

REQUEST FOR PROPOSAL

Community Center Recessed Lighting Upgrade

5/13/2025

REQUEST FOR PROPOSALS

Community Center Lighting Upgrade to add Capabilities to Recessed Lighting

Summary:

Town of Dauphin Island is requesting proposals from qualified firms to provide a proposal to add dimming and potentially other capabilities such as color changing, to specific lighting in the Dauphin Island Community Center (DICC) in the northwest storage area and the small meeting room.

Key Dates:

- Proposals Due: 6/13/25, 4 p.m. (fax not accepted)
Rich Colberg, Town Council
847-400-6369
rcolberg@townofdauphinisland.org
1011 Bienville Blvd, Dauphin Island, AL 36528
 - Site Visit Required, Meetings by appointment only please.
 - Award of Contract: 6/17/24 target date
- Review Committee: Town employees as required and the DICC Manager
- Contact: Rich Colberg,
rcolberg@townofdauphinisland.org
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Dimmable Lighting for the Dauphin Island Community Center

REQUEST FOR PROPOSALS

I. INTRODUCTION

The Town of Dauphin Island ("Town") is seeking proposals from qualified respondents interested in providing the services as described in this request for proposals ("RFP"). The primary objective is to identify and implement a method for adding dimming capability to the lighting in two areas of the DICC with suspended ceilings. Additional capability such as color changing are encouraged to be quoted separately or as an optional addition.

II. PROJECT PURPOSE

The Town desires dimming capability in these areas to enhance the flexibility of the lighting systems to better support a variety of functions such as weddings and community events. The fixtures in these areas are currently not configured to be dimmable.

III. PROJECT DESCRIPTION

The respondents are requested to assess the current lighting system and provide proposals which include, but are not limited to the following: 1) Identifying if the existing fixtures can support dimming by adding an appropriate control function. 2) If the existing fixtures cannot accommodate dimming, replacing the existing fixtures with dimmable units that provide comparable or more lumens per square foot, color temperature, and proper coverage. 3) Many of the rectangular drop-in type LED replacement fixtures also include the capability of changing color in addition to brightness. An option to include color changing fixtures to be quoted separately or as an additional cost is encouraged.

The small meeting room lighting system consists of 11 fixtures total, controlled by switches in two locations.

The storage area lighting system consists of 7 fixtures total controlled by switches in two locations.

Regardless of the level of project completion or ability to dim, the vendor shall leave the facility with functioning lights at the end of each work day.

IV. PERFORMANCE EXPECTATIONS

Performance and Reliability

Any replacement fixtures proposed shall be capable of a similar color temperature and meet or exceed the current fixtures for lumen output and coverage of the floor

area.

Existing Fixtures

The fixtures currently installed are 2x4 suspended ceiling LED type.

Mounting

The proposal is encouraged to utilize as much of the existing mounting hardware and electrical wiring as is practical.

Warranty and Post Implementation Support

The proposing firm will provide manufacturer and vendor warranties on all equipment and installation services.

V. SCOPE OF SERVICES

Vendors must submit a scope of work specifying the modifications, additions and / or replacement of equipment being proposed and anticipated scheduling.

Services are expected to include, at a minimum, the following:

- Proposed schedule including completion time from award notification.
Please note: the selected bidder will be required to work with, and receive approval from, the DICC Manager with respect to the facility's availability.
- System design drawing and specifications
- All necessary equipment required.
- All installation services for all equipment (The vendor will be responsible for securing any required permits, if applicable; these may be no-fee permits.)
- Provision and management of the manufacturer's and vendor's warranties
- Any necessary training of Town staff
- Post-installation support of the system, as needed

VI. ORGANIZATION OF THE PROPOSAL

The organization of the proposed scope of work is described in this section. The following guidelines must be followed by all potential Vendors.

