



**REQUEST FOR PROPOSALS**

Downtown Danville Suspended Lighting & Sound System

:

**City of Danville, Illinois**

**RFP Opening: June 25, 2018, 4:00 p.m.**

## **Part I- General Instructions**

### **A. INTRODUCTION.**

The City of Danville (City) is soliciting proposals from qualified firms, groups of firms, or individuals to produce model layout designs for outdoor decorative and pedestrian catenary (suspended) light arrangements and sound system for the downtown area.

### **B. PROPOSAL SUBMISSION.**

To be considered by the City, 3 copies of the complete proposal must be received no later than **4:00 pm (CDT) on June 25, 2018**. Submittals should be addressed and submitted to:

Christopher Milliken  
Planning & Urban Services Manager  
City of Danville-Urban Services Department  
1155 E. Voorhees St, Suite A  
Danville, IL 61832

All submitting firms grant to the City a non-exclusive right to use, or cause others to use, the contents of the submission for any purpose.

### **C. LATE PROPOSALS.**

Any proposal received by the City after **4:00 pm (CDT) on April 20, 2018** will not be considered.

### **D. WITHDRAWAL OF PROPOSALS.**

Proposals may be withdrawn by written notice received at any time prior to award. Proposals may be withdrawn in person by an officer, or his/her representative, provided that he/she signs a receipt for the proposal prior to award.

### **E. CONTENTS OF PROPOSAL.**

Interested proposers are invited to submit proposals that contain the following minimum information:

1. Introduction (transmittal letter)
2. Background and Experience
3. Personnel/Professional Qualifications.
4. Project Approach
5. Project Schedule
6. Range of Compensation

**F. PRIME CONSULTANT RESPONSIBILITIES.**

The consultant selected will be required to assume responsibility for all services offered in the proposal, regardless of who produces them. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

**G. PROPOSAL PREPARATION COSTS.**

All costs incurred for proposal preparation, presentation, or contract negotiation are the responsibility of the consulting firm. The City will not pay the cost of any information solicited or received.

**H. ACCEPTANCE OF PROPOSAL CONTENTS.**

The contents of the proposal of the selected consultant may become contractual obligations if a contract is issued. Failure of the successful consultant to accept these obligations may result in cancellation of the award.

**I. QUESTIONS.**

Questions concerning this Request for Proposals should be addressed to Christopher Milliken, Planning & Urban Services Manager at (217) 431-2286.

## **Part II- Description of Services Requested**

### **A. PROJECT PURPOSE AND OVERVIEW**

The purpose of this RFP is to solicit a firm with the capability and experience to efficiently design an outdoor decorative and pedestrian catenary (suspended) light system(s) concept in our downtown area along with an integrated sound system. The City has deemed this a focus area of aesthetic enhancement for pedestrian activity and as such intends to maintain a welcoming/charming feel throughout the area by way of streetscape elements. The ideal system would be programmable and controlled from a remote location. The proposed lighting design arrangements shall promote an enhanced, decorative, and welcoming element in the Downtown area. The lighting system should also contribute to a sense of safety and security for the affected area.

The system should be designed to fit within the existing right of way of Vermilion Street between Main and Harrison Streets. The City has both high mast and decorative pedestrian lighting along Vermilion Street with the high mast light poles spaced at roughly 150' centers. It is anticipated that the high mast lighting will no longer be needed with the proposed lighting system. The City envisions that the existing high mast pole locations will be used for support of the new system with perhaps longitudinal support cables placed between existing or new poles/foundations on each side of the street.

Ideally, the work will include:

- Programmable lighting (patterns and colors)
- Layout and minimum / maximum illumination
- Programmable sound system
- Material and product availability and options
- Inclusion of existing infrastructure including conduit, electrical service, light pole foundations, light poles
- Ability to phase the work
- Cost estimates for detailed design engineering and construction
- Multiple concepts
- Life expectancy
- Maintenance evaluation

### **B. PROJECT SCOPE.**

The firm must describe how they plan to carry out the following major work tasks, providing information about the anticipated schedule and level of effort required to

produce the requested deliverables. The successful proposer is expected to carry out the following tasks:

**Task 1: Project Management**

The consultant shall be responsible for the facilitation of the planning process and shall develop a project management framework that identifies the necessary and anticipated steps and processes required to complete the project as described in this RFP and as provided for in the contract. The work plan should include:

- A description of roles and responsibilities for team members;
- A schedule and estimated budget for the total project including records for each requested deliverable;
- A list of project participants and the expected level of participation (e.g., City staff, project advisory members, community partners, etc.)

**Task 2: Public, Stakeholder, and Media Outreach Plan**

This project is not anticipated to involve a public outreach element.

A project coordination committee consisting of representatives from City staff will be established to provide guidance for this study.

At a minimum the following items will need to be incorporated:

- Conduct an initial kick-off meeting and field visit with the project advisory team

**Task 3: Development of Design Concepts**

The consultant shall evaluate the goals and objectives of the project and incorporate these into the development of the design concepts. A matrix analysis will be produced comparing the design concepts with a minimal evaluation of initial cost, availability, maintenance, life cycle costs, features, constructability

**Task 4: Final Report, Plan, and Other Deliverables**

The consultant shall develop a final report in the form of a final plan document that will incorporate all of the project work in the other tasks including findings, recommendations, and implementation.

**Task 5: Project Schedule and Funding**

The firm shall produce a project schedule and cost.

### **Part III- Evaluation of Proposals**

#### **A. GENERAL.**

##### **No late proposals will be considered.**

All proposals received shall be subject to evaluation by the City. The City has the right to accept or reject all proposals for any reason deemed appropriate.

#### **B. CRITERIA FOR PROPOSAL EVALUATION.**

A proposal review committee will be established by the Planning Manager for the purpose of proposal review and evaluation. The proposal review committee will evaluate all complete proposals submitted pursuant to this solicitation. The review and selection is for a professional service and will not be reviewed on a cost basis. The following will be used in evaluating potential consultants:

- Professional qualifications necessary for satisfactory performance of required services;
- Specialized experience and technical competence in the type of work required;
- Capacity to accomplish the work in the required timeframe;
- Past performance on other contracts in terms of cost control, quality of work, and compliance with performance schedules;
- Location in relation to the geographic area of the project and knowledge of the locality of the project; provided that the application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project.

The City reserves the right to accept any proposal or any part thereof, or to reject any and all proposals. All proposers must agree that any rejection shall be without liability on the part of the City.

#### **C. CONSULTANT INTERVIEWS**

Interviews may be conducted with the top two selections of the proposal review committee. If interviews involving travel are required, the City is under no obligation to reimburse a consultant or consultants for these costs. Based on the proposals and interviews, the City will determine which firm will be selected.

#### **D. CONTRACT DEVELOPMENT**

Contract discussion and negotiation will follow consultant selection. Respondents must be amenable to inclusion in a contract any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

Authorization for execution of a contract will be approved by the Danville City Council, after they have had an opportunity to review the recommendations of the administration.