



## Request for Proposal (RFP) for Holiday Lighting for The Town of Mt. Crested Butte, Colorado

**Date of Issuance:** 1/27/2025

[Mt. Crested Butte, CO](#)

**Proposal Deadline:** 5/1/2025

### Contact Information:

Addison Ives

Parks Supervisor

The Town of Mt. Crested Butte

Office: (970) 349-6632 Ext. 115

[Aives@mtcb.colorado.gov](mailto:Aives@mtcb.colorado.gov)

### Introduction

The Town of Mt. Crested Butte seeks proposals from qualified contractors for the design, installation, maintenance, and removal of holiday lighting decorations at the Town Entrance (trees), the Transit Center stairs (trees), Matterhorn Lot bathrooms (trees/building), Bus Turnaround (trees), and Town Hall (trees). The goal is to enhance the celebratory spirit during the holiday season and create a year-round enchanting and safe environment for residents and visitors alike. All while ensuring energy efficiency, sustainability, and ease of maintenance of the installations.

### Project Overview

The proposal includes a breakdown of costs for lighting at various town sites. Two main options are presented:

1. **Full Town Lighting:** Implementing lighting across all identified locations. (Rental and Purchase)
2. **Phased Implementation:** Breaking the project into three (3) phases to distribute costs and reduce the immediate budget impact.

The cost breakdown will cover:

- The purchase vs. rental costs for the lights
- Site-specific costs for installation and annual maintenance

- Recommendations for lighting type (including netting/canopy lights, wrapping, hanging).

## **Lighting Option 1: Full Town Lighting**

### **A. Sites for Lighting (Rental):**

#### **1. Entrance Sign (trees) at Start of Town**

- Lighting Type: LED string lights/Canopy lights
- Description: Illuminate trees at the entrance to town to create a welcoming atmosphere.
- Installation Cost Estimate: \$X,XXX
- Annual Maintenance: \$XXX

#### **2. Transit Center Stairs, Matterhorn Lot Bathrooms & Bus Turnaround**

- Lighting Type: LED lights on/around structure, trees and trees at Transit Center Stairs, trees at bus turnaround.
- Description: Light trees at stairs close to Transit Center, building and trees around the bathroom area (Matterhorn Lot) to create a more festive look, and trees at the Bus turnaround.
- Installation Cost Estimate: \$X,XXX
- Annual Maintenance: \$XXX

#### **3. Town Hall Trees**

- Lighting Type: String lights, LED tree wraps, canopy lights or accent lights.
- Description: Highlight the trees around Town Hall to create an inviting atmosphere.
- Installation Cost Estimate: \$X,XXX
- Annual Maintenance: \$XXX

#### **4. Other Areas** (if any additional sites are needed)

- Cost for each site will depend on size and lighting type.

### **B. Total Cost for Full Town Lighting (Purchase):**

- Total Installation Cost: \$XX,XXX
- Total Annual Maintenance: \$X,XXX

## **Lighting Option 2: Phased Implementation**

### **1. Phase 1 (2025): Entrance Sign at Town Start**

- Lighting Type: LED string lights (same as Option 1).
- Installation Cost: \$X,XXX
- Annual Maintenance: \$XXX

### **2. Phase 2 (2026): Transit Center Stairs, Matterhorn Lot Bathrooms & Bus Turnaround**

- Lighting Type: LED lights on/around structure and trees, trees at Transit Center Stairs, trees at bus turnaround. (same as Option 1).
- Installation Cost: \$X,XXX
- Annual Maintenance: \$XXX

### **3. Phase 3 (2027): Town Hall Trees**

- Lighting Type: LED string lights, LED tree wraps or accent lights. (same as Option 1)
- Installation Cost: \$X,XXX
- Annual Maintenance: \$XXX

### **4. Optional Additional Phases (2028)(if needed/wanted)**

- Other Areas: Prices will be based on specific locations and lighting requirements.

### **5. Total Cost for Phased Implementation (Purchase):**

- Phase 1 (2025) Total: \$X,XXX
- Phase 2 (2026) Total: \$X,XXX
- Phase 3 (2027) Total: \$X,XXX
- Grand Total for Phased Implementation: \$XX,XXX

## Scope of Work

The selected candidate will be responsible for the following tasks:

### A. Design and Planning:

- Collaborate with the town's parks department to create a lighting and decoration plan for designated areas (mainly lighting for trees), including a mix of LED lights and other suitable elements.
- Provide creative ideas for unique displays, including but not limited to trees and buildings.
- Consider energy-efficient options, safety requirements, and the local aesthetic when designing the holiday displays. **(No blinking or flashing lights due to town code; dark sky option favored)**

### B. Installation:

- Supply and install all necessary lighting and decorations by November 15<sup>th</sup>, 2025, ensuring proper permits are obtained and any applicable regulations are met.
- Ensure all electrical systems are safe and functional and that lighting is properly secured to withstand weather conditions (e.g., wind, snow).
- Install any required infrastructure (e.g., wiring, power sources, supports).
- Rough cost of electricity costs.

