, 2022***  
***5:00 p.m., E.S.T.***

**Deliver to:**  
**City of New Albany**  
**99 West Main Street**  
**New Albany, OH 43054**



**City of New Albany, Ohio**  
**Request for Proposal (RFP) for Holiday Lighting and Decorations**

Introduction

The City of New Albany is interested in receiving proposals from licensed, qualified and experienced holiday and lighting contractors to provide holiday lighting and decorations within identified areas of the New Albany Village Center.

The City of New Albany desires to highlight the architecture and public spaces within the Village Center to create a festive and attractive atmosphere for residents, visitors and businesses. The successful responder must demonstrate the ability to utilize creativity and cohesiveness with the established aesthetic of the Village Center. A minimum of a one (1) year contract with options to renew for up to three (3) additional years will be negotiated.

Proposed Project Description

The work includes the design, installation, maintenance/service, removal, packaging, storage, and transport of seasonal lighting and decorations. The lighting and decorations will be installed in seven (7) public locations that are more fully described below and shown on the attached map. Electricity is available at each site and the power cost will be paid by the city. Lighting and decorations shall be securely fastened to reduce the likelihood of damages and outages due to wind, snow and ice. All extension cord connections should be wrapped to help protect against moisture and all cords must be secured or trenched to prevent tripping hazards. Trees are to be fully wrapped (trunk and branches). All strands of lights are to be warm white LEDs.

Project Location and Scope

Area 1 – Keswick Crescent

- Decorated areas include the center greenscape between Market Street to the north and Keswick to the south. There are 24 small deciduous trees that line a crescent-shaped concrete walkway and brick steps; 12 of which are to be wrapped.

Area 2 – Stefanov Circle

- Decorated areas include the 7 deciduous trees in the center of the roundabout at the intersection of Market and Main streets. It also includes 65 identified street trees along Market and Main streets leading up to the roundabout; 34 of which are to be wrapped.
- In addition to the holiday lighting, the city would like patio lights installed between the trees from spring-summer.

#### Area 3 – Village Hall

- The address of Village Hall is 99 West Main Street.
- Decorated areas include street trees along Main Street and 5 deciduous trees on the property in front of Village Hall.

#### Area 4 – Phelps House and the McCoy Center for the Performing Arts

- The address for the Phelps House is 30 West Main Street. The address of the McCoy Center is 100 East Dublin Granville Road.
- Decorated areas for the Phelps House include pre-lit garland on the retaining wall, 2 identified trees, and outlining the building roof edges with lit strands. Decorated areas for the McCoy Center include 11 identified trees, 4 columns wrapped in pre-lit garland, and a 6-foot pre-lit wreath with bow at an identified location on the building.
- Responder may recommend other creative and innovative lighting and decoration package as part of their RFP response.

#### Area 5 – Rose Run Park Plaza and Raines Crossing

- Rose Run Park is a linear park that is located along Rose Run Creek to the south of Dublin Granville Road between Market Street and Main Street. Raines Crossing is the pedestrian bridge that connects the plaza on Dublin Granville Road to the parking lot on the south side of the creek.
- Decorated areas include 4 identified trees on the plaza and 9 identified trees along the walkway to the parking lot south of Raines Crossing. This also includes hanging non-lit garland that the city owns on the railing over the bridge.
- In addition to the holiday lighting, the city would like patio lights installed along the top of the Raines Crossing bridge from spring-summer.
- Responder may recommend other creative and innovative lighting and decoration package as part of their RFP response.

#### Area 6 – Dublin Granville Road

- Decorated areas include the street trees along the north and south sides of Dublin Granville Road between Market Street/Fodor Road and the McCoy Center drive. There are 98 smaller deciduous trees in the area; approximately half of which are to be wrapped.

#### Area 7 – Market Square

- Decorated areas include identified trees in the center greenscape between the shops along Market Street.
- There are 14 deciduous trees in the area; 8 of which are to be wrapped.

#### Proposal Contents

- Cover Letter (two pages maximum)
  - Include an introductory statement and history of the company along with your expertise in holiday lighting and decoration. Identify a point of contact for the city for the project.
- Project Approach and Creative Submittal
  - Include a written description of the lighting and decorations proposed for each area, including bulb/light counts. Provide any additional information or suggestions for lighting and decorations that are beyond what is outlined in the Project Scope above. Graphic presentations are allowed in this section, but are not required. Include a preliminary schedule for the work. Unless specified in the area descriptions above, the city desires to have the lights installed no earlier than November 15<sup>th</sup> and removed no later than March 1<sup>st</sup>. Discuss your company's ability to respond to malfunctions and repairs.

- Qualifications and Experience
  - Provide information on the experience and qualifications of the company’s management team in providing similar services. Identify key personnel that will be assigned to perform the work should the company be selected. Describe your experience with planning and producing these types of outdoor installation and how your production style would work well for the city of New Albany. Provide photographs of at least three (3) similar, outdoor large-scale lighting and decoration projects; with a preference for projects that were performed for a municipality. Provide names and contact information for the three similar projects.
- Pricing
  - Include an itemized proposed price for each area identified in the sections above. If there are elements to the project whose costs cannot be defined, provide an explanation and include a contingency in the pricing proposal.
  - Include any unforeseen or additional charges that are not included in contract pricing.
- Signature
  - All Responses must be signed by a representative who is authorized to contractually bind the Responder.

### Evaluation Criteria and Process

The city will consider proposals that are deemed responsive and responsible. All responses will be evaluated based on the information provided in each response. Selection criteria will include, but not be limited to, costs, qualifications, and relevant experience. The city manager will appoint a committee to review all responsive proposals. The committee will recommend a “preferred firm” to the city manager for his review and approval. The city manager may request an interview/phone call with the preferred firm prior to entering into a contract. Depending on the amount of the proposal city council authorization may be required prior to entering into a contract. The city reserves the right to reject any and all proposals.

### Submittal of Proposals

One (1) original, three (3) copies and one (1) electronic copy on a flash drive should be submitted to Alicia McGovern at New Albany Village Hall, 99 West Main Street, PO Box 188, New Albany, Ohio 43054 by 5:00pm on August 26, 2022. Proposals must be submitted in a sealed envelope.

This RFP does not constitute any form of offer to contract. The city will not reimburse for costs associated with responding to the RFP.

### Questions

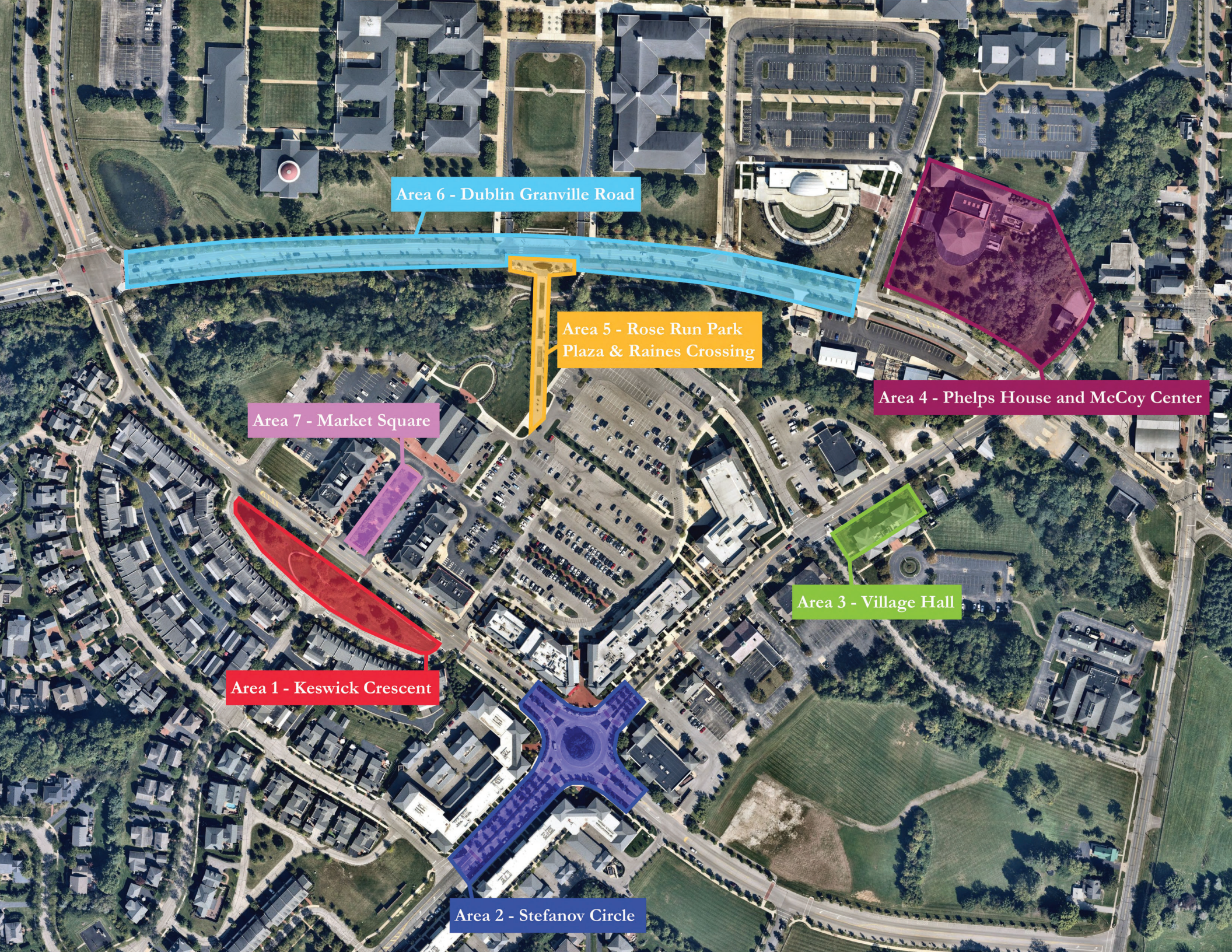
Questions must be submitted in writing via US Mail, emailed to [amcgovern@newalbanyohio.org](mailto:amcgovern@newalbanyohio.org), or hand delivered to Village Hall by August 17, 2022. Written questions will be answered in the form of an addenda and posted on the city website.

### Schedule

The following schedule shall be followed when submitting a proposal.

- Public Notice – August 04, 2022 and August 11, 2022
- Written Questions – received by August 17, 2022
- Responses – August 26, 2022





Area 6 - Dublin Granville Road

Area 5 - Rose Run Park  
Plaza & Raines Crossing

Area 4 - Phelps House and McCoy Center

Area 7 - Market Square

Area 3 - Village Hall

Area 1 - Keswick Crescent

Area 2 - Stefanov Circle