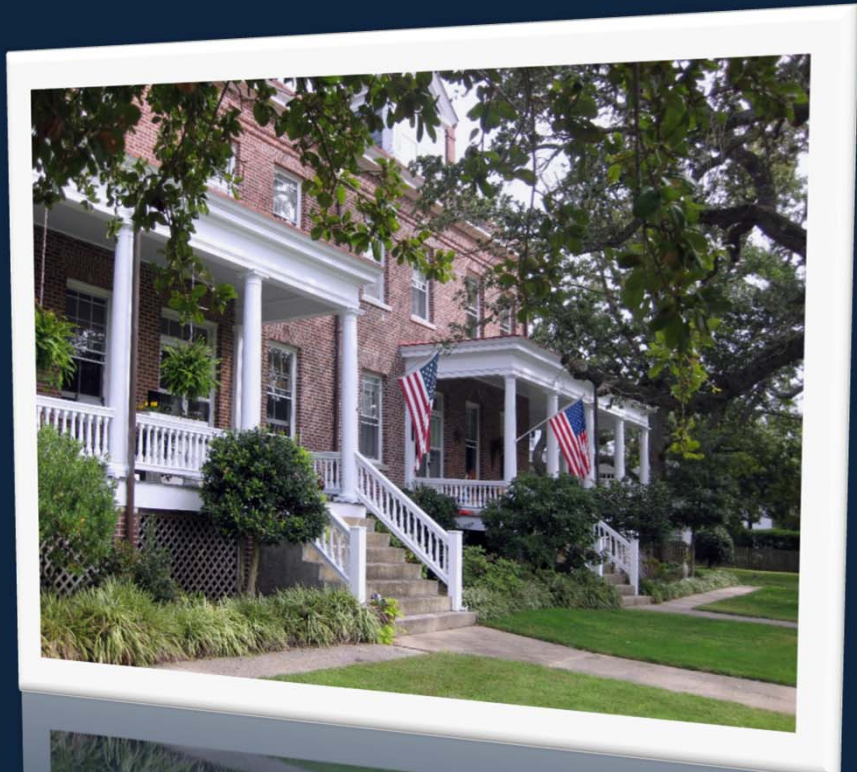




**FORT  
MONROE**

*Where Freedom Lives*

**RFP-160-2019  
REQUEST FOR PROPOSALS  
for PYROTECHNICS CONTRACTOR  
for FORT MONROE  
FOURTH AT THE FORT  
JULY 4, 2019**



**FORT MONROE AUTHORITY  
FORT MONROE, VA**

**DEADLINE FOR SUBMISSION: THURSDAY, MARCH 21, 2019 @ 3:00 PM**

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General Terms and Conditions

## 1. PURPOSE

It is the purpose of this Request for Proposal to obtain a quality and affordable fireworks show for the Fort Monroe Authority event, Fourth at the Fort.

Proposals will be accepted until 3:00 PM on Thursday, March 21, 2019. All questions, or inquiries for additional information, shall be made in writing only to FMA Procurement Manager at [jhutcheson@fortmonroe.org](mailto:jhutcheson@fortmonroe.org) no later than 3:00 PM on Monday, March 11, 2019. No oral explanations, interpretations or instructions will be given before the award of the contract. Copies of all questions and their answers will be issued as an addendum prior to close of business on Thursday, March 14, 2019. It is the responsibility of the prospective bidders to verify, prior to submitting a response, if an addendum was issued.

## 2. HISTORY OF FORT MONROE

Fort Monroe's current boundaries encompass approximately 565 acres, including 110 acres of submerged lands and 85 acres of wetlands. The namesake stone fort was begun in 1818 and presently there are approximately 150 buildings, sites, structures, and objects contributing to the Fort Monroe



National Historic Landmark (NHL) District. The entirety of Fort Monroe is designated as archaeological site 44HT0027 and 23 loci have been identified to date. The Casemate Museum, now operated by the Fort Monroe Authority, is located in the project area. The museum interprets the history of Fort Monroe and Old Point Comfort and includes the cell where former Confederate President Jefferson Davis was imprisoned in 1865. Other noted individuals associated with Fort Monroe include the Marquis de Lafayette, Chief Blackhawk, Edgar Allan Poe, Robert E. Lee, Abraham Lincoln, Benjamin Butler and Ulysses S. Grant.

