



REQUEST FOR QUALIFICATIONS

**PROFESSIONAL PYROTECHNIC DISPLAY SERVICES
FOR THE ANNUAL HAVE-A-BLAST PATRIOTIC CELEBRATION**

**CITY OF REPUBLIC, MISSOURI
PARKS & RECREATION DEPARTMENT**

NOTICE TO PROPOSERS

The City of Republic Parks & Recreation Department is currently accepting statements of qualifications from professional firms to provide pyrotechnic and pyromusical display services for the City of Republic's annual Have-A-Blast Patriotic Celebration.

It is the intent of the City of Republic Parks & Recreation Department to enter into a multi-year agreement with the selected firm with the potential of an annual renewal up to three (3) years.

The City will score applicants based on qualifications submitted and generate a list of firms that may be used for the listed services when the need arises. Any documents submitted in response to this RFQ must provide sufficient detail and information to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFQ. The City reserves the right to cancel this solicitation at any time.

Qualification Submittals must be received at Republic City Hall (213 N. Main) in a sealed envelope that is clearly marked, "**RFQ – PROFESSIONAL PYROTECHNIC DISPLAY SERVICES**" no later than **2:00 PM CST on Friday, January 22, 2021**. Qualification Submittals will be opened and read aloud **Friday, January 22, 2021 at 2:00 PM CST at City Hall 213 N Main St. Republic, MO 65738**.

The City of Republic reserves the right to reject any and all Qualification Submittals, in whole or in part, to waive minor defects in the process, with or without cause, and to accept the Qualification Submittal deemed by the City to be in the City's best interest. There is no express or implied obligation for the City of Republic to reimburse responding firms for any expenses incurred through the preparation of responses to this Request for Qualification.

For questions regarding this Request for Qualifications, please contact:

Jared Keeling
Parks & Recreation Director
jkeeling@republicmo.com or (417) 732.3500

Jennafer Mayfield
Assistant Parks & Recreation Director
jmayfield@republicmo.com or (417) 732.3500

SCOPE OF SERVICES

- Design and choreography of a pyromusical firework display per specifications provided by the Republic Parks & Recreation Department. Specifications may include, but are not limited to, the budgeted not-to-exceed amount for the firework display, total length of show, minimum and maximum shell size, and musical selections for show soundtrack.
- Electronically fired show with back-up system in place in case of failure of main system.
- Staff member dedicated to planning and coordination of soundtrack for pyromusical. Music selections and cuts provided by Parks & Recreation Department staff with assistance from staff member responsible for music. Multiple soundtrack options may be necessary per client standards.

QUALIFICATIONS/REQUIREMENTS

(1) Individual and/or firm is expected to possess adequate organization, facilities, and personnel to ensure that services are provided to the City of Republic in a prompt and efficient manner.

(2) Provide a description and the history of the individual and/or firm.

(3) Provide a description of individual personnel qualifications relevant to this project.

(4) Individual and/or firm must be available to the Parks & Recreation Department staff as needed, including email communication and conference calls, directed by the Parks & Recreation Director, Assistant Director, or Recreation Superintendent (Events & Operations).

(5) Provide recent experience from the last ten (10) years demonstrating current capacity, familiarity, and expertise in best practices concerning pyrotechnic and pyromusical fireworks displays. Experience that is similar in nature to the Scope of Services will be most useful.

(6) Provide three (3) references for which the individual and/or firm has performed services within the past two (2) years that are similar in nature to the Scope of Services.

SUBMITTAL REQUIREMENTS

Qualification Submittals should be in the format stated below.

- One (1) original submission consisting of:
 - **TITLE PAGE:** Name of individual/firm, address, telephone number, name of contact person, email of contact person, and the date of the submission.
 - **TRANSMITTAL LETTER:** Addressed letter including a subject label containing the reason for which qualifications have been submitted and a statement of the contents of the Qualification Submittal.
 - **QUALIFICATIONS:** Include the requirements as listed in Qualifications/Requirements.
 - **REFERENCES:** Include three (3) references as listed in Qualification/Requirements.
 - **SAMPLE DOCUMENTS:** Applicants are encouraged to include examples of previous work experience similar to that of the Scope of Services.

SELECTION

All Qualification Submittals will be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the evaluation of Qualification Submittals, in order of no importance: Firm Qualifications, Experience with Pyrotechnic and Pyromusical Firework Displays, Reports from References.