



Request for Proposal for Decorative Lighting of the City's Historic Water Tower

Due by 11:00 A.M. on December 16, 2022

MAYOR AND CITY COUNCIL MEMBERS:

**JOE MEEK, MAYOR
KEN BROWN
CINDI GUY
PAT FITZPATRICK
ROBERT HOLMES**

**CITY MANAGER:
KEN FRINK, P.E.**

**ASSISTANT CITY MANAGER:
JACK DUMAS**

**CITY ATTORNEY:
ROBERT W. BATSEL, Jr., ESQ.**

**CITY OF CRYSTAL RIVER
DEPARTMENT OF ADMINISTRATION
123 NW HIGHWAY 19
CRYSTAL RIVER, FLORIDA 34428
(352) 795-4216
(352) 795-6245 (fax)**

City of Crystal River Solicitation No. 23-RFP-04

PUBLIC NOTICE IS HEREBY GIVEN that the City of Crystal River (“City”) is requesting proposals (RFPs) and will receive submittals until **11:00 A.M. on December 16, 2022**. Responses will be publicly opened in City Hall Council Chamber at 11:05 A.M. on December 16, 2022.

Synopsis: The City of Crystal River, Florida (City) wishes to add decorative lighting/illumination to its historic water tower located at 551 NE 1st Ave in downtown Crystal River. The tower was constructed around 1926, stands approximately 140’ tall. The elevated tank is estimated to be 95’ from the ground surface, 45’ tall and 20’ in diameter. The tower is white with an approximately 14’ City logo on two sides. As-builts are not available, these are estimates. The tower is solely decorative and not used for water supply. Pictures of the water tower are included in Exhibit A.

The tower is currently lit by two pole mounted stadium lights, (750Watt 104590 Lumens 40° Beam angle 5000k Daylight White). One light is approximately 80’ from the base of the tower and the other is 225’ away. As a point of interest, these lights provide adequate lighting for the tank portion of the tower. Power (up to 100 amps) is available at the pumphouse located at the base of the tower. The pumphouse will house the power supply any controls needed to operate the lights.

The City wishes to illuminate both the tank itself and, cost permitting, the legs with programable, color changing LED lights. The selected firm will be expected to provide a full-service project to include lighting consultation, design, permitting, and installation of all items necessary to achieve the City’s goals by providing:

- Consultation with the City to design and provide the final design of a system agreeable to the City
- A fully operational system no later than February 28, 2022
- Uniform lighting of the water tower tank and legs at a lighting level similar to what is existing
- A simple to use, yet highly functional control system that can be managed both onsite and remotely
- Color changing LED lights capable of many colors and patterns
- Ability to create, store, and retrieve scenes and programs for future use
- Install the most reliable and functional system within a project budget of approximately \$40,000

A firm will be selected by the process outlined below. **Once a firm is selected the City will negotiate a final design and price with the firm and then enter into a contract based on the final negotiated price/design. Final approval will be made by the Crystal River City Council and is subject to the Council appropriating funds for the project.**

Submittal Requirements: RFPs One (1) signed original, five (5) photocopies and one (1) electronic version, shall be submitted in one sealed package, clearly marked on the outside "Sealed RFP for the provision of Decorative Lighting of the City's Historic Water Tower" and addressed to:

**CITY OF CRYSTAL RIVER
MIA FINK, CITY CLERK
123 NW HWY 19
CRYSTAL RIVER, FL 34428**

All documents may be examined at City Hall at no charge, downloaded for free on the City website (www.crystalriverfl.org), or picked up at City Hall for no charge. Respondents who utilize the City website for the documents are advised to check the website regularly for updates and addenda. RFP packages may be picked up at Crystal River City Hall, at the address above, between the hours of 8:30 am and 4:30 pm Monday through Friday. The contact person is Mia Fink, 352-795-4216, extension 303 or mfink@crystalriverfl.org

The City reserves the right to reject any or all submittals, to waive any irregularity, and to take all submittals under advisement for a period of sixty (60) days.

