

CITY OF HIGHLAND PARK
FOURTH OF JULY FIREWORKS DISPLAYS: 2019 - 2023

REQUEST FOR PROPOSALS

ISSUE DATE: July 30, 2018

PROPOSALS DUE: October 5, 2018, 5:00 PM CST

TIMELINE REVISED 9/6
All changes highlighted



Responses must be electronically submitted.

Please submit to:

Hayley Garard
Assistant to the City Manager
City of Highland Park
1707 St Johns Ave
Highland Park, IL 60035
[**hgarard@cityhpil.com**](mailto:hgarard@cityhpil.com)

**City of Highland Park
Request for Proposals ("RFP")
Fourth of July Fireworks Displays**

The City of Highland Park ("**City**") is seeking proposals from firms for the provision of the City's annual Fourth of July fireworks displays for calendar years 2019 through 2023.

Section I: Fireworks Displays Specifications

A. General Event Information

DATES: Thursday, July 4, 2019; Saturday, July 4, 2020; Sunday, July 4, 2021; Monday, July 4, 2022; and Tuesday, July 4, 2023.

(Inclement Weather Dates: To be determined by mutual agreement of the City of Highland Park and Contractor, as necessary)

TIME: Dusk; approximately 9:30 PM

LOCATION: TBD

B. Specifications for Fireworks Displays

1. Duration and Timing of Displays. The Contractor shall provide at a minimum a 20 minute, continuous aerial fireworks display at the designated location with no delays between firing. Each display shall commence promptly at dusk. In the event of inclement weather, the City, in consultation with the Contractor, shall have the final decision on whether the display will be postponed, halted or altered due to unsafe conditions that could endanger the safety of the spectators, operators and/or crew members provided by Contractor. In the event the City postpones the display and provides a minimum of 48 hour written notice, no financial penalty shall be incurred to reschedule the date.

2. Aerial Displays Only. Due to the nature of the discharge location, and to accommodate multiple viewing locations, each fireworks display must be entirely aerial; ground displays are not to be provided. The size of aerial shells should be such that the display reaches an altitude that can be easily seen above the tree canopy and building obstructions from approximately 4,000 feet away.

3. Music Synchronization. To entertain the large number of spectators at the launching site, the firework display shall be synchronized with music provided by the Contractor and determined by mutual agreement of the City. The music will be played via loudspeaker at the viewing site.

4. Provision of Labor and Equipment by Contractor. The Contractor shall furnish all labor, equipment, supplies, personnel and supervision to provide the fireworks displays. The Contractor shall provide a crew of experienced pyrotechnic

operators to deliver, set up and execute entire displays and remove all equipment after displays are finished. The Contractor shall not allow any employee to perform work who is intoxicated or under the influence of a controlled substance.

5. Cleanup of Shooting Area. The Contractor must clean up the shooting area after each fireworks display to the satisfaction of the City. Specifically, and without limitation of the foregoing, the Contractor must remove and properly dispose of all unfired and/or unexploded material. A Contractor representative, along with representatives from the City, will be required to visually inspect the shooting area at the conclusion of each fireworks display to determine that the Contractor has satisfactorily cleaned the area.

6. Compliance with National Standards. The Contractor shall conduct each fireworks display in accordance with National Fire Protection Association standards and guidelines for safety.

7. Compliance with Laws. The Contractor shall be required to obtain, at the Contractor's expense, all permits, give all necessary notices, pay all license fees, and comply with all local, state and federal rules and regulations, ordinances and statutes that apply, including, without limitation, the Pyrotechnic Distributor and Operator Licensing Act, 225 ILCS 227/1 *et seq.* ("Act"). The Contractor assumes complete and sole liability for all federal, state and local taxes that are applicable.

Section II: Qualifications

A. Pyrotechnic Operator's License

The Contractor shall present to the City evidence that all persons involved in the provision of fireworks display are properly licensed pursuant to the Act and any other applicable law.

B. Insurance

The Contractor shall provide proper insurance protection for the benefit of spectators, which shall take effect upon arrival of Contractor's personnel at the site of the displays, and is to remain in effect during and after the display, or until the residuals from the fireworks program are removed from the site. The limit of liability shall cover bodily injury and property damage and shall be in minimum amounts of \$2,000,000 for personal injury and \$2,000,000 for property damage. The City shall be named as additional insured parties on all required policies of insurance. The Contractor shall provide a certificate of insurance, evidencing compliance with this Subsection III.B, not less than 60 days prior to the performance of each fireworks display.

Section III: Content of Proposals

Each proposal submitted to the City shall include, without limitation, the following information:

A. Description of the Firm

Describe your firm's structure, areas of expertise, time in business, number of employees and other information that would help characterize your firm.

B. Content of Proposed Displays

1. Provide a written, pictorial and video description, as appropriate, of the proposed fireworks displays to be provided to the City.
2. Provide a shell inventory that indicates the number of proposed shells by size, type, show breakdown totals (Grand Opening, Main Body, Barrage and Grand Finale) and overall total. Detail and indicate how many of each size shell would be used for each fireworks display. Please include information that indicates proposed shell types by break patterns and color. Indicate if any special shapes including but not limited to hearts or smiley faces are offered.
3. Explain how the proposed displays comply with the specifications set forth in this Request for Proposals to include aerial only displays and music synchronization.

C. Identification of Operators and Crew Members

Proposals must include a complete list of the on-site manager(s), display operators and crew members and a listing of licenses, other credentials and years of experience. Proposals must also indicate compliance with the licensing obligation set forth in Section II.A of this RFP.

D. Proposed Fee

State the proposed fee for the provision of the fireworks displays. The City is exempt from all Federal and State tax; proposals must quote prices which do not include such tax.

The City may increase its investment for any fireworks display within a minimum of four months written notice to the Contractor.

BE ADVISED that the City does not intend to pay more than ***\$15,000 annually*** or ***\$75,000*** over the duration of five years. However, the 2019 display to celebrate the City's 150th Anniversary display may allow for an additional \$10,000 investment (not to exceed \$25,000).

E. References

All Proposals must include a completed copy of the enclosed reference sheet.

Section IV: Evaluation of Proposals and Selection Process

City staff will evaluate all properly submitted proposals, and will grade and rank all proposals with respect to the criteria set forth in this Request for Proposals, each Proposer's references, past show performance (when applicable), and the proposed fee. The City will then select the top preferred Proposer, with whom a contract, on a form to be provided by the City, will be negotiated. The City Council has the ultimate authority to approve any proposal and to authorize execution of the negotiated contract.

The City reserves the right to make clarifications, corrections, or changes in this Request for Proposals at any time prior to the time proposals are opened. All proposers or prospective proposers who register with the City will be informed of said clarifications, corrections, or changes. Prospective proposers may register via e-mail to hgarard@cityhpil.com prior to the due date for proposals.

Proposals submitted are offers only, and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the firms submitting proposals. Issuance of this RFP does not obligate the City to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.

A proposer may withdraw its proposal, either personally or by written request, at any time prior to the scheduled deadline for submittals. No proposal shall be withdrawn for 60 days after the RFP Due Date. Proposals shall be subject to acceptance during this period.

The City reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the City and to the public; to reject the low price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the request for proposal process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.

Section V: Submittal Procedures

A. Voluntary Proposed Site Walk-Through

A Proposer may attend a voluntary site walk-through on August 10. To schedule a site walk-through, please contact Hayley Garard at hgarard@cityhpil.com.

B. Questions and Clarifications

All questions regarding this proposal should be directed electronically in writing to Hayley Garard, Assistant to the City Manager, at hgarard@cityhpil.com. Questions will be accepted until 5:00 PM CST on **September 21, 2018**. All questions and responses will be compiled and submitted to all known and registered potential respondents electronically in one general response memorandum by **September 24, 2018** and posted on the City's web site at www.cityhpil.com.

C. RFP Submittals

Proposals must be submitted digitally. To submit a digital copy, please e-mail to hgarard@cityhpil.com. The subject line of the email must state: RFP Submittal Fourth of July Fireworks Displays 2019 – 2023

Proposals must be received by e-mail no later than 5:00 PM CST, Friday, October 5, 2018. Proposals submitted after the deadline will not be accepted.

Section VI: Anticipated Project Timeline*

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|---|--------------------------------------|
| • RFP Released and Posted on City Website | July 30, 2018 |
| • Voluntary Proposed Site Walk-Through | August 10 at 3:30 PM |
| • Due date for RFP Questions | September 21, 2018, @ 5:00 PM |
| • Responses Provided to RFP Questions | September 24, 2018 |
| • RFP Due Date | October 5, 2018 @ 5:00 PM |
| • Selection of Firm | Week of October 8, 2018 |
| • Approval of Professional Services Agreement | October, 2018 |

* All deadlines are in Central Daylight Time

City of Highland Park, Illinois
1707 St. Johns Avenue
Highland Park, IL 60035
P: 847.926.1043

Request for Proposals – Reference Sheet
July 4, 2019-2023, Fireworks Displays

Fireworks Company Name:

Contact Person:

Mailing Address:

City, State, ZIP:

Telephone:

REFERENCES

Organization:

Contact Person:

Mailing Address:

City, State, ZIP:

Telephone:

Length of Association:

Organization:

Contact Person:

Mailing Address:

City, State, ZIP:

Telephone:

Length of Association:

Organization:

Contact Person:

Mailing Address:

City, State, ZIP:

Telephone:

Length of Association:
