

Georgetown Business Improvement District

Request for Proposals

Holiday Décor Lighting the Roof Lines

June 10, 2022

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Introduction:

The Georgetown Business Improvement District (Georgetown BID) is soliciting proposals to light the building roof lines in Georgetown adding to a festive holiday atmosphere. The contractor must understand that all buildings are participating voluntarily and several may opt not to participate. The lighting program should be installed and active starting approximately November 1 2022. The contractor will work with the Georgetown BID to secure all needed permits and permissions.

The Georgetown BID is a 501 (c) 6 not-for-profit company chartered by the District of Columbia to protect and enhance the appearance of the public spaces that abut the commercial areas of Georgetown. Its members include all owners of commercial property within the BID boundaries (see the BID map enclosed) and their tenants. These tenants include all restaurants, hotels, retail and service establishments, as well as professionals working from offices in Georgetown. BID membership exceeds 1500.

The BID, chartered in 1999, works in collaboration with its members and city agencies to achieve and maintain a clean, safe and accessible neighborhood.

The Georgetown BID website (www.georgetowndc.com) provides a valuable introduction to the BID and its members. A legal description of the BID boundaries is attached at Appendix A. A map of the Georgetown BID is attached at Appendix B. All commercial properties with the BID boundaries are eligible to be part of this program

This procurement is a cost plus – not to exceed contract. At the discretion of the BID, it may issue Change Orders within or outside the scope of the contract. These may be additional or expanded services. There may be opportunities to contract with individual properties for extra lighting installations.

The period of performance is seasonal and is for two years with option for additional years.

RFP Response Timeline

The RFP process shall adhere to the following schedule.

RFP posted	June 10 2022
Proposals Due from Contractors	June 24 2022

Scope of work:

1. The contractor shall install and remove and securely store approximately 35,000 linear feet of C-9 lights and needed cords, magnets, clips, light-timers, and installation materials to line the roof line of all indicated commercial buildings (currently about 400 buildings) within the Georgetown BID boundaries, so that there is consistent building lighting across the Georgetown commercial district illuminated from 4:00 pm – 3:00 am starting November 1, 2022 and ending March 15, 2023.
2. The contractor must demonstrate an ability to install lighting and all needed cords and accessories on variety of building surfaces and materials and with variety of types of roof accessibilities.
3. Buildings may be added or removed from program with from notice of building ownership.
4. Identification of and replacement of defective or damaged lights and /or cords must be completed within 48 hours.
5. The contractor shall provide a licensed electrician to perform any electrical work needed to meet the scope of work. All approved work will be reimbursed.
6. The contractor shall at its sole cost and expense promptly replace any light or lights, or other related equipment associated with this job that is damaged and/or destroyed by its employees or any of its agents or subcontractors.
7. Lights must be able to withstand and remain in place during normal winter conditions including but limited to wind, rain, hail, snow and /or sleet.
8. There should be anticipated logistical planning and property visits factored into the proposal.
9. All trash / debris related to any part the installation, maintenance and removal must be handled and disposed by the contractor and areas swept clean.

Term of the contract:

The term of the contract is for two (2) years, with one (1) one year option. The contract may be terminated by the Georgetown BID by providing written notice 60 days in advance of contract termination. The option year may be exercised by the Georgetown BID at its sole discretion. Contract will be terminated if the scope of work is not met.

Contractor supplied equipment:

The contractor is responsible for providing all equipment, vehicles, supplies, materials and uniforms. The contractor will be responsible for repair, maintenance and replacement of vehicles, mechanical equipment and tools, and shall ensure the proper use thereof.

Pre-qualification requirements:

The pre-qualification process shall address, but shall not be limited to, the following information on each prospective bidder. The Georgetown BID may, after this review, deem the bidder not qualified and remove them from further consideration:

1. Organization outline/description and brief history.
2. The resumes and professional qualifications of the key staff, including relevant professional licenses, affiliations, and specialties.
3. Information and references attesting to financial capability, including prior year's financial statement.
4. A summary of at least two similar contracts and references.
5. A statement attesting to compliance with wage, hour, and workplace safety.
6. A statement attesting to compliance with Federal and District equal employment opportunity law.
7. Information about pending lawsuits, investigations, judgments, indictments, or convictions against the company, its affiliates, partners, directors, officers, or managers over the past two years.

Proposal Requirements:

The BID requests that each bidder submit a proposal that outlines in detail how the bidder intends to meet the requirement of the contract.

The proposal must include:

- Labor rates
- Costs should be given based on linear feet and/or per building (and building type) and/or other quantifiable and predictable means to help client evaluate the cost of adding or subtracting specific buildings from the project in any year.
- Required power or other needs to execute plan with estimated consumption costs from each power source (based on number of bulbs, watts, and hours lit).
- Material list including details on bulb size, spacing, wiring, timers, etc.
- Material Costs
- Details on planned installation methods and materials.
- Equipment costs accounting for different heights and/or access points when necessary
- A management plan that explains how the project will be supervised.
- An operational plan that explains how the services will be provided. The plan must respond to each of the items in the Scope of Work.
- Installation schedule
- Payment schedule
- Proof of insurance in the following amounts consistent with District of Columbia law:
 - Comprehensive commercial general liability- not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate.
 - Automobile liability- not less than two million dollars (\$2,000,000) per occurrence.
 - Workers compensation and employers liability- one hundred thousand dollars (\$100,000) each accident; one hundred thousand

dollars (\$100,000) disease- each employee; five hundred thousand dollars (\$500,000) disease- policy limit.

- Excess liability- not less than five million dollars (\$5,000,000) per occurrence and five million dollars (\$5,000,000) aggregate.

All bidders will agree to provide a waiver of subrogation by the insurer against the BID and will add the BID as an additional insured.

Evaluation of the proposal:

Proposals will be evaluated on these criteria:

1. Prequalification criteria.
2. Responsiveness to each item in the SOW.
3. Cost and proposal details.
4. Preferences will be given to CBE/certified DBE.
5. References that address:
 - Experience and demonstrated ability to provide high quality services reliably and consistently.
 - Demonstrated success in similar lighting applications.
 - Proven ability to be flexible and adaptable to changing conditions.
 - Demonstrated capability and experience of the management team.

Final selection will include an on-site interview of selected candidates in Georgetown, and may include a walking tour of the BID boundary area where services will be provided. Evaluation will be based on: Cost; Responsiveness to SOW; proposal details; Pre-qualification Criteria; and References. Selection will be based on best value and ability to perform.

Proposal submission

All proposals are to be submitted to:

John Wiebenson
Operations Director
Georgetown Business Improvement District
1000 Potomac Street Ste 122 NW

Washington, D.C. 20007
jwiebenson@georgetowndc.com

All proposal submissions must be received on June 24 2022.

Appendix A

Legal Definition of Georgetown BID Boundary Area DC BID Act of 1996

§ 2-1215.53. Georgetown BID.

(a) The formation of the Georgetown BID, which shall include all nonexempt real property zoned C or W under applicable District zoning law within the geographic areas set forth in subsection (b) of this section, is hereby authorized and the BID taxes established in subsection (c) of this section are hereby imposed through the earlier of the expiration date of this subchapter or the termination or dissolution of the BID.

(b) The Georgetown BID shall be comprised of all nonexempt real property zoned C or W under applicable District zoning law within the following areas: along the northern boundary of M Street, N.W., between the western terminus of the Rock Creek bridge on the east and the eastern boundary of Georgetown University on the west; along 28th Street, N.W., between M Street, N.W., and Olive Street, N.W.; along 29th Street, N.W., and 30th Street, N.W., in each instance between the M Street, N.W., and Olive Street, N.W.; along 31st Street, N.W., between M Street N.W., and N Street, N.W.; along Potomac Street, N.W., 33rd Street, N.W., Bank Street, N. W., 34th Street, N.W., and 35th Street, N.W., in each instance between M Street, N.W., and Prospect Street, N.W.; along Prospect Street, N.W., between Wisconsin Avenue, N.W., and Potomac Street, N.W.; along N Street, N. W., between 31st Street, N.W., and Potomac Street, N.W.; along O Street, N.W., between 31st Street, N.W., and Potomac Street, N.W.; along Dumbarton Street, N.W., between 31st Street, N.W., and Wisconsin Avenue, N.W.; along P Street, N.W., between 32nd Street, N.W., and 33rd Street, N.W.; along Volta Street, N.W., between Wisconsin Avenue, N.W., and 33rd Street, N.W.; along Q Street, N.W., between 32nd Street, N.W., and 33rd Street, N.W.; along 33rd Street, N.W., between Dent Place, N.W., and Wisconsin Avenue, N.W.; along Reservoir Road, N.W., between 32nd Street, N.W., and 34th Street, N.W.; along R Street, N.W., between 32nd Street, N.W., and 34th Street, N.W.; along Wisconsin Avenue, N.W., between M Street, N.W., and R Street, N.W., and within the area bounded on the north by the southern boundary of M Street, N.W., on the east by Rock Creek, on the west by Key Bridge, and on the south by the Potomac River, which area also includes that portion of Pennsylvania Avenue, N.W., between 29th Street, N.W., and Rock Creek.

SOURCE: District of Columbia Official Code 2001 Edition Currentness
Division I. Government of District.
Title 2. Government Administration. (Refs & Annos)
Chapter 12. Business and Economic Development.
Subchapter VIII. Business Improvement Districts.
Part A. General.

Appendix B

Map of BID Boundaries



Appendix C

Example of roofline lighting



