



P O W E L L
G A R D E N S

KANSAS CITY'S
BOTANICAL GARDEN

1609 NW US Highway 50
Kingsville, MO 64061
816.683.4845 Direct
powellgardens.org

Request for Proposals

Project Title: Holiday Light Displays

Proposal Closing Date: 2 p.m. Thursday, April 11, 2024

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1.1 Introduction

Powell Gardens, Kansas City's botanical garden is issuing Request for Proposal No. 2024-01 ("RFP") to solicit proposals for holiday light displays. Powell Gardens, a not-for-profit corporation located in the City of Kingsville, in Johnson County, Mo, is requesting qualified companies, firms, and individuals to submit responses to this RFP to design, install, maintain, remove, clean, refurbish, transport and store professionally themed holiday installations in designated locations on the Powell Gardens' campus.

1.2 Background

Returning for its eighth year in 2024, Powell Gardens is known for its striking holiday light display known as Festival of Lights. The festival kicks off approximately two weeks before Thanksgiving and runs through the end of December, excluding Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. The festival generally runs weekly Wednesday – Sunday. Days of the week may be added depending on the year's calendar. Some years the festival has been extended into the first part of January.

Powell Gardens is seeking innovative and state-of-the-art proposals for displays staged in three expansive locations (1) East Lawn, (2) Villandry, and (3) Children's Garden. All locations are within a 1-mile walking path. (See attached map.) The installations are being sought to enhance the guest experience and provide new and changing experiences for Festival of Lights attendees.

1.3 Proposal Requirements and Scope of Work

Proposals marked **Festival of Lights** are to be submitted to:

Powell Gardens
Attention: Tacey Beard
1609 NW US Highway 50
Kingsville, MO 64061

Request for Proposal Deadline: 2 p.m. Thursday, April 11, 2024
Submit four paper copies.

All proposals received will be reviewed by Powell Gardens' Senior Leadership Team. The staff's recommendations will go to the Board of Directors for review.

The contractor should be associated or aligned with an audio/visual production company, lighting artist or the like, to produce lighting installations/displays that incorporate programmed lighting with associated comprehensive sound in the zones of installations. The contractor shall design the lighting concepts, acquire the components, manage the lighting installations and any content creation necessary for the activation. At the conclusion of the festival, the contractor shall remove and provide offsite storage of the installation materials. The decision to have the installation(s) reinstalled the following year will be decided as plans for the succeeding year are determined.

The 2024 lighting installations shall be installed prior to November 1, 2024, and be maintained in place through January 12, 2025, unless otherwise agreed upon by the Contractor and Powell Gardens.

A total budget of \$40,000 has been identified for this project available to a single contractor or a combination of contractors.

A site visit is required prior to any company submitting a proposal. The site visit must be accompanied by a Powell Gardens representative. Site visits may be scheduled during normal business hours Wednesday - Friday between March 15, 2024 – April 5, 2024. To schedule a visit, please contact Kelli Votypka, Director of Public Programming & Visitor Experience at kvotypka@powellgardens.org.

The proposal shall include a company narrative that includes, but not limited to:

1. The history of the company.
2. The experience of the company's principals related to this project.
3. A descriptive narrative and actual or conceptual images of the proposed installation(s).
4. The number of holiday light projects the company has accomplished over the past five years similar in scope and size to their proposal and a list of contacts for reference purposes.
5. A timetable outlining the proposed light installation and deinstallation.
6. Being able to provide a Certificate of Liability equal to or exceeding \$1,000,000 for General Liability, which will cover the performance of its services under this agreement including adequate workmen's compensation insurance covering all employees of the contractor.
7. Clarifying how the installation will meet the safety, design, and installation standards for quality lighting projects.
8. Complying with all applicable federal, state, county and city ordinances and regulations in performing all services to be rendered by the Contractor starting at the construction phase.
9. Committing to repair damage caused by weather, animals, and vandalism, if any. Any repairs shall be made within 48 hours (about two days) of damage reported.
10. Furnishing all supplies, tools, equipment, personnel, and work experience to fulfill the terms of the Agreement. A competent and experienced supervisor/foreman must always be with each work group.

NOTE: A submitted Proposal constitutes understanding and acceptance of all terms, conditions, instructions, and specifications contained in this Request for Proposal.

NOTE: Contractor shall not transfer or assign these maintenance responsibilities to others without prior written consent of a Powell Gardens representative.

