



Request for Proposals

LIGHTING DESIGN FOR DOWNTOWN STREETLIGHTS

**City of Louisville, City Manager's Office
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Project Number: 301312-660256

PROPOSALS DUE: WEDNESDAY, MARCH 3, 2021 BY 10 A.M.

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ATTACHMENTS

- Appendix A – Draft Professional Services Agreement
- Appendix B – Historic Downtown Map

PROPOSED SELECTION SCHEDULE

Daily Camera	Feb. 10, 2021
Rocky Mountain E-Purchasing	Feb. 10
First Publication	Feb. 10
Second Publication.....	Feb. 17
Last Day for Questions.	Feb. 24
Questions Answered	Feb. 26
Proposals Due	Mar. 3
Selection Committee – Interviews	TBD
Approval of Contract	TBD

1. CITY INFORMATION

Situated between Denver and Boulder, the City of Louisville, Colorado receives national attention for being one of the best places to live in the United States. The City has a population of approx. 21,000 residents and provides a wide range of services and amenities. As a home rule municipality with more than 300 employees to serve its citizenry, the City delivers core services and operates several public facilities like the Louisville Public Library, Recreation/Senior Center, Historical Museum, Center for the Arts and Coal Creek Golf Course. About 26% of the City’s land area is dedicated to open space, parks and public spaces that the City maintains. This includes 32 miles of trails spread throughout the community. The mix of large industry with sole proprietor retail operations and home-based businesses also make for a healthy local economy.

In 2020, the City considered converting its downtown streetlights to LED and replacing the poles, which are approximately 20 years old. Converting the streetlights to LED can reduce energy consumption, maintenance costs and improve structural integrity and dark sky compliance. The existing high pressure sodium (HPS) fixtures will also become more costly to replace over time as it is outdated technology. There are approximately 25 pendant lights and 90 acorn lights in Historic Downtown.

The City performed a pilot study in downtown installing a 3,000 kelvin and 2,200 kelvin LED fixture for comparison. The City found that the 3,000 kelvin fixture did not fit the character of the area and decided to move forward with the lower kelvin option. Xcel Energy currently owns and maintains these streetlights. As a result, the City is considering acquisition of the streetlights and seeking an estimated cost to install a municipal-owned lighting system.

In addition to installing LED fixtures, the City is interested in replacing the poles with outlets for holiday lighting, which is not currently offered by Xcel. The streetlights are not currently metered. The City is also interested in exploring smart city technology, dimming capabilities, electric vehicle charging ports and Wi-Fi/small cell technology.

2. INVITATION

The City of Louisville is inviting proposals from highly qualified firms (“Respondents”) with the necessary expertise to complete the Scope of Services as detailed below.

Scope of Services

The selected firm(s) must be able to provide the following services, including but not limited to:

1. Provide overview of existing downtown lighting system, including review of current lumen output per light, photometric plan with light levels, photo simulations and estimated energy use.
2. Estimated cost by line item for the following:
 - a. 2,200 kelvin acorn LED fixtures (K118 Washington)
 - b. Pendant LED fixtures (Evans Two Bolt Upsweep)
 - c. Replacement poles with GFCI receptacles
 - d. Metering system for poles with GFCI receptacles
 - e. Labor/equipment to install fixtures/poles/meters
3. Provide overview of new downtown lighting system, including review of current lumen output per light, photometric plan with light levels, photo simulations and estimated energy use.
4. Identification of differences between existing and new lighting system in terms of light output and foot candles and recommendations on how to address.
5. Recommendations on any additional design considerations to meet dark sky best practices (i.e. side or back shielding for lights adjacent to residential areas, dimming after hours, motion detection after hours, etc.).
6. Estimated cost for add/alternates like smart city technology, dimming, electric vehicle charging ports and Wi-Fi/small cell technology/satellite Internet service and overview of pros/cons.
7. Comparison of costs for City staffing/resources versus outsourcing for annual

- maintenance/repair of new lighting system.
- 8. Details on other municipal-owned lighting systems in Colorado.
- 9. Added value services that may not be identified above.
- 10. Provide a cost estimate for each of the tasks listed above.

Submittal Instructions

If you have any questions about the RFP, please contact Emily Hogan in the City Manager's Office at 303.335.4539 or ehogan@louisvilleco.gov. Submittals are due at the City of Louisville for time and date recording on or before March 3, 2021 by 10:00 am. Electronic submittals can be emailed to ehogan@louisvilleco.gov.

All RFPs must be received and time and date recorded by authorized City staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP response is received on time at the stated location. Any responses received after due date and time will be returned to the Respondents.

The City of Louisville reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the City, is in the best interest of the City of Louisville. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the project goals and approach to the project.

Digital copies of the Bidding Documents will be available beginning February 10, 2021 on-line through Rocky Mountain Bid System and linked through the City of Louisville's website at <http://www.louisvilleco.gov/business/bidding-opportunities>.

Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Contract/Purchase Order will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Louisville, price and other factors considered.
3. The City of Louisville reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the City of Louisville to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the City's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the City of Louisville no later than the time

- indicated in the “Request for Proposal.”
7. The proposed price shall be exclusive of any Federal or State taxes from which the City of Louisville is exempt by law.
 8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. The City will not be responsible for oral clarification.
 9. Confidential/Proprietary Information: RFPs submitted in response to this “Request for Proposal” and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
 10. The City reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

3. EVALUATION CRITERIA

Please respond to the evaluation criteria with comments that are concise and to the point. The City will evaluate and finalists will be selected and invited to continue the process by making formal presentations to a selection committee. The best fit will be recommended to City Council authorizing the City to enter into a professional services agreement. The selection committee will evaluate and score the submittals using a weighted average based upon;

- A. Statement of Interest (SOI). In up to two (2) pages, express your interest in the project, specifically addressing;
 1. Specialized experience with design of streetlight systems.
 2. Analysis/identification of issues – identify constraints as well as opportunities.
 3. Goals – identify how your project goals meet or exceed the City’s project goals.
- B. Project Approach
 1. Examples of similar projects – quality finished projects.
 2. Innovative solutions – discuss project alternatives, and/or opportunities to add value to the project.
 4. On-time and budget – accountability for time, budget and value engineering if needed.
 5. Availability.

6. Provide a detailed project schedule highlighting critical path and mile stones for completion of the project.
- C. Project Team Listing
 1. Provide a listing of team members that will be involved in the process, relevant experience and other material that is pertinent and concise.
- D. References
 1. Submit three references for similar projects completed within the last three years along with contacts for the project.
- E. Cost Proposal
 1. A not-to-exceed amount for all phases of the Scope of Services.

4. SUBMITTAL

Please submit the following information in the order listed below:

1. Name of your company/organization
2. Type of Organization: (Corporation, Partnership, etc.)
3. Address
4. Names and Address of Project Team or Firm
5. Contact Person(s)
6. Telephone, Fax, E-mail
7. Statement of Interest
8. Project Approach
9. Project Team Listing
10. References
11. Cost Proposal

5. SIGNATURE PAGE

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
Email Address	
Company Website if applicable	

By signing below I certify that:

I am authorized to bid on my company's behalf.

I am not currently an employee of the City of Louisville.

Signature of Person Authorized to Bid on

Date Firm's Behalf

Note: If you cannot certify the above statements, please explain in the space provided below.