



Request for Proposals

LED Lighting Retrofit and Replacement Project - RFP 26-1

for the

MONTROSE RECREATION DISTRICT

1. REQUEST FOR PROPOSALS

The Montrose Recreation District (MRD) is soliciting proposals from qualified, licensed electrical contractors and lighting professionals to retrofit or replace all existing T5 fluorescent lighting fixtures at the Montrose Community Recreation Center (MCRC) with high-efficiency LED lighting systems. This project also includes the repair or replacement of existing LED fixtures that are currently non-operational and ensuring that all spaces meet or exceed applicable lighting code requirements.

The anticipated RFP release is January 16, 2026. Submittals due February 13, 2026.

Proposers may request a site walk-through to familiarize themselves with existing conditions. All requests must be submitted in writing via email to miguel@montroserec.com. Site walk-throughs will be scheduled by the Montrose Recreation District based on availability and coordinated in advance.

Questions regarding RFP requirements must be received by Miguel Lopez, Parks and Maintenance Superintendent through email at miguel@montroserec.com by 5:00 PM MT on Friday, January 30, 2026. Late questions will not receive responses.

Proposals containing the information required by this RFP, in the format described below, must be received no later than 5:00 p.m. (MT) on Friday, February 13, 2026. Proposals shall be submitted EITHER in a sealed envelope and plainly marked "Proposal for LED Lighting Retrofit or Replacement Project" on the outside of the sealed envelope OR electronically at miguel@montroserec.com

2. BACKGROUND INFORMATION

The Montrose Community Recreation Center currently utilizes approximately 222 T5 fluorescent light fixtures throughout the facility. MRD is seeking to transition away from fluorescent lighting due to the following factors:

- High ongoing maintenance costs associated with fluorescent ballasts and lamps
- Reduced availability of fluorescent tubes in the market
- Colorado regulations prohibiting the distribution of most fluorescent lamps, accelerating obsolescence
- Desire to improve energy efficiency, light quality, and reliability
- Desire to standardize fixtures that are easy to maintain and have long service lives

The primary objectives of this project include:

- Replacing or retrofitting fluorescent fixtures with commercial-grade LED fixtures
- Repairing or replacing existing LED fixtures that are no longer operational
- Ensuring code-compliant light levels (foot-candles / lux) for each space type
- Reducing long-term operational and maintenance costs
- Minimizing disruption to recreation center operations during installation

3. SCOPE OF SERVICES REQUIRED

3.1 General Scope

The selected contractor shall provide **turnkey services**, including but not limited to:

- Project management and coordination
- Field verification of all existing fixtures and conditions
- Photometric analysis
- Removal, retrofit, or replacement of fixtures
- Repair or replacement of failed LED fixtures
- Electrical modifications as required
- Commissioning, testing, and final documentation

3.2 Fluorescent Fixture Retrofit or Replacement

- Retrofit or replace **approximately 222 existing T5 fluorescent fixtures**
- Proposals may include:
 - LED retrofit kits (if compatible and cost-effective), or
 - Full fixture replacement
- Fixtures must be commercial-grade, DLC listed where applicable, and designed for long service life

- Fixtures shall be easy to maintain, with minimal proprietary components

3.3 Existing LED Fixture Repairs

- Identify existing LED fixtures within the facility that are not currently operational
- Propose repair or replacement options, including:
 - Driver replacement
 - Fixture replacement if repair is not cost-effective
- Clearly identify assumptions and quantities in proposal

3.4 Lighting Levels and Code Compliance

- Contractor shall ensure lighting levels meet or exceed applicable codes and standards, including:
 - International Building Code (IBC)
 - International Energy Conservation Code (IECC)
 - IES (Illuminating Engineering Society) recommendations
 - Applicable local and state codes
- Provide photometric calculations demonstrating required light levels per space type (e.g., gyms, corridors, offices, locker rooms, pools, mechanical spaces)

3.5 Controls and Energy Efficiency

- Controls should be compatible with MRD's operational needs and easy to maintain

3.6 Installation and Phasing

- Coordinate installation schedule with MRD staff to minimize facility disruptions
- Work may be required during off-hours or phased by area
- Maintain safe access for patrons and staff at all times

3.7 Disposal and Environmental Compliance

- Properly remove and dispose of fluorescent lamps and ballasts in accordance with EPA and state regulations
- Recycling documentation may be requested

4. TECHNICAL AND PRODUCT SPECIFICATIONS

Proposed LED fixtures shall meet the following minimum requirements:

- Commercial-grade construction
- Minimum **50,000-hour rated life (L70 or better)**
- High efficacy (lumens per watt)

- Appropriate color temperature by space (typically 3500K–4000K unless otherwise noted)
- Color Rendering Index (CRI) ≥ 80
- Replaceable drivers where feasible
- UL or ETL listed
- DLC listed where applicable
- Minimum manufacturer warranty of **5 years**

Contractors are encouraged to propose fixture standardization to reduce future maintenance complexity.

