

## REQUEST FOR PROPOSALS (RFP) NO. 2022 Baseball/Softball Field Lighting

### City of Dillon Baseball/Softball Field Lighting

#### PURPOSE OF THE REQUEST FOR PROPOSAL

The City of Dillon (City) is seeking proposals from sport field lighting professionals interested in contracting to provide lighting improvements to the City of Dillon Sports Complex in Dillon, SC. The City intends to select one (1) qualified lighting professional to provide full-service materials and installation for the replacement of existing lights on the four (4) baseball fields shown below.



City of Dillon Sports Complex

This RFP is being publicly advertised. The City will make the selection based on the responses submitted and then negotiate a final agreement with the selected lighting provider.

All responses must be sealed and have "RFP No. 2022 Baseball/Softball Field Lighting" clearly marked on the outside of the envelope. Responses may be hand-delivered to **City Manager's Office, 401 West Main Street, Dillon, SC 29536** prior to **11:00 am, October 27, 2022**. Lighting professionals are requested to submit five (5) copies of the proposal. Due to time limitations of the Selection Committee, responses shall be limited to no longer than 10 single-sided pages. The City will not accept electronic and/or e-mailed proposals. Any response received later than the submission deadline will not be accepted or considered. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services. The City reserves the right to accept or reject any or all submissions received as a result of this RFP, or to cancel it in part or in its entirety if it is in the best interest of the City.

## **INSTRUCTIONS**

Responses to this RFP will only be accepted from responsible and responsive companies that have an established reputation in sports lighting design and construction.

No response may be withdrawn for a period of ninety (90) days after the submission date.

A responsible company is defined as one that has the capability in all respects to perform fully the requirements outlined in this RFP and the integrity and reliability which will assure good faith performance.

A responsive company is defined as one that has submitted a response which conforms in all respects to the RFP requirements.

**Protest Period:** Any actual or prospective company that is aggrieved in connection with the solicitation or award of a contract may formally protest in writing to the Procurement Director. The protest may be submitted at any time during the procurement process. However, if a prospective company wishes to protest, the formal protest must be submitted in writing and must be received by the City no later than seven (7) days from the date that the aggrieved actual or prospective company has been informed of the proposal results by the Procurement Director. Protests received by the City after the expiration of the seven (7) day protest period will not be considered by the City.

**Deviations:** Any deviations from the scope of services contained herein must be stated in the response for the City's consideration.

**Changes:** Any changes in this RFP after a contract agreement has been awarded must be with the written consent of the City Manager; otherwise, the responsibility for such changes lies with the company. Any changes to the scope of services in this RFP package shall be in writing and an addendum will go out to all prospective respondents so each respondent can compete equitably.

**Ownership of Material:** Ownership of all data, material and documentation originated and prepared for the City pursuant to this contract shall belong exclusively to the City.

**Questions and Inquiries:** The deadline for the submission of any and all questions and inquiries concerning this RFP is October 24 at 3:00 PM. All questions must be directed to Glen Wagner via email (gwdillon@bellsouth.net).

## **PROJECT DESCRIPTION**

The City is seeking proposals from qualified lighting professionals to provide materials and installation of electrical and lighting necessary to replace the old system at the SC Highway 34 Baseball Complex. The scope of work for the project is described below:

1. Remove all existing light fixtures and wood poles from the four (4) baseball fields. Existing wiring will be abandoned below grade.
2. Furnish and install a new LED lighting system to service the four (4) baseball fields, including, but not limited to:
  - a. 16 galvanized steel poles, or approved equal
  - b. 16 concrete bases with integrated lightning grounding
  - c. Factory wired and tested remote electrical component enclosures
  - d. Factory assembled wire harnesses and pull boxes
  - e. 16 factory wired pole top luminaire assemblies
  - f. Factory aimed and assembled luminaries
  - g. The LED lighting system shall be installed using a light control technology to reduce glare and light spillover, such as the Musco TLC for LED Technology, or approved equal.
  - h. The LED lighting system shall be UL listed as a complete system.
  - i. The LED lighting system shall be controllable remotely using the Musco Control-Link System, or approved equal.
  - j. The LED lighting system shall be dimmable using the Musco Multi-Watt dimming control system, or approved equal.
3. Furnish and install a new 480-volt, single phase, 200-amp NEMA 3R electrical service panel located within 10 feet of the existing utility transformer. Contractor shall verify existing electrical requirements and compatibility.
4. Furnish and install new branch circuits to each pole using copper conductors.

## **PROPOSAL REQUIREMENTS**

At a minimum, successful submittals shall demonstrate experience and technical competence with the following requirements:

1. Information regarding the LED lighting system being proposed.
2. Price of the overall LED lighting system and associated electrical work, broken down by key components.
3. Information on warranties associated with the LED lighting system materials and installation.
4. Information on Operation and Maintenance support from the lighting professional after installation.
5. Information regarding the lighting professional's history including, but not limited to, location of the main and satellite offices, length of time in business, annual design workload for the past three (3) years.
6. The lighting professional's experience in designing and installing baseball field lighting on projects of similar size, including the name of each project, dates of completion, locations, owners, and a brief description of the project, the budget of the project, and whether there were any cost overruns. Please provide at least three (3) previous projects, but no more than five (5), completed within the past 6 years.

## **EVALUATION**

The proposals will be evaluated and ranked in order of their price and qualifications. Based on the proposals, the Selection Committee will select one lighting professional and enter into a professional services contract.

The City shall have sole discretion in evaluating the proposals. The City reserves the right to select the proposal that it may determine to be in the best interest of the City. The City also reserves the right to reject all proposals, including that of the selected Team if satisfactory contract negotiations cannot be concluded.

The City intends to select and enter into a contract with the selected lighting professional by December 1, 2022, to begin working immediately on the Project.