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our community
together

CITY
OF **LACEY**

City of Lacey

Lighted Drone Show/Display Services

Request for Proposal

Parks, Culture and Recreation Department

The City of Lacey is seeking a qualified service provider for the Parks, Culture and Recreation Department to **potentially replace the annual community fireworks displays** on **July 3rd** at Rainier Vista Community Park (5475 45th Ave SE) in Lacey with a lighted drone show. The City's needs are outlined in the following Request for Proposal ("RFP")

Proposals will be evaluated based on the company's experience providing services of this type, company's proposed show/display and estimated services budget. Interested companies should submit a services approach and identify those individuals, along with their expertise, that will be assigned to the services. Examples of relevant work are required, and should showcase the quality, breadth, and approach used in prior services provided.

Proposals must be received at the address below no later than **Friday, November 3, 2023**, by 5:00 p.m. via email. No postmarks or in-person delivery will be accepted.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

All questions relating to this RFP should be addressed by email to Recreation Supervisor Jeannette Sieler at jsieler@ci.lacey.wa.us no later than 5:00 p.m. on Monday, October 30, 2023. All answers to questions, which in the opinion of the City warrant a written reply or RFP addendum, will be furnished to all parties receiving this RFP. The City will not respond to questions received after the deadline.

Jeannette Sieler, CPRP
Parks, Culture and Recreation Department
Email: jsieler@ci.lacey.wa.us
420 College Street SE

Lacey WA 98503

GENERAL INFORMATION

For over 50 years, the City of Lacey has celebrated the Independence holiday a day early with fireworks on the 3rd of July. It began at the South Sound Center (mall) and in 2012 Lacey Parks, Culture and Recreation Department took it over and created an entire festival around the fireworks show. The 3rd of July Fireworks Spectacular is one of our biggest festivals with bands, food vendors and activities for youth. Annual attendance is estimated at 20,000 spectators in the park for the festival plus numerous people enjoying the show from the surrounding neighborhoods.

In determining the best proposal, the City reserves the right to accept the proposal, which, in the judgment of the City, is in their best interest. In addition to the price, the listed requirements shall also be considered.

SCOPE OF WORK

Submission of proposal for a drone show with pricing for 2024, 2025, and 2026 and if there is a cost savings for booking multiple years please indicate as such. **Proposal should include an animated show for each year, choreographed to music with a grand finale, approximately 10-15 minutes in length.** The show will take place each year on July 3rd at 10:00 p.m. at Rainier Vista Community Park, (5475 45th Ave SE, Lacey, Washington).

OTHER REQUIREMENTS

- Each proposal should include a description of a drone display with various options of animation to be included and any visuals and explanation that assist in describing the show including number of drones, and length of the show.
- Services to be performed must be in compliance with all FAA rules and restrictions, including licenses of drone operators, providing sufficient personnel on site in order to ensure a safe public display, and obtaining all necessary licenses and permits including a City of Lacey business license. The City agrees to provide for crowd control.
- **INSURANCE:** the awardee must carry at a minimum, the following insurance, in such forms and with such carriers who have a rating, which is satisfactory to the City:
 - Workers' compensation and employer's liability insurance in amounts sufficient pursuant to the laws of the State of Washington;
 - Commercial general liability insurance with sponsors and property owners listed as additional insured of \$3,000,000 (per occurrence) general liability
 - Automobile liability insurance with combined single limits of liability not less than \$2,000,000 for bodily injury, including personal injury or death and property damage to cover transportation.
 - 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, evidence 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.

- All company personnel must be at least 18 years of age and have completed and passed a City of Lacey background check.
- A Lacey Business License and Current W-9 must be submitted before initiating the project

ANTICIPATED TIMELINE

- The contract period will be negotiated upon selection of the qualified drone show provider. The City is considering a one, two or three year contract.

INTENDED SELECTION SCHEDULE

Questions due	5:00 p.m. Monday, October 30, 2023
Proposals due	5:00 p.m. Friday, November 3, 2023
Interviews (if needed)	Thursday, November 13, 2023
Negotiations with finalist	Friday, November 17, 2023
Final Review of Contract	Monday, November 27, 2023
Finalize Contract	Monday, December 11, 2023

PROPOSAL FORMAT

Service providers are asked to express their interest in this work by offering a proposal which demonstrates their ability and capacity to provide the services described.

- 1) **Due Date:** Interested applicants shall submit one (1) electronic copy of their proposal through the City of Lacey secure upload website no later 2:00 p.m. on Friday, November 3, 2023.

To Submit Proposals:

1. to jsieler@ci.lacey.wa.us
2. Attach the proposal files for review as part of the RFP and provide any links to videos
 - Proposals received after the deadline will not be reviewed.
 - **Format:** Each proposal will be limited to no more than 10 pages including the cover and cover letter. Submit information in Adobe Reader-compatible PDF format.
- 2) **Cover Letter:** A cover letter, which will be included in the 10 page count, should establish the service provider's interest in this contract and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing company.
- 3) **References:** Provide 3 or more references regarding your work including: Company/organization, contact person, address, phone number and e-mail. This is not included in the 10 page limit.

