



**INVITATION TO QUOTE/REQUEST FOR PROPOSALS NOTICE**  
**Sports Field Lighting Replacement and Repairs**  
**Instructions to Proposers**

I. Introduction

City Park Conservancy (CPC) is issuing an Invitation to Quote/Request for Proposals for Sports Field Lighting Replacement/Repairs. CPC is a 501(c)3 non-profit corporation that manages and oversees the day-to-day operations of New Orleans City Park ("City Park") a 1300-acre public park in New Orleans, Louisiana, founded 170 years ago.

CPC is soliciting quotes/proposals for Replacing and repairing sports field lighting at our athletic fields as set forth in more detail in the Project Scope Statement attached as Exhibit A.

**For questions regarding this solicitation, please contact Courtney Charbonnet, Manager of Purchasing & Contract Services (ccharbonnet@nocp.org).**

II. Timeline

Solicitation Release: 5/8/2024

Questions Deadline: 5/15/2024

Responses to Questions Sent: 5/17/2024

**Proposals Due: 5/31/2024**

Anticipated Project Award: 6/3/2024

III. Response

Proposers must include in their Responses all requested information in the Proposal Specifications. Responding to this Invitation does not guarantee work or a contract. CPC will award the contract in its sole discretion. All Responses are due by **12:00pm CST on 5/31/2024** and may be submitted in any of the methods listed below. All provisions in this Invitation become binding on the selected Contractor(s) and will be made part of the Master Services Agreement.

Email: [ccharbonnet@nocp.org](mailto:ccharbonnet@nocp.org)

OR

Hand Delivery: Responses should be presented in a sealed envelope with the project name listed.

#### IV. Contract

The selected respondent will enter into a Contract with City Park Conservancy, a draft of which is included as Exhibit B.

ATTACHMENT A  
PROPOSAL SPECIFICATIONS



1. Proposers should submit responses to this Invitation to Quote to Courtney Charbonnet (Manager of Purchasing & Contract Services) electronically ([ccharbonnet@nocp.org](mailto:ccharbonnet@nocp.org)) or in person at 1 Palm Drive, New Orleans on or before **12:00pm CST on 5/31/2024** \_\_\_\_\_.
2. City Park Conservancy is soliciting quotes/proposals to obtain a Replacing and repairing sports field lighting at our athletic fields
3. Proposers acknowledge that even upon entering into a Contract, selected Contractors must still provide invoices for work performed and receive an approved Purchase Order from City Park Conservancy to receive payment.
4. Proposers may elect to request a site visit of buildings and facilities prior to submitting a proposal. Any such request shall be sent to Courtney Charbonnet (Manager of Purchasing & Contract Services) electronically ([ccharbonnet@nocp.org](mailto:ccharbonnet@nocp.org)).

Requirements:

1. Proposers must have a minimum of three (3) years prior Electrical experience
2. If certain equipment requires specific training or certification, proposer agrees to provide technicians with such certification or subcontract certified technicians as necessary.
3. All work shall be performed by and under the supervision of skilled experienced personnel that have the appropriate licenses for the work being performed and must be directly employed and supervised by the selected Contractor(s).
4. All maintenance and repairs shall be completed to the manufacturer's specifications and to the latest federal, state or local standards and shall meet highest industry standards.
5. Selected Contractor(s) will not perform any repairs beyond the scope of work requested by City Park Conservancy unless prior written approval is provided.

### Work Schedule:

1. Normal Working hours of City Park facilities will be provided to selected Contractor.
2. Access to buildings shall be coordinated in advance.
3. See Exhibit A for more details regarding Facilities operational hours
4. Overtime hours occur after the normal working hours of the Contractor. Overtime hours shall be authorized in writing (email acceptable) by the designated City Park Conservancy representative prior to the start of any work. Overtime hours shall be paid at the rate listed in Proposal Item #5.

