

Washington County
Convention and Tourism Office

Request for Information, Qualifications and Proposals for:
Replacing the **Lutron Lighting Control System** and the **Lighting Fixtures** for the
Dixie Convention Centers **Ballrooms and Garden Room** with an upgraded & updated
system that gives us more control over the quality of the lighting and options for
colors of lighting in these rooms.

Interested and qualified parties must send us a Letter of Intent to Participate along with information about your company's history, qualifications, background and referrals from past installations and projects you have completed. Please label it as "**DCC BR & GR Lighting Replacement**"

Please send to:

Milo M. Hughes
1835 Convention Center Drive, St. George, UT 84790
miloh@dixiecenter.com

Deadline is **Monday, June 13, 2022**

1. Scope of Service

The Dixie Convention Center (DCC) is seeking information and proposals for the replacement of the existing Lighting System in the Ballrooms and Garden Room with an upgraded LED system with more usability options. A room lighting expert will need to evaluate and calculate the appropriate lumens necessary for each room: a bright LED system for white lights that can be dimmable along with some LED lights with RGB or RGBW capabilities for ambiance lighting, and a system to control the lights (switches at the doors, room combiners, tablets etc.) Each room currently has a variety of fluorescent lighting, some in the soffits aiming up at the ceiling for bounce lighting and some fluorescent fixtures facing the floor for direct lighting. Also, each room has several halogen & incandescent can lights on the ceiling facing the floor for direct ambient lighting and use during audio-visual presentations. There are also some wall sconces in each room. There are specialty lights already in place that will not be removed or added to the new controls.

2. Background:

The DCC is located at 1835 South Convention Center Drive, St. George, Utah 84790, and hosts conventions, trade shows, banquets, and other special events. The Ballroom is a 139' x 96' (13,344 sq. ft.) space with a 21-foot ceiling height with soffits at 19-feet. Moveable air-walls can divide the room into six separate rooms, depending on the configurations. The Garden Room is approximately 77' x 103' (7078 sq. ft.) oblong shaped with a 24-foot ceiling height and several soffits at 22-feet. The walls are made up of glass panels and glass doors.

3. Submittal Procedure.

Upon approval of your company's Letter of intent and Qualifications, there will be a period allotted to visit the DCC property to collect lighting calculations, make notes of where controllers can be placed, and see where and what kind of power is available, etc., create a design for the system that you will propose, and to prepare a presentation about your proposal. At the time of your presentation, you will need four (4) copies of your proposal to be submitted in hard copy. Proposals must be labeled as **"DCC BR & GR Lighting Replacement."**

Proposals must include:

- The removal and discarding of the old lighting fixtures and controls.
- An equipment list of the new Controllers and Fixtures that will replace the old lighting system,
- The cost of the installation of the new system including any the electrical work, breakers, controllers, software, programming, fees, and any factory authorized start-up services; It must also include any freight charges, labor charges, equipment rental charges, etc., everything needed for a finished and working system
- A timeline of the project in which the work will be completed, and it must be arranged to work around events already booked.
- Training time for staff to learn the operations of the system.
- All proposals must be valid for two months.

The following factors will be evaluated and scored before making a final selection. The percentage allocation of each factor is also provided.

RFP Checklist and Certificate	5%
Background and Experience	10%
Project Description	20%
System Implementation	30%
Additional Information	5%
Budget	30%

The following comprehensive description of each factor provides the materials that should be submitted for a complete proposal:

- A. RFP Checklist and Certificate. Complete a proposal checklist and sign the certificate.
- B. Background and Experience. Please provide a summary of the history of your company, including the number of years it has been engaged in design-build services, number of employees, organization structure, and background of the principal personnel. Provide at least three (3) references from entities you have provided design-build services. Include the name, title, email, and telephone number of contact persons, and a brief description of the scope of each project.
- C. Project Description. Provide a written description of the proposed design-build, including but not limited to: system features and functions, technical and support requirements, etc.
- D. System Implementation. Provide a proposed project plan and schedule for integration.
- E. Additional Product Information. Provide a brief description of each of the following:

- a) A complete itemized list of equipment (with pricing)
 - b) Training resources that will be available.
 - c) Ongoing maintenance and Support;
 - d) Implementation schedule, indicating the estimated number of days for each stage of implementation and completion of the overall project; and
 - e) Describe the nature and level of involvement that you expect will be required from the County IT department during the implementation of the system and in ongoing operations.
- F. Project Budget. Provide a detailed cost proposal, including equipment, labor, programming, etc.

4. Policy and Open Records

This Request for Proposals does not constitute a contract. The DCC reserves the right to accept or reject any proposal and may elect not to proceed with any recommendation. No agreement with the DCC exists until both parties have signed a contract.

Proposals will be subject to records requests under the Utah Government Records Access and Management Act. According to the Government Records Access and Management Act, questions about public access to the applicant's full proposal may be directed to the Washington County records management department.

5. Selection Process

Presentations will be made before a selection committee, after which they may have questions about your presentation and proposal. After all the presentations have concluded, the selection committee will evaluate and discussed all submissions. This may take several days, during which more questions or clarifications may be asked of each of the participating groups. Each proposal will be evaluated on the criteria outlined in the Proposal Submittal Procedure section. After an initial review and evaluation of each proposal, the firms submitting the most highly rated proposals may be asked to come in for further discussions before final selection. The selection committee will select and award the contract to the proposal that they feel best fills the needs and looks of the DCC. The Dixie Convention Center may disclose the names of those who have submitted proposals to the public. A register of proposals, including name and proposal price, will be prepared and filed in the Office of the Washington County Commission and will be open for public inspection after the contract is awarded. The DCC reserves the right to award a contract without holding further discussions if the presentation and written proposals provide a clear preference based of the criteria described.

