

RFP – Jeanie Stevens Park Softball Field LED Lighting Retrofit

1. Notice and Key Dates

Tremonton City (the “City”) requests sealed proposals from qualified firms to furnish and install LED sports lighting fixtures on the existing poles at the two softball fields at Jeanie Stevens Park, 700 N. 1000 W., Tremonton, Utah. Award will go to the proposal most advantageous to the City, considering price and the factors in Section 5.

Milestone	Date and time (Mountain)
RFP issued and public notice posted	Thursday, October 8, 2026
Site visit	Available on request; contact the City before October 12
Written questions due	Monday, October 12, 2026, 5:00 p.m.
Answers / addendum issued	Tuesday, October 13, 2026
Proposals due and opened	Thursday, October 15, 2026, 4:00 p.m.
City Council award consideration	Tuesday, October 20, 2026
Target completion	Complete before March 1, 2027

Submit to: Cynthia Nelson - City Recorder, Tremonton City Office, 102 South Tremont Street, Tremonton, UT 84337, in a sealed envelope marked “RFP – Jeanie Stevens Park LED Lighting Retrofit.” Late proposals will not be accepted. Emailed, faxed or other electronic proposals will not be accepted.

Questions: in writing only, to Zachary LeFevre, zlefevre@tremontonciv.gov. Answers go to all known proposers by addendum. Proposers must not contact other City staff or Council members about this RFP before award.

The City may cancel this RFP or reject any or all proposals, in whole or in part, when in the City’s best interest (Policy §13.G).

2. Background and Scope of Work

The City will replace the existing halogen sports lighting fixtures on the two softball fields with LED fixtures, reusing the existing poles and electrical service where they are adequate. This is a fixture retrofit, not new field construction.

Existing conditions (to be verified by the proposer at the site walk):

Item	Existing condition
Fields	Two adjacent softball fields

Item	Existing condition
Outfield fence distance	Approximately 300 ft from home plate on each field (proposer to field-verify)
Base path	Bases are set at both 60 ft and 70 ft on each field
Poles	10 existing poles, approximately 60 ft high. Two poles are shared between the fields and carry back-to-back fixtures
Existing fixtures	76 total
Electrical service	480 V, three phase

Designs must use the existing pole locations and the actual mounting height of the existing poles. Pole extensions, new poles or relocated poles are not part of the base proposal; if a proposer believes they are needed, price them as a separate alternate.

The City does not have pole drawings or as-built plans. Proposers should use aerial imagery (such as Google Earth) for layout and verify pole locations, mounting heights and field dimensions in the field; a site visit is available on request.

The work includes:

1. Design a lighting layout that meets Section 3 using the existing poles, with photometric calculations.
2. Furnish all LED fixtures, mounting hardware, drivers and cross-arms or brackets needed.
3. Carefully remove the existing fixtures, lamps, ballasts and mounting hardware without damage and deliver them to the City storage site near 200 W. 500 N., Tremonton. The existing equipment remains City property and must not be disposed of, salvaged or kept by the contractor.
4. Install, aim, wire and test the new fixtures, reusing existing wiring where it is adequate. Identify any wiring, breaker or contractor work needed.
5. Furnish and install a lighting control system per Section 3.
6. Provide any structural evaluation required by Section 3.
7. Obtain all permits and arrange inspections.
8. Provide a post-installation light-level test, as-built documentation, warranty documents and staff training.

Work conditions: Coordinate scheduling with the Parks and Recreation Department so as not to disrupt scheduled games. Keep the work area secured and restore any turf, fencing or surfaces damaged by equipment.

3. Minimum Technical Requirements

Proposals that do not meet these minimums may be found non-responsive. Exceptions must be listed in the proposal.

Requirement	Minimum
Average maintained light level	At least 30 fc infield and 20 fc outfield, maintained horizontal, on each field (IES RP-6 recreational softball)
Uniformity (max/min)	Calculated: no more than 2.0:1 infield and 2.5:1 outfield. State the guaranteed max/min
Calculation grids	Per IES RP-6, points at 3 ft above grade, no more than 25 ft spacing, separate infield and outfield grids for each field. Infield grid must cover the 70 ft base path layout
Spill and glare	Provide spill light calculations (horizontal and vertical) at the property line and nearest residences. Describe glare control (visors, optics)
Guarantee	Light levels guaranteed for the warranty term, with field measurement after installation
Fixtures	LED, rated for outdoor sports use, IP66 or better. Color temperature 5000–5700 K, CRI 70 or higher. State rated life (L70 or L90) in hours
Electrical	Operate on the existing 480 V three-phase service. Provide total connected load (kW) and per-fixture amperage at 480 V
Existing poles	Proposer confirms in writing that each pole can carry the new fixture weight and wind area, including the two back-to-back poles. If the load exceeds the original design, provide an evaluation stamped by a Utah-licensed structural engineer
Wireless lighting control	A wireless (cellular or radio) control system that lets authorized City staff turn each field on and off independently and set schedules remotely from a web portal and mobile app, with no connection to the City network required. Include a manual on/off override at the control cabinet, automatic shut-off, fixture and circuit status monitoring with failure alerts, and usage/run-hour reporting. State any annual service or subscription fees and how many years are included in the price

Requirement	Minimum
Warranty	Fixtures, drivers and controls: at least 10 years, parts and labor; state exclusions
Contractor	Electrical work by a Utah-licensed electrical contractor; work to NEC and City-adopted codes
Testing	Post-installation light-level readings on the calculation grid, submitted to the City before final payment

4. Proposal Contents

Submit one signed original and two copies, in this order:

1. **Cover letter** signed by an authorized officer, with contact information.
2. **Proposal Form and Price Sheet** (Section 7), complete.
3. **Technical proposal:** fixture cut sheets, photometric layout and calculations for both fields, control system description, and the pole structural confirmation.
4. **Warranty:** the full written warranty, including the light-level guarantee and exclusions.
5. **Schedule:** lead time for materials and on-site installation days.
6. **Experience:** at least three comparable sports lighting retrofits completed in the last five years, with owner contact names and phone numbers.
7. **Licenses and insurance:** Utah contractor license number and a certificate of insurance showing the coverage in Section 6.
8. **Cooperative contract pricing (if any):** if the price is offered under a cooperative contract (state, Sourcewell or other), give the contract number and confirm the price is at or below that contract. This is for information only. It does not replace this RFP.
9. **Exceptions:** any exceptions to these specifications or contract terms. Unlisted exceptions are not accepted.

Public records: Proposals become public records after award under GRAMA. A proposer that wants trade-secret or commercial information protected must submit a written claim of business confidentiality with the proposal (Utah Code 63G-2-309).

5. Basis of Award

The City will award the proposal that is most advantageous to the City, considering price and the factors below, listed in descending order of importance (Policy §13.D and §13.F). The lowest price will not automatically be selected.

1. Total price
2. Lighting performance: light levels, uniformity, spill and glare control
3. Warranty and light-level guarantee
4. Wireless control system features and ongoing fees
5. Experience and references

6. Schedule and ability to finish before March 1, 2027

The City may short-list proposers and hold discussions or ask for best and final offers, with fair and equal treatment and no disclosure of competing proposals (§13.E). Award is final only on City Council approval and a signed contract (§4.F).

6. Contract Terms and Requirements

The selected proposer must sign the City's contract, which will include these terms.

- **Insurance:** commercial general liability coverage of at least \$1,000,000 per occurrence and \$2,000,000 aggregate, with Tremonton City and its officials, employees and agents named as additional insured. Certificate provided before contract signing (Policy §16.C(2)).
- **Workers' compensation:** proof of coverage or qualified self-insurance before signing (§16.D).
- **Indemnity:** the contractor defends, indemnifies and holds the City harmless for liability arising from its work and its officers, employees, agents and subcontractors, as allowed by Utah Code 13-8-1 and 13-8-2 (§16.C(1)).
- **Changes:** the City may order written changes within the scope of work and time of performance, and may suspend work. Variations between estimated and actual quantities are handled at unit prices (§16.B).
- **Pricing:** lump sum with unit prices for changes. Cost-plus-a-percentage-of-cost pricing is not allowed (§16.A).
- **Retention:** if retention is held, it will not exceed 5% of any payment or of the contract price, and it is handled per Utah Code 13-8-5 (§8.A(6)).
- **Ethics:** no City employee involved in this procurement may hold a conflicting interest in, or accept any gift, gratuity or reward from, a proposer (§17).
- **Protests:** a proposer may appeal in writing to the City Manager within two (2) working days after the procurement decision. The City Manager decides in writing within two working days, and the City Council is the final City-level appeal (§15).

7. Proposal Form and Price Sheet

Proposer name: _____ Utah contractor license #: _____

Line	Description	Price
1	Field 1: LED fixtures, hardware and installation, complete	\$
2	Field 2: LED fixtures, hardware and installation, complete	\$
3	Wireless lighting control system, both fields: hardware, installation and setup	\$

Line	Description	Price
4	Wireless control service/subscription fees for the first ____ years	\$
5	Removal of existing fixtures and delivery to City storage	\$
6	Structural evaluation of existing poles (if required)	\$
7	Permits, testing, as-builts and training	\$
	Total lump sum (Lines 1–7)	\$
A	Annual wireless control fee after included years	\$ /yr
B	Unit price: additional fixture, installed	\$
C	Unit price: electrician hourly rate for changes	\$ /hr

Cooperative contract used for pricing (if any): _____ Contract #: _____

Material lead time: ____ weeks. On-site installation: ____ working days. Warranty term: ____ years.

Addenda received: #____ #____

The undersigned has read this RFP, visited or had the opportunity to visit the site, and offers to perform the work at the prices above. This proposal is firm for 90 days after the due date.

Signature: _____ Name and title: _____ Date: _____
