



Fireworks - Request for Proposal

Baltimore's Light City, 4th of July Celebration and New Year's Eve Spectacular

The Baltimore Office of Promotion & The Arts (BOPA) seeks a company to produce a fireworks show for the Baltimore's Light City, 4th of July Celebration and New Year's Eve Spectacular.

Program Overview & History of BOPA

BOPA is a 501 (c) 3 non-profit organization which serves as Baltimore City's official arts council, events agency and film office. By providing funding and support to artists, arts programs and organizations across the city, and by producing large-scale events such as Light City, Artscape, the Baltimore Book Festival, July 4th / New Year's Eve fireworks, and Baltimore's Farmers' Market & Bazaar BOPA's goal is to make Baltimore a more vibrant and creative city. BOPA also oversees historic attractions and sites including the Top of the World Observation Level, School 33 Art Center, The Cloisters, and the Bromo Seltzer Arts Tower. (www.promotionandarts.org)

Scope of Work

The contracted company will be responsible for designing, planning, choreographing to a soundtrack and executing the firework show for the 2018 Light City Finale in April, Baltimore's 4th of July Celebration on July 4, and/or New Year's Eve Spectacular on December 31. The main music stage will be at the Inner Harbor Amphitheater (see exhibit A). The New Year's Eve Spectacular and Baltimore's 4th of July Celebration should be high level shows that in the past were placed on barges (see exhibit B) compared to the Light City Finale which is a low level and intimate show within the Inner Harbor Basin.

Technical Notes:

- Ultimately, it will be the company's responsibility, working with BOPA's guidance, to secure all the necessary permissions and MOUs to use sites such as private property, building rooftops, etc., should they be incorporated into the show.
- Company is also responsible for submitting for City and State Fire Permits and FAA Notification and securing barges and a secure loading location.
- Proposed locations of the fireworks barges will be presented by the selected company and BOPA to the United States Coast Guard, which will include latitudes, longitudes, safety zones and shell sizes, no later than 135 days before the event.

Proposal Components

Proposals should include:

- Which show proposal is for, i.e. Light City, 4th of July Celebration and/or New Year's Eve Spectacular,, along with any multi-year options.
- Company history and successes, including safety record (one-page or less).

- If company has not produced a firework/ special effect show with-in the last four (4) years for BOPA, include two case studies of production similar in scope and size, with visual attachments and references/ contact information.
- Resume of the principal lead(s) that would design, plan and execute the show (one-page or less)
- Overview of any significant subcontractors/ collaborative partners relevant
- Description of how your company would conceive and execute, using a budget not to exceed \$70,000 per show for New Year’s Eve (15 minute show at midnight) and 4th of July (18 minute show at 9:30 pm), and \$60,000 for Light City (7-8 minute show).

This working budget has been provided to give prospective bidders a level playing field for designing their proposals, and to assist with consistency during the review process. The actual show budget could be lower or higher, depending on variables such as negotiations between the company and BOPA, fundraising success and the ability to secure in-kind donations.

The budget should be turn-key for all elements specific to the company’s responsibilities for producing of the show, including but not limited to staffing, labor, and crew; professional expenses including travel, hotel and per diems; all production costs (barges, fireworks shells, equipment, generators, security, sand, tug boats, set-pieces, lighting installations, subcontractors, etc.), permits and licenses , insurance, etc.

Insurance Requirements

The successful bidder must furnish BOPA with a Certificate of Insurance prior to commencement of work. For a traditional City holiday fireworks show, the required coverage shall not be less than the following:

Workers Compensation:	Statutory Requirements, including USL&H
State Disability:	Statutory Requirements
General Liability:	\$1,000,000 occurrence / \$2,000,000 aggregate
Automobile Liability:	\$1,000,000
Commercial Excess Umbrella	\$10,000,000

Insurance certificates shall name Baltimore Office of Promotion & The Arts Inc., its Board of Directors and the Mayor and City Council of Baltimore as additional insured parties and shall state that all coverage shall be primary to any insurance coverage held by BOPA, and/or the City with respect to acts or omissions of the licensee. This information about insurance requirements is provided as a general overview. Final insurance requirements will be negotiated between BOPA and the company pending approval by the City’s Risk Management Office.

Review Criteria

In reviewing proposals, interviewing and making its decision, BOPA will be looking for the proposal that best demonstrates:

- Creative vision and wow factor
- Technical expertise and professional execution
- Ability to work well with the BOPA team
- Appreciation, respect and passion the project

RFP Timeline/Process

- RFP Released –Monday, May 15, 2017
- Deadline to register intent to bid – Thursday, June 1, 2017
- Proposals due – Friday June 23, 2017
- BOPA review – Monday, June 26 – Friday, July 7, 2017
- Decision –Monday, July 10, 2017
- Contract(s) executed – Friday, July 28, 2017

BOPA reserves the right to adjust the RFP timeline/process as necessary.

Proposals may be emailed to saudain@promotionandarts.org or mailed to:
Symone Audain, Special Events Coordinator
Baltimore Office of Promotion & The Arts
10 East Baltimore Street, 10th floor
Baltimore, MD 21202

BOPA will confirm receipt of all proposals it receives.

All proposals submitted to BOPA will remain confidential.

Exhibit A: Inner Harbor Amphitheater
Main Music Stage (back of stage facing water)

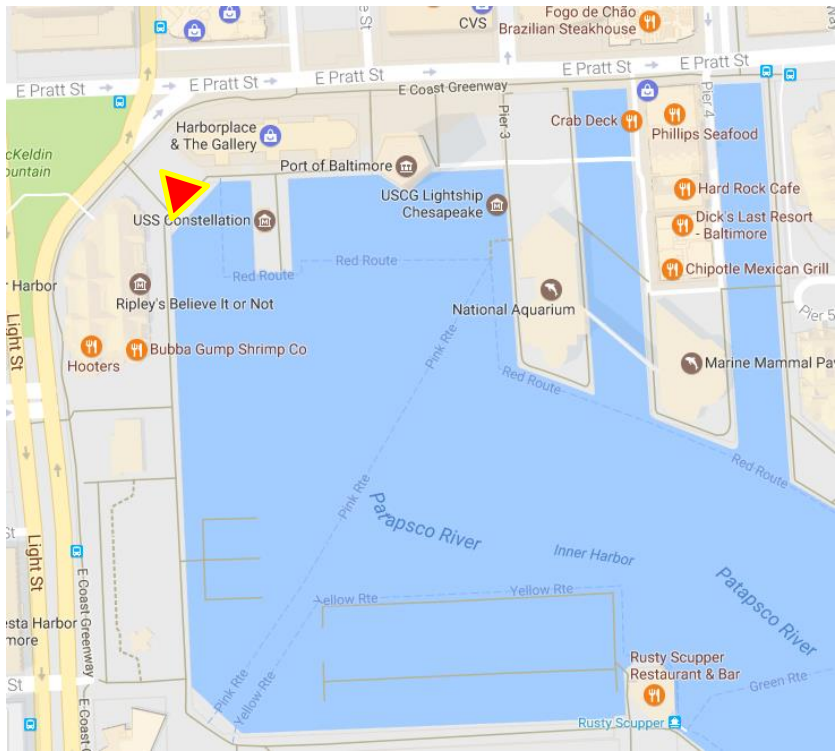


Exhibit B: Barge locations for New Year's Eve Spectacular and 4th of July Celebration