The site was originally named Cape Comfort in 1607 by English explorers, prior to the founding of Jamestown. The first fortifications were erected in 1609. Further exploration of the James River and Chesapeake Bay led to the early renaming as Point Comfort then Old Point Comfort, the current designation. Point Comfort is the site of the arrival of the first Africans on English-occupied territory in 1619, and as a prominent site commanding the main channel in Hampton Roads, is also the site of three successive forts erected from the 1610s until the last fort was left in ruins in the 1760s. The still-standing Old Point Comfort Lighthouse was constructed in 1802 during President Jefferson's administration. Fort Monroe was built as part of the Third System of coastal defenses in the United States. The initial construction period of 1818 to 1834 was followed by subsequent work throughout the nineteenth century. The fort remained in Union hands throughout the Civil War and was a key staging ground for the Union campaigns in Virginia and along the Atlantic.

In 1861, Commanding General Benjamin Butler gave refuge to three runaway slaves, declaring them Contraband of War. The decision earned the site the name Freedom's Fortress and was a significant milestone in the prelude to the 1863 Emancipation Proclamation. During the course of the War, more than 10,000 slaves sought refuge at Freedom's Fortress. Efforts to educate this newly freed population led to the founding of Hampton Institute, now Hampton University.

Before and after the Civil War, Fort Monroe housed the Army's first field schools of military education, for the coast artillery and eventually became the location of the Army Coast Artillery School. The use of Fort Monroe and Old Point Comfort for coastal defense changed as military technology improved. In the 1890s, fifteen (15) large concrete batteries were erected at Fort Monroe, including some on top of the ramparts and outer works of the stone fort. During both world wars, Fort Monroe played a key role in the defense of the Virginia coasts and as a marshalling point for troops.

Fort Monroe served as the headquarters for the US Army Training and Doctrine Command. In 2011, as part of the 2005 Base Realignment and Closure Act (BRAC), Fort Monroe was deactivated as an active military base. In 2013, the US Army quitclaimed a majority of the property to the Commonwealth of Virginia.

#### A. THE FMA

The Fort Monroe Federal Area Development Authority (FMFADA) was created by legislative action of the Virginia General Assembly in 2007. The Fort Monroe Authority (FMA) is the successor in interest by law to the FMFADA as the result of legislation passed in 2010 and is led by a 12-member Board of Trustees. The FMA is the Local Redevelopment Authority (LRA) recognized by the Department of Defense and is charged with implementing reuse, preservation and the future evolution of this priceless historic treasure.

As the redevelopment and management authority responsible for the most intensely developed part of Fort Monroe, the FMA is responsible for the BRAC-compelled transition to civilian uses, environmental and civil systems management, historic preservation, residential and commercial property management and leasing, educational and recreational public programming, and tourism. The 2008 reuse plan containing the conceptual vision for the future Fort Monroe was updated in 2013 by a Master Plan for the FMA-managed areas of Fort Monroe. Approximately half of Fort Monroe was designated a National Monument on November 1, 2011 and is to be managed by the National Park Service (NPS).

There are five key elements to the approved reuse plan that remain central to all future planning efforts:

- Respect the site's historic assets
- Open the site to the public
- Achieve economic sustainability
- Create an open space park
- Allow new development under strict limits



## B. HERITAGE ASSET MANAGEMENT

The majority of the site was named a National Historic Landmark (NHL) District in 1960. As part of the base reuse planning process, the U.S. Army, the State Historic Preservation Officer (SHPO), and other federal and state entities including the NPS and the FMA entered into a Programmatic Agreement (PA) under Section 106 of the National Historic Preservation Act (NHPA). The PA recognized the US Army's federal role in the closure of Fort Monroe and specifies actions by the Army and other parties to mitigate the closure's effects on historic properties covered by the NHPA and established future requirements in order to avoid, minimize, or mitigate adverse effects of the site redevelopment of historic properties. The Fort Monroe PA is located online at: [http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC\\_AGREEMENT.pdf](http://www.fmauthority.com/wp-content/uploads/PROGRAMMATIC_AGREEMENT.pdf)

