



# Request for Proposal

## Municipal Lighting Project

12/13/2017

## Overview

The City of Northwood is seeking proposals from qualified contractors to assist with an LED lighting upgrade for the City that includes fixtures at the main municipal building, 6000 Wales Road, Brentwood Park, Tracy Road firehouse, and the street storage building located at 2005 Sheffield Place. It is the intent of this Request for Proposal (RFP) to have the successful contractor enter into a Professional Services Contract with the City of Northwood to supply services as outlined herein.

## Scope of Services

The successful firm shall agree to contract with the City of Northwood to provide the following lighting upgrade services at the following municipal facilities:

**1. Municipal Complex: 6000 Wales Rd, Northwood, OH 43619**

- a. Inside Upgrades:** Replace older T-12, T-8, and scattered incandescent lights with new LED fixtures throughout the main building, on the outside of the building, on the salt storage building, throughout equipment storage building, and the park shelter house. Specific areas of work are listed below.
  - i.** LED upgrade of all lights in the hallways through the building that includes Municipal Building, Fire Hall, and Police Station.
  - ii.** New lighting in all offices/rooms that includes: The administration offices/rooms, Lobby, Courtroom, Zoning & Planning, bathroom's & storage closets, video/audio training, and Maintenance offices. Also includes new lighting in all garage/shop areas: City Vehicle repair garage/shop, Fire Department vehicle garage, and Police station garage/storage.
  - iii.** All Fire Department offices/closets, kitchens and common areas that includes that banquet hall, recreation rooms, and rest areas.
  - iv.** All Police Station offices, closets, and bathrooms as well as the holding cell room, interrogation rooms, dispatch room, boiler room, and armory. (\*please note that supervision is needed by an officer while performing upgrades in the armory.)
  - v.** All Basement lights that include stairwells, file storage areas, and training area (former indoor gun range).
  - vi.** All conference rooms and break rooms throughout the building.
  - vii.** Custom options per request of customer: Light dimming feature in dispatch room, replacement of courtroom lights facing walls as well as overhead lights, occupancy sensors in main conference room, video & audio training room, throughout main hallway connecting police, municipal, and fire buildings, and bathrooms.
- b. Outside Upgrades:**
  - i.** All parking lot lights and lights on the sides of the building.
  - ii.** New lights outside and inside of dog holding/car wash bay.
  - iii.** New back porch ground lights (upward facing).

- c. Salt Storage Upgrades:
    - i. LED upgrade of all fixtures on inside and outside of building where there are existing fixtures.
  - d. Equipment Storage:
    - i. LED upgrade that includes all lights in storage garage and in storage areas.
  - e. Shelter House:
    - i. LED upgrade of all fixtures that light the shelter house.
    - ii. Fixtures in both bathrooms.
    - iii. Lights on each side of shelter house.
2. *Fire Station: 2100 Tracy Road, Northwood, OH 43619*
- a. Inside Upgrades:
    - i. All lights in kitchen including the overhead lights, those above the stove-top, and in the pantry.
    - ii. All offices throughout the complex including the Officers and Chief.
    - iii. All lights throughout hallways and in the lobby.
    - iv. All Lights in both bathrooms and showers. Will match existing fixtures including the sealed lights above shower areas.
    - v. All closets, storage rooms, and electrical room.
    - vi. All auxiliary rooms including radio room, washroom, gear room, decoration room, engineering room, and S.C.B.A. room.
    - vii. Replacement of all garage lights and recreation loft area located above the S.C.B.A. gear, engineering, and radio rooms.
  - b. Outside Upgrades:
    - i. All light fixtures that are currently on the outside of the building.
    - ii. All lights above the bay doors (front and back).
    - iii. Flag pole lights. Current are in-ground, now will be above ground lights that face upwards at the flag pole. Old lights had issues with water damage during winter and spring, new ones will mimic those at the main municipal building.
    - iv. New fixtures for recently added detached garage.
3. *Brentwood Park Shelter House, Northwood, OH 43619*
- a. All pole lights by old tennis court and surrounding the shelter house.
  - b. Both bathroom fixtures inside the shelter house.
  - c. All lights in hallways and storage closets including the sports equipment room.
  - d. Per customer request all 4 pole lights that shine on tennis courts will be replaced with LED and will shine on the shelter house and playground for security purposes.
4. *Street Storage, 2005 Sheffield Place, Northwood, OH 43619*
- a. Inside Upgrades:

- i. Replace all lights in garage area of building, including lights in the back bay of garage.
  - ii. All lights in kitchen including those over oven.
  - iii. All lights in both bathrooms and closets.
  - iv. All lights in the garage area will be uniform throughout per request of customer (currently are scattered and not uniform throughout).
- b. Outside Upgrades:
  - i. Flood lights above each entry way. Back, side, and front.
  - ii. New LED light on chimney where one currently exists.
  - iii. Lights above bay doors, front and back.

### General Instructions

1. The proposal must be submitted electronically by **January 5, 2018** to Robert Anderson, City Administrator at [cityadmin@ci.northwood.oh.us](mailto:cityadmin@ci.northwood.oh.us), in addition to 2 hard copies in a sealed envelope marked "Municipal Electrical Services" to Robert Anderson, 6000 Wales Road, Northwood, Ohio 43619.
2. The City of Northwood reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the City of Northwood. All proposals, plans, and other documents submitted shall become the property of the City of Northwood. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
3. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal.
4. All questions may be directed to the following contact person: Robert Anderson, City Administrator at [cityadmin@ci.northwood.oh.us](mailto:cityadmin@ci.northwood.oh.us).

### Evaluation and Award Process

Issuance of this RFP and receipt of proposals does not commit the City of Northwood to award a contract. The City of Northwood reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

### Selection Criteria

Selection of a contractor will be made based on the following criteria:

1. Ability to meet or exceed the scope of services defined in the RFP;
2. Experience, qualifications, references on similar projects;
3. Regional reputation and local presence/experience;
4. Fee schedule; and
5. Past performance with the City of Northwood or similar municipalities.

**Oral Presentations / Interviews**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted.

**Proposed Timeline**

1. Request for proposal announcement: December, 2017
2. Proposals must be received by: January 5, 2018
3. Review and recommendation by staff: January 19, 2018
4. Execute agreement: February, 2018

**Term of Contract**

The contract period for the successful agent/firm will be for two years from date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the agent/firm and the City of Northwood. Alternate contract periods may be considered.