

Request for Proposals
Holiday Lighting and Decorations for the Downtown Area
City of Decatur

Introduction:

The City of Decatur is seeking proposals for the purchase and installation of holiday decorations for the 2009 holiday season. Currently, the City of Decatur hangs decorative lighted wreaths, which the city owns, on street lamp posts in the downtown Decatur business district and in the Oakhurst neighborhood commercial district. The City has used this form of decoration since 1996. We are looking for options to enhance our current decorative scheme to include but not be limited to the possibility of adding lights to trees located on and adjacent to the Old Courthouse lawn and the MARTA plaza. We may need to consider a phased implementation plan for additional decorative elements to include some upgrades in 2009 and additional improvements in 2010.

Background:

The City of Decatur is a small, urban city of 18,000 people located just east of the City of Decatur. The City's central business district is a vibrant commercial district with over 100 retail and restaurant businesses and 600 downtown condominiums surround by historic, single-family residential neighborhoods. The City of Decatur has developed into a successful destination dining and shopping district in the metropolitan Atlanta area and is known for its quality shopping and dining and its pedestrian friendly streets. While the City does have an urban flavor, the City of Decatur works to maintain its small town character and strong sense of place. Therefore, we strive to create a balance between a traditional, historic downtown and a thriving, urban commercial center. Decorative plans should balance this traditional vision and our desire to support our vibrant downtown commercial center. We also include the smaller Oakhurst neighborhood business district which includes only two city blocks in our decorative plan.

Currently the City owns 225 wreaths which are hung on the street lamp posts in the downtown district and in the Oakhurst business district. With the addition of new street lamps in the past year, we have 254 lamp posts and need to purchase additional wreaths. For the 2009 holiday season, we need to purchase 30 new wreaths but anticipate the installation of more lamp posts and therefore, the purchase of additional wreaths for the 2010 season. In addition, the City owns artificial garland that is used to decorate the community bandstand on the courthouse square and the City Hall building.

Installation of holiday decorations is generally scheduled for the second week in November and removal scheduled for the first week in January.

Qualifications:

Qualified firms must demonstrate competence and experience in all areas required by the scope of services, proven ability to meet deadlines and experience working with public sector clients

Scope of Services:

- Development of a decorating concept for the downtown business district and the Oakhurst business district that incorporates existing wreaths and decorative material but includes options to enhance current decorating scheme to include but not be limited to the addition of lights in trees and lights on city hall and the bandstand.
- Development of a budget to include the purchase and or lease of additional decorative materials and lights and the cost for installation, take down and storage of decorative items. Cost should include costs to refurbish existing decorative items owned by the City of Decatur.
- Preparation of a phased plan to enhance the City's current decoration program to allow the City to add some new items in 2009 and add to this plan with the purchase/lease of additional items in 2010.
- Ability to supply all decorative items agreed to by the City of Decatur
- Ability to install and remove all decorative materials including the installation of lights in trees located adjacent to the Old Courthouse and the MARTA plaza.
- Potential for storage of all decorative items and the option of leasing items as opposed to purchasing and owning decorative items.
- Consideration of energy efficient options for all decorative items included in the proposal
Possible storage of currently owned wreaths throughout the "off" season
- Ability to have all agreed to decorative elements installed and ready to light no later than Thursday, November 12, 2009.

Submittals Due:

Interested firms must submit five copies of their response to the Request for Proposal no later than 5:00 p.m. on Friday, July 17, 2009

Cheryl Burnette
City of Decatur
509 N. McDonough Street
Decatur, GA 30030

Any submittals not received by this date will not be considered.

The City reserves the right to retain all proposals submitted.

Submittal content and Selection Criteria:

Submittals should state the full name and address of the organization and the branch office or other subordinate element that will perform or assist in performing the services described herein. Indicate if individual, partnership or corporation; including the state in which they are incorporated or licensed to operate.

Submittals should address the following characteristics and qualifications:

1. Staff capacity and experience on similar projects
2. Staff capacity and availability to perform the work outlined in the scope of services and preliminary work program and schedule.
3. Technical capacity to determine issues such as electrical service and ability to work with city staff to identify and provide needed services.
4. Line item budget that provides break down of costs for each specific project, purchase or lease of equipment, labor costs for installation and removal, and the specifications for proposed decorations. For example:
 - a. Cost of lights for trees and indicate type of light specified
 - b. Cost of additional wreaths and other decorative elements
 - c. Labor costs to install and remove wreaths, install tree lights and other additional elements of the approved plan.
 - d. Cost of additional lighting on City Hall and/or bandstand structure.
 - e. Specifications for electrical requirements for all lighted elements
5. Experience which indicates an ability to work collaboratively and communicate well with local government staff.
6. Insurance policy

Schedule:

Selection of the successful firm or team is expected to be made by August 1, 2009. Firms should provide in their proposals an estimate of the time required for each task and a proposed work schedule for completion of the work. Work on the project should be completed in time for lighting event no later than Thursday, November 12, 2009.

Right to Reject Proposals:

Submittal of a proposal indicates acceptance by the proposer of the conditions contained in this request. The City of Decatur reserves the right to reject without prejudice any or all proposals. The City of Decatur reserves the right to waive formalities and negotiate with any proposer.

Budget:

It is the responsibility of the firm or team to prepare and present a budget adequate to perform the services outlined in this request. Funding is available to pursue this project but the burden to establish a reasonable budget is on the firm or team submitting the response. Proposed costs should be listed by task as well as for a total of all tasks.

The City of Decatur reserves the right to modify the scope and budget of this project to best serve its own interests prior to entering into a contract with the successful firm or team.

Inquiries:

Interested parties may indicate their interest in this project and address their inquiries to:

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City of Decatur
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Decatur, GA 30031

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Email: Cheryl.burnette@decaturga.com