### C. Maintenance and Monitoring:

- Provide regular inspections and maintenance throughout the year and during the holiday season from November 15<sup>th</sup>, 2025 to February 1<sup>st</sup>, 2026, including replacing any damaged or malfunctioning lights or displays within 24 hours of notification.
- Ensure all lights are lit daily from (dusk) 4:30 p.m. to 1:00 a.m.
  - Timer or photocell preferred.
- Provide emergency response for any issues or failures that may occur during the year/season.

### D. Removal:

- Remove all lighting, decorations, and infrastructure after the holiday season by February 1<sup>st</sup>, 2026.
  - Note: This is only applicable if the Town decides to have the lighting up for only the holiday season.
- Dispose of or store materials as per agreed terms.

**E. Sustainability and Safety:**

- Utilize energy-efficient lighting options (e.g., LED) to minimize power consumption.
- Ensure all displays are compliant with local safety regulations and electrical codes. **(No flashing or blinking lights due to Town code)**
- Provide certificates of insurance and other required documentation.

**F. Optional Services** (if applicable):

- Storage services for decorations/lighting for the off-season.
  - Note: This is only applicable if the Town decides to have the lighting up for only the holiday season.

## **Proposal Requirements**

To be considered, proposals must include the following:

**A. Company Information:**

- Full legal name and address of the company.
- Contact information for the proposal submission.
- Brief overview of the company, including years of experience in holiday lighting installation and related services.

**B. Project Approach:**

- A detailed narrative outlining the approach to design, installation, maintenance, and removal of the holiday lighting display.
- A project timeline with key milestones (including design, installation, maintenance, and removal deadlines).

**C. Design Concept:**

- Visual representations or mock-ups of proposed lighting and decorations.
- A list of proposed materials, lighting types, and equipment.
- Consideration of energy efficiency, aesthetic impact, and safety features.

**D. Cost Proposal:**

- A detailed breakdown of costs, including design, installation, materials, maintenance, and removal.
- Any applicable taxes, fees, or discounts.
- Optional pricing for additional services (e.g., extended maintenance, storage).
- **Purchase:** Total upfront for 3 locations: \$XX,XXX
- **Rental:** Annual rental cost per location: \$X,XXX
- **Phased:** Cost per site location: \$X,XXX

**E. References:**

- At least two references from similar projects (preferably from municipalities or similar organizations) completed within the last 3 years.

**F. Certifications:**

- Proof of insurance and any relevant licenses.
- Any applicable safety certifications or industry accreditations.

## **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications:** Proven experience in holiday lighting design and installation for public spaces. (20 points)
- **Design and Creativity:** Originality and aesthetic appeal of proposed displays. (10 points)
- **Cost:** Reasonableness and transparency of pricing. (20 points)
- **Timeline:** Ability to meet the required deadlines for installation and removal. (20 points)

- **Sustainability:** Use of energy-efficient materials and environmentally friendly practices. (20 points)
- **References and Reputation:** Positive feedback and successful past project outcomes. (10 points)

## Proposal Submission Instructions

All proposals must be in digital format and be submitted by May 1<sup>st</sup>, 2025, at 5:00 P.M. (MST) to:

Addison Ives  
Parks Supervisor  
The Town of Mt. Crested Butte  
911 Gothic Road  
Mt. Crested Butte, CO. 81225  
aives@mtcb.colorado.gov  
Office: 970-349-6632, ext. 115  
Mobile: 970-596-1339

### **Late submissions will not be considered.**

For any questions or additional information, please contact Addison Ives at (970) 394-6632 ext. 115 or (970) 596-1339 or [aives@mtcb.colorado.gov](mailto:aives@mtcb.colorado.gov).

## Site Visit

Site visits will be held for any interested Vendor. Vendors are encouraged to review site conditions to familiarize themselves with the multiple areas of lighting. Vendors may visit the site independently or call the Town Office to schedule a visit.

Addison Ives  
Parks Supervisor  
The Town of Mt. Crested Butte  
aives@mtcb.colorado.gov  
Office: 970-349-6632, ext. 115  
Mobile: 970-596-1339

**Questions:** Any questions regarding the RFP must be submitted by 4/1/2025 to Addison Ives. Responses to questions will be provided by 4/11/2025.

## Terms and Conditions

- **Right to Reject:** The Town of Mt. Crested Butte reserves the right to reject any and/or all proposals.

- **Contract Award:** The contract will be awarded to the proposer whose proposal is deemed most advantageous to the Town, considering all factors outlined in the RFP.
- **Timeline Adjustments:** Any necessary adjustments to the timeline will be discussed and agreed upon with the successful candidate.

Thank you for your interest in helping us light up the holiday season! We look forward to reviewing your proposal.

Sincerely,

Addison Ives

Parks Supervisor

The Town of Mt. Crested Butte

911 Gothic Road

Mt. Crested Butte, CO. 81225

(970) 349- 6632, ext. 115

(970) 595- 1339

[aives@mtcb.colorado.gov](mailto:aives@mtcb.colorado.gov)