

## **Request for Proposal (RFP)**

**Project Title:** Installation of Pole Lighting at Monticello Welcome Center

### **Project Overview:**

Monticello Welcome Center at 216 S Main Street is seeking proposals from qualified electrical contractors for the installation of pole lighting along the back of the building. These lights will light the walking path and partial light the adjacent parking area. The goal of the lighting installation is to enhance the safety and visibility of the walking path and parking area, while ensuring that the lighting remains energy-efficient, aesthetically pleasing, and in compliance with dark sky-friendly standards to minimize light pollution to nearby residential areas. The aim of this project is to improve the Welcome Center by making it more welcoming and safer for visitors and employees who may be traveling in the dark while providing electrical connection for events like the locals farmer's market.

### **Scope of Work:**

#### **1. Lighting Installation:**

- Install pole-mounted lighting along the back walking path of the Monticello Welcome Center: including all wiring, excavation, and installation of lighting.
- Lighting should be designed to illuminate the path and the surrounding parking area without excessive spillovers into surrounding properties.

#### **2. Electrical Outlet Requirements:**

- Each pole will be equipped with an electrical outlet, designed to be turned off with controls at the breaker box. Two of the electrical outlets may be wired for 240V to allow connections to food trucks (these will be reviewed based on cost and contractor suggestions).
- The electrical outlets will be used for various events, including the farmer's market and other community events at the Welcome Center.
- The contractor is responsible for ensuring that each outlet is safely installed, functional, and accessible for future event use.

#### **3. Lighting Fixture Specifications:**

- The contractor may recommend suitable lighting fixtures, but final approval of the fixtures rests with the project manager at Monticello Welcome Center.
- Fixtures must be dark sky friendly to prevent light spillover and reduce light pollution into nearby residential properties.
- Lighting should be energy-efficient, with preference given to LED or similarly efficient technologies that minimize operational costs.

#### **4. Land Scaping Post Construction Cleanup:**

- The contractor is responsible for all clean up and disposal of all packaging and waste materials from the project.

- All landscaping must be returned back to the original state and include any repairs to all utility lines including landscaping watering lines that may be affected by this project.
5. **Compliance with Local Regulations:**
- The installation should comply with all applicable local building codes, electrical codes, and any other relevant regulations.

### **Proposal Requirements**

Interested contractors should submit proposals that include the following elements:

1. **Company Profile:**
  - Company name, address, and contact information.
  - A brief overview of the company's experience, including years in business and relevant experience in similar roofing projects.
2. **Construction Plan:**
  - Detailed plan for the installation of the lighting system, including proposed pole locations and layout.
  - Suggested types of lighting fixtures, with specifications, that meet the above requirements.
  - Description of how the electrical outlets will be integrated into each pole.
3. **Timeline:**
  - Proposed start and completion dates.
  - Anticipated duration of the project.
4. **Detailed Pricing:**
  - A breakdown of costs for materials, labor, and any additional charges.
  - Any additional cost for materials, permits, or unforeseen conditions (if applicable).
5. **References:**
  - At least three references from previous clients with similar projects.
6. **Safety Plan:**
  - A proposed plan to facilitate the work while operations are still going and what closures or adjustments may need to be made during construction.
7. **Insurance and Licensing:**
  - Proof of insurance (general liability and worker's compensation).
  - Copies of relevant licenses and certifications.
8. **Warranty:**
  - Description of warranties offered for both labor and materials.

### **Proposal Submission Instructions:**

- Proposals must be submitted by March 15, 2025 to Kaeden Kulow, City of Monticello, PO Box 457, Monticello, Utah 84535 or online at <https://shorturl.at/5WNJq>.
- All inquiries regarding the RFP can be directed to Kaeden Kulow at [kaeden@monticelloutah.org](mailto:kaeden@monticelloutah.org).
- Proposals should be submitted in either a digital (PDF) using the above url or a physical copy by mail.

### **Evaluation Criteria:**

Proposals will be evaluated based on the following factors:

- Price competitiveness and value.
- Contractor's experience and reputation in the industry.
- Timeline and ability to meet project deadlines.

- Quality of the proposed materials and roofing solution.
- Completeness and clarity of the proposal.

**Project Timeline:**

- RFP Submission Deadline: March 15, 2025
- Contractor Selection Notification: April 1, 2025
- Project Start Date: May 1, 2025 (weather permitting)
- Expected Completion Date: November 30, 2025
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**Terms and Conditions:**

- The City of Monticello reserves the right to reject any or all proposals.
- The successful contractor must sign a formal contract before work begins.
- The contractor must maintain communication with the project manager throughout the project.

**Contact Information:**

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City Manager  
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