The FMA is also a party to a state-level Memorandum of Understanding (MOU) among the Governor of Virginia, Secretary of Administration and Department of Historic Resources (VDHR) for the redevelopment and management of Fort Monroe. The MOU also set forth the Commonwealth's responsibilities to ensure that all rehabilitation, renovation, maintenance, and development activities are carried out in a manner consistent with Fort Monroe's status as a National Historic Landmark District. The Fort Monroe MOU is online at: <http://www.fmauthority.com/wp-content/uploads/MOU-12-5-11.pdf>

## C. REAL ESTATE

The objective of the real estate department is to utilize the assets and land to create an economically viable place to live, play, work, learn, and visit. Given the NHL status of the site, new construction will be strictly limited in amount, height, and design. The historic buildings will be adaptively and creatively reused with some considered for use in organized cultural programs for the public. As part of the BRAC process, Fort Monroe's transition from an active military base to a small community continues to involve many stakeholders, and requires public notification and engagement in the management of public resources. The Fort Monroe Authority currently leases and manages approximately 168 single-family homes, duplexes and apartments on the

property. The FMA's commercial property management and leasing service contractor is actively securing tenants for the office, industrial, and special purpose properties.

#### **D. SPECIAL EVENTS AND PUBLIC PROGRAMS**

The rich heritage of Fort Monroe and Old Point Comfort forms the foundation for special events, educational and interpretive programs at the site. Fort Monroe presently offers a wide variety of recreational opportunities for residents, workers, and visitors to the site. Fort Monroe faces the entrance to the Chesapeake Bay and Hampton Roads Harbor, boasts water on three sides, and has 3.2 miles of benches and paved walking surfaces along the Bay. The Mill Creek side of the property is suitable for canoeing, sculling, small boat usage, and is home to many birds.

Other amenities include:

- 332 slip marina with 31,400 square feet of support space
- Special event rental venues including the Commanding General's Residence, the Fort Monroe Post Theatre, and the Bandstand at Continental Park
- A travel park for recreational vehicles
- Casemate Museum, Fort Monroe moat, and coastal defense batteries

Special events at Fort Monroe create unique opportunities for collaboration on historic interpretation, resource management and fundraising. Presently a multitude of special events occur on the property bringing approximately 100,000 visitors to the site annually.

#### **E. CASEMATE MUSEUM**

Within the fort is the Casemate Museum, which chronicles the military history of Fort Monroe from the construction of Fort Algernonne, the first defensive fortification at the site in 1609, through the last major command to be headquartered at Fort Monroe, the Army's Training and Doctrine Command. The Casemate Museum is operated by the Authority and receives approximately 50,000 visitors annually. The museum features the room where Jefferson Davis was held briefly as prisoner following the American Civil War, highlights the 1861 "Contraband of War" decision that granted three enslaved men, and thousands who followed, sanctuary at Fort Monroe, earning it the nickname "Freedom's Fortress." The Casemate Museum is self-guided and free of charge. Guided tours are available for groups by reservation. The Casemate Museum serves the Jr. Ranger Program and other support and resources for NPS.

### **3. LAND USE ENTITLEMENTS AND PERMITTING**

The FMA as a political subdivision of the Commonwealth of Virginia is solely responsible for all land use entitlements, and it will coordinate with Virginia Uniform Statewide Building Code officials or their designees regarding plan checking, building permits, dig permits, permit inspection, and issuance of

certificates of occupancy for all buildings as may be required. As needed, the FMA will coordinate with other agencies having jurisdiction regarding permits for construction activity at Fort Monroe, including the Army Corps of Engineers for any projects impacting wetlands.

Changes to historic structures or landscapes will be subject to review and approval by the State Historic Preservation Officer in the Virginia Department of Historic Resources (see also “Draft Historic Preservation and Design Standards”). A Fort Monroe Historic Preservation Officer on site at the FMA will coordinate this process.

#### **4. NATIONAL PARK SERVICE**

Fort Monroe is jointly managed under a cooperative management agreement between the FMA and the NPS. By presidential proclamation on November 1, 2011, a portion of Fort Monroe was declared to be the Fort Monroe National Monument (FOMR). The purpose of FOMR is to preserve, protect, and provide for the appropriate public use of the historical, natural, and recreational resources of the site. By letters from the Governor of the Commonwealth (Governor) to the Secretary of the Interior dated September 9, 2011 and March 20, 2015 the Governor agreed to convey a portion of Fort Monroe to the NPS upon the terms and conditions set forth therein, one of which was shared access and services at Fort Monroe to further the establishment of FOMR.

