

CITY OF BRUNSWICK, GEORGIA

October 2023

**HOWARD COFFIN PARK
FIELD LIGHTING IMPROVEMENTS**

REQUEST FOR PROPOSALS



HOWARD COFFIN PARK FIELD LIGHTING IMPROVEMENTS

1. Invitation to Vendors:

The City of Brunswick, Georgia (the City) will receive proposals for Howard Coffin Park Field Lighting Improvements until Tuesday, November 21, 2023 at 10:00 a.m. EST for the above referenced equipment which is described in the attached specifications. The City invites vendors to submit proposals responsive to the specific requirements set forth in this request for proposals (RFP). The envelopes containing the proposal **must be sealed**, and addressed to:

Tim Nelson
Capital Projects Manager
525 Lakewood Ave
Brunswick, Georgia 31520
tnelson@cityofbrunswick-ga.gov

All proposals must be marked **“Howard Coffin Park Field Lighting” RFP**. The envelope must bear on the outside the name and address of the vendor. No proposal may be withdrawn or modified in any way after the deadline for proposal openings, and no faxed proposals will be accepted.

Questions regarding this request for proposals should be submitted in writing to Tim Nelson, Capital Projects Manager, at tnelson@cityofbrunswick-ga.gov, prior to 5:00 p.m. on Friday, November 10, 2023. Responses to any questions will be posted to the City of Brunswick’s website by Tuesday, November 14, 2023.

A pre-proposal meeting will be held on Tuesday, November 7, at 10:30 a.m. at Howard Coffin Park in the administration building (1402 Sonny Miller Way, Brunswick, GA). This meeting is not mandatory, but all interested vendors are encouraged to attend.

Proposals may also be submitted electronically via email where they will remain unopened until the deadline has passed. The subject line of the email shall include **Howard Coffin Park Field Lighting” RFP**.

Proposals will be reviewed and evaluated by an evaluation committee from the City of Brunswick Department of Engineering and Public Works, City of Brunswick Finance Department, and Howard Coffin Park staff. The committee will select a preferred vendor from the proposals submitted within 10 days of the proposal due date. Proposals must be valid for sixty (60) days following the opening date.

2. Project Description:

The City is interested in installing new LED field lighting at the baseball and football/soccer playing fields at Howard Coffin Park in Brunswick. There are four (4) baseball/softball fields located in the northern portion of the park. The football/soccer fields are located in the southern portion of the park. The location of the playing fields is shown in the map included in Appendix A.

The baseball/softball fields currently have existing field lighting mounted on wood poles. The existing lighting is to be removed and replaced with new LED field lighting. The existing electric breaker panels and boxes may require replacement also. The evaluation and replacement (if necessary) of the breaker panels will be the responsibility of the selected vendor as part of this project. Removal and disposal of the existing lighting equipment is to be included in this project. If the existing wood poles are determined by the contractor or designer to be in good condition, the new LED lighting may be mounted on the existing poles. If the existing poles are not found to be adequate, they shall be removed as part of this project and new poles installed.

The football/soccer fields do not have existing lighting. The project will include poles, LED lighting equipment and power supply for the lights.

Additionally, the outdoor lighting at the pool area is in need of repair. The existing lighting is attached to metal poles which are mounted on concrete pedestals. The metal poles are rusted and in poor condition due to years of exposure to outdoor atmosphere. Two of the lighting fixtures have fallen in recent storms, and several other fixtures are in need of replacement. The power supply and control equipment for the pool lighting system may also require replacement.

The project area is bordered by residential properties to the west of the site. The lighting design shall take into account the residential properties and minimize the light cast toward the properties to the extent practical.

3. Minimum Specifications:

The following, at a minimum, will be included in the proposed project:

- Design of LED field lighting system including power supply, poles, mounting hardware and LED lighting equipment for baseball/softball fields (4) and football/soccer fields;
- Installation of electric power supply from nearest available power source to fields as required;
- Supply and installation of any transformers, control boxes, panels, electric breakers or other hardware as needed for proper operation of the lighting system;
- Supply and installation of poles for mounting of field lighting controls and lighting hardware. Pole material to be determined in project design. Existing wood poles may be reused if determined to be adequate.
- Removal of existing wood poles if not reused;
- Supply and installation of all LED lighting hardware, oriented and adjusted to provide optimum field coverage;
- Replacement of pool lighting system with LED lighting fixtures and new poles;
- Upgrade of pool lighting supply and control system, if necessary;
- Shipping, Delivery, and Installation of all items
- Permit tasks and fees associated with a utility crossing across/under the drainage canal between the baseball and soccer fields

Alternate Items

Vendor may also choose to bid and price separately any add-ons for additional lighting or control features or equipment, warranties, maintenance agreements or maintenance equipment that will be beneficial to the proposed project.

Vendor shall list and describe any variations or differences from minimum specifications listed above.

4. Proposal Requirements

All proposals shall include vendor's full specifications, itemized cost, and total costs including shipping, installation, and any applicable fees.

Proposals shall include:

- Proposed field lighting layout;
- plan view drawings of power supply route, any transformers, panel boxes, switches, or other control mechanisms;
- specifications of LED lighting fixtures, control devices or other accessories;
- sketches or diagrams illustrating lighting coverage areas;
- itemized cost of all components of the field lighting system, including materials and labor costs;
- specifications of LED lighting fixtures, poles, and control devices for pool lighting system;
- itemized cost of pool lighting upgrades;
- warranty information, if included;
- date of delivery, installation schedule and planned project completion date;
- references of three previous customers who have purchased similar lighting systems or other lighting products/projects;

Vendor shall include service and maintenance schedule of equipment, as well as any vendor-provided service and maintenance options.

Proposals shall include the itemized cost of the proposed equipment and any accessories or add-ons deemed important by the vendor. These shall all be itemized and listed separately.

Proposals shall include warranty information on the proposed products and equipment.

Proposals will be evaluated on:

- Proposal's meeting minimum requirements listed in this RFP;
- Total Cost of the LED field lighting system;
- Total cost of the LED pool lighting system;
- Value added accessories, warranties, or other items in addition to the base equipment;
- Date of delivery;
- Proposed installation schedule;
- References from previous customers.

5. Conflict of Interest:

Vendors shall disclose any potential conflicts of interest and existing business relationships they may have with the City. If requested by the City, vendors should provide all pertinent information regarding ownership of their company at the City's request.

6. Addenda:

If the City determines that an amendment is required to this RFP, the City Representative will post a written addendum on the City Website at <http://www.brunswickga.org> (the "City Website") and upon posting will be deemed to form part of this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City Website.

7. Negotiations and Contract award:

The City is under no obligation to accept any Proposal submitted. The City reserves the right in its sole discretion to waive informalities in, or reject any or all Proposals, or to accept any Proposal deemed most favorable in the interest of the City, or cancel the competition at any time without award. Thereafter, the City may issue a new Invitation / Request, sole source or do nothing.

-End of This Section

Howard Coffin Park

Baseball/Softball Fields

Field 1

Field 2

Field 3

Field 4

All baseball/softball fields have existing field lighting systems. Existing lighting is in various condition at each field location.



Howard Coffin Park

Football/Soccer Fields

Football/Soccer Field

*no existing field lighting
in place

