

TOWN OF HIGHLAND, INDIANA

REQUEST FOR PROPOSALS

**Downtown Decorative Street
Lighting**

APRIL 2024

TOWN OF HIGHLAND, INDIANA
Downtown Decorative Street Lighting

Request for Proposals

The Town of Highland, Indiana (Town) is seeking Requests for Proposals (RFP) from qualified contractors to provide services to install decorative street lighting in the downtown area.

This RFP is a competitive bid-based selection process. A contractor's qualifications and pricing will be used to analyze all RFPs submitted in a timely manner. Upon review, the Town will award the project to the lowest responsible and responsive bidder. The Town reserves the right to reject any or all submittals. The Project will be funded through the Highland Main Street Professional Services fund 2216-0000-39030, pending approval for additional appropriations.

All RFPs received (date stamped as filed) by **4:00 p.m. (CDT) on May 6, 2024** at the Town's office will be given equal consideration. Minority, women-owned and disadvantaged business enterprises are encouraged to apply. Respondents must submit one PDF of the RFP and one sealed hard copy. The full length of the proposal should not exceed six (6) pages; not including any supporting material, charts, or tables.

Activity	Date
Advertise the RFP	04/23/2024
Site Visit with Town Representative	04/26/2024
Deadline for RFP Clarifications/Questions	04/30/2024
Due Date for RFP Submittals (by 4:00 pm)	05/06/2024
Anticipated Selection	05/13/2024

Hard copies of sealed RFPs shall be delivered or mailed to the contact and address below. A PDF of the RFP may be emailed or mailed (post marked date will be the date filed) included in the sealed RFP submission as a USS drive. Sealed RFPs must be identified on the submission in the lower left corner as "**Downtown Lighting RFP**".

Maria Becerra
Director - Redevelopment Commission
Town of Highland
3333 Ridge Road
Highland, IN 46322

(219) 972-7598

Email address for RFP PDF filings:
mbecerra@highland.in.gov

TOWN OF HIGHLAND, INDIANA
Downtown Decorative Street Lighting

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TOWN OF HIGHLAND, INDIANA

Downtown Decorative Street Lighting

I. Project Background

Highland Main Street

Formed in 2011, Highland Main Street (HMS) restores, revitalizes and promotes the downtown district of Highland, Indiana. Using a focus on structures, attractions, business and landscape, HMS serves as a catalyst to make the downtown district stronger and more vibrant for residents, visitors and business owners in the area.

HMS is keen on enhancing the appeal and ambiance of the downtown area through the installation of decorative string lighting. Recognizing the importance of creating an inviting atmosphere for residents and visitors alike, HMS seeks to infuse charm and character into the heart of Highland. By adorning the streets with tasteful lighting, the aim is to transform the downtown district into a captivating destination that fosters a sense of community pride and engagement.

The proposed project aligns seamlessly with the overarching objectives of HMS. As a driving force behind revitalization efforts, the committee is dedicated to promoting economic development and bolstering the vibrancy of downtown Highland. Introducing decorative string lighting not only elevates the aesthetic appeal of the area but also serves as a catalyst for increased foot traffic and business activity. By creating an inviting and visually appealing environment, the committee aims to attract both locals and tourists, thereby supporting the vitality and sustainability of the downtown area.

The installation of decorative string lighting represents a pivotal step towards realizing the vision of a thriving and dynamic downtown Highland. With this project, HMS intends to foster a sense of community pride while bolstering economic growth and vitality. By illuminating the streets with charm and allure, the project encapsulates the essence of the town's identity and sets the stage for a vibrant future filled with possibilities.

II. Project Scope

The project area is located on Highway Ave and Jewett Ave, shown in **Exhibit A**. Bistro-style or similar string lighting (**Exhibit B**) is to span across both avenues in a linear and/or zig-zag pattern. Lighting is not to cross at any intersection. By orienting the lighting to run north and south, it ensures consistent illumination along the thoroughfares, contributing to a cohesive and inviting atmosphere.

To increase durability and stability, the string lighting should be affixed to

the existing light poles as depicted in **Exhibit C**. These poles serve as anchors for the lighting fixtures, offering structural support and minimizing the need for additional infrastructure. Stainless steel cable should be utilized to prevent sagging, maintaining the integrity and aesthetics of the installation over time. This strategic approach not only enhances the visual appeal but also ensures the longevity and reliability of the lighting system.

The lighting and cable support system should be installed with enough tension to support the installed components, but not so much as to cause bending or strain on the light poles. It is assumed that the existing outlets and power supply to the poles will be robust and in working order to support the lighting installation. The contractor is required to verify the integrity of all existing structures and utilities necessary for the project.

Compliance with safety standards is paramount in the execution of this project. The vertical clearance of the lighting must adhere to the guidelines set forth by the National Electrical Code (NEC), National Electrical Safety Code (NESC), and Indiana Code for roadways with commercial traffic. By meeting these regulatory requirements, the project prioritizes the safety of pedestrians, motorists, and nearby property, mitigating potential hazards and ensuring seamless integration with the downtown environment.

It is requested that proposals be broken up into “Zones” defined as follows;

Zone 1: Highway Ave between Kennedy and 4th street. Exhibit D

Zone 2: Highway Ave between 4th and 5th street. Exhibit E

Zone 3: Jewett Ave between Kennedy and 4th street. Exhibit F

Zone 4: Jewett Ave between 4th and 5th street. Exhibit G

Each zone within the proposal should offer two lighting options

1) Color Changing LEDs

2) Single-Color LEDs.

By including both color-changing LED lights and fixed color lighting choices, the proposal addresses the dynamic requirements of different events, moods, and functions.

Furthermore, the RFP emphasizes a commitment to sourcing materials from within the United States. In instances where exceptions may be warranted, such as when supplies are not readily available in sufficient quantities domestically, or when there's a significant cost disparity between American-made products and comparable alternatives, the RFP allows for flexibility.

III. Schedule

1) Contractor Selection

Activity	Date
Advertise the RFP	04/23/2024
Site Visit with Town Representative	04/26/2024
Deadline for RFP Clarifications/Questions	04/30/2024
Due Date for RFP Submittals (by 4:00 pm)	05/06/2024
Anticipated Selection	05/13/2024

Contractors are encouraged to schedule a walk-down of the project with a Town of Highland representative on 04/26/2024. Site visits with the representative can be scheduled by reaching out to the Redevelopment Director, Maria Bacerra.

2) Project Timeline

Activity	Date
Project Start	06/03/2024
Project Completion	06/21/2024

The project start and end date can be modified by the Town at the request of the contractor. Contractors are encouraged to meet the dates above and preference will be given to those that adhere to the proposed timeline.

IV. Evaluation and Selection Process

Selection Committee. The Town will establish a selection committee to select a consultant. The selection committee will likely include representatives from the Town.

Lowest Responsible and Responsive Bidder. The selection committee will award the project to the lowest responsible and responsive bidder.

In determining whether a bidder is responsive, the committee may consider the following factors:

- (1) Whether the bidder has submitted a bid or quote that conforms in all material respects to the specifications.
- (2) Whether the bidder has submitted a bid that complies specifically with the invitation to bid and the instructions to bidders.

(3) Whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a contract.

In determining whether a bidder is a responsible bidder, the committee may consider the following factors:

- (1) The ability and capacity of the bidder to perform the work.
- (2) The integrity, character, and reputation of the bidder.
- (3) The competence and experience of the bidder.

The committee shall require the bidder to submit an affidavit: (1) that the bidder has not entered into a combination or agreement: (a) relative to the price to be bid by a person; (b) to prevent a person from bidding; or (c) to induce a person to refrain from bidding; and (2) that the bidder's bid is made without reference to any other bid. (Confer IC 36-1-12-4)

ADDITIONAL PROVISIONS REGARDING RESPONSIBLE AND RESPONSIVE BIDDERS

In addition to the provisions above, in order to determine whether a contractor is a "responsible and responsive bidder" for the award of a contract, the contractor must submit the following information and supporting documentation verified under oath on a form designated by the Town, in order for the bid to be accepted:

- (1) Documents evidencing compliance with all applicable laws and ordinances pre-requisite to doing business in Indiana;
- (2) A valid federal employer tax identification number or, if an individual, a valid social security number;
- (3) A statement of compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions);
- (4) Disclosure of the name and address of each subcontractor from whom the contractor has accepted a bid and/ or intends to hire on any part of the project. Further, each such subcontractor shall be required to adhere to the requirements set forth herein as though it were bidding directly to the Town. Each contractor shall submit all subcontractors' information and supporting documentation to the Town no later than the date and time of the contract award;
- (5) Certificates of insurance showing the following coverage necessary for the project:
 - (a) General liability (\$1 million minimum coverage);

- (b) Worker's compensation (statutory limits); and
- (c) Automobile liability.

Amounts not herein listed shall be determined by the awarding agency and set forth in the bid specifications;

The following statement of compliance:

- (a) A statement of compliance with all provisions of the Indiana Common Construction Wage law (Indiana Code 5- 16-7-1 et seq.), and all rules and regulations therein, for the past five (5) years.
- (b) Such statement shall also provide that the contractor has reviewed the Common Construction Wage law (or federal Davis-Bacon and related Acts), has reviewed and agrees to pay the applicable common construction wage (or prevailing wage rate) as set forth in the common construction wage rate schedule (or prevailing wage determination) attached to the bid specifications, and will strictly comply with the Common Construction Wage Law (or federal Davis-Bacon and related Acts) and related requirements.

Other Contractor Requirements

- (1) Evidence of participation in apprenticeship and training programs applicable to the work to be performed on the project which are approved by and registered with the United States Department of Labor's Office of Apprenticeship, or its successor organization. The required evidence includes a copy of all applicable apprenticeship standards and Apprenticeship Agreement(s) for any apprentice(s) who will perform work on the public works project;
- (2) A copy of a written plan for employee drug testing;
- (3) A statement that individuals who will perform work on the public works project on behalf of the contractor are properly classified as either (i) an employee or (ii) an independent contractor under all applicable state and federal laws and local ordinances;
- (4) A statement that all employees are (i) covered under a current worker's compensation insurance policy and (ii) properly classified under such policy. If the contractor is insured with a carrier, the evidence of worker's compensation insurance shall be a copy of the "Information Page" of the contractor's worker's compensation policy and any continuation of that Information Page which include the name and address of the insured, as well as the class codes the compensation premium is based on and the total estimated remuneration per class code;
- (5) A statement listing all employees who will perform work on the public works project and evidence that all listed employees are covered by a health and welfare plan and a retirement plan. The required evidence

includes a copy of the summary plan description(s) or similar document(s);
and

(6) Documents evidencing any professional or trade license required by law or local ordinance for any trade or specialty area in which the contractor is seeking a contract award. Additionally, the contractor must disclose any suspension or revocation of such license held by the company, or of any director, officer or manager of the company.

(7) Any material changes to the contractor's status, at any time, must be reported in writing to the Town within fourteen (14) days of its occurrence. Failure to comply with this requirement is grounds for the contractor to be deemed a non-responsible and non-responsive bidder.

(8) A contractor who has been found by the Indiana Department of Labor to be in violation of the Common Construction Wage law twice within a three (3) year period shall be deemed not to be a Responsible and Responsive Bidder for two (2) years from the date of the latest finding;

If all of the above criteria are otherwise satisfied the Town may also consider the following factors, in its discretion, in awarding the project if such information is requested:

(A) Statements as to past performance, which shall give an accurate and complete record of all public works projects completed in the past three (3) years by the contractor. Such statements shall include the names and addresses of the projects, original contract price, final contract price, and the names of all subcontractors used, if applicable, and a statement as to compliance with completion deadlines; and/ or

(B) Any determinations by a court or governmental agency for violations of federal, state, or local laws including but not limited to violations of contracting or antitrust laws, tax or licensing laws, environmental laws, the Occupational Safety and Health Act (OSHA), the National Labor Relations Act (NLRA), or federal Davis-Bacon and related Acts. (Confer Sections 2 and 3 of draft ordinance)