The National Monument will eventually include varying levels of ownership of the moat, the stone fort, the parade grounds inside the moat and 235 acres in North Beach. On August 25, 2015, 121 acres of Commonwealth owned land were transferred to the NPS including 112 acres of the North Beach area as well as the 8.6 acre Parade Grounds, and several buildings.

After all planned land transfers and boundary expansions are complete, the NPS will manage approximately 279 acres of land owned by the U. S. Department of the Interior. The Fort Monroe National Monument Boundary includes the 279 acres of federally-owned land plus approximately 97 acres of state-owned land under a grant of historic preservation and access easement.

The Fort Monroe National Monument Foundation Document can be found at <https://parkplanning.nps.gov/fomrfoundation>.

The Service Contract Act is not applicable to the exhibit design, development, and installation.

#### **5. FOURTH AT THE FORT**

In partnership with the National Park Service and the City of Hampton, the Fort Monroe Authority Special Events department produces an annual event on July 4<sup>th</sup> entitled Fourth at the Fort. It is a day of activity culminating with a public scale festival event which includes a concert followed by a fireworks show to be produced by a licensed and experienced pyrotechnic contractor. The scope of work and projected budget are included in the section below.

## 6. SCOPE OF SERVICES

The date of the event is July 4, 2019. There is no rain date for the Fourth at the Fort event. The projected budget for the show is approximately \$17,000.

The contract term will be from the date of award to July 31, 2019 with options to renew for up to four (4) additional one-year terms in the sole discretion of the Fort Monroe Authority.

- A. The contract should be inclusive of, but not limited to, all shells, transportation, labor, insurance, equipment, materials, supplies, cleanup and other items necessary to perform the show.
- B. Contractor must provide credentials for the licensed shooter.
- C. Contractor shall conduct a site visit with the FMA, Commonwealth of Virginia and City of Hampton staff no later than six (6) weeks prior to the show date. At that time, the contractor shall review all available site conditions for set-up with the above listed staff.
- D. At least one month prior to the show, the contractor shall submit for FMA staff approval, a recording of music to accompany the fireworks show comprised of a variety of patriotic, Independence Day-type music.
- E. Pyro-technician must be available to provide the City, State, and/ or Federal Fire Marshal representative with a beginning inventory count of shells upon arrival.
- F. No explosives can arrive at Fort Monroe or in the City of Hampton prior to the July 4<sup>th</sup>.
- G. Contractor shall be required to provide insurance certification.
- H. Contractor shall obtain FAA approval for the show, if necessary.
- I. Contractor shall obtain all permits required by the City, State and Federal agencies as required.
- J. Fireworks show shall begin at approximately 9:15 pm.
- K. In the event of inclement weather, a mutually agreed upon alternative date for launching the fireworks will be determined between the FMA and contractor.
- L. The show will be no less than fifteen (15) minutes and no greater than eighteen (18) minutes.
- M. The fireworks show will be launched from a floating platform in Mill Creek, Hampton, Virginia. Loading will take place on Commonwealth of Virginia property with pyro being transported to the anchored floating platform by boat. Contractor must provide the necessary specifications of floating platform as part of the proposal. The platform will be procured by the FMA.  
Option: Respondent shall indicate if respondent can provide platform. Offeror should include and reflect any additional costs associated with platform in the proposal if applicable.
- N. In the case of inclement weather, the contractor must provide sufficient number of tarps/coverings for the fireworks.
- O. Pyro to include shell size no greater than 5 inches.
- P. Program to include: a powerful opening, enticing mid show portion and a spectacular grand finale.

## 7. PRE-PROPOSAL CONFERENCE

No pre-proposal conference will be held.



## 8. PREFERRED QUALIFICATIONS AND EXPERIENCE

Proposals shall include sufficient evidence of the following qualifications and experience:

- Providing pyrotechnic services for similar events.
- Launching shows from floating platforms.
- Familiarity with local, state and federal pyrotechnic regulations.
- Ability to meet requested schedule and staff adequately for requested dates.
- Provide references and examples of previous experience.