### Supplies and Equipment:

1. The Contractor shall furnish:
  - All labor, equipment, supplies, and materials.
  - All required safety equipment and fall protection equipment for all staff in compliance with all applicable health and safety regulations.
  - All lifts and/or heavy equipment required for the performance of the work.
2. The Contractor shall be responsible for the security of its equipment and material on site. City Park Conservancy will not take any responsibility for missing or damaged equipment, tools, or personal belongings.

### Safety:

1. The Contractor must ensure all work is performed in accordance with all local, state, and federal laws, rules, and regulations, including OSHA safety regulations.
2. City Park Conservancy reserves the right to request the removal from the work site any supplies and/or equipment that does not meet City Park Conservancy's standards and regulations. In addition, City Park Conservancy may request the halt of any unsafe practices observed in carrying out the contracted service. This will in no way relieve the Contractor of complying with the contract requirements.
3. The Contractor will ensure that his/her safety plan is current and updated.

### Contractor's Employees:

1. Contractor personnel shall have identification with them at all times while on City Park property.
2. Contractor personnel shall not use any City Park Conservancy equipment or supplies without the express permission of City Park Conservancy.
3. Contractor personnel shall not smoke within 25 feet of any building.
4. Contractor personnel shall not be present on City Park property while under the influence of

drugs or alcohol or any substance which affect or could affect judgment, performance, or safety.

- Contractor personnel shall adhere to the City Park Contractor Conduct Requirements attached hereto.

Proposal Specifications (including all acknowledgements contained herein):

- Acknowledge that bid prices do not include sales tax for materials purchases, as City Park Conservancy will provide a Contractor Sales Tax Exemption Certificate.

\_\_\_\_\_ Initials

- Acknowledge Net 30 payment terms:

\_\_\_\_\_ Initials

<b>Repair Rates:</b>		
<b><u>*Information provided in response can be supplemented by type of worker as needed</u></b>		
<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Hourly Rate</u></b>
4	Regular Working Hours Labor Rate	
<b>Indicate Regular Working Hours:</b>		
5	Overtime Working Hours Labor Rate	
<b>Vehicle Rates:</b>		
<b><u>*Information provided in response can be supplemented by type of worker as needed</u></b>		
<b><u>Item</u></b>	<b><u>Description</u></b>	<b><u>Hourly Rate</u></b>

Business Name:	
Print Name & Title:	
Authorized Signature:	
Date:	

➤ Include corporate board resolution establishing authority to sign contracts, if needed.

3. Proposals will be formally accepted and executed via standard CITY PARK CONSERVANCY CONTRACTOR AGREEMENT. See attached sample contract.

## EXHIBIT A

# Project Scope Statement



<b>Project Name:</b>	Sports Lighting Replacement/Repairs
<b>Client/External Sponsor:</b>	<i>Public</i>
<b>Project Internal Sponsor:</b>	<i>Facilities Maintenance</i>
<b>Project Manager:</b>	William Murphy
<b>Effective Date:</b>	2024.1.19

<b>Goal:</b>	Replace or repair Sports Field lighting at Pan American Stadium, Tennis Center, Practice Track, Savoie Soccer Complex.
<b>Justification (Business Case):</b>	Improving lighting at fields to improve play and maintain basic lighting requirements
<b>Project Deliverables or Phases (Objectives):</b>	<p>Bring all sports field lighting to working condition.</p> <p>See Exhibit Packet A-D for reference.          Pricing will be for each job location with change order pricing for:          Price for additional fixture on known pole without fixtures          Price for additional fixture on pole with no previous outages.</p> <p><b>Pan American Stadium</b>          There are currently 20 Fixtures out on 6 poles.          Poles 2 and 7 are 95 feet, other poles are at 60 Feet.          Poles 3 and 6 will have no lamps Changed.          They are BT56 1500w MH lamps with a 480v Ballast.          Previous Vendor installed Philips 131623 lamps comparable is acceptable.</p> <p>City Park is unsure what is causing the issue, for pricing we request and inspection and a minimum and maximum cost for replacements.</p> <p><b>Savoie Soccer Complex</b>          There are currently 36 Fixtures out on 20 poles.          All poles are at roughly 35 feet          They are 480v 300w LED Sports light</p>



