



Request for Proposals: Downtown Portland Clean & Safe District Downtown Lighting Project

Notice and Instructions to Bidders

Each year, Clean & Safe manages lighting across the 273 blocks of the Downtown Portland Clean & Safe District. The program primarily focuses on illuminating street trees, while also installing and maintaining starbursts, light canopies, snowflakes, LED stars, and other seasonal and decorative elements throughout the district.

Currently, the program includes lighting for more than 1,075 street trees across approximately 100 downtown blocks — with potential for continued expansion — as well as the installation and maintenance of approximately 200 snowflakes, 250 LED stars, 160 starbursts, multiple light canopies, and additional urban décor and seasonal features.

The Downtown Lighting Program is a long-standing, sustainability-focused initiative. The transition from incandescent to energy-efficient LED lighting has reduced electricity usage by approximately 80% while improving durability and performance. Recent expansions include enhanced corridor lighting along Yamhill and Morrison Streets, seasonal tree trunk illumination, and additional installations in several downtown parks.

This project plays a critical role in strengthening downtown’s vibrancy and safety. By increasing pedestrian-scale lighting and enhancing the visual experience of the public realm, the program supports local businesses, encourages gathering and activity, and helps ensure Downtown and Old Town remain welcoming and accessible year-round.

Two Seasons:

The traditional lighting season runs from **October 1 through March 1**, with decorative elements installed and illuminated by **November 1 and removed by March 1st**. While the lighting program provides a festive placemaking atmosphere, it also plays a critical role in improving safety and visibility downtown. Due to the program’s positive impact, we do look to provide illumination for a second season, March 1st – October 1st. This ‘second season’ is grant-funded and may change in future years. Please refer to the attached photos and map outlining the Downtown lighting areas included in this project.

Interested parties are to respond **no later than 8:00 a.m. on MARCH 31, 2026**.



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. 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

Should not exceed 10 pages. Proposals should be emailed to:

Mark Wells, Executive Director, Downtown Portland Clean & Safe
121 SW Salmon Street, Suite 1440
Portland, OR 97204
Mwells@portlandalliance.com



Background:

The Downtown Portland Clean & Safe District encompasses a 273-block area of downtown. 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 38th anniversary. For more information, go online to DowntownPortland.org.

Purpose and Objectives of the Project

Providing Street Trees and other Lighting for Downtown Portland to improve vibrancy and safety in the Downtown core.

I. Scope of Work

The project includes:

- i. Maintenance for the 1075+ street trees in the district with the goal of having well-illuminated street trees. This includes servicing light strands when there is storm damage and vandalism. Replacing LED lights strands if they become dim and making sure the wrapping around trees with lights and tape is not harmful to trees.
- ii. Season One (October 1st – March 1st) repairs should be made in 5 working days from being reported out, or an exception report needs to be made. For Season Two (March 1st – October 1st), repairs are expected in 10-working days from being reported out.
- iii. Seasonally: installing about 200 snowflakes, 250 LED Stars, 160 starbursts, having them up by November 1st and removed by March 1st.
- iv. Working with building owners to ensure power to the holiday lights, occasional maintenance to existing exterior electrical plugs and infrastructure will be required.
- v. Working with retail businesses to ensure that installation does not disrupt their business.
- vi. 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).
- vii. Five days a week inspections, repairs, and service (typically starting at 8 p.m. - 4 a.m.) from October 1st – March 1st, to ensure power is working at each tree and troubleshooting issues with storms, vandalism, and other damage.
- viii. Replacing and repairing issues quickly, typically within the 5-day repair window.
- ix. Expanding the number of trees illuminated: while this is a goal of the program, we would ask for additional quotes for any additional lighting projects.
- x. Please note the necessary permits will be acquired by Downtown Portland Clean & Safe and will not be the vendor's responsibility.
- xi. Providing an updated map at the beginning of each season for all tree lights differentiating between lights with a photocell versus constant illumination.

II. Timeline

- i) Proposals received: March 31, 2026
- ii) Proposals Awarded: May 1, 2026

III. Budget for Scope of Work

To be negotiated. (Hourly or fixed fee proposals will be accepted.)

Selection Criteria and Requirements

The successful responder for the project will be:

- Experienced and qualified to execute one or all phases named above.
- Establish an individual point of contact to act as project manager and coordinator with DPC&S staff.
- Be proactive in repairs and service, not requiring DPCS to call in all issues.
- 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 for Main Season:
 - Adding new LED lighting in street trees, cost should include Fire Marshall approved extension cords from the buildings.
 - Maintenance and servicing existing 1075+street trees that have lighting.
 - Including restringing trees for pruning or for tree health.
 - Emergency response for when limbs are down and for the aftermath of storms.
 - Repairs should be made within 5 business days of reporting the issue. If repairs cannot be made in this time frame, an exception report needs to be made.
 - Installing décor pieces such as the LED Stars, Snowflakes, Starbursts, and other new lighted décor pieces we may be able to purchase for the upcoming Winter season.
- Itemized cost for the Secondary Season (based on funding):
 - Weekly repair in the district from March 1st – October 1st.
 - Goal of having repairs made within two weeks (10 business days) of maintenance report.
- 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).
- Proposal should not exceed 10 pages.

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

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 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.