



STAFF REPORT
10/9/2024

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Award professional services agreement to Grizzly Entertainment for \$35,000 for a drone show feature addition to the 2024 Holiday Tree Lighting Ceremony; approve allocation of \$35,000 from unallocated general fund reserves for award.

STAFF RECOMMENDATION:

Award professional services agreement to Grizzly Entertainment for \$35,000 for a drone show feature addition to the 2024 Holiday Tree Lighting Ceremony; approve allocation of \$35,000 from unallocated general fund reserves for award.

EXECUTIVE SUMMARY:

The City informally bid drone show services. The selection criteria used to identify the most qualified Proposer was based upon the highest scoring proposer; scoring was completed based upon a three-member panel. Each panelist member scored all proposals received per the below evaluation criteria (total points 100):

- Understanding of Work to be performed;
 - **20 pts**
- Demonstrated quality of firm;
 - **20 pts**
- Familiarity with City, County and State Procedures;
 - **15 pts**
- Firm's and Professional Staff References/Satisfaction of Clients;
 - **20 pts**
- Completeness and quality of the Proposal;
 - **10 pts**
- The price which the Proposer proposes to charge;
 - **15 pts**

Proposals and scores for firms included in the informal bid process:

	HireUAVPro	OpenSkyPro	DroneStudios	Grizzly Entertainment	PyroSpec
Scorer #1	66	79	63	98	59
Scorer #2	53	81	61	98	57
Scorer #3	73	74	69	98	52
Totals	192	234	193	294	168

In addition, to the five firms that provided proposals (shown above), three additional firms were non-responsive and did not submit proposals. Based on the score results, staff is recommending award to Grizzly Entertainment. The proposed agreement, will have a term beginning October 10, 2024 – December 4, 2024 and compensation in the amount of \$35,000.

FISCAL IMPACT:

Award of the proposed work will require allocation of \$35,000 from unallocated general fund reserves to the Holiday Tree Lighting/Holiday Parade event budget.

Attachments:

Proposed Agreement