

Request for Proposals

Holiday and Christmas Lighting Services for Downtown Delray Beach

Solicitation	Details
RFP Number	DDA-HOLIDAY-2026
Issue Date	September 11, 2026
Proposal Deadline	October 5, 2026, at 4:00 p.m. Eastern Time
Anticipated Selection	Concluded by October 15, 2026
Installation Completion	November 30, 2026

Issued by the Delray Beach Downtown Development Authority

350 SE 1st Street, Delray Beach, Florida 33483
DDA@downtowndelraybeach.com | 561-243-1077

1 Introduction and Purpose

The Delray Beach Downtown Development Authority (DDA) invites proposals from qualified and experienced firms to provide a turnkey holiday and Christmas lighting program for the 2026 holiday season. The selected firm will design, furnish, install, test, maintain, remove, and, when included in its proposal, store holiday lighting and décor throughout the DDA district.

The program is intended to create a cohesive, high-quality and welcoming holiday experience that supports Downtown businesses, enhances public spaces and reflects the character of Downtown Delray Beach. The procurement and resulting award will be administered in accordance with the DDA Purchasing Policy and all applicable laws, approvals and funding requirements.

2 Background

The DDA is a special taxing district responsible for strengthening the economic vitality, experience and identity of Downtown Delray Beach. The holiday lighting program spans multiple public areas and commercial corridors and requires close coordination with the DDA, the City of Delray Beach, utility providers, property representatives and other contractors working in the public right-of-way.

3 Scope of Services

The selected proposer shall provide all project management, supervision, labor, equipment, lifts, vehicles, materials, hardware, electrical connections, traffic and pedestrian controls, permits, inspections and incident response necessary for a complete and operational program.

3.1 Service Areas Proposed

- Atlantic Avenue corridor from the western portion of the DDA district, anticipated as NW/SW 12th Avenue, east to A1A, including designated street poles and approved public spaces.
- Libby Wesley Plaza.
- Visitor Information Center and its approved exterior areas.
- Pineapple Grove Arts District, including designated street poles and approved public spaces.
- Street poles surrounding the Old School Square campus. Work on buildings or within the campus is not included unless authorized through a written amendment.
- Other nearby DDA-controlled or City-approved locations specifically identified during the pre-installation walkthrough and included in the final agreement.

Final pole counts, attachment points and site limits will be verified with the selected proposer before fabrication or installation. Proposers must identify assumptions used to develop their price and provide unit pricing for additions or deletions.

3.2 Design and Planning

- Develop a creative, cohesive and scalable lighting concept for all service areas, with consistent color, brightness and visual quality.
- Provide a written concept narrative, location plan, product specifications, color palette, daytime appearance and photographs, sketches or renderings sufficient to evaluate the proposed design.
- Provide tiered alternatives, at minimum a base program and one enhanced option, with clear differences in scope and cost.
- Use commercial-grade, energy-efficient LED products designed for outdoor use and South Florida weather conditions.
- Provide a site-specific installation plan, schedule, staffing plan and emergency contact list.
- Coordinate the design with existing DDA-owned décor and clearly identify which items are vendor-owned, leased, newly purchased for the DDA or already owned by the DDA.
- Obtain written DDA approval of the final design before ordering, fabrication or installation.

3.3 Installation

- Complete field verification before installation and protect trees, landscaping, buildings, poles, sidewalks and other public improvements.
- Provide all lifts, certified operators, barricades, cones, spotters and approved maintenance-of-traffic measures required for safe work.
- Use attachment methods approved by the DDA. No drilling, permanent alteration or unapproved fastening is permitted.
- Maintain ADA-compliant pedestrian routes and safe access to businesses and public facilities at all times.
- Test every display and correct deficiencies before final acceptance.
- Substantially complete and fully energize all approved displays no later than November 30, 2026. Earlier completion may be established in the agreement for high-priority locations.

3.4 Maintenance and Service

- Inspect all displays regularly throughout the operating period and after significant weather events.
- Provide a single service contact and 24-hour emergency contact during the display period.
- Respond to routine outages or repair requests within 48 hours of notice and to conditions presenting an immediate public-safety risk as soon as possible, but no later than four hours after notice.
- Maintain replacement inventory sufficient to keep the approved design substantially complete and operational.
- Document inspections, outages, corrective action and unresolved conditions and provide records to the DDA upon request.
- Remove, secure or de-energize unsafe equipment immediately.

3.5 Removal Restoration and Storage

- Begin removal after the display period at the direction of the DDA and complete removal by January 22, 2027, unless the agreement establishes another date.
- Remove all vendor equipment, fasteners, wiring and debris and restore affected areas to their pre-installation condition.
- Report damage promptly and repair damage caused by the proposer at no additional cost to the DDA.
- Provide an inventory after removal that identifies item ownership, condition, location and recommended repair or replacement.
- State whether storage is included. If offered, identify the facility, security, insurance, inventory controls and annual cost.

4 Minimum Qualifications

- At least three years of relevant commercial outdoor holiday lighting experience of comparable complexity.
- Demonstrated ability to manage multiple public locations and work safely in active commercial corridors.
- All licenses, registrations and certifications required for the proposed work, including qualified electrical subcontractors when applicable.
- Capacity to meet the mandatory November 30, 2026 completion deadline and the required maintenance response times.
- Ability to provide the insurance, indemnification and contract requirements established by the DDA and City.

5 Proposal Requirements

Proposals should be concise, complete and organized in the following order. Material exceptions or omissions may make a proposal nonresponsive under the DDA Purchasing Policy.

Tab	Section	Required Content
1	Cover Letter	Signed by a person authorized to bind the proposer; include legal name, address, primary contact, email and telephone number.
2	Executive Summary	Understanding of the project, proposed approach and confirmation of schedule.
3	Firm Qualifications	Company history, ownership, office location, staffing and relevant public-sector or downtown district experience.
4	Project Team	Project manager, installers, electrical professionals and subcontractors; include roles, qualifications and availability.
5	Design Proposal	Concept narrative, site approach, renderings or representative visuals, specifications, color palette and tiered alternatives.
6	Work Plan	Design approval, procurement, installation, testing, maintenance, removal, restoration and storage schedule.
7	Experience and References	At least three comparable projects completed within the last five years, with client, contact information, dates, value and description.
8	Price Proposal	Completed pricing schedule with lump sums, unit prices, alternates, assumptions, exclusions, taxes and optional storage.
9	Compliance Documents	W-9, licenses, insurance evidence, vendor registration documents and required certifications.
10	Disclosures and Exceptions	Conflicts of interest, litigation affecting performance, debarment status, subcontractors and any requested contract or RFP exceptions.

6 Price Proposal

Pricing must be firm through contract execution and must include all costs necessary to perform the proposed scope. The DDA is tax exempt. Proposers shall not include sales tax payable by the DDA and shall identify any other taxes or governmental charges assumed in the proposal.

Price Component	Base Program	Enhanced Option
Design and project management	\$ _____	\$ _____
Materials or lease charges	\$ _____	\$ _____
Installation and testing	\$ _____	\$ _____
Maintenance and repairs	\$ _____	\$ _____
Removal and restoration	\$ _____	\$ _____
Optional annual storage	\$ _____	\$ _____
Total proposed price	\$ _____	\$ _____

Attach a location-by-location breakdown and unit prices for adding or deleting poles, tree wraps, garlands, wreaths, building outlines, plaza elements and other proposed components. Clearly state whether each material is purchased by the DDA, leased for the season or remains vendor property.

7 Evaluation and Selection

The DDA will evaluate responsive proposals using the criteria below. The DDA may verify references, request written clarifications, conduct interviews or presentations, negotiate with the highest-ranked proposer, or make an award based on the written proposals. Any interview or presentation scoring will be communicated to participating firms in advance. Award is subject to completion of the DDA approval and contracting process.

Evaluation Criterion	Points
Quality, creativity, cohesion and suitability of design	20
Relevant experience, qualifications and references	15
Project approach, schedule and operational capacity	25
Price, value and clarity of proposed ownership or lease structure	20
Maintenance, safety and responsiveness plan	20
Total	100

The DDA may determine a proposal nonresponsive before scoring if it is late, unsigned, materially incomplete, conditioned on unacceptable terms, or otherwise fails to meet mandatory requirements. The DDA is not required to select the lowest-priced proposal. Selection will be based on the proposal determined to provide the best overall value in accordance with the DDA Purchasing Policy.

8 Procurement Schedule

Milestone	Date
RFP issued	September 10, 2026
Deadline for written questions	September 21, 2026, at 4:00 p.m. ET
Responses or addenda issued	Anticipated by September 25, 2026
Proposals due	October 5, 2026, at 4:00 p.m. ET
Evaluation, selection and notice	Concluded by October 15, 2026
Agreement and required approvals	Anticipated by October 30, 2026
Installation period	Following notice to proceed through November 30, 2026
All displays operational	No later than November 30, 2026
Anticipated display period	November 30, 2026 through January 15, 2027
Removal completed	No later than January 22, 2027

The DDA may revise this schedule by written addendum. No proposer may begin work before execution of the agreement, receipt of all required documentation and issuance of a written notice to proceed.

9 Questions

Submit all questions in writing to Laura L. Simon, Executive Director, at LSimon@downtowndelraybeach.com, with the subject line "DDA Holiday Lighting RFP Question." Questions must be received by the deadline in Section 8. Only written answers or addenda issued by the DDA are binding. Proposers are responsible for confirming receipt of all addenda and acknowledging them in the proposal.

To protect the integrity of the procurement, proposers shall direct solicitation-related communications only to the contact identified above and shall not contact DDA Board members, evaluation participants or other DDA personnel to influence the selection process.

10 Submission Instructions

A complete proposal must be received by October 5, 2026, at 4:00 p.m. Eastern Time. Late proposals will not be considered. Submit one electronic PDF to info@downtowndelraybeach.com with the subject line "DDA-HOLIDAY-2026 Proposal - [Vendor Name]."

Alternatively, a sealed proposal may be delivered to:

Delray Beach Downtown Development Authority
Attn: Holiday Lighting RFP DDA-HOLIDAY-2026
350 SE 1st Street
Delray Beach, Florida 33483

The proposer bears all risk of delivery. An email timestamp, delivery receipt or other DDA record will determine timeliness. Proposals should remain valid for at least 120 days after the deadline.

11 Terms and Conditions

11.1 DDA Rights

The DDA may reject any or all proposals; cancel, postpone or revise the solicitation; waive minor irregularities when permitted; request clarification or additional information; verify any information; negotiate scope and price; and award all, part or none of the work. Issuance of this RFP does not commit the DDA to an award or reimbursement of proposal costs.

11.2 Purchasing Policy and Approvals

This solicitation, evaluation, selection and award are subject to the DDA Purchasing Policy, available funding and all required DDA approvals. If this RFP conflicts with a mandatory provision of the policy or applicable law, the policy or law controls.

11.3 Public Records

Proposals and related records are subject to Florida public records law, including Chapter 119, Florida Statutes. Proposers must not label an entire proposal confidential. Any claimed exemption must be identified specifically and supported by the applicable legal authority. The proposer is responsible for defending its confidentiality claim.

11.4 No Collusion and Conflicts

By submitting, the proposer certifies that its proposal was prepared independently and without collusion. The proposer must disclose actual or potential conflicts of interest and relationships that could affect the procurement or performance.

11.5 Public Entity Crimes and Debarment

The selected proposer must be eligible to contract with a Florida public entity and may be required to certify compliance with applicable public entity crime, suspension and debarment requirements.

11.6 Insurance and Safety

Before work begins, the selected proposer must provide insurance meeting DDA and City requirements, including commercial general liability, workers compensation, automobile liability and other coverage applicable to the work. Required parties must be named as additional insureds when specified in the agreement. The proposer remains responsible for all safety practices and subcontractors.

11.7 Permits and Legal Compliance

The selected proposer must obtain required permits and approvals and comply with applicable federal, state and local laws, codes, licensing requirements, accessibility standards, electrical standards, traffic-control requirements and City rules.

11.8 Agreement

The successful proposer must execute the DDA form of agreement or an agreement acceptable to DDA legal counsel. The final agreement will address scope, compensation, payment, insurance, indemnification, public records, termination, ownership, warranties, damage, records, audit rights and other required terms. A proposal may not be conditioned on the proposer's standard terms unless exceptions are expressly identified.

11.9 Ownership and Use of Materials

The proposal must distinguish DDA-owned, newly purchased, leased and vendor-owned materials. Ownership, risk of loss, storage obligations, reuse rights and disposition will be stated in the agreement. The proposer grants the DDA permission to use proposal images for evaluation and public procurement records, subject to applicable rights identified in writing.

11.10 Assignment and Subcontracting

The selected proposer may not assign the agreement or substitute material subcontractors without prior written DDA approval. The proposer remains fully responsible for subcontractor performance.

12 Required Proposal Certifications

Include a signed certification containing the following statements:

- The proposer has reviewed the RFP and all acknowledged addenda and can perform the proposed work within the required schedule.
- The information in the proposal is true and complete to the best of the authorized signer's knowledge.
- The proposer has disclosed all exceptions, conflicts, subcontractors and assumptions that could materially affect the proposal.
- The proposer's price is firm for the stated validity period and includes all costs except those expressly excluded.
- The proposer is authorized and eligible to conduct business and contract with the DDA.

Proposal Certification

Field	Response
Legal name of proposer	
Authorized representative	
Title	
Signature	
Date	
Email and telephone	
Addenda acknowledged	