



Request for Proposals: Downtown Portland Clean & Safe District Holiday Light Project

Notice and Instruction to Bidders

Downtown Portland Clean and Safe is requesting proposals for its 2022-2023 Holiday Lighting Program. Each year, the Clean and Safe District manages this program in downtown's central retail core to provide extra illumination, increase safety, and encourage people to shop and celebrate the holiday season downtown. We light 760+ trees in the Downtown area, additional lighting over The Cart Blocks, and are looking to provide additional activations in Old Town.

The lighting program is a "green" program with the conversion of the older incandescent light strings to much brighter LED (Light-Emitting Diode) strings that use only 20% of the electricity used in years past. We also offset our energy use with Renewable Energy Certificates (RECs), through Pacific Power's Blue-Sky program. Ten years ago, we added enhanced lighting on Yamhill and Morrison streets by lighting the trunks of these trees in addition to the already lit tree canopies. We hope these additional lights continue to create a more pedestrian friendly environment and serve to designate the Signature Retail Streets, as identified in the 2009 Downtown Retail Strategy Task Force Report.

Holiday Lighting runs from November 1st , 2022 – February 28, 2023

Interested parties are to respond **no later than 8:00 a.m. on Monday, August 29, 2022.**

Requirements

1. Vendor must have their Limited Maintenance Electrician (LME) License
2. Vendor must complete training to work with TriMet's high voltage lines
3. Vendor must comply with the City of Portland's labor and peace policies
4. Downtown Portland Clean & Safe values working with woman-owned or minority-owned businesses to support equity and inclusion in the Portland region. Business owners with certified or special socio-economic status are encouraged to apply.

Submission of Proposals

Proposals should be emailed to:

Sydney Mead, Director, Downtown Programs
Portland Business Alliance
121 SW Salmon Street, Suite 1440
Portland, OR 97204
smead@portlandalliance.com



Background:

The Downtown Portland Clean & Safe District encompasses a 213-block area of downtown and is one of the oldest, largest and most successful business improvement districts in the nation. Businesses within this area elected to pay a fee to raise money that supplements publicly financed services for neighborhood improvement, including cleaning, security, community justice services, market research and retail advocacy. Established in 1988, this 501c3 nonprofit is celebrating its 34th anniversary. For more information, go online to DowntownPortland.org.

Purpose and Objectives of the Project

Providing Holiday Lighting for Downtown Portland.

I. Scope of Work

The project includes:

- i. Installing LED lights for 760+ trees, about 150 snowflakes, and additional café lights in Old Town and around The Cart Blocks.
- ii. Working with building owners to ensure power to the holiday lights, occasional maintenance to existing exterior electrical plugs and infrastructure will be required.
- iii. Working with retail businesses to ensure that installation does not disrupt their business.
- iv. Working with TriMet to set up a schedule when the light rail can be paused for service and for installation (typically during the night/graveyard).
- v. Daily inspections (typically starting at 4 a.m.) to ensure power is working at each tree and trouble shooting issues with storms, vandalism, and other damage. Replacing and repairing issues quickly.
- vi. Please note: necessary permits will be acquired by Downtown Portland Clean & Safe and will not be the vendor's responsibility.

II. Timeline

- i) Proposals received: August 8th – August 28th, 2022 (**August 29th at 8 a.m. is the deadline**).
- ii) Proposals Awarded: August 31st, 2022
- iii) Installation September 1 – October 31st, 2022
- iv) Lights On: November 1st – February 28, 2023
- v) Teardown: March 1st – March 31st, 2023

III. Budget for Scope of Work

To be negotiated. (Hourly or fixed fee proposals will be accepted.) Generous in-kind sponsorship trade or exchange for services may be considered as part of this proposal.

Selection Criteria and Requirements

The successful responder for the project will be:

- Experienced and qualified to execute one or all four phases named above.
- Establish an individual point of contact to act as project manager and coordinator with DPC&S staff.
- Be accessible and able to conduct face-to-face meetings as needed.
- Able to accomplish the scope of the project within the approved budget parameters for labor and other fees.

•

Required Project Pricing Disclosure and Format

The presenter must include in the proposal response the following:

- Itemized cost of one or both project phases.
- Variables must also be identified that would drive the price of the project up and be presented as an estimate and must be clearly identified in the breakdown.

Proposal Requirements

All proposals must adhere to the following proposal format and include:

- Business identification and main office address of the bidder.
- Main contact person (for notification purposes).
- Project lead identified.
- Short biographical information of individual(s) who will be involved in this process.
- Technical approach/proposed process (not to exceed one page).
- Present at least one case study example of a similar project with supporting visual images (not to exceed a total of one page).
- Firms diversity and equity policies.
- References (If vendor is a new vendor to Downtown Portland Clean & Safe, please include four references including contact information).

Selection of Responder

Scoring of Proposals - Selection will be based on the following:

- Approach of submission
- Staff Qualifications/Experience
- Firm Qualifications/Experience
- Firm References
- Firm location in proximity to Portland, Oregon
- Firm meeting our diversity and equity goals
- Firm's ability to meet all contractual requirements of the Downtown Portland Clean & Safe ESD contract with the City of Portland to include all elements of the City's Sustainable Contracting requirements.

**Acceptance of bids**

Unless bids are submitted per the required instructions of this RFP, the bid may be rejected as a non-responsive vendor.

Award and Final Offers

After carefully evaluating responsive bids and vendors, the Director of Retail Programs will make the final decision regarding the selected firm.

Notification of Award

The selected firm will be notified via an email to the main contact person.

Equal Opportunity Proposal Acceptance Policy

It is important to the Selection Committee that all procurement practices, including this Request for Proposal be conducted with integrity, consistent with sound business practices and applicable laws and regulations. The Selection Committee's evaluation process shall provide for fair and open competition among all bidders.