



## **Request for Proposal**

**For**

**Sundays on State Event Production Team**

**Respond to:**

Kalindi Parikh  
Director of Planning  
[kalindi@chicagoloopalliance.com](mailto:kalindi@chicagoloopalliance.com)

Chicago Loop Alliance  
55 West Monroe Street, Suite 2660  
Chicago, Illinois, 60613

**Due: April 23, 2021 at 5:00 PM**

### **Introduction and Overview**

Chicago Loop Alliance (CLA), a nonprofit organization that manages the Special Service Area (SSA) in Chicago Loop, seeks proposals from qualified vendors to develop and operate a new public program called Sundays on State. Sundays on State aims to close a portion of State Street to vehicle traffic to create an exciting and unique pedestrian experience for up to 12 Sundays this summer. Inspired by Open Streets (<https://openstreetsproject.org/>) and local outdoor dining activations, we aim to support Loop businesses by bringing people back downtown in a safe and socially distant way.

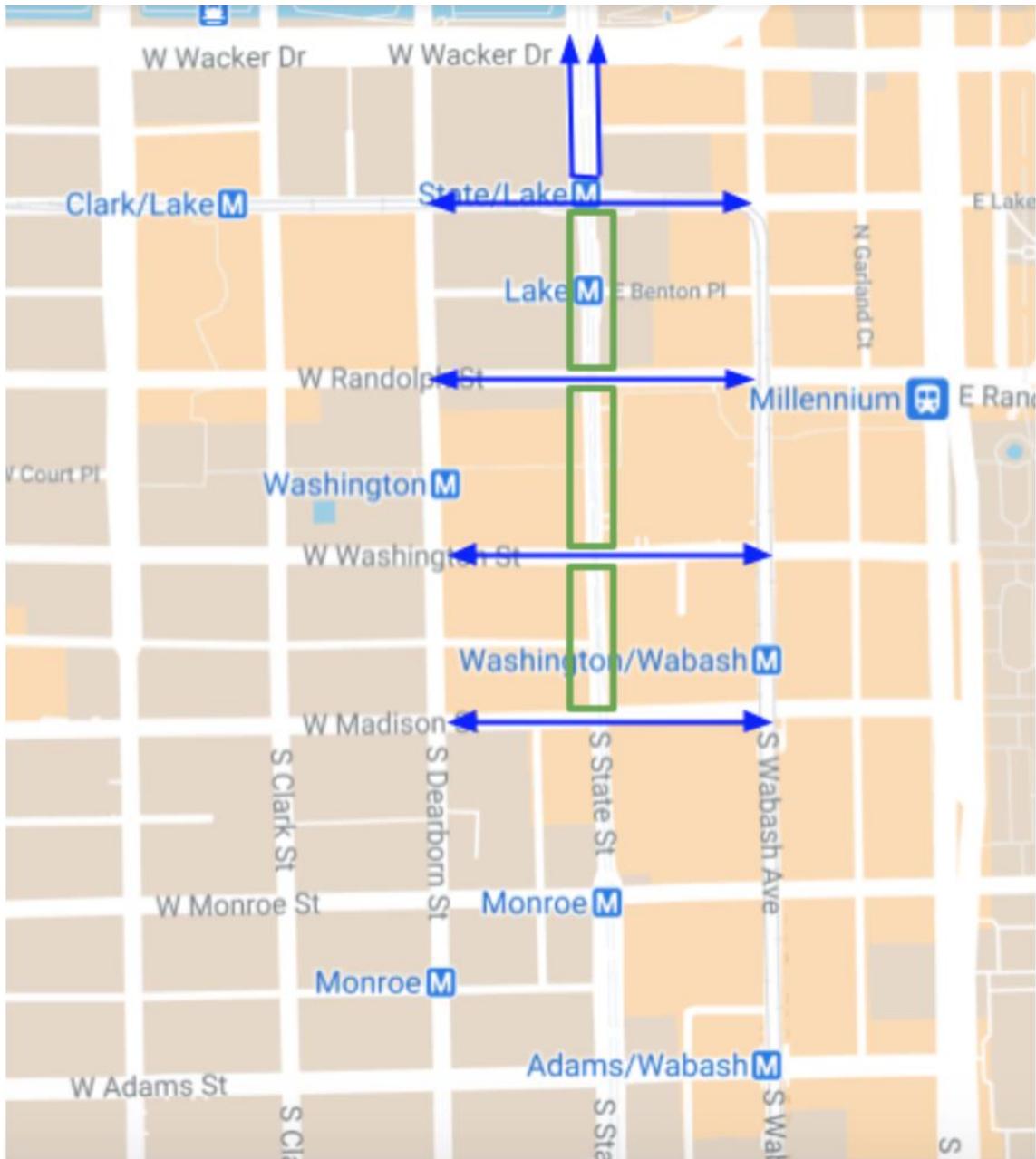
The CLA is looking to make State Street welcoming to more people, specifically people of color. As such, it is important qualified vendors are to the extent possible minority or woman owned, have suppliers and services from MBE/WBE firms and demonstrate a commitment to ongoing anti-racism and inclusive practices. The CLA is looking for a single vendor or partnership of vendors able to provide the services outlined above.

### **Project Description**

**Concept Description:** Chicago Loop Alliance seeks to close a portion of State Street to vehicle traffic to create dynamic temporary pedestrian spaces. Similar to the popular program, “Open Streets,” Sundays on State would create opportunities for active recreation, cultural programming, dining, and retail against the backdrop of iconic State Street architecture. With Covid-19 in mind, we would plan social distancing elements, like distanced tables and seating, properly spaced and sanitized recreational offerings, and mask wearing requirements. This program will prioritize creating economic opportunities for businesses on State Street and in the Loop. Sundays on State will also act as a platform for community organizations and partners to program pop-up activations.

**Time and date:** Chicago Loop Alliance seeks to close State Street every Sunday for either 6 or 12 weeks, starting July 11. Event will run 11am-8pm, and street will be closed from 7am to 11pm to provide time for set up and clean up.

**Location:** The green areas on the following map show the blocks of State Street that will be closed to vehicle traffic from Lake to Madison. East-West streets will remain open so that retail, hotels, restaurants and residential spaces will still have access by car. Signage about the street closure will be placed at the sites of the closure and 2 blocks out to provide ample notice to vehicles. State Street from Wacker to Lake will be used as a turnaround drop-off zone.



### **Scope of Services**

Chicago Loop Alliance seeks a full-service event production company to facilitate the implementation of Sundays on State, including the following services:

**Street closure:** Event production company will coordinate the closure of State Street with all necessary barricades and signage.

**Safety:** The street closures must be marked by a combination of Type III traffic barricades and water barricades or like equipment to ensure the safety of all participants. If possible, barricades with a high level of aesthetics and design are preferred.

**Security:** The vendor must employ a security firm to deter cars, manage cross street intersections, ensure mask wearing, and respond to any safety concerns that may arise.

**Rentals:** The event production company will be responsible for renting necessary equipment, including barricades, restrooms, handwashing stations, tables, chairs, trash cans, dumpsters, tents, and others with special emphasis on creating an elevated level of design. Preference will be given to proposals that use aesthetically pleasing infrastructure (instead of basic plastic tables/chairs, etc.)

**Covid-19 Safety:** Hand sanitizer and washing stations must be positioned throughout the event to promote Covid-safe hygiene practices. Mask wearing will be enforced. Any tables, lines, or other activities will require social distancing.

**Permits:** Event production company will secure all necessary permits and licenses for street closures, special events, liquor and food sales, and others as needed.

**Staffing:** Event production company will hire and manage all event staff, including security, cleaning, and general event management.

**Sponsorship:** While not required, preference will be given to firms that have experience and interest securing sponsorships for this event. CLA and event production company will determine a strategy for profit sharing prior to project start.

**Programming:** will be a collaboration between CLA and event production company as follows:

**Restaurants and Bars:** Event production company will be responsible for engaging Loop restaurants and bars, walking them through the necessary permits and licenses to be able to operate outdoors, and providing the necessary rental equipment needed.

**Arts and Culture:** Chicago Loop Alliance will hire a curator to bring art, performances, and surprises to the event. Event production company will be responsible for coordinating with them with regards to space and logistical needs.

**Retail:** Event production company will work collaboratively with Chicago Loop Alliance to coordinate retail activations from stores on State Street.

**Partner Activations:** Chicago Loop Alliance will issue an RFP for community groups and partners looking for space for pop-ups and activations. Event production company will coordinate with CLA to ensure space needs are met, and coordinate logistics like power and rentals as needed.

**Qualification to Bid**

CLA seeks a qualified independent contractor(s) to provide all of the services required for the Sundays on State program. To that end, CLA is soliciting proposals and qualifications from businesses and/or organizations that have expertise and Special Service Area (SSA) experience to carry out a successful program on behalf of CLA.

Program descriptions and scope of work are provided in this RFP. Interested firms are encouraged to contact CLA with questions concerning any aspect of either program prior to submitting a proposal.

**Proposal Schedule**

Request for proposal issue	March 30, 2021
Proposals due	April 23, 2021
Interview(s)	Week of April 26, 2021
Anticipated Contract award	May 3, 2021
Program start	July 11, 2021

**Proposals**

Please submit your proposal in .pdf form to [kalindi@chicagoloopalliance.com](mailto:kalindi@chicagoloopalliance.com)

Proposals should include the following:

**1. Company/business information**

- Name, address, telephone, email addresses, website and social media handles if applicable
- Names and bios of individuals to be responsible for providing/managing contracted services. Describe role of individual(s) in managing contract and percentage of time expected to be devoted to contract
- At least 3 examples of previous public events managed by the company, with special consideration to events of similar scale, events with SSA or BID contracts, and events with Covid-19 safety protocols
- Reference names and contact information for previous SSA, BID, or community organization contracts

**2. Proposal for providing Event Production services**

- *Scope of services* – describe in detail *what* and *how* program and related services will be performed
- *Timeline* – show sequence of steps from award notification to project start
- *Budget* – provide budget figures for both a 6 week and a 12 week run of Sundays on State. Include detailed breakdown of personnel costs, equipment/rental costs, permits, licenses, fees, and any other costs.

### **Selection Process**

CLA will review all proposals for completeness. Any proposal that is incomplete may be eliminated. In selecting a contractor, CLA will weigh most heavily:

- The contractor's experience and demonstrated ability to successfully run public events in busy urban areas
- Experience of project managers and staff
- Evidence of ability to incorporate MBE and WBE firms and vendors
- Program cost
- Aesthetic quality of previous events or commitment to creating high-quality experiences with regards to design and aesthetics

CLA will respond to any questions or clarify anything in this RFP by telephone or email. Questions should be directed to:

Kalindi Parikh, Director of Planning  
Cell: 440-520-3521  
kalindi@chicagoloopalliance.com

After reviewing all submitted proposals, CLA will select a preferred vendor(s) and **may** require a Zoom interview the week of April 26, 2021.

### **CLA Mission**

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

### **About CLA and CLAF**

Chicago Loop Alliance (CLA) is a 501 (c)(6) organization whose focus is to strengthen the Loop's competitive position. CLA was formed in 2005 and its members consist of more than 280 businesses and organizations located within the Loop and Downtown Chicago.

Chicago Loop Alliance Foundation (CLAF) is a 501(c)(3) affiliate organization that seeks to enrich the Loop's public spaces through artistic expression and free cultural programming. By building a connection between people and the places they share, the Chicago Loop Alliance Foundation hopes to create an inclusive downtown environment that fosters creativity and enhances the Loop's appeal to the people and businesses that are a part of it.

The current CLA project area boundaries are the Chicago River on the north and west; Ida B. Wells Drive on the south; and Lake Michigan to the east.

CLA is the sole service provider for Chicago's Special Service Area (SSA) #1, which includes property on both sides of State Street between Wacker Drive to the north and Ida

B. Wells Drive to the south. CLA funds come from the sole service provider contract for the SSA, membership, events and sponsorships.

CLA is led by its Board of Directors, Executive Committee and President & CEO. The Board is comprised of business, civic and community leaders invested in the Loop's future. The Board-elected CLA officers and Executive Committee are tasked with overseeing the organization's day-to-day operations.

For additional information about the CLA, please visit the CLA website: [www.LoopChicago.com](http://www.LoopChicago.com)