



Request for Proposals

Fairbank Village BIA: Year-Round Decorative String Lighting and Pole Mounted Lighting Options

Proposal Deadline: October 25th, 2022 @ 4:30 PM EST

Project Budget: TBD.

Project Deadline: November 30th, 2022

Call Summary / Project Overview

Fairbank Village BIA is issuing a call to lighting suppliers to help us with the concept, design, installation, and scope for year-round decorative lighting within Fairbank Village BIA. We are interested in installing a lighting system between the hydro poles (using metal cables) on the north and south sides of Eglinton Ave. West (Dufferin to Chamberlain/Nairn Ave.) and on the west side of Dufferin from Schell Ave and Hunter Ave. The design should allow for changes throughout the year depending on seasons and events. The successful component will have experience working with Toronto Hydro to comply with installation permitting and regulatory requirements including power supply and necessary amperage/wattage allowances.

Depending on cost this will be a phased project running beginning in 2022 and running into 2023 (and potentially beyond). Phase 1: Funding has been set up to purchase and install lighting for 2022. Phase 2: We will be investigating other funding opportunities for 2023 to expand on the lighting installations.

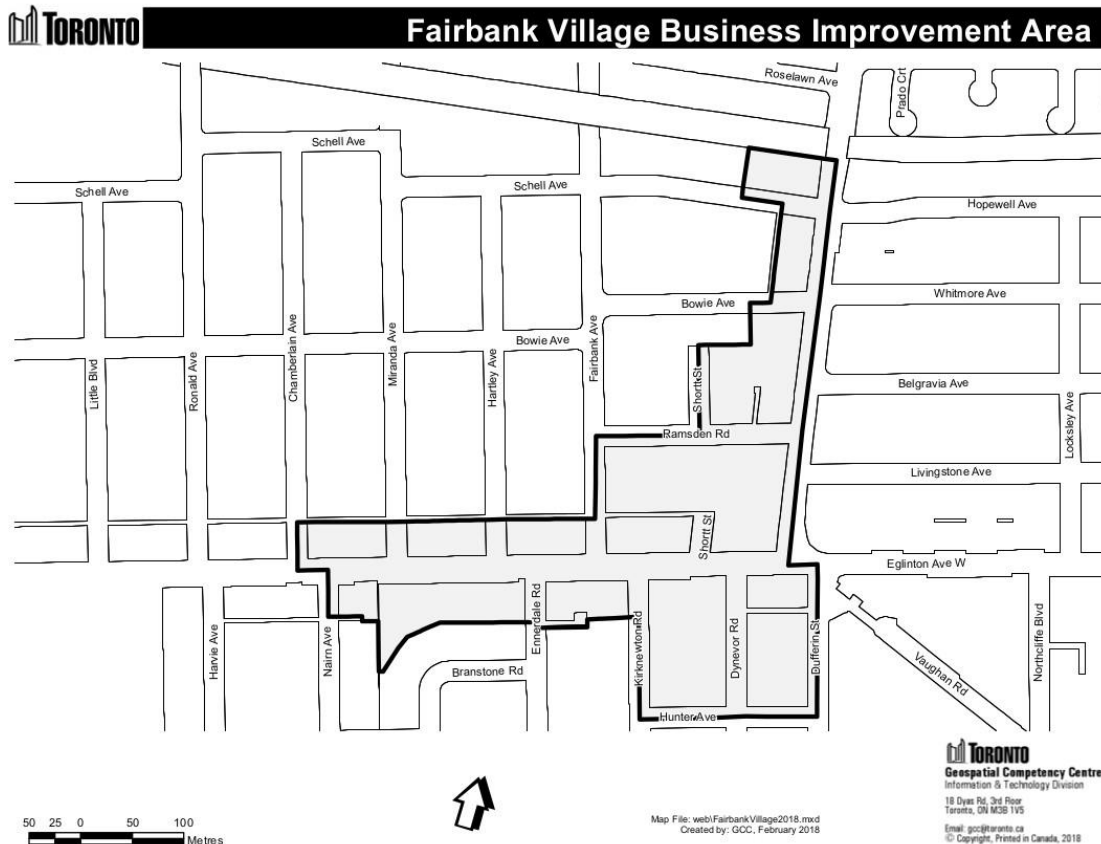
A. Organization Background

The Fairbank Village BIA is overseen by a voluntary board who are immensely proud of the community and pledge to preserve the neighbourhood through beautification, events, and promotion of local businesses. Comprised of approximately 100+ local business members, the Fairbank Village BIA is a collective voice that represents the unique needs of the community and aims to create a positive and safe environment.

Since 2007, the Fairbank Village BIA has been committed to making the neighbourhood a more welcoming and successful place to live and do business. In just a few short years, the BIA has attracted new business, beautified the area, and created family-friendly events to bring the neighbourhood together. Fairbank Village is a culturally diverse neighbourhood filled with shops and restaurants representing flavours and styles from Latin America, The Philippines, Africa, The Caribbean, Portugal, Italy, Asia and more.

B. Project Site

The boundaries of the Fairbank Village BIA extend along Eglinton Avenue West from Dufferin to Chamberlain, and from Hunter Avenue just South of Eglinton up to the Railway just North of Schell Avenue. Please see map below:



C. Deliverables

Overview of final project deliverables and responsibilities for the lighting supplier are as follows:

- Initial meeting with BIA to discuss deliverables and determine a more defined idea about project scope and deliverables.
- Site review and tour to examine existing infrastructure including electrical supply requirements.
- Concept ideas including options for string lighting and seasonal lighting installations. Examples may include (but are not limited to): Holiday/Winter lighting from November to March, Spring/Summer seasