



REQUEST FOR EXPRESSIONS OF INTEREST
PYROTECHNIC EFFECTS SERVICES
(FIREWORK DISPLAYS)

Issued: January 11, 2022

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SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston is soliciting Expressions of Interest (“EOI” or “Proposals”) from qualified individuals/firms to provide pyrotechnic effects services (firework displays/shows) for various public events to be held in 2022.

1.2. Background

The City of Charleston is West Virginia’s capital and largest municipality. The city limits span approximately 33 square miles, and it has a resident population of just under 50,000. The system of government is a Strong Mayor/City Council structure. The City Manager is the Chief Administrative Officer for the City and is appointed by the Mayor with approval by the Council.

From time to time, the City hosts various outdoor public events for the entertainment of its residents and visitors. Occasionally, the City provides firework shows during special events – principally on/along the Kanawha River in downtown Charleston in full display of Haddad Riverfront Park on the Kanawha Boulevard.

The purpose of this solicitation is to receive proposals from interested and qualified individuals or firms to provide firework shows for the City on 4 separate dates during 2022.

SECTION TWO: SCOPE OF SERVICES

2.1. Expectations

The successful firm will:

- perform 4 firework shows in the City of Charleston on the following dates:
 - **May 27, 2022** **(Live on the Levee Event)**
 - **July 2, 2022** **(Regatta Event)**
 - **July 4, 2022** **(4th of July Event)**
 - **September 2, 2022** **(Live on the Levee Event)**

- perform firework shows in time increments of 7, 10, 15, or 22 minutes
 - Accordingly, responding firms should quote pricing for each of these time increments.

- communicate effectively with City staff, particularly the City’s Special Events Coordinator, members of the Charleston Fire Department, and members of the Charleston Police Department.

SECTION THREE: INSTRUCTIONS TO FIRMS SUBMITTING PROPOSALS

3.1. The Proposal

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm’s capabilities to satisfy the City’s service needs. Emphasis should be placed on completeness and clarity of content.

Each proposal should include a description of all fireworks to be included in the quoted displays.

Each proposal should contain a suitable description of the proposed sets of displays so as to assist the Evaluation Committee in understanding the nature and character of the firework shows contemplated.

Each proposal should include a complete breakdown of costs for services, materials, supplies, permits, and any anticipated incidental costs.

Each proposal should contain a Certificate of Liability Insurance evidencing that the individual/firm is insured for at least \$1 million in claims coverage.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that it is excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

3.2. Questions About the Solicitation

All questions must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

3.3. Submission of Proposal

All proposals must be submitted in electronic format as a PDF file readable with Adobe Acrobat software.

Proposals must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

3.4. Qualifications, Experience, and Past Performance

Vendors should provide information regarding its employees, such as staff qualifications and experience in completing similar services; copies or descriptions of any staff certifications or degrees applicable to this solicitation; descriptions of similar services completed within the last 5 years, including the location of the client, project manager name and contact information, and type of services provided.

Vendors must submit at least 2 written client references with contact information.

SECTION FOUR: PROPOSAL EVALUATION & SHORTLIST

4.1. Evaluation Committee

All proposals will be reviewed by an Evaluation Committee, which will consider the statements of qualifications and performance data and other material submitted by the interested firms. The Evaluation Committee may shortlist no more than 3 firms that, in the committee's opinion, are the best qualified to perform the desired services.

The shortlisted firms will be invited to participate in interviews.

4.2. Shortlisted Firm Evaluation

The Evaluation Committee will score the shortlisted firms using the evaluation criteria below:

<u>EVALUATION CRITERIA</u>	TOTAL: 100 pts
Experience & Qualifications	55 pts
<ul style="list-style-type: none">• Professional competence• References• Experience providing comparable services	
Implementation Services	25 pts
<ul style="list-style-type: none">• Current workload and ability to complete the services in accordance with the dates and times established by the City.• Demonstrated thoughtfulness in proposal development.	
Cost	20 pts

SECTION FIVE: SCHEDULE OF EVENTS

Release of the EOI.....	January 11, 2022
Written Questions Submission Deadline.....	January 20, 2022 at 4:00 PM (EST)
Addendum Issued	January 21, 2022
Expressions of Interest Due Date.....	January 26, 2022 at 4:00 PM (EST)
Estimated Date for Interviews of Shortlisted Firms.....	Week of January 31, 2022

NOTE: The schedule is subject to change. Please visit the following City website for updates:
<https://charlestonwv.gov/bids-purchasing/current-bids>