

**Request for Proposal (RFP)  
Exterior Lighting Enhancement Project  
Basis for Proposal/Pricing  
November 28, 2023**

**1. Statement of Purpose:**

Haven for Hope is seeking proposals for the addition and replacement of exterior lighting throughout our 22-acre campus. The objective is to improve security by implementing LED lights equipped with timers, solar panels, or photocells. The minimum illumination requirement is 5000k to ensure optimal lighting for security purposes.

**2. Background:**

Haven for Hope of Bexar County, operating for 13 years as a homeless shelter campus, is committed to serving the most vulnerable population. Security and safety are our top priorities. The campus, spanning 22 acres, includes multiple buildings, two major entrances/gates, and a Union Pacific railroad on the East side. This RFP addresses the need for proper lighting at key locations, including entrances and a warehouse exterior along Haven for Hope Way. Address of site for lighting installation is 1 Haven for Hope Way, San Antonio, TX 78207.

**3. Project Specifications:**

- All lights must be 5000k.
- UL wet locations waterproof IP65
- Provide 11,600 Lumens with 80 watts.
- The project timeline is three weeks, exclusive of evenings or holidays.
- Refer to Attachment A - Site Plan for specific locations and project notes.
- A boom lift will be required for most of the project due to high fixture locations.

**4. Scope of Work:**

The project encompasses the installation and replacement of exterior lighting with the following specifications:

- a. Warehouse (Must Be Permitted):**
  - Install 1 dual head LED fixture on the Northeast corner of the warehouse. Install new breakers. Run conduit, run wire, connectors & fitting waterproof boxes, flex conduit hose, couplings, and waterproof covers. (Controlled by photocell).

- Install 1 dual head LED fixture on the Southeast corner of the warehouse Install new brakers. Run conduit, run wire, connectors & fitting waterproof boxes, flex conduit hose, couplings, and waterproof covers. (Controlled by photocell).
- Install 6 wallpacks. A new circuit is required for the timeclock and wallpacks, connecting to the break room breaker on the east wall. Install new brakers. Run conduit, run wire, connectors & fitting waterproof boxes, flex conduit hose, couplings, and waterproof covers. (controlled by photocell at the home run so all lights turn on at the same time).
- b. **Volunteer Center/Medical Building Parking Lot Dumpster Enclosure:**  
Install 4 solar panel LED lights on the four corner poles of the dumpster enclosure to illuminate the area.
- c. **Transformation Center Building & Security Building (Light Fixture Replacement):**  
Replace the current wall pack light fixture with a dual head LED light fixture, utilizing existing exits to power the new fixtures.
- d. **West Vehicle Entrance Gate to the Red Parking Lot:**  
Replace the current LED single light fixture from the light pole with a bullhorn and dual LED lights. Use the existing circuit to power the new LED fixtures. The bullhorn pipe will be welded to the 15 ft pole that is currently in place.
- e. **Warranty:**  
Upon final payment there will be a 30-day 10% retainage that will be withheld and a 1-year warranty on workmanship, parts, and light fixtures.

**5. Compliance & Insurance Requirements:**

- All materials, installations must adhere to state and federal procurement regulations. All work conducted under this RFP must strictly adhere to and comply with all applicable legal and regulatory guidelines throughout the duration of the project.
- All contractor staff assigned to this project must meet the requirements to gain access to Haven's campus. Additional information will be provided upon request.
- Proposals must include costs and timeline to obtain all necessary permits for lighting installation and any other work required under the proposal.
- Interested parties must obtain and maintain any insurance required by law, but at least (i) broad form commercial general liability insurance in amounts for bodily injury and property damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate (or equivalent in umbrella or excess liability coverage); (ii) causes of loss-special form property insurance, issued on a replacement-cost basis and insuring the full value of the contractor's property and property for which contractor is legally liable, including vehicles; (iii) workers' compensation and employer's liability in amounts of at least \$1,000,000; and (iv) business automobile liability, for owned, leased, non-owned and hired vehicles, with combined single limit for bodily injury and property damage of \$1,000,000 per occurrence (or its equivalent in umbrella or excess liability coverage). All policies shall be primary, name Haven as an additional insured, and be issued by insurance company(ies) qualified to do business in the State of Texas and having a Best Rating of at least A-VII.

**6. Proposal Submission Guidelines:**

Interested parties should submit their proposals by 4:00pm of December 8th, 2023, via email to [earvin.reinhardt@haveforhope.org](mailto:earvin.reinhardt@haveforhope.org).

Proposals should include:

- Detailed project plan and timeline
- Cost breakdown including materials and labor
- Detail of permits required, associated costs and timelines
- Description of relevant experience, and
- Certificate of Insurance (COI)

A site visit will be conducted on Friday December 1<sup>st</sup>, 2023, at 10am at 1 Haven for Hope Way, San Antonio, TX 78207. The site visit is highly recommended to answer all questions and to provide clarification. Any other inquiries and/or requests for clarification should be directed to Earvin Reinhardt at the contact information listed in this RFP.

**7. Contact Information:**

Earvin Reinhardt  
Director Of Logistics and Facilities Management  
Email - [earvin.reinhardt@havenforhope.org](mailto:earvin.reinhardt@havenforhope.org)  
Phone - 210-220-2112

**8. Attachments**

Attachment A – Site Plan (1 page)

**9. Evaluation Criteria:**

Proposals will be evaluated based on:

- Adherence to project specifications
- Proposed timeline
- Cost-effectiveness and
- Relevant experience

Haven for Hope reserves the right to reject any or all proposals.

Thank you for your interest in enhancing the exterior lighting at Haven for Hope. We look forward to reviewing your proposal.