- 4) **Proof of liability insurance:** licenses, and certifications and ability to secure necessary permits wherever applicable. (Naming City of Lacey as additional insured).

PROPOSAL CONTENT

Proposed Overview of Operation:

- Describe how your company will meet the City of Lacey/Lacey Parks, Culture & Recreation Department's Drone show needs using elements listed in the Scope of Work as guidance.

Ability and Capacity:

- Please describe your company's ability and capacity to perform the work.
- Please describe your company's experience with municipal, state and federal government clients.
- Include number of years of experience and number of shows annually.

Qualifications:

- Provide a description of your previous experiences in performing similar work, addressing the elements listed under Scope of Work.
- Identify other staff members that will contribute to the work, and their relevant experience.

Site map:

- Including drone staging area and safety/fallout zone (Note: based on park layout, consider space needed with natural fenced areas to assist with securing the area for both set up and launch, for example, fireworks were launched in the softball fields, but drones may fit in the tennis courts or a smaller portion of the softball fields leaving the other softball fields for other activities) and noting that the soccer fields, picnic areas, etc are filled by the public, so determining best viewing of the show.
- Include information on set up time required for a 10 p.m. show.

Inventory of products to be used:

- Include number of drones or a range of prices based on number of drones and visual effects

Project Budget:

- Provide an estimated cost for services related to the following:
- A proposed budget based on the above outline of task, products and schedules annually for three years for the July 3rd event.
 - Budget to include all customary costs including, but not limited to product, permits, shipping and delivery costs, choreography, music, performance, set up and clean up.

Compensation:

- Please present detailed information on the company'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.

- Provide your anticipated payment/refund schedule plus cancelation/rescheduling plan.

References:

Provide descriptions and references for 3 or more comparable jobs that your company has previously performed. Include contact names, addresses, and telephone numbers for each.

SELECTION PROCESS

The Parks, Culture and Recreation staff members will review all proposals. Each staff member on the evaluation panel will rate the criteria on a scale from 1 to 5 (Poor, Below Average, Average, Above Average, and Excellent), and scores will be added to help determine the most qualified service providers. Due to the wide range of visual quality in presentation, the selection of the successful proposal will be based on a subjective evaluation of the proposed display and a review of the company’s industry qualifications and references from previous displays. A video of graphic demonstration of the proposed display can be submitted with the proposal as an example of the type of display to be performed. The company should provide details about any unique or creative features included in the proposed display.

Proposals will be rated based on the following criteria:

**Factor
Weight Given**

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 drone show/display. Review of details show description 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, along with integrity, reputation, judgement, experience and efficiency of the contractor.
30%

TOTAL CRITERIA WEIGHT

100%

Each proposal will be independently evaluated on factors 1 through 4.

EQUAL OPPORTUNITY

The City of Lacey is an equal opportunity employer. The city does not discriminate against any employee or contractor, or applicant for employment or contracting, on the grounds of race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability; provided that the prohibition against discrimination in employment or contracting because of handicap shall not apply if the particular disability prevents the proper performance of the particular worker or contractor involved.

Such nondiscrimination practice includes, but is not limited to: employment, upgrading, demotion or transfers, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The city shall take such action as may be required to ensure full compliance with Chapter 49.60 of the Revised Code of Washington: Law Against Discrimination.

REASONABLE ACCOMMODATIONS

The City of Lacey offers reasonable accommodations to persons with disabilities. We invite any person with special needs to contact the City Clerk at (360) 491-3214 to discuss any necessary accommodations. Citizens with hearing impairment may call the TDD line at (800) 833-6388.

VETERAN-OWNED BUSINESS ENTERPRISE

The City of Lacey strongly encourages participation of veteran-owned businesses enterprises.

MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

The City of Lacey strongly encourages participation of minority- and women-owned business enterprises.

TERMS AND CONDITIONS

The City reserves the right to reject any and all submissions; to negotiate with any respondent to this Request for Statements of Qualifications; to extend the submission deadline; to amend the terms of this Request for Statements of Qualifications through circulation of addenda; or to cancel this Request for Statements of Qualifications in part or in entirety. The City reserves the right to request clarification of information submitted, and to request additional information from any respondent.

PUBLIC INFORMATION

All proposals and information included therein or attached thereto submitted in response to this RFP shall become public record upon receipt by the city and will be available for review upon request. The City will disclose those parts of

records the proposal has marked “proprietary information” only to authorized persons unless: (a) the City discloses the records in response to a public disclosure request or (b) the proposer has given the City express advance written permission to disclose the records. “Authorized persons” means those City officers and employees for whom the proprietary information is necessary to evaluate proposal and to perform their duties or obligations to the City. If the City receives a public disclosure request for records that the proposer has marked “proprietary information”, the City may promptly notify the proposer of the request. The City may postpone disclosing these records for thirty (30) business days after it has sent notification to the proposer, in order to allow the proposer to file a lawsuit to enjoin disclosure. If the City has notified the proposer of a public disclosure request, and the proposer has not obtained an injunction and served the City with notice of that injunction by the close of business on the tenth business day after the City sent notice, the City will then disclose the record.