Upon selection as a Festival of Light contractor, contractor shall:

- Work with Powell Gardens to finalize an Agreement for the project within 30 days of being selected.
- Provide applicable liability insurance policies.
- Contact the Powell Gardens' representative to schedule - at least one month in advance - a date of delivery and light installation to allow Gardens' staff to complete any necessary landscaping maintenance prior to installation.
- Submit documentation of any warranties or guarantees provided by the contractors, manufacturers, or proposers with the proposal submitted. Contractors guarantee that all materials and services delivered under this proposal will conform to the specifications of this proposal.
- Provide cell phone contact information to ensure communication during the installation of the holiday lights and during the run of the Festival of Lights for maintenance issues or concerns.

- Have the option to provide delivery of the light displays as early as the second week in September 2024 to allow adequate time for the delivery, installation, and to establish operational functionality and instruction for staff to assist in handling without complications (if applicable).

1.4 Reservation of Rights

Powell Gardens reserves the right to accept or reject any proposal submitted for any reason.

1.5 Agreement Execution

Powell Gardens intends to award an Agreement to the most responsive proposer(s) whose proposals are determined, in writing, to be the most advantageous to the Garden and best meet the overall needs of the Garden taking into consideration the evaluation criteria set forth in the RFP.

Upon signing an Agreement and within 30 days, Contractor will provide current certificates of all insurance showing Powell Gardens as an additional insured must be submitted to and maintained on file with the Garden.

The Contractor shall operate as an independent contractor and not as an agent, representative, partner, or employee of the Gardens, and shall control the operations at the work site, and be solely responsible for the acts of omissions of the successful Proposers' employees or agents.

1.6 Quality Assurance

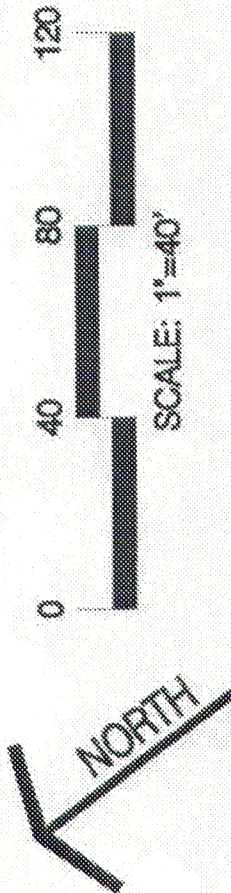
The lighting components and installation will be inspected by a separate Contractor assigned by the Gardens to ensure compliance with the specifications. The installation shall be in line with the agreed upon proposal.

Powell Gardens reserves the right to enforce the performance of a successful proposal in any manner prescribed by law or deemed to be in the best interest of the Garden in the event of breach or default of agreement. Powell Garden reserves the right to terminate a signed agreement immediately if the selected Contractor fails to: 1) meet delivery schedules; 2) otherwise perform in accordance with these specifications. Breach of contract or default authorizes the Garden to, among other things, award to another proposal, purchase elsewhere and charge the full increase in cost and handling to defaulting successful proposal.

1.9 Attachments

Map of the Garden

Electrical Map of all outlets and power



KEY PLAN	L-1-1	L-1-3
	L-1-2	L-1-4

PLAY

2000
11/11/00



POWELL
GARDENS
KANSAS CITY'S
BOTANICAL GARDEN

Nature Trail (3.2 mi)

Lotus
Pond

Discovery Loop
Trail (1 mi)

Missouri Barn
& Silo

Vineyard

Playground

Byron Shutz
Nature Trailhead

Education
Building

Children's
Garden

Heartland Harvest
Garden

Garden
Galleries

Conifer
Garden

Fountain
Garden

Founder's
Garden

Allée

East Lawn

Dennis & Annette
Young
Magnolia Walk

Visitor
Center

Marlese
Lowe
Gourley
Island Garden

Dogwood
Walk

The Meadow

Meadow
Pavilion

David T. Beals
Woodland + Stream
Garden

Peninsula

Perennial
Garden

Byron Shutz
Nature Trailhead
(3.2 mi)

Maintenance

Administration

The Garden
Stop

Horticulture
Cabin

Greenhouses

Gatehouse

Lake Rd

NW
650th Rd

NW
1601st Rd

← To Highway 50

To Highway 50 →

Business
Entrance

Visitor
Entrance

To Highway 50
↓

LEGEND

- Accessible
- Food
- Information
- Parking
- Restrooms
- Shopping
- Storm Shelter
- Trailhead
- Trolley Stop
- Water Fountain
- Wifi
- Roads
- Walking Paths