	<p>City Park does not retain the spec sheet from the original installation. The contractor is responsible for specking options for comparable lighting fixture.</p> <p><b>Tennis Center</b> There are currently 12 Fixtures out on 10 poles All poles are at roughly 30 Feet They are 480v 300w LED Sports light</p> <p>City Park does not retain the spec sheet from the original installation. The contractor is responsible for specking options for comparable lighting fixture.</p> <p><b>Practice Track</b> There are currently 7 Fixtures out on 3 poles. All poles are at roughly 65 Feet They are 208v 340w LED Sports light.</p> <p>City Park does not retain the spec sheet from the original installation. The contractor is responsible for specking options for comparable lighting fixture.</p>
<p><b>Project Requirements:</b></p>	<p>All work performed will meet National, State, and Local code standards and all wiring will meet appropriate sizing for demand.</p> <p>The contractor agrees to provide LED lights that are UL listed and manufactured to the highest industry standards, ensuring optimal efficiency, longevity, luminosity, and safety. The manufacture shall source materials responsibly, employ skilled labor, and adhere to rigorous quality control protocols throughout the manufacturing process. Any deviation from these standards shall be promptly rectified by the contractor at their own expense to ensure compliance. Regular inspections and quality assurance measures shall be implemented to guarantee that all LED lights delivered meet or exceed the agreed-upon specifications and industry benchmarks.</p>

