

Washington County
Convention and Tourism Office

Request for Proposals for:

Replacing the **Lutron Lighting Control System** and the **Lighting Fixtures** for the Dixie Convention Center's **Ballrooms and Garden Room** with an upgraded & updated system that offers greater control over the quality of the lighting and options for colors of lighting in these rooms.

Please send to:

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

Deadline for this proposal is **Tuesday, October 11, 2022**

1. Scope of Service

The Dixie Convention Center (DCC) is seeking proposals for the replacement of the existing Lighting System in the Ballrooms and Garden Room with an upgraded LED system that gives us 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 an easy to use system to control the lights with some switches at the doors, room combiners, tablets etc. Each room currently has a variety of fluorescent lighting with some in the soffits aiming up at the ceiling for bounce lighting and some facing the floor for direct lighting. Also, each room has a number of incandescent can lights in 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 some specialty lights specifically for camera use 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. Proposal Submittal Procedure:

Proposals may be submitted in hardcopy or digital format. Proposals or the email subject line must be labeled as "**DCC BR & GR Lighting Replacement**". They are due in the Dixie Convention Center Administration office or by email by 1:00 p.m. local time on Tuesday, October 11, 2022. A public

opening of the proposals will be held at 1:30 p.m. local time on Tuesday, October 11, 2022 in the DCC Administration office. All proposals must be valid for a 2-month period. The awarding of the contract will happen at a later date after a review of each proposal and possible presentation.

Proposals must include:

- 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 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.
- The removal and discarding of the old lighting fixtures and controls.
- A timeline for completion of the project. This timeline will need 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	30%
System Implementation	20%
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

No proposal will be opened until after the submission deadline. The contents of the proposals will not be disclosed during the process of negotiation. 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 written proposal provides a clear preference based of the criteria described.

Proposals will be accepted until Tuesday, October 11, 2022 at 1:00 pm at the Dixie Convention Center, 1835 Convention Center Drive, St. George, UT 84770. Proposals may also be submitted by email with the subject line "**DCC BR & GR Lighting Replacement**" to MiloH@DixieCenter.com. Questions regarding the proposal may be directed to:

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