INCOMPLETE SUBMISSIONS BY BIDDERS AND SUBCONTRACTORS

It is the sole responsibility of the contractor to comply with all submission requirements at the time it submits its bid to the Town. The submission requirements also apply to all subcontractors, except that the contractor shall submit all subcontractor submissions to the Town no later than the date and time of the contract award. Contractor and/ or subcontractor submissions deemed inadequate or incomplete may result in a determination that the contractor is not a responsible and responsive bidder.

V. Proposal Content and Format

The purpose of the RFP is to demonstrate the qualifications, competence, and capacity of the contractor seeking to provide services specified herein for Town, in conformity with the requirements of the RFP.

A proposal should demonstrate qualifications of the contractor and its staff to undertake this Project. It should also specify the proposed approach that best meets the RFP requirements. A proposal must address each of the service specifications under the project scope.

At minimum, proposals shall include the following information:

- 1) **Contact Information.** Name, telephone number, email address, mailing address, and other contact information for the contractor.
- 2) **Work Plan.** Proposals shall include the following, at minimum.
 - a) Plan identifying the major tasks to be accomplished relative to the requested tasks and expected product as outlined in this RFP.
 - b) Timeline for completion of the requested services.
 - c) List of projects with similar size, scope, type, and complexity that the proposed project team has successfully completed in the past.
 - d) List of the proposed principal(s) who will be responsible for the work, proposed project manager, and project team members.
 - e) List of any subcontracted agencies, the tasks they will be assigned, the percent of work to be performed, and the staff that will be assigned.
 - f) List of client references.
 - g) Ability of contractor to meet required time schedules based on current and known future workload of the staff assigned to the Project.

VI. Submittal Information

A PDF of the proposal may be emailed or delivered by USB. Sealed proposals shall be submitted as hard copies. Hard copies of the sealed proposals may either be hand delivered or shipped to ensure timely delivery to the project manager as defined below:

Maria Becerra
Director - Redevelopment Commission
Town of Highland
3333 Ridge Road
Highland, IN 46322

Email address for RFP PDF filings:
mbecerra@highland.in.gov

All proposals received or postmarked by 4:00 pm (CDT) on May 6, 2024 will be given equal consideration. Minority, women-owned and disadvantaged

business enterprises are encouraged to apply. Respondents must submit one PDF of the RFP and one sealed hard copy. The full length of each proposal should not exceed six (6) pages, not including any supporting material, charts, or tables.

The contractor may ask for clarifications of the RFP by submitting written questions to the Town as identified above. Questions regarding this RFP must be submitted no later than 4:00 pm (CDT) on April 30, 2024. Town reserves the right to decline a response to any question if, in Town's assessment, the information cannot be obtained and shared with all potential contractors in a timely manner.

VII. General RFP Requirements

Submit one hard copy of the proposal and one electronic copy in PDF format.

The electronic copy must be received on or before the deadline.

A hard copy must be delivered or postmarked on or before the deadline. It is the Contractors' responsibility to ensure the proposal materials are mailed or delivered and received by the due date and time above.

Submit proposals to:

Email PDF to:
Maria Becerra, mbecerra@highland.in.gov
Mail to/Deliver:
Town of Highland
RE: Downtown
Decorative String
Lighting

VIII. Contractual Information

- 1) Town reserves the right to reject any or all proposals or to award the contract to the next most qualified contractor if the successful contractor does not execute a contract within seven (7) days after the award of the proposal. Town shall not pay for any information contained in proposals obtained from participating contractors.
- 2) Town reserves the right to request clarification on any information submitted and additionally reserves the right to request additional information of one or more applicants.
- 3) Any proposal may be withdrawn up until the proposal submission deadline. Any proposals not withdrawn shall constitute an irrevocable offer for services set forth within the RFP for a period of thirty (30) days or until one or more of the proposals have been approved by Town's Council.
- 4) If, through any cause, the contractor shall fail to fulfill in a timely and proper manner the obligations agreed to, Town shall have the right to terminate its contract by specifying the date of termination in a written notice to the contractor at least seven (7) working days before the termination date. In this

event, the contractor shall be entitled to just and equitable compensation for any satisfactory work completed.