## 9. PROPOSAL PREPARATION AND SUBMITTAL

In order to be considered for selection, Offerors must submit a completed response to the RFP. Failure to provide the requested information may be grounds for rejection of the proposal. **ONE UNBOUND ORIGINAL, THREE (3) BOUND copies and ONE (1) electronic version on Compact Disc (CD) as a single PDF file** of each proposal must be submitted to the FMA. No other distribution shall be made by the Offeror. Flash drives or other memory media are **NOT** acceptable as the contents are not permanent. **Proposals shall be limited to 30 sheets of 8-1/2" x 11" paper including cover pages, dividers, references, required forms, etc. FMA furnished forms shall not be altered in any way.**

A. Proposals shall be signed by an authorized representative of the Offeror. All information requested shall be submitted. Failure to submit all information requested may result in the Offeror receiving a lowered evaluation. Submittals which are substantially incomplete or lack key information may be rejected by the FMA. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

B. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Each copy of the proposal should be bound and contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

C. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The submittal should contain a table of contents which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the FMA is unable to find where the RFP requirements are specifically addressed.

D. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

E. Ownership of all data, materials, and documentation originated and prepared for the FMA pursuant to the RFP shall belong exclusively to the FMA and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

## 10. SPECIFIC INSTRUCTIONS

Proposals should be as thorough and detailed so that the FMA may properly evaluate the Offeror's capabilities to provide the required Scope of Services. Offerors are required to submit the following items as a complete proposal.

A. **One (1) completed RFP submittal sheet, Attachment A**, signed and filled out as required. The completed RFP submittal sheet shall not be included within the bound Proposals but shall be readily visible when the box, envelope or package is opened. The RFP submittal sheet is used for identification and tracking after submittal packages are opened. Failure to include the completed, signed submittal sheet as directed herein may be cause for rejection.

B. **Professional References, Attachment B**, for contracts within the last 5 years.

C. A brief profile of your firm to include firm history, years in business, and other pertinent business profile information.

D. Other qualifications that demonstrate the ability to deliver the services requested herein including elements scope of work and ability to provide fireworks launch from floating platform.



# PROPOSAL/QUALIFICATION SUBMITTAL SHEET

One (1) completed copy required with proposal or qualification submission.

RFP — 160 — 2019

## Pyrotechnic Contractor for Fort Monroe Fourth at the Fort

Proposals will be received until:  at 3:00 PM

Proposals should be sent to: Fort Monroe Authority  
20 Ingalls Road, Fort Monroe, Virginia 23651  
Attention: Procurement Manager

All Inquiries for information should be made **via email** to: FMA Procurement Manager at: [jhutcheson@fortmonroe.org](mailto:jhutcheson@fortmonroe.org)

Period of Contract:

In compliance with this Request and all conditions imposed herein, the undersigned offers and agrees to furnish the services in the attached signed Proposal or as mutually agreed upon by subsequent negotiations.

Company Name:

Address:

City:  State:  Zip Code:

Email:

Phone:  SWaM:

Virginia Contractor License Number:

Signature:  Date:

Typed or Printed Name:

Typed or Printed Title:

Acknowledge Addendum Number(s):

FOR FMA USE ONLY

Number

Virginia State Corporation Commission ("SCC") registration information: The undersigned Offeror:

is a corporation or other business entity with the following SCC identification number:

**-OR-**

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

**-OR-**

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location)

**-OR-**

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

**NOTE**

Check this box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Authority reserves the right to determine in its sole discretion whether to allow such a waiver).



# PROFESSIONAL REFERENCES

RFP  
RFP-160-2019

Provide three (3) pertinent professional references within last 5 years

Submitted by (Firm Name):   
Submitted for (RFP Title):

## Reference 1

Firm Name:   
Address:   
  
  
Name of Contact:   
Title of Contact:   
Contact's Email Address:   
Phone:   
Date of Last Contract:

## Reference 2

Firm Name:   
Address:   
  
  
Name of Contact:   
Title of Contact:   
Contact's Email Address:   
Phone:   
Date of Last Contract:

## Reference 3

Firm Name:   
Address:   
  
  
Name of Contact:   
Title of Contact:   
Contact's Email Address:   
Phone:   
Date of Last Contract: