



## CITY OF PARRAMATTA MAJOR EVENTS

REQUEST FOR QUOTE (RFQ):  
2017 NEW YEAR'S EVE FIREWORKS DISPLAY

## Table of Contents

Background .....	3
Quoting submissions .....	3
Selection Criteria .....	3
New Year's Eve Event Information .....	4
Scope of Works .....	6

## Background

The City of Parramatta (CoP) holds its annual New Year's Eve (NYE) event at Parramatta Park. It is one of the City's major events and attracts a large audience of approximately 60, 000 people. The Fireworks display is the primary attraction of the event and CoP is looking to appoint a quality Fireworks provider for the creative presentation of the fireworks display for the 2017 event.

## Quoting submissions

Submissions must:

- Address the **Scope of Works** below;
- Provide an outline of your creative approach, including ability to program your display to a soundtrack;
- Provide the Ex GST cost for the event, based on the size, nature and timing of the display; Costs should be itemised and cover all items as detailed in the scope of works as is appropriate for the display;
- Provide an indication of any equipment/plant you need/expect to be provided e.g. fencing, forklifts, scissor lifts.

All submissions must also include:

- Public Liability Insurance details and Workers Compensation Insurance details - please forward us certificates of currency with your quote. (Public liability insurance cover must be for a minimum of \$20, 000, 000 per instance.)
- A maximum 1-2 page résumé that indicates examples of other major events you have previously serviced, the type of displays produced and includes two referees.

Submissions should be less than 5MB in size.

**All quotes must be submitted no later than 5pm, Friday 7 July 2017 and should be emailed to [events@cityofparramatta.nsw.gov.au](mailto:events@cityofparramatta.nsw.gov.au)**

## Selection Criteria

Quotes will be assessed on:

- Pricing (value for money)
- Creative approach
- Experience

All proposals will be evaluated by a panel. The City of Parramatta aims to make appointments in the third week of July, 2017.

The City of Parramatta reserves the right to not appoint a Fireworks provider resulting from submissions for this RFQ. Following the appointment of a provider the City of Parramatta reserves the right to change the parameters of the NYE event.

Enquiries: Any questions need to be submitted by email [events@cityofparramatta.nsw.gov.au](mailto:events@cityofparramatta.nsw.gov.au) or you can contact Josh Engelbrecht on (02) 9806 5434.

## New Year's Eve Event Information

Event Date/s: Sunday 31 December 2017

Event Location: Parramatta Park

Event Start: 4 pm

Event Finish: 9.15 pm

General Event Description: Parramatta New Year's Eve is a key event produced by City of Parramatta Council and attracts a family friendly crowd of approximately 60,000 people to watch the 9pm fireworks display.

The main stage is in the Crescent Amphitheatre (central area), with activations either side (the Long Paddock (West) and the Pavilion Flats area (East)), consisting of food, amusement rides, live stage performance and roving entertainment. Please refer to the 2016 site plan below (Map 1).

Crowd Attendance: Crowd numbers increase until 8.30pm in anticipation of the 9pm Fireworks display. Estimated peak crowd of 60,000 people for Fireworks viewing.

