

# REQUEST FOR PROPOSALS FOR STATE STREET HOLIDAY LIGHTS



CHICAGO  
LOOP  
ALLIANCE®

SPECIAL SERVICE  
AREA #1-2015

CHICAGO LOOP ALLIANCE & SPECIAL SERVICE AREA #1-2015

APRIL 2022

Request issued April 13, 2022  
Proposals due May 28, 2022

Chicago Loop Alliance  
55 W Monroe Street, Suite 2660  
Chicago, IL 60603



**CHICAGO  
LOOP  
ALLIANCE.**

**SPECIAL SERVICE  
AREA #1-2015**

## **TABLE OF CONTENTS**

<b>GENERAL INFORMATION .....</b>	<b>3</b>
Proposal Submission.....	3
Contract Deadline.....	4
About Chicago Loop Alliance.....	4
History of State Street.....	5
Other Helpful Information.....	6
<b>PROJECT SCOPE.....</b>	<b>7</b>
Study Area.....	7
Scope of Services.....	8
Timeline.....	11
<b>SUBMISSION REQUIREMENTS.....</b>	<b>12</b>
Total Cost.....	13
<b>CONSULTANT SELECTION.....</b>	<b>14</b>

## GENERAL INFORMATION

Chicago Loop Alliance (CLA) is seeking proposals from experienced urban planning, landscape design, urban design, electrical engineering and professional commercial lighting firms to develop, design, install, and uninstall a holiday light program on State Street in the Chicago Loop.

Qualified applicants will have proven experience creating holiday light displays in urban settings for other neighborhood organizations, special service areas, business improvement districts, municipalities, and civic organizations.

As the sole service provider for Special Service Area #1-2015, Chicago Loop Alliance is tasked with programming and maintaining a high performing street in the heart of the central business district. CLA seeks a plan for the holiday lighting of State Street, including both recommendations that can be accomplished by CLA and SSA #1-2015 alone, and improvements that CLA can accomplish through partnerships.

## PROPOSAL SUBMISSION

Proposals are due on May 28, 2022, at 11:59pm. Late submissions will not be considered. Interviews for the top candidates will be scheduled on June 7, 2022.

Please address all proposal submissions and inquiries to:

**Michael Edwards**

President & CEO

Chicago Loop Alliance

55 W Monroe Street, Suite 2660

Chicago IL 60603

(312) 782-9160

[michael@chicagoloopalliance.com](mailto:michael@chicagoloopalliance.com)

Both paper submissions and electronic submissions will be accepted, but electronic submissions are preferred. If submitting electronically, please submit via email to [michael@chicagoloopalliance.com](mailto:michael@chicagoloopalliance.com). If submitting a paper copy, please send to the address above. Please note, Chicago Loop Alliance is open from 8:30am to 4:30pm Monday through Friday.

## **CONTRACT DEADLINE**

A contract between Chicago Loop Alliance and the selected firm must be signed by the end of the May 2022.

## **ABOUT CHICAGO LOOP ALLIANCE**

The organization has a threefold structure, mission, and systems of governance:

### **Chicago Loop Alliance (CLA)**

Mission: Chicago Loop Alliance creates, manages and promotes positive and inclusive programs that attract people to the Loop and accelerate economic recovery.

CLA is an independent 501(c)(6) consisting of over 250 businesses and organizations that support the organization through membership dues. CLA provides networking opportunities, key economic reports, access to city agencies, and visibility through member-focused destination marketing campaigns. CLA also engages in placemaking efforts, including managing public space and public art programs, and promotes economic development in the Loop.

### **Special Service Area #1-2015**

The goal of State Street Special Service Area #1-2015 is to position State Street as a highly desirable world-class retail, entertainment and cultural destination that attracts Chicago residents, tourists and visitors as well as new businesses and real estate development. CLA is the sole service provider to the State Street SSA 1-2015, which includes property on both sides of State Street between Wacker Drive on the north and Ida B Wells Drive on the south. SSA 1-2015 achieves its goal by providing supplemental services to keep the area clean and maintaining infrastructure, through public space interventions, and through special programming that brings visitors and media attention to State Street. SSA 1-2015 was formed in 1996 to maintain State Street after the street's renovation, as recommended in the Greater State Street Council's 1987 "Vision for the Future of Greater State Street." SSA # 1-2015 is managed by CLA.

### **Chicago Loop Alliance Foundation (CLAF)**

Mission: CLAF Creates, supports, and promotes artistic, cultural, and public events that benefit organizations, individuals, and stakeholders in the Loop. CLAF is an independent 501(c)(3) corporation that was formed in 2005 to develop and promote artistic, cultural, and public offerings within the service area of CLA. These initiatives enhance the character of the Loop, contribute to its competitive position as a mixed-use destination, and promote economic development and tourism in the area. CLAF contributes funding to the organization's placemaking initiatives.

## HISTORY OF STATE STREET

Forty years ago, the State Street Council and the City of Chicago opened the “State Street Mall,” a pedestrian and bus mall that closed State Street to automobile and bicycle traffic. The goal of the mall, modeled after European pedestrian malls, was to compete with the rise of suburban shopping centers and to improve transit service and pedestrian experience in the Loop. The mall was not the success that had been hoped for, and instead created challenging infrastructure issues, a hotspot for bus diesel fumes, and an empty, cavernous feel that was unwelcoming to pedestrians.

In 1987, the Greater State Street Council published “A Vision for the Future of Greater State Street,” which outlined a plan to reopen the street to traffic. The City of Chicago invested \$25M to renovate the street as designed by Skidmore, Owings & Merrill. In 1996, the renovation was completed, and State Street reopened with historic-looking infrastructure, including light poles, bus kiosks, signage, planters, and more. That same year, Special Service Area #1-2015 was created, and the Greater State Street Council merged with the Central Michigan Avenue Association to form the Chicago Loop Alliance as the sole service provider for the SSA.

More information about the history of State Street can be found in the Chicago Public Library’s special collection on the Chicago Loop Alliance: <https://www.chipublib.org/fa-chicago-loop-alliance-collection/>

**About State Street Today:** The 1996 design of State Street was the most recent plan for the street, and the street is still operating off that plan. State Street (within the focus area of this plan - see “Study Area” for more information) is currently characterized by three “zones.” The north end of the street (from Wacker to Randolph, approximately) is characterized as a theatre district, with several famous theaters and cultural institutions lining the street. The central portion (approximately from Randolph to Adams) is characterized by retail uses, especially clothing stores, focusing affordable to mid-range retail (unlike the luxury retail that characterizes Michigan Avenue on the Magnificent Mile). The south end of the street (from Adams to Ida B Wells and beyond) is an educational district, with numerous universities and the Harold Washington Library on the Street. This southern zone deals with retail vacancy and the lowest pedestrian traffic on State Street. Additionally, State Street is home to five major CTA train stops (State/Lake and Harold Washington Library - serving the orange, green, pink, purple, and brown lines; and the Lake, Monroe, and Jackson red line stops) plus the abandoned red line stop at Washington. State Street has two lanes of traffic in either direction with medians (either painted or built) on most blocks. Currently, State Street has no designated bus lanes or bike lanes.

## **OTHER HELPFUL INFORMATION**

Visit [www.loopchicago.com/cla](http://www.loopchicago.com/cla) for more information on the Chicago Loop Alliance's programs and activities.

Visit <https://loopchicago.com/do-business/invest/research-and-resources/> for links to recent annual reports, economic studies, a university study and the CLA strategic plan.

# PROJECT SCOPE

## STUDY AREA



**Loop Context Area:** The red dashed line outlines CLA’s Loop boundary. This will be considered the minimum context zone, where planning for State Street should relate to an understanding of the wider Loop.

**SSA #1-2015:** The blue dotted line outlines the boundary of SSA #1-2015 and the location of the ratepaying properties.

**State Street:** The green double-sided arrow shows **the portion of State Street that is the focus of this request.** Connections to other portions of State Street should be considered during planning, but the portion from Wacker Drive to Ida B Wells Drive will be referred to as “State Street” for the purpose of this document.

## **SCOPE OF SERVICES**

Chicago Loop Alliance is seeking a qualified firm to design, install, maintain, and deinstall holiday lighting along State Street in the Loop that culminates in an annual holiday season lights display for 2022. The consultant should expect 77 working Type-1 lamp poles with standard electrical outlets at the top of the pole along State Street (largely located mid-block).

With oversight from the Chicago Loop Alliance staff and support from the CLA Board of Directors and State Street Commission, the selected firm will take a lead on project deliverables and the implementation process. This project scope will serve as a basic outline for the structure of the infrastructural upgrading process. Project managers should use this as a framework to develop a more detailed project proposal that best highlights their strengths and professional capabilities.

### **Design**

The firm shall submit a proposal for a design of holiday lights for State Street that considers the 77 Type-1 light poles, the 145 of deciduous trees, and can utilize the at-grade and vaulted planter assets from Wacker Drive to Ida B. Wells.

The firm shall consider input from Chicago Loop Alliance to design and curate holiday lighting, including consideration of:

- Cohesion between the light poles and the trees,
- Functionality and appreciation during the daytime hours,
- Strung up decorative lights.
- Programmed displays

The firm shall acknowledge the historic and iconic aesthetic of State Street in the Chicago Loop, but creatively think of fresh, exciting and destination-worthy interventions during the holiday season.

The firm shall submit relevant sample designs / past designs with the full proposal.

### **Installation**

The selected firm shall install holiday lights with power from 77 Type-1 light poles, 145 trees (including 20 in the Gateway median plaza), and the opportunity to utilize planter assets along State Street no later than November 15, 2022.

- The firm must commit to pedestrian safety, traffic management, and electrical grid maintenance during the installation process as outlined by the Department of Electrical Operations from the Chicago Department of Transportation.
- The firm must obtain a permit from the Chicago Department of Transportation to occupy the public way during installation and deinstallation.

Wrapping of each strand must end with a female end so the male end can be plugged into the outlet box near the top luminaries of the street poles. Depending on the firm's

design, installation of the deciduous trees on State Street must account for electrical connectivity to the 77 light poles.

### **Maintenance**

The firm shall perform all maintenance necessary for the startup of holiday lighting beginning no later than November 15, 2022 and shall include f drops (extension cords). The firm shall be responsible for the testing of the current holiday lighting that has been installed.

- Bulb Replacement - On strands where a burnt out or missing bulb has been identified as the cause for an outage, the firm will install a new bulb and test the strand of lights to ensure the strand is completely lit. The firm shall follow this process for each bulb that is found to be burnt out. If more than four bulbs are burnt out on any given strand, the firm shall replace the strand.
- Fuse Replacement - On strands where a blown fuse has been identified as the cause of an outage, the firm shall replace the fuse and test the strand of lights to ensure it is completely lit. The firm shall follow this process for every fuse that is replaced. If more than two fuses are blown during the testing of a strand of lights, the firm shall replace the strand.
- Rewrapping and Cleanup of Trees - The firm shall be responsible for rewrapping strands of lights that have to be replaced or have become unwound due to tree growth or wind. When replacing and rewrapping strands of lights, the firm shall follow the specifications outlined above.
- Ongoing Maintenance of Holiday Lighting - After the startup of the holiday lighting has been completed, the firm may be recalled to complete repairs to the holiday lighting on an as needed basis.
- Method of Payment – The contractor shall be compensated at a time and materials basis for the maintenance of the holiday decorations. The rates used for determining the payment for maintenance of lights shall be those identified in this and future documents.

### **Deinstallation**

Removal of the holiday lights shall occur no later than January 15, 2023. All lights shall be brought to the Chicago Loop Alliance Couch Place storage area.

The method of payment for the removal of lights shall be a lump sum payment billed to Chicago Loop Alliance after the removal has been completed.

- The firm shall be responsible for all traffic control required to maintain safety of workers installing lights as well as the motorists, bicyclists, and pedestrians.
- All debris from the installation and maintenance of holiday lighting shall be cleaned up each evening before the crew leaves the work site. The firm shall not dispose of any materials in waste receptacles in the Loop.

The firm shall not permit any materials, debris or rubbish to remain upon the adjoining grounds nor cause to exist any unnecessary obstructions. The firm shall leave the workplace and other areas affected by the work in a clean and safe condition. The firm

shall be accountable for all damages resulting from his operations and shall protect all persons and all public/private property. The firm shall immediately repair at his sole expense any damage resulting from work performed under this proposal.

## **TIMELINE**

<b>Timeline</b>	<b>Deliverables</b>
April 13, 2022	RFP Released
May 28, 2022	Proposals Due
June 7, 2022	Final Candidate Interviews
June 14, 2022	Winning Firm Notified
June 14, 2022	Contract Signed
November 10, 2022	Project Kickoff (installation)
January 15, 2023	Anticipated Project Completion (negotiable)

## **SUBMISSION REQUIREMENTS**

### **Cover Letter**

Include a summary of your firm's interest in this plan and your understanding of the services needed and the topics addressed. Explain why your firm is best qualified to provide these services and outline any special capabilities or qualities that would distinguish your proposal amongst others. Include information for any required subcontracted consultants or firms.

### **Project Approach**

Describe your anticipated design and implementation approach to the holiday lighting scope based on your understanding of the project and CLA's capabilities and needs. Include any additional deliverables that you have determined necessary.

### **References and Work Samples**

Provide samples of previous lighting and lighting design projects and include at least three references with full contact information. Other information that you believe illustrates your firm's capacity to fulfill the requirements laid out in the scope of work may also be included.

### **Project Team**

Include resumes and work samples of the individual who will manage the project, as well as others identified to work directly with CLA. Please specify why this individual is the best person to lead this important CLA project.

### **Schedule**

Provide your anticipated schedule for the completion of this plan. This may be negotiated before contracts are signed.

### **WBE or MBE**

Please include whether your firm is a Women Business Enterprise or Minority Business Enterprise and attach any certification to confirm WBE or MBE status.

### **International Downtown Association**

Please include whether your firm and/or consultant team are members of the International Downtown Association.

### **Additional Information**

Include any relevant information not requested elsewhere in this document.

## TOTAL COST

This is a request for proposals and final price will be negotiated with the selected consultant team. We would like to consider the cost of various elements of the final scope including:

Design            \$\_\_\_\_\_

Material Costs \$\_\_\_\_\_

Installation     \$\_\_\_\_\_

Maintenance    \$\_\_\_\_\_

Deinstallation   \$\_\_\_\_\_

Depending on costs, Chicago Loop Alliance may decide to phase in the full installation of the holiday lighting program over subsequent years.

## CONSULTANT SELECTION

Proposals will be evaluated based on the following selection criteria:

### **Firm Qualifications**

- Qualification of the staff who will be working directly with CLA
- Experience in lighting, landscape design, and public space beautification
- Experience working with Special Service Areas (SSAs) or Business Improvement Districts (BIDs) a plus

### **Proposal Quality**

- Firm understanding of the project scope and topic areas
- Willingness to work with CLA stakeholders
- Appropriate and thorough lighting design concept
- Quality of visuals as shown through submitted work samples (visuals are powerful in advocacy for implementation. CLA values clear visuals to help get support for projects)
- Clarity of written proposal and submitted work samples (CLA is made up of many stakeholders, few of which are public space managers or lighting design specialists. Proposal should be clear to anyone regardless of profession)

### **Budget and Timeframe**

- Proposed consultant schedule and work plan
- Proposed meetings and/or visits
- Total project fees and clear budget