

NOTICE INVITING BIDS

Notice is hereby given that sealed proposals will be received by the City of San Fernando, California, for furnishing the following:

FOURTH OF JULY FIREWORKS DISPLAY

in strict accordance with the Specifications on file in the office of the SAN FERNANDO RECREATION AND COMMUNITY SERVICES DEPARTMENT (RCS), 117 Macneil Street, San Fernando, California, 91340. Copies of specifications and proposal documents may be obtained from the City's website at <http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois>

One original and one electronic copy of the proposal must be submitted to the RCS DEPARTMENT in a sealed envelope at CITY HALL, 117 Macneil Street, San Fernando, California, 91340, not later than **1:30 p.m. on Monday, November 1, 2021**. All bid proposals shall be clearly marked "Bid for **FOURTH OF JULY FIREWORKS DISPLAY**". In lieu of providing an original copy, proposals will also be accepted via email at jvenegas@sfcity.org and must be received prior to the deadline indicated above. Any bidder may withdraw their proposal, without obligation, at any time prior to the scheduled closing time for receipt of proposals. A withdrawal will not be effective unless made personally or by telephonic notification received prior to the closing date. Proposals may later be referred to the City Council for appropriate action. The City reserves the right to reject any or all proposals as the best interests of the City may dictate.

By: _____
Julia Fritz, City Clerk

Published in **The San Fernando Sun** on **October 7, 2021**.

REQUEST FOR PROPOSALS



The Recreation and Community Services Department is requesting proposals for:

FOURTH OF JULY FIREWORKS DISPLAY

RELEASE DATE: October 7, 2021

RESPONSE DUE: November 1, 2021

GENERAL INFORMATION

The City of San Fernando manages seven park facilities that provide recreational opportunities to the community. All park facilities are conveniently located within a 2-mile radius and easily accessible to residents. Typical recreational programs and opportunities include special events such as the Dia de Los Muertos 5K Relay, Run and Walk, the City's Birthday Celebration, the Spring Jamboree, Concerts, and Movies In The Parks. The San Fernando City Council approved to include the Fourth of July Holiday Celebration in the 2022 special event calendar. The Fourth of July Holiday Celebration will feature live entertainment, game booths, family picnics, and a fireworks display.

The City of San Fernando is interested in contracting with an experienced and qualified firm to provide pyrotechnic services for the City's 2022 Fourth of July Holiday Celebration event. The launch site will be at the San Fernando Swap Meet located at 585 Glenoaks Boulevard, San Fernando, CA 91340. The prospective vendor is required to provide team qualifications, a proposed work plan, a proposed schedule, and adhere to the Los Angeles Fire Department's Public Assembly regulations on Fireworks Displays. The required services are detailed in the Scope of Work.

BACKGROUND

The City of San Fernando was incorporated in 1911 and is currently organized according to the City Council/City Manager form of government with seven departments, consisting of the Administration, City Clerk, Community Development, Finance, Police, Public Works, and Recreation and Community Services Departments. The City employs approximately 115 full-time employees from a total Adopted Budget for the fiscal year 2020-2021 of \$49.5 million, which includes a General Fund budget of \$19.9 million. The City is a cost-conscious provider of outstanding public services to its citizens and local businesses.

The City believes that the open competition for services and products provides the City with the best results for its public dollars. The City is interested in receiving responsive and competitive proposals from experienced and qualified firms that can demonstrate knowledge and expertise in providing a fireworks display. A description of the technical environment, contractor staffing, qualifications, and performance expectations for this RFP follows.

INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents

By submitting a proposal, the prospective firm represents that it has thoroughly examined and has become familiar with the services required under this RFP and that it is capable of

delivering quality services to the City in a creative, cost-effective and service-oriented manner.

B. Walkthrough

The selected vendor will participate in a launch site inspection to familiarize themselves with the conditions and limitations of the launch site. The inspection date is to be determined but will occur no later than June 13, 2022. The launch site will be the San Fernando Swap Meet located at 585 Glenoaks Boulevard, San Fernando, CA 91340.

C. Questions/Clarifications

Please direct questions regarding this RFP to Mr. Venegas, via e-mail at jvenegas@sfcity.org. Submit questions by 4:30 p.m. on **Monday, October 18, 2021**. All questions received before the deadline will be collected and responded to via a post on the City's website at <http://ci.san-fernando.ca.us/rfps-rfqs-nibs-noise> by **Thursday, October 22, 2021**.

D. Submission of Bid Proposals

Bid proposals may be submitted by mail or via email. Mailed proposals shall be sent to City Hall, 117 Macneil Street, San Fernando, California, 91340. Proposals must be received no later than **1:30 P.M. on Monday, November 1, 2021**, (postmarks will not be accepted) and clearly marked RFP for "Fourth of July Fireworks Display" c/o City Clerk. Email proposal to Julian Venegas at jvenegas@sfcity.org, and the subject line shall read "RFP- Fourth of July Fireworks Display." Emailed proposals must be received no later than **1:30 P.M. on Monday, November 1, 2021**. All proposals received after that time will not be accepted.

The scheduled Bid opening is on **Monday, November 1, 2021, at 2:00 P.M.** exactly.

E. Withdrawal of Proposals

A firm may withdraw its proposal at any time before the submission due date by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

F. Rights of City of San Fernando

This RFP does not commit the City to enter into a Contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals or anticipation of a contract.

The City reserves the right to:

- 1) Make the selection based on its sole discretion;
- 2) Reject any and all proposals without prejudice;

- 3) Issue subsequent Requests for Proposal;
- 4) Postpone opening for its own convenience;
- 5) Remedy technical errors in the Request of Proposal process;
- 6) Approve or disapprove the use of particular sub-contractors;
- 7) Negotiate with any, all, or none of the prospective firms;
- 8) Solicit best and final offers from all or some of the prospective firms;
- 9) Accept other than the lowest offer; and/or
- 10) Waive informalities and irregularities in the proposal process.

G. Contract Type

It is anticipated that a standard form professional services agreement contract will be signed subsequent to the City Council review and approval of the recommended firm.

H. Collusion

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF WORK

The following section describes the specific services requested by this Request for Proposal. The City of San Fernando is requesting pyrotechnic services from qualified and experienced firms to provide a fireworks display at the City's Fourth of July Celebration event on Monday, July 4, 2022.

Historically, the Fourth of July fireworks displays has been a conduit for community engagement and fostered a sense of pride that brought together residents, local businesses and service organizations for a day of festivities. The San Fernando City Council is reviving the event after an eight-year hiatus. The event meets the City Council's strategic goal to "Focus on the Community First" by providing an avenue for engaging the community and expanding recreational programs.

REQUIRED SERVICES

The City anticipates that the successful contractor shall perform each of the following services:

- The contractor shall be prepared to hold the display in the evening (approximately 9:00 p.m.) on Monday, July 4, 2021, at the San Fernando Swap Meet.

- The full display should be no less than 15 minutes and no longer than 20 minutes.
- The contractor shall provide all necessary clean-up of combustible materials and/or shells before and following the display.

General Specifications:

1. **Duration and Timing of Display:** The Contractor shall provide at a minimum a 15 minute, continuous aerial fireworks display at the designated location with no delays between firing. The display shall commence promptly at a designated time (9:00 p.m.). In the event of inclement weather, the City, in consultation with the Contractor, shall have the final decision on whether the display will be postponed, halted, or altered due to unsafe conditions that could endanger the safety of the spectators, operators, and/or crewmembers provided by Contractor. In the event the City postpones the display and provides a minimum of 48 hours written notice, no financial penalty shall be incurred to reschedule the date.
2. **Aerial Displays Only:** Due to the nature of the discharge location, and to accommodate multiple viewing locations, the fireworks display must be entirely aerial; ground displays are not to be provided. The size of aerial shells should be such that the display reaches an altitude that can be easily seen above the tree canopy and building obstructions from approximately 800 feet away.
3. **Music Synchronization:** To entertain spectators at the launching site, proposals including a firework display synchronized with music provided by the Contractor and determined by mutual agreement of the City are encouraged, but not required. The music would be played via sound engineers at the viewing site.
4. **Provision of Labor and Equipment by Contractor:** The Contractor shall furnish all labor, equipment, supplies, personnel, and supervision to provide the fireworks display. The Contractor shall provide a crew of experienced pyrotechnic operators to deliver, set up, and execute the entire display and remove all equipment after the display is completed. The Contractor shall not allow any employee to perform work who is intoxicated or under the influence of a controlled substance.
5. **Cleanup of Shooting Area:** The Contractor must clean up the shooting area after each fireworks display to the satisfaction of the City and the San Fernando Swap Meet. Specifically, and without limitation of the foregoing, the Contractor must remove and properly dispose of all unfired and/or unexploded material. A Contractor representative, along with representatives from the City, will be required to visually inspect the shooting area after the fireworks display to determine that the Contractor has satisfactorily cleaned the area.

6. **Compliance with National Standards:** The Contractor shall conduct each fireworks display in accordance with National Fire Protection Association standards and guidelines for safety.
7. **Compliance with Laws:** The Contractor shall be required to obtain, at the Contractor's expense, all permits, give all necessary notices, pay all license fees, and comply with all local, state, and federal rules and regulations, ordinances, and statutes that apply, including and without limitation to the California Health and Safety Code Section 12500-12759 State Fireworks Law. The Contractor assumes complete and sole liability for all federal, state, and local taxes that are applicable.
8. **Requirements:**
 - All fireworks shall clear the tree line and be able to be seen from a large viewing area.
 - All-aerial fireworks display (no ground displays).
 - The display shall include a distinct opening, mid-barrage, and grand finale.
 - The proposal shall include a description of shells for display, colors, and unusual features.
 - All fireworks must be launched electronically
 - No subcontractors may be used to set up or fire the display.
 - The Contractor shall present to the City evidence that all persons involved in the provision of fireworks display hold a Pyrotechnic Operator's License.
 - The display must comply with the National Fire Protection Association Code (NFPA) 1123, Code for Fireworks Display.
 - The display shall not contain any shell larger than five (5) inches in accordance with the distant requirements of the National Fire Protection Association Code (NFPA) 1123, Code for Fireworks Display.
 - Copy of current Department of Transportation Research and Special Programs Administration (RSPA) hazardous material certificate of registration must be submitted with the RFP proposal.
 - Copy of current Office of the California State Fire Marshal (CAL-FIRE) pyrotechnic license and distributor license must be submitted with the RFP proposal.
 - Copy of current Bureau of Alcohol, Tobacco, and Firearms (BATF) Federal license or Letter of Authorization must be submitted with the RFP proposal.
 - The transportation and storage of fireworks shall be in compliance with the regulations of the U.S. Department of Transportation, 41CFR170-189 and 390-399, and all state and local motor vehicle laws applicable to the area through which all fireworks are transported.
 - All firework materials shall be packaged and shipped in compliance with all applicable laws and ordinances (Federal, State, and Local) for delivery and storage of fireworks and explosives. Packaging to be in sealed weather-protected, heavy-duty containers to prevent deterioration due to moisture and/or other contamination.
 - The contractor must complete a site visit with the Los Angeles Fire Department and the City prior to execution of the contract.
 - Any additional requirements as decided by the LAFD Public Assembly Unit.

Selection Criteria:

The City of San Fernando shall use the following evaluation criteria in the selection of a contractor:

- **Cost:** The City of San Fernando's primary consideration will be the total number of shells received for the show's budget.
- **Experience and Qualifications of the Firm:** The City shall consider each firm's prior experience with projects of a similar nature and scope as well as overall background and history.
- **Length of the Show**
- **Overall Show Quality**
- **References**

Schedule of Prices:

Item	Description	Price
1	Fourth of July (7/4/2022), 15-20 minute intense firework display	\$_____

Complete Shell Count: The bidder shall provide a full schedule of the number of shells of each size to be shot during the opening, main body, and finale of the show. Counts shall be itemized using the Count Sheet below. This information shall include but not be limited to a definitive list of the size and number of shells to be fired as well as their origin, color and any unusual features they may have and any visuals and explanations that assist in describing the show. Bidder may attach separate page(s) if needed.

Opening Segment		
Shot Quantity	Shell Size	Type/Description

Main Body		
Shot Quantity	Shell Size	Type/Description

Grand Finale		
Shot Quantity	Shell Size	Type/Description

Video Demonstration: The bidder may provide a video demonstration of the show that is proposed (or a substantially similar one). Videos may be submitted via direct link, virtual drive, or flash drive. If the show is substantially similar, the bidder shall note any major differences from the proposed show.

SCHEDULE FOR SELECTION

RFP notice posted on City website
<http://ci.san-fernando.ca.us/rfps-rfqs-nibs-nois>
 Deadline for Submittal of Questions:
 Response to Questions:
 Deadline for Submittal of Proposal:
 Presented to Council for Review & Approval:
 Launch Site Walkthrough

October 7, 2021
 Monday, October 18, 2021
 Thursday, October 22, 2021
 November 1, 2021
 November 15, 2021
 On or before June 13, 2022

METHOD OF SELECTION AND NOTICES

A selection committee made up of staff from the Recreation and Community Services Department and Public Works Department will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- | | |
|---|-----|
| • Cost: | 20% |
| • Experience and Qualifications of the Firm: | 20% |
| • Length of the Show | 20% |
| • Overall Show Quality | 20% |
| • References | 20% |

INFORMATION TO BE SUBMITTED

1. Prospective firms must submit one digital copy of their proposal via email.
2. Include a *Proposal Summary* Section

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

3. Include a *Profile of the Proposing Firm(s)* Section

This section shall include a brief description of the firm, including size, location of office(s), number of years providing service, the organizational structure of the responsible division, etc.

Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

4. Include a *Qualifications of the Firm* Section

This section shall include a brief description of the firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience with other public municipalities (maximum of four) that includes a summary of the work performed, the total project cost, the period over which the work was completed, and the name, title, and phone number of clients to be contacted for references. Give a brief statement of the firm's adherence to the schedule and budget for each project.

5. Include a *Work Plan* Section

In this section, present a well-conceived service plan. This section of the proposal shall establish the firm's understanding of the City's objectives, work requirements, and the firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

6. Include a *Project Staffing* Section

In this section, discuss how the firm would propose to staff this project. The firm's key project team members shall be identified by name, specific responsibilities on the project, and their qualifications. An organizational chart for the project team and resumes for key firm personnel shall be included. Key firm personnel will be an important factor considered by the Recreation and Community Services Director. **There can be no change of key personnel once the proposal is submitted, without prior approval of the City.**

7. Include a *Proposal Schedule of Prices: Opening, Main Body, Grand Finale*

In this section, include the Shot Quantity, Shell Size, and a Description of the type of shell, that will provide the best display possible. to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with the City.

In addition, include the costs for any other services that are considered optional additions.