The Contractor shall leave the work area in a clean state, upon completion of the work at the end of each work day. The Contractor must dispose of all debris generated in an appropriate manner. The Contractor shall be responsible for all safety training, procedures and requirements.

5. DELIVERABLES

The successful proposer shall provide:

- Photometric lighting plans
- Cut sheets for all proposed fixtures and controls
- Installation schedule
- Commissioning and testing documentation
- Warranty documentation
- PDF update of as-built drawings (if applicable)

6. PROPOSAL SUBMISSION REQUIREMENTS

Interested Respondents shall submit Proposals that clearly demonstrate their ability to provide the Services. The Proposal should be a complete and detailed approach to providing all Services and any Additional Services that the Respondent proposes. Only one Proposal should be submitted.

The Proposals shall include the following information in the order listed below to facilitate fair and equal evaluation of Proposals.

- A. COVER LETTER
- B. COMPANY QUALIFICATIONS AND EXPERIENCE.
 - a. Relevant led retrofit experience
 - b. Similar projects completed within the last 5 years
- C. PROJECT APPROACH AND METHODOLOGY
- D. FIXTURE AND TECHNOLOGY DESCRIPTION
- E. CODE COMPLIANCE STRATEGY
- F. PROJECT SCHEDULE
- G. FEE PROPOSAL
 - a. LUMP SUM PRICING

- b. OPTIONAL ALTERNATES (retrofit VS. replacement)
- H. Warranty & Maintenance Information
- I. Assumptions & Exclusions
- J. References (minimum of three)

Fee proposals should be as specific as possible and must include sufficient detail to allow insight into the fairness and reasonableness of the price in order to be considered. Rates should be all-inclusive and incorporate all costs of performing the Services (including without limitation, mileage, equipment, supplies, permits, licenses, overhead, profit, etc.) Although the MRD does not anticipate compensating Respondent for any additional items or expenses, any such additional amounts to be charged to the MRD should be identified in the fee proposal.

7. SELECTION

The MRD will use a qualitative-based selection process using the following criteria:

- Understanding of project and approach
- Quality and suitability of proposed lighting solutions
- Compliance with lighting codes and standards
- Ease of maintenance and long-term value
- Project schedule and ability to minimize disruptions
- Cost and overall value
- Contractor experience and references

The MRD may contact references provided with the Proposal. The MRD reserves the right to request clarification or additional information from Respondents and to consider independently obtained information.

The MRD will select the Respondent determined to be the best value by the MRD in its sole discretion. In addition to the criteria stated above, the MRD's determination may consider, without limitation, the Respondent's financial resources, ability to comply with all legal and regulatory requirements, ability to perform the services in a timely and satisfactory manner, history of performance, reputation, ability to obtain necessary equipment, data, and facilities, and any other factor deemed important by the MRD.

The MRD reserves the right to negotiate further with one or more Respondents. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. The MRD's decision is final and without recourse to any Respondent.

8. CHANGE ORDERS

- Any alteration or deviation from the Services mentioned or any other contractual specifications that result in a revision of this Agreement shall be approved in writing by the Parks and Maintenance Superintendent.

9. MISCELLANEOUS

The issuance of this RFP and the receipt and evaluation of Proposals do not obligate the MRD to select a Respondent, to enter into any agreement, or to pay any costs incurred in responding to this RFP or negotiating an agreement. Selection of any Contractor and execution of a contract is dependent on approval in accordance with applicable City laws and policies and the MRD's receipt of any required Certificates of Insurance and applicable endorsements. No Proposal shall constitute business terms of any eventual agreement except as expressly agreed by the MRD. The MRD reserves the right to modify this RFP or the selection process, to cancel this RFP, to reject or accept any Proposal, and to waive any informalities or irregularities in any Proposal, without liability, at any time.

All Proposals shall become the property of the MRD, will not be returned, and will become a public record. Respondents may request parts of their Proposals to remain confidential by indicating such in the Proposals and on the appropriate proprietary or financial pages, which must be clearly marked. The MRD will take reasonable steps to keep confidential only documents actually prevented from disclosure under the Colorado Open Records Act ("CORA" or "Act"), C.R.S. § 24-72-201, *et seq.*, including notifying the Respondent of a CORA request and allowing the Respondent to take steps to prevent disclosure. Under no circumstances may an entire Proposal be marked or identified as proprietary or confidential. **By submitting a Proposal, each Respondent agrees to hold the MRD harmless from any claims arising from the release of confidential or proprietary information not clearly designated as such by the Respondent or where the MRD has notified the Respondent of a request, and from any claims arising from the release of documents not protected from disclosure under the Act.**

Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittals, other than discussions with MRD staff as described in this RFP. After the release of this RFP, Respondents are not permitted to make any direct or indirect contact with members of the Selection Committee, the Board of Directors or media on the subject of this RFP, except in the course of MRD-sponsored presentations. Violation of these rules is grounds for disqualification of the Respondent.

10. INSURANCE

A. **Required Policies.** Contractor will procure and keep in force the following insurance subject to the conditions below, for the duration of this Agreement:

1. **Commercial General Liability Insurance.** Comprehensive general liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the performance of the Services with at least **One Million Dollars (\$1,000,000)** each occurrence.

2. **Products and Completed Operations Insurance.** Products and completed operations insurance insuring against any liability for bodily injury or property damage caused by the completed Services, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

3. Comprehensive Automobile Liability Insurance. Comprehensive automobile liability insurance insuring against any liability for personal injury, bodily injury or death arising out of the use of motor vehicles and covering operations on or off the site of all motor vehicles controlled by Contractor that are used in connection with performance of the Services, whether the motor vehicles are owned, non-owned or hired, with a combined single limit of at least **One Million Dollars (\$1,000,000)**.

4. Professional Liability Insurance. If Contractor is an architect, engineer, surveyor, appraiser, physician, attorney, accountant or other licensed professional, or if it is customary in the trade or business in which Contractor is engaged, or if the MRD otherwise deems it necessary, errors and omissions professional liability insurance insuring Contractor against any professional liability with a limit of at least **One Million Dollars (\$1,000,000.00)** per claim and annual aggregate.

5. Other Insurance. Workers' compensation insurance (unless the Contractor provides a completed Declaration of Independent Contractor Status Form) and other insurance required by applicable law.

B. Terms of Insurance. The limits of any insurance required by this Agreement will not limit the Contractor's liability.

1. Additional Insured. Except for the professional liability policy, if applicable, and workers' compensation policy, all required insurance policies shall name the MRD as an additional insured and will provide that the MRD, although named as an additional insured, will nevertheless be entitled to recovery under said policies for any loss occasioned to the MRD or its officers, employees or agents by reason of the negligence of Contractor or its officers, employees, agents, subcontractors or business invitees. The insurance policies will be for the mutual and joint benefit and protection of Contractor and the MRD. Such policies will be written as primary policies not contributing to and not in excess of coverages the MRD may carry.

2. Qualification; Deductible. Insurance required by this Section will be with companies qualified to do business in the State of Colorado and may provide for deductible amounts as Contractor deems reasonable for the Services, but in no event greater than Ten Thousand Dollars (\$10,000.00), and Contractor will be responsible for the payment of any such deductible.

3. Cancellation. No such policies will be cancelable or subject to reduction in coverage limits or other modification unless previously approved by the MRD in writing.

4. Coverage Type. The contractor will identify whether the type of coverage is "occurrence" or "claims made." If the type of coverage is "claims made," which at renewal Contractor changes to "occurrence," Contractor will carry a twelve (12) month tail. The contractor will not do or permit anything to be done that will invalidate the policies.

5. Evidence of Coverage. Before commencing work under this Agreement, Contractor will provide certificates of insurance policies indicating that the MRD is an additional insured and, if necessary, all endorsements evidencing insurance coverage required by this Agreement. The MRD will not be obligated under this Agreement until the Contractor provides acceptable such certificates of insurance and endorsements. If the Term extends beyond the period of coverage for any required insurance, Contractor will, at least ten (10) days before the expiration of any such insurance coverage, provide the MRD with new certificates of insurance and endorsements evidencing either new or continuing coverage.



REQUEST FOR PROPOSAL

SUMMARY SHEET

1. Project: LED Lighting Retrofit or Replacement Project
2. Location: 16350 Woodgate Road Montrose, Colorado 81401
3. Type of Submittal Required: Request for Proposal in accordance with written guidelines.
4. Submission Date: February 6, 2026
5. Submission Time: No later than 5:00pm, MST
6. Submission Requirements: Proposals must be emailed to miguel@montroserec.com.
7. Montrose Recreation District Representative and Primary Contact:

Miguel Lopez
Parks and Maintenance Superintendent
16350 Woodgate Road
Montrose, Colorado 81401
Telephone: (970) 249-7705 x. 8572
E-mail: miguel@montroserec.com

Exhibit A - Montrose Community Recreation Center (MCRC)

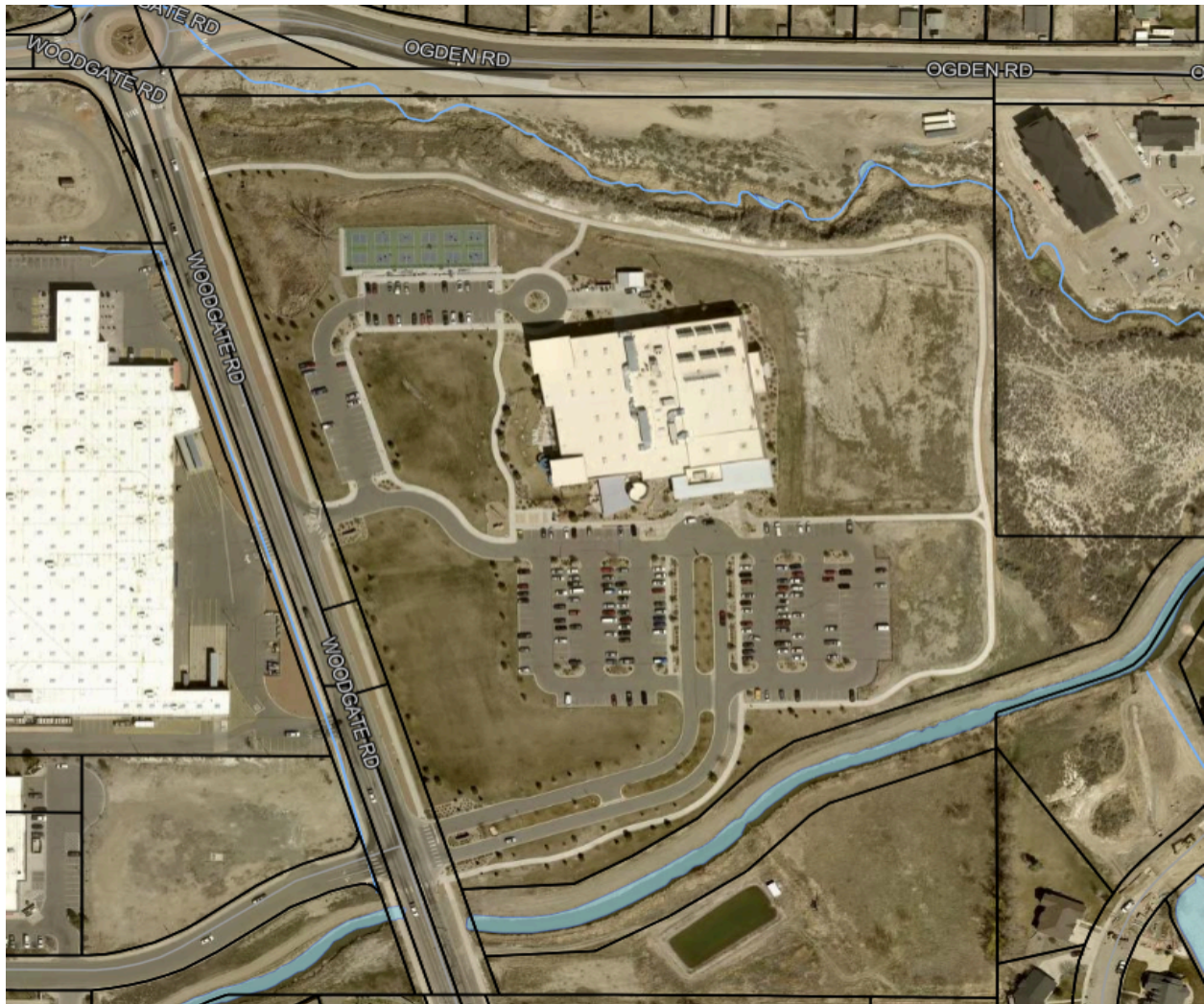


Exhibit B - MCRC Electrical Plans - [CRC Electrical Plans.pdf](#)