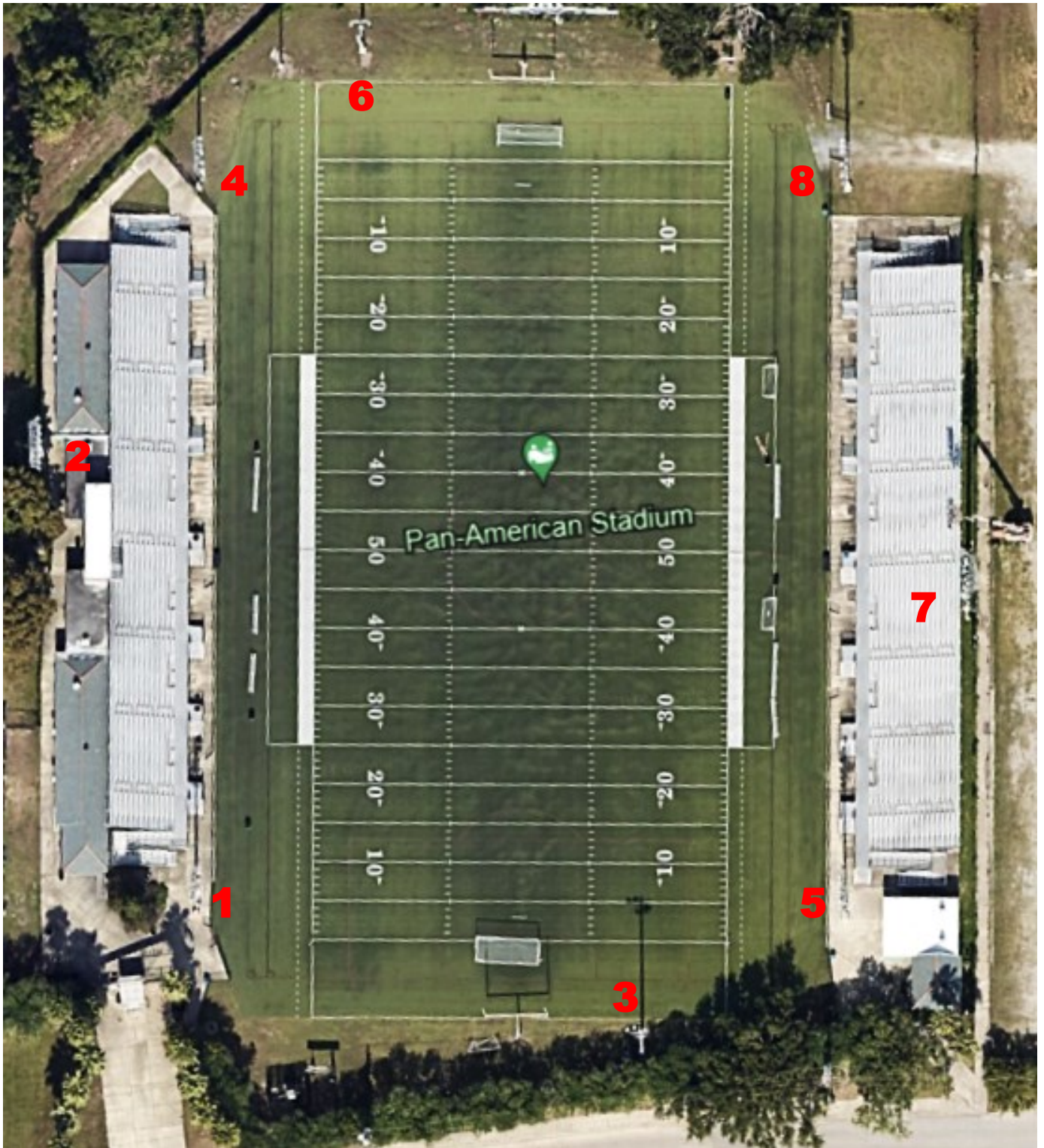


	<p>Appropriate measures will be taken to minimize damage to all surfaces when driving lift at the site of installation.</p> <p>All systems will be in good working order on completion.</p> <p>Appropriate safety and OSHA standards are met during the project, minimizing risk to the public, staff, and contractors.</p>
<p><b>Critical Success Measures:</b> This defines what will make the project a critical success, in other words that all key stakeholders agree that the project met the goal, business case, and requirements. These may be related to the requirements but are higher level or more global than the specifics of requirements.</p>	<p>Minimizing impact on facilities operations and surfaces.</p> <p>Improve lighting at sports fields.</p>
<p><b>Constraints:</b></p>	<p><b>Pan Am/Savoie Soccer Complex</b> These locations have varying schedules during the week City Park will provide these upon award of contract.</p> <p><b>Tennis</b> Is open from 7am-9pm 7 days a week with slow periods mid-day from 11-3. Advanced scheduling for work is required as courts must be shut down when work is performed. Lifts should be kept on pathways between courts, if pathways are inaccessible hard courts may be used with appropriate protection in place, no lifts are allowed on clay courts.</p> <p><b>Practice Track</b> It is open to the public from 5:00am-10:00pm, there are track practices and meets occasionally held on the field.</p>

	<p>Ground Protections must be used when driving on turf, and fields.</p> <p>Restricted access barriers must be in place to prevent staff and the public from entering the work area.</p> <p>Spotters must be used when moving lifts.</p>
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# Exhibit A

## Pan American Stadium



Numbers link to Images and information regarding replacements at each pole.

Each Fixture takes a 1500w Metal Halide and 480v ballast, for pricing we do not know if the ballasts need to be replaced or just lamps.

# Exhibit A

## Pan American Stadium (cont.)



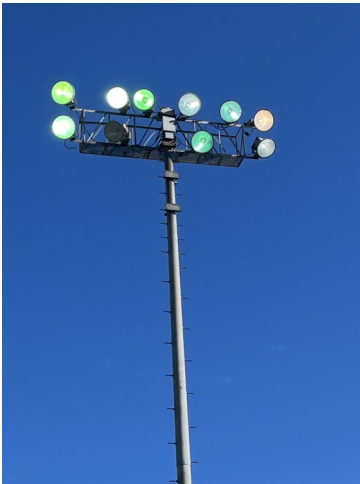
**1**

Two Lamps Out



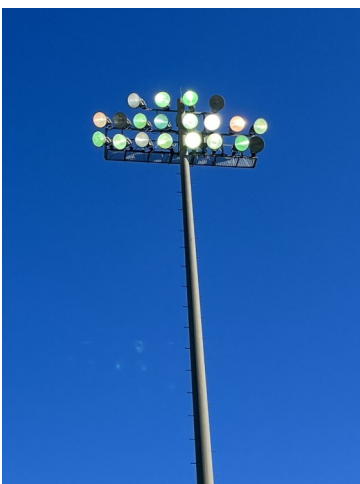
**3**

One Lamp Out  
**Will Not Change**



**5**

One Lamp Out

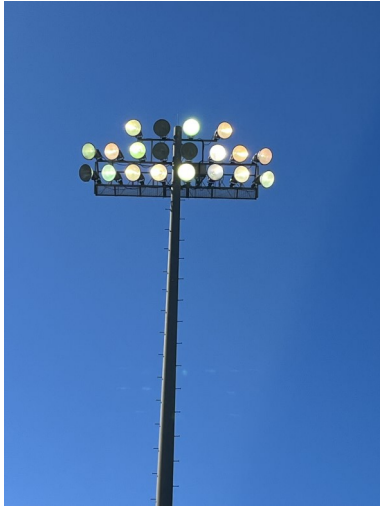


**7**

Three Lamps Out

# Exhibit A

## Pan American Stadium (cont.)



**2**

Four Lamps Out



**4**

Seven Lamps Out



**6**

One Lamp Out  
**Will Not Change**



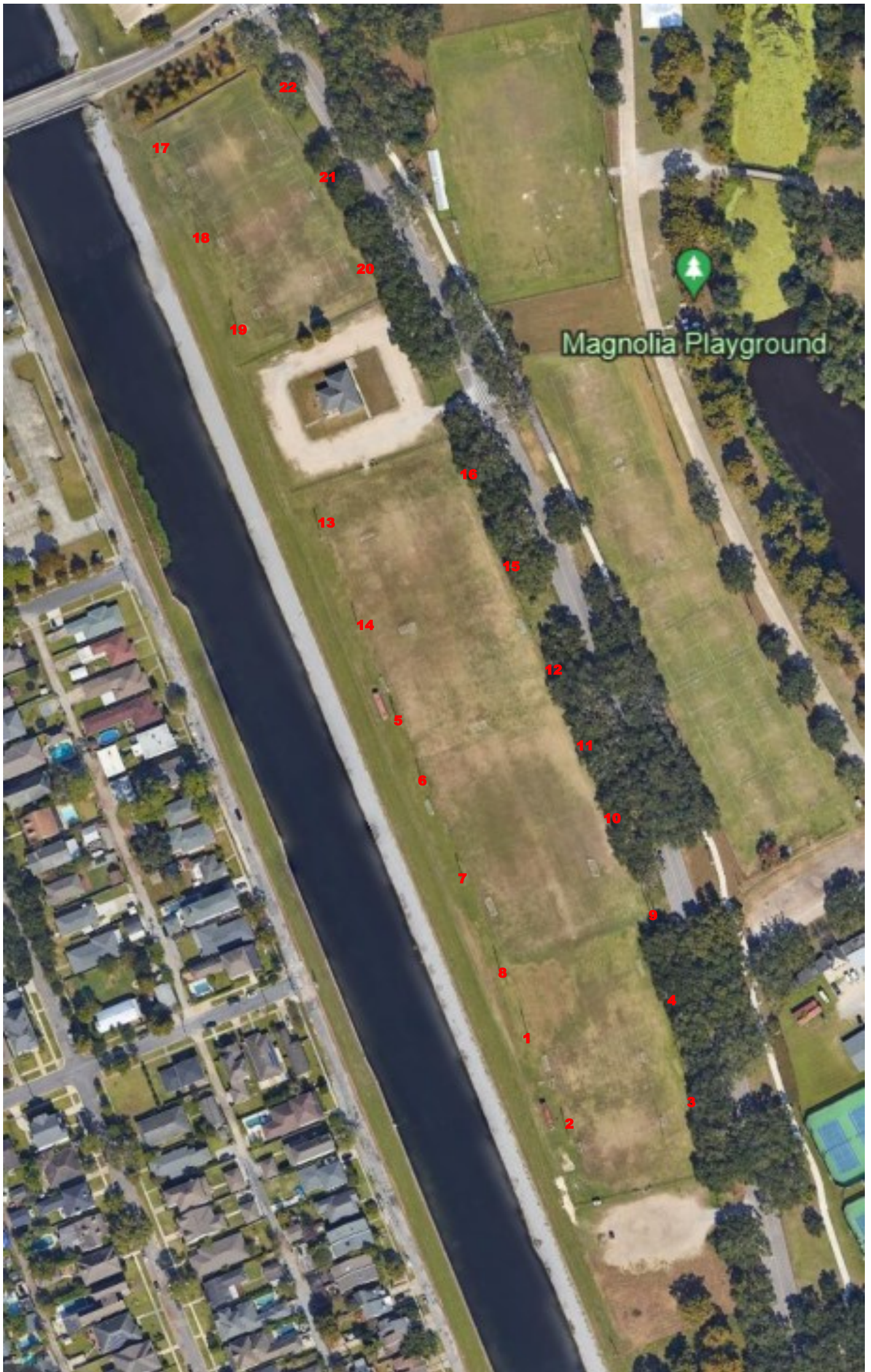
**8**

3 Lamps Out



# Exhibit B

## Savoie Soccer Complex





# Exhibit B

## Savoie Soccer Complex (Cont.) Field 1

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



**1**

Three Lamps Out



**2**

1 Lamp Out



**3**

1 Lamp Out



**4**

1 Lamp Out

# Exhibit B

## Savoie Soccer Complex (Cont.) Field 2

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



**5**

No  
Lamps  
Out



**9**

2  
Lamps  
Out



**6**

1  
Lamps  
Out



**10**

1  
Lamps  
Out



**7**

1  
Lamps  
Out



**11**

Re-aiming



**8**

3  
Lamps  
Out



**12**

2  
Lamps  
Out



# Exhibit B

## Savoie Soccer Complex (Cont.) Field 3

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



**13**

One Lamp Out



**14**

3 Lamps Out



**15**

2 Lamps Out