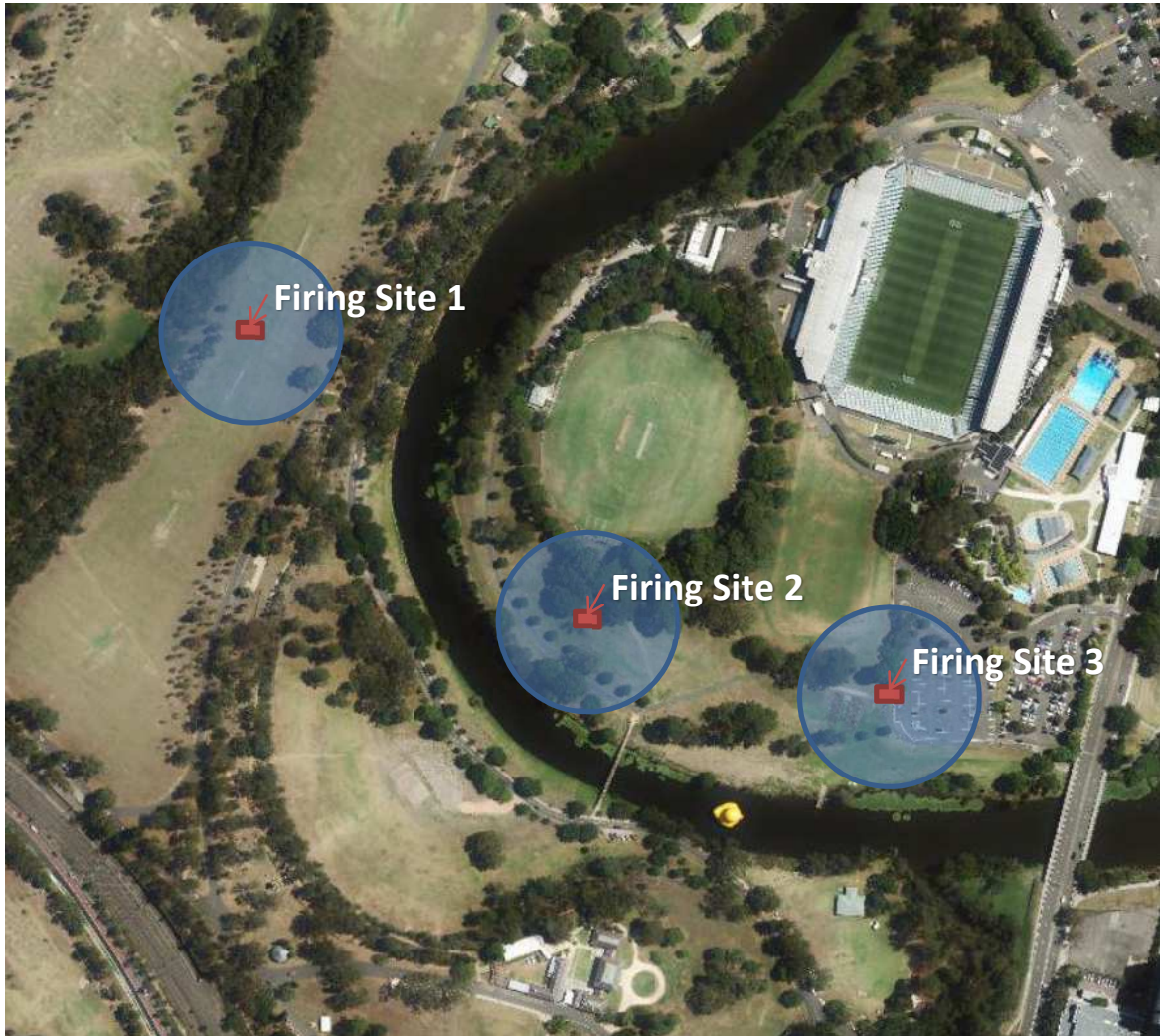
Fireworks Display: The NYE fireworks spectacular is the premier fireworks display for the City of Parramatta and is the finale for NYE event celebrations in Parramatta Park. It follows immediately on from the stage headline acts and, along with the accompanying soundtrack, is aimed at building on the atmosphere generated by the stage performances.

Crowd Attendance: 60,000 in attendance for the fireworks spectacular.

**Map 1: NYE 2016, Parramatta Park**



**Map 2: Fireworks Firing Sites, NYE, Parramatta Park**



## Scope of Works

The appointed Pyrotechnics provider for NYE celebrations will be responsible for:

- Pre-event, event, and post event liaison and coordination with event management for the delivery of the display;
- Provision of pyrotechnics for use in the display and all associated control and activation equipment;
- On-site management of all aspects of the display from bump in to bump out;
- Appropriate management of all safety aspects of the display including:
  - Firing site and on-site storage safety
  - Provision of risk management documentation
  - Provision of Safe Work Method Statements and all WH&S documentation
  - Ongoing liaison with the City of Parramatta and other stakeholders to help eliminate and manage risks
- Liaison with all relevant authorities including emergency services, CASA and WorkCover;
- Provision of all licenses, appropriate government approvals/clearances and notifications as required;
- The return of firing sites to their pre-firing condition. Site and surrounds must be cleared of all debris post event, before departure;
- Working with CoP to develop a site layout that meets safety and display needs;
- Working with CoP to develop a list of infrastructure and staffing required to meet safety and operational needs including radio requirements, fencing for exclusion zones, lighting (light towers), power requirements and security rosters;
- Working with CoP to develop a production schedule that includes:
  - All vehicle movements and parking requirements
  - Fencing installation and exclusion zone activation
  - Safety Inductions
  - Movement and delivery of Pyrotechnics and pre-production set up
  - Security Rosters
  - Exclusion zone activation and requirements
  - Agreed roster of attendance by Fire and Rescue NSW
  - Run times and call sheets for show control
- Provision of a fireworks display that runs for 12 minutes from 9:00pm until 9:12pm, utilising appropriate size shells and effects for the firing locations (visibility of the display is key given the hidden nature of the locations and obscuring cover of surrounding trees) and operating from three firing sites as per Map 2 above. The Sites are located in the Long Paddock (Site 1), on the northern banks of the Parramatta River (Site 2) and in the Car Park for the now off-line Parramatta swimming pool (Site 3).
- Creation of a display that can be easily seen from all event activity areas as indicated in Map 1.
- Creation of a display that coordinates with a music sound track (provided by CoP) that will run for 12 minutes. The display should aim to incorporate peaks and troughs of intensity, and variations in effects and colours to correspond to musical variations, building towards a spectacular crescendo. The provider will be asked to liaise either directly with CoP for this process or with a CoP appointed creative producer.

- Within risk documentation, give consideration to the fire safety of patrons and temporary and permanent structures on site and within the area and in particular Old Government House.
- Assist CoP in Liaising with Parramatta Park Trust to ensure site approvals.
- Provide guidance and assist CoP in establishing an exclusion zone.
- Should it be required, work with CoP to adapt current firing positions or develop further firing locations.