- 5) Any agreement or contract resulting from the acceptance of a proposal shall be on forms either supplied by or approved by Town and shall contain, as a minimum, applicable provisions of the RFP. Town reserves the right to reject any agreement that does not conform to the RFP and any Town requirements for agreements and contracts.
- 6) The contractor shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of Town.

IX. Payments

The selected contractor shall submit invoices for work completed to the Town.

Payments shall be made to the contractor by Town in accordance with the contract after all required Project services and tasks have been completed.

X. Local Funds

The services requested within this RFP will be funded with funds from the Highland Main Street fund for professional services. As such, the services requested by this RFP will be subject to the approval by the Town Council to appropriate funds for the project. The services performed under any resulting agreement shall comply with all applicable federal, state, and local laws and regulations. In addition, this contract will be subject to the relevant requirements of 2 CFR 200

EXHIBIT A
Location of Work



EXHIBIT B
LIGHTING EXAMPLE



EXHIBIT C
Existing Light Poles





EXHIBIT D

Zone 1



EXHIBIT E
Zone 2

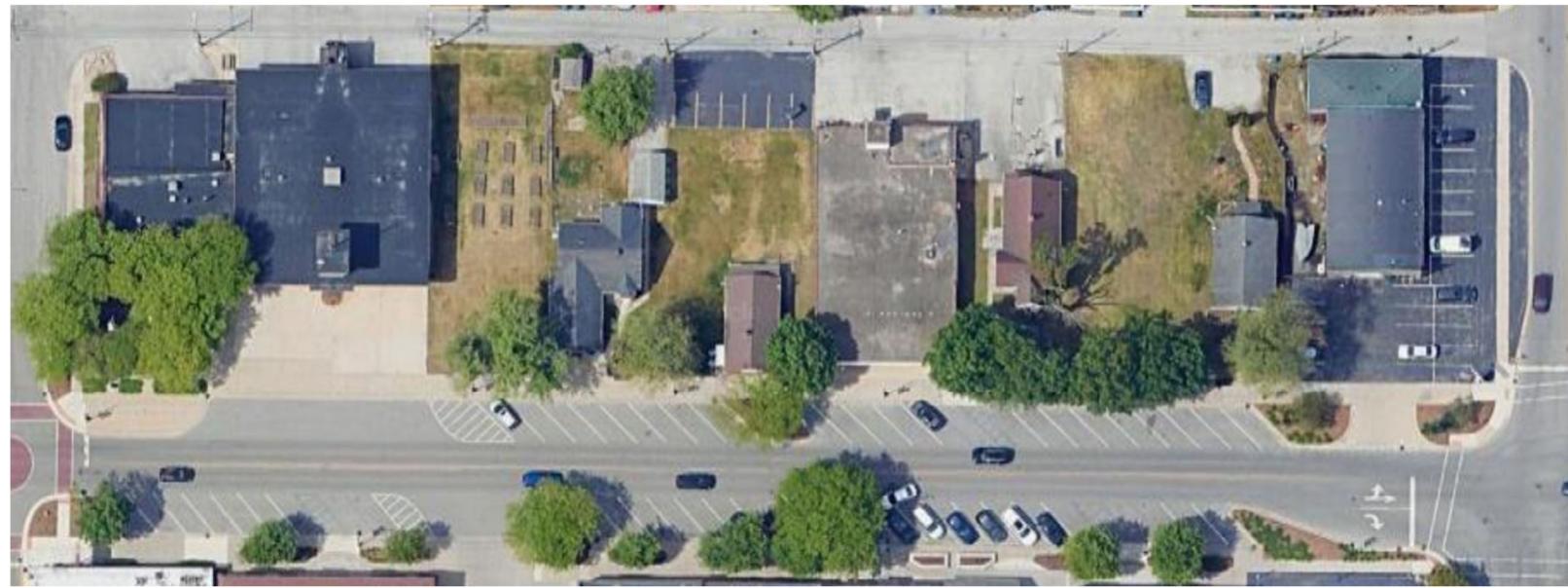


EXHIBIT F
Zone 3

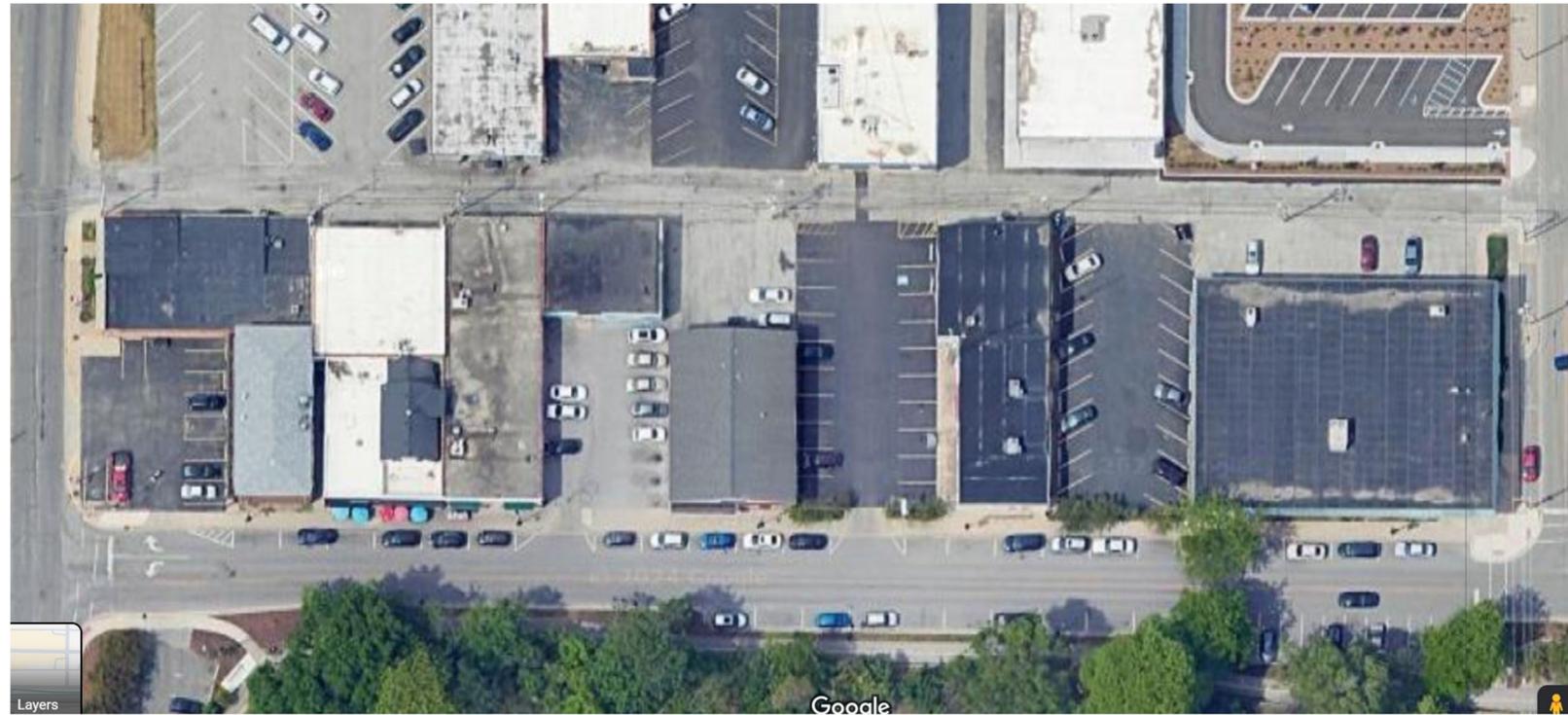


EXHIBIT G
Zone 4