A. General Provisions

Responses to this RFP must include the following information:

1. The name, address and telephone number of the proposing firm.
2. Contact information for the individual representing the vendor.
3. A brief summary of the firm's experience completing similar projects.
4. A work plan describing the design and installation, the description should, at a minimum, include a listing of manufacturers, including model numbers, for proposed equipment, subcontractors, and a project schedule.

5. Detailed warranty and support information.
6. A detailed listing of fees and costs to complete the project with separate costs for equipment and labor.

B. Supplemental Materials

Vendors may provide any supplemental information or material not specifically required. Additional material may include the following:

1. Alternative fixture cut sheet details and specifications
2. Additional reports, photos and/or descriptions of similar projects the firm has completed.
3. Promotional material describing your firm and its services.
4. Additional references.
5. Manufacturer literature.

C. Sub-Vendors

If sub-contractors are proposed for this project. Include their names, contact information, and specific responsibilities.

D. Relevant Experience

Provide relevant previous experience with “zero to ten” lighting control.

1. Project Address and contact person
2. Reference (with telephone number)
3. Year of Completion
4. Brief written description of the project

E. Cost

Provide the total cost to complete the services described in Section III. The proposal should provide a breakdown of the costs based on the specific areas listed and include separate costs for labor and equipment for each of the two subject areas.

VII. SUBMITTAL OF THE PROPOSAL

- A. Proposals may be submitted in an electronic Portable Document Format (PDF) or one original (reproducible and submitted in loose-leaf, letter sized 8.5” x 11” format, with numbered pages). The proposal must be received by the **Town, June 13 ,2025 at 4 p.m.** Faxes will not be accepted. Electronic submissions can be sent via e-mail to rcolberg@townofdauphinisland.org
- B. All proposals, as well as any modifications, received at the Town after the hour and date specified above, will not be accepted. All proposals will become the property of the Town, and will not be returned.

- C. The proposal shall be signed by an officer or officers authorized to execute legal documents on behalf of the Proposer and shall contain a statement to the effect that the proposal is a firm offer for a 60-day period.

VIII. PROPOSAL ACCEPTANCE

Primary consideration will be given to the general appropriateness and adequacy of the proposal. The Town reserves the right to reject any and all proposals.

IX. TOWN REQUIREMENTS

The contract will be awarded only to a responsible vendor. To qualify, a prospective vendor must meet the following standards, as they pertain to this Request for Proposals.

- A. The Vendor must have adequate technical and financial resources and equipment for performance.
- B. The Vendor must have the necessary experience, organization, technical qualifications, skills and facilities (including any sub-Vendor requirements).
- C. The Vendor must be able to comply with the proposed or required performance schedule.
- D. The Vendor must have a satisfactory record of contractual performance.
- E. The Vendor must hold a Dauphin Island Business License, and all other licenses required by the State of Alabama or other government agencies.
- F. Each Vendor firm must be able to provide insurance coverage with the Town of Dauphin Island as an additional insurer.
- G. The Vendor must be otherwise qualified and eligible to receive an award under all applicable laws and regulations.

X. SELECTION PROCESS

Vendors **must schedule a required site visit** and pre-submittal meeting with Town Staff between 5/16/25 – 6/10/25. The meetings will provide an opportunity for vendors to ask questions and view existing conditions. All proposals are due by 6/13/25 at 4pm.

XI. LIMITATIONS

- A. All reports and pertinent data or materials shall be the sole property of the Town, and may not be used or reproduced in any form without the explicit written permission of the Town.
- B. The Town reserves the right to extend the time allotted for the proposal to examine verbally the bidder in person, and to request a best and final offer, should the Town deem that it is in its best interests to do so.

- C. This Request for Proposals does not commit the Town to award a contract, or to pay any costs incurred in the preparation of the proposal. The Town reserves the right to accept or reject any or all proposals received because of this Request for Proposals, to negotiate with any qualified Vendor, or to cancel this request in part or in its entirety. The Town may require the selected Vendor to participate in negotiations and to submit such technical, price, or other revisions to their proposal as may result from negotiations.