

CITY OF FEDERAL WAY
RECREATION AND CULTURAL SERVICES DIVISION

REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST

The City of Federal Way ("City") is requesting proposals for the purpose of providing community fireworks display on July 4, 2007 and July 4, 2008 at Celebration Park (1095 S 324th St.) in Federal Way. The City's needs are outlined in the following *Request for Proposal* ("RFP"). The selected firm will be issued a two-year contract for services.

II. TIME SCHEDULE

The City will follow the following timetable, which should result in a selection of a firm by March 6, 2007.

Issue RFP	February 14, 2007
Deadline for Submittal of RFP's	February 28, 2007
Preliminary Selection of Firm	March 5, 2007
Notify Firm	March 9, 2007

III. INSTRUCTIONS TO PROPOSERS

A. All proposals should be sent to:

Mary Faber, Recreation and Cultural Services Superintendent
City of Federal Way
P.O. Box 9718
Federal Way, WA 98063-9718
(253) 835-6920

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFP - Community Fireworks Display".

C. All proposals must be received by **5:00 p.m. on February 28, 2007**, or postmarked on or by February 28, 2007. Proposals delivered in person should be taken to Federal Way City Hall, 33325 8th Ave S, 98003. All proposals must be signed in ink by an authorized representative. Two copies of the RFP must be presented. No faxed or telephone proposals will be accepted.

- D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both side of paper sheets for any submittals to the City is desirable whenever practicable.
- E. The Recreation & Cultural Services Superintendent or representative will notify the firm selected, in writing, by March 9, 2007.
- E. All proposals must include the following information:
- The names of individuals from those firms who will be working on the project and their areas of responsibility.
 - Specific experience of individuals relative to the proposed project.
 - A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
 - A proposed budget based on the above outline of tasks, products and schedules for a total of \$16,000.00 for 2007 and \$16,000.00 for 2008.
 - References, including at least three (3) current references with contact names, addresses and telephone numbers.
 - A site map, including fireworks staging area and safety zone.
 - Inventory of products to be used.

IV. SELECTION CRITERIA

	<u>Factor</u>	<u>Weight Given</u>
1.	Responsiveness: The City will consider the materials submitted by the proposer to determine whether the proposer is in compliance with the RFP.	20%
2.	Creativity, variety and content of fireworks display.	20%

3.	Price.	30%
4.	Responsibility: The City will consider the materials submitted by the proposer and other evidence it may obtain to determine the company's ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
TOTAL CRITERIA WEIGHT		100%

Each proposal will be independently evaluated on factors 1 through 3.

IV. COMPENSATION

- A. Please present detailed information on the firm's proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routine tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

V. TERMS AND CONDITIONS.

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30)

days after the award of the proposal.

- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. SCOPE OF SERVICES

Submission of proposal for community fireworks for \$16,000.00. **Proposal should include choreography to music with a welcoming address to the citizens of Federal Way and a grand finale display.** The length of the display should be identified with a minimum length of 20 and maximum length of 22 minutes accepted. The show will take place at 10:15 p.m. at the location of Celebration Park, Federal Way, Washington. Attendance for the 2007 event was approximately 12,000-16,000. Please identify the relationship between price and length of program.

Each proposal should include a description of all fireworks to be included and any visuals and explanation that assist in describing the show.

Services to be performed must be in compliance with all provisions of Chapter 70.77 RCW, including, without limitation, using one licensed pyrotechnic operator in connection with the handling or display of fireworks, combing the grounds for any live materials around the site immediately preceding the fireworks display and again during daylight hours on July 5 to be completed by 10:00 a.m., providing sufficient personnel at fireworks discharge site in order to ensure a safe public display, and obtaining all necessary licenses and permits; provided, however, that the City agrees to waive the local business license fee and agrees to provide for crowd control and fire personnel.

VII. INSURANCE

Proposer agrees to carry as a minimum, the following insurance, in such forms and with such carriers who have a rating, which is satisfactory to the City:

- A. Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
- B. Commercial general liability insurance with combined single limits of liability not less than \$3,000,000 for bodily injury, including personal injury or death, products liability and property damage.
- C. Automobile liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage.

The City shall be named as additional insured on all such insurance policies, with the exception of workers' compensation coverage(s). Contractor shall provide a certificate of insurance, and a copy of additional insured endorsement concurrent with the execution of a contract with the City, evidencing such coverage and, at City's request, furnish the City with copies of all insurance policies and with evidence of payment of premiums or fees of such policies.

VIII. PUBLICATION.

Name of Publication:	Dates:
Federal Way Mirror	February 14, 2007 February 17, 2007
City of Federal Way website www.cityoffederalway.com	February 14, 2007- February 28, 2007

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