1. **Proposals must be received no later than 11:00 a.m. (local time) on December 16, 2022.** Proposals will be publicly opened in City Hall Chambers at 11:05 A.M. on December 16, 2022. Any proposals received after the above-noted time will not be accepted under any circumstances. It shall be the sole responsibility of the Respondent to have the proposals delivered to Crystal River City Hall by U.S. mail, hand delivery, or any other method available to them. Delay in delivery shall not be the responsibility of the City. Proposals received after the deadline shall not be considered and shall be returned unopened. Any request to withdraw a proposal must be addressed in writing and must be received by the City prior to the deadline of the submission.
2. **Inspection of the Facilities:** At the request of a potential respondent, the City will make the tower available for a visual inspection with City staff. Inspections are by appointment only and available until December 9, 2016. **Appointments can be made by contacting the City's Project Manager, Keven Lemieux** at klemieux@crystalriverfl.org, or 352-651-2109.
3. **Submittal Requirements:** At a minimum, submittals must:
 - a. Describe the respondent's qualifications and past work that is similar in nature to this project. Include the qualifications of any subcontractor with your submittal.
 - b. Provide a preliminary design and explanation of included components that achieves the City's goals for this project.
 - c. Provide a preliminary price for a complete installation of the submitted design.
 - d. Provide certificates of insurance.

- e. Provide copies of all State licenses demonstrating the contractor is qualified to perform the work.
4. The City will receive questions regarding the RFP only through written inquiries, preferably emailed to the attention of Project Manager Kevin Lemieux at klemieux@crystalriverfl.org.
5. **Deadline for receipt of written inquiries will be close of business December 9, 2022.** Potential Respondents shall not contact City staff (with the exception of the aforementioned) or other City consultants or City Council for information regarding this RFP before the project award date.
6. The City reserves the right to accept or reject any or all RFPs, to waive formalities, technicalities or irregularities, to request clarification of information submitted in any RFP, or to re-advertise a new RFP. The City Council shall be the final authority in the selection process.
7. The successful Respondents shall be required to execute an agreement, in form and content acceptable to the City, indemnifying and holding harmless the City, its officials, officers, employees, and agents from all claims.
8. **CONVICTED VENDOR LIST (PUBLIC ENTITY CRIME):** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on an award to provide any goods or services to a public entity, may not submit a proposal on an award with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Subcontractor, or Consultant under an award with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. [See Florida State Statute 287.133 (2) (a)]
9. **FLORIDA PUBLIC RECORDS LAW:** In accordance with Chapter 119 of the Florida Statutes, and, except as may be provided by Chapter 119 of the Florida Statutes and other applicable State and Federal Laws, all Respondents should be aware that the proposal and the responses thereto are in the public domain and are available for public inspection. Respondents are requested, however, to identify specifically any information contained in their proposal which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law. All proposals received in response to this request of proposal become the property of the City of Crystal River and will not be returned. In the event of an award, all documentation produced as part of the contract will become the exclusive property of the City.
10. **INSURANCE TERMS AND CONDITIONS:**

- a. Commercial General Liability Insurance. Commercial general liability coverage with limits of liability of not less than \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage. The liability insurance shall include Completed Operations and Product Liability coverages and eliminate the exclusion with respect to property under the care, custody and control of Contractor. The General Aggregate Liability limit and the Products/Completed Operations Liability Aggregate limit shall be in the amount of \$2,000,000 each. Name City as additional insured. Include Waiver of Subrogation.
- b. Workers Compensation and Employer's Liability Insurance. Workers compensation and employer's liability insurance, to apply for all employees for statutory limits as required by applicable State and Federal laws. The policy(ies) must include Employer's Liability with minimum limits of \$1,000,000 each accident. Include Waiver of Subrogation.
- c. Business Automobile Liability Insurance. Business automobile liability insurance with minimum limits of \$1,000,000 per Occurrence combined single limit for Bodily Injury and Property Damage.

11. SELECTION PROCESS

A selection committee comprised of City of Crystal River staff members and stakeholders will conduct an evaluation of the RFPs. Respondents may be requested to provide additional information to help clarify the responses. The RFPs will be evaluated based on achieving the stated goals and what is in the best interest of the City.

Based upon the consensus of the committee, a firm will be selected to negotiate with the City. Negotiations will include the development of a final design and price to be presented to the Crystal River City Council in the form of an agreement.

EXHIBIT A