Presentations will be held at the Dixie Convention Center, 1835 Convention Center Drive, St. George, UT, on **Thursday, June 30, 2022, starting at 9:00 am** in the Entrada rooms. Presenters will have up to 1 hour to deliver their presentation and proposals and answer questions from the selection committee.

A notebook computer, data projector, screen & sound system will be available for presentations. A hard copy of your proposal will be accepted at the time of your presentation, or they may be submitted prior to June 30, 2022, at the front desk or in digital form to:

Milo Hughes - Dixie Convention Center - (435) 628-7003 - MiloH@DixieCenter.com

RFP CHECKLIST
Washington County Convention and Tourism Office
Request for Proposals: DCC BR & GR Lighting Replacement

Firm

Address

City

State

Zip

Phone (day)

Email

Website (optional)

To assure that your RFP is complete, please enclose the following items:

- ☐ RFP Checklist and Certificate
- ☐ Background and Experience
- ☐ Project Description
- ☐ Project Implementation
- ☐ Additional Product Information
- ☐ Project Budget

Certification

I certify that all statements made regarding this proposal are accurate to the best of my knowledge under penalty of perjury. I acknowledge that the Washington County Convention and Tourism Office is not liable for loss or damage to work submitted.

Signature

Date

Deadline for Proposal Submission: Thursday, June 30, 2022, at presentation.
Proposals may be submitted before your presentation.

Submit to: Dixie Convention Center
Milo Hughes
1835 Convention Center Drive
St. George, UT 84790
(435) 628-7003
MiloH@DixieCenter.com



Sample of Ballroom Lighting



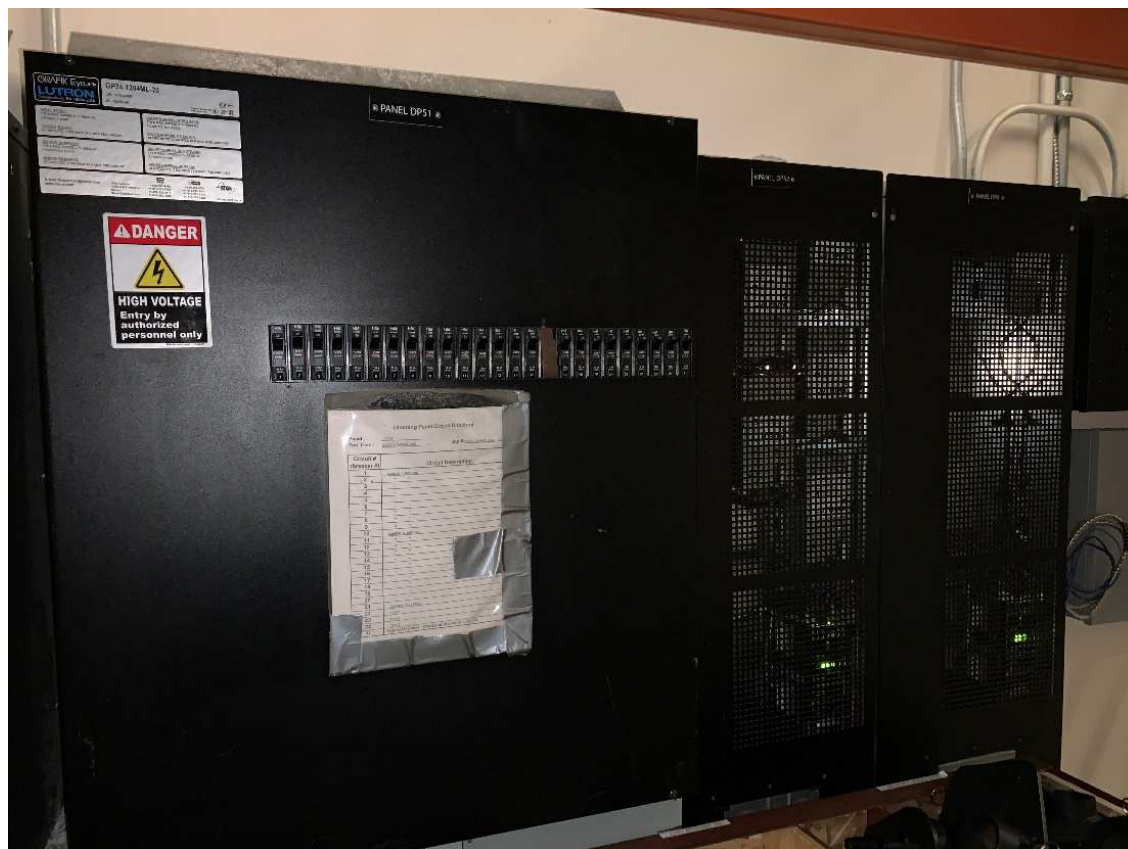
Sample of programmable Lutron light switch



On/Off switch



Manual room combiner



Sample of breakers and controllers



Second location



Sample of Garden Room Lights