**16**

No Lamps Out

# Exhibit B

## Savoie Soccer Complex (Cont.) Field 4

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



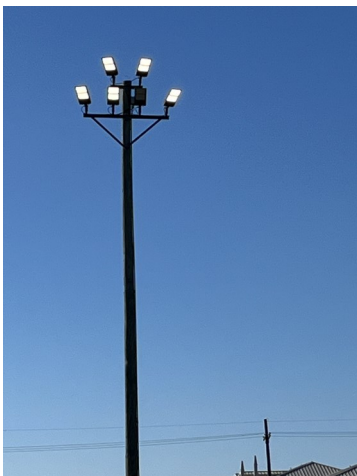
**17**

4  
Lamps  
Out



**20**

2  
Lamps  
Out



**18**

1  
Lamps  
Out



**21**

1  
Lamps  
Out



**19**

4  
Lamps  
Out



**22**

2  
Lamps  
Out



# Exhibit C

## Tennis Center

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



# Exhibit C

## Tennis Center

### (Cont.)

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



**1**

1  
Lamp  
Out



**5**

1  
Lamps  
Out



**2/3**

2 Poles  
4 Lamps  
Out



**6**

1  
Lamps  
Out



**4**

2  
Lamps  
Out



**7**

1  
Lamps  
Out

# Exhibit C

## Tennis Center (Cont.)

Each Fixture is a 480v 300w Led Sports Light, vendor to spec comparable replacement



**8**

1  
Lamp  
Out



**9**

Re-aim  
Lamp



**10**

1  
Lamp  
Out



# Exhibit D

## Practice Track

Each Fixture is a 208v 340w Led Sports Light, vendor to spec comparable replacement



# Exhibit D

## Practice Track

### (Cont.)

Each Fixture is a 208v 300w Led Sports Light, vendor to spec comparable replacement



**1**

2  
Lamps  
Out



**2**

4  
Lamps  
Out



**1**

1  
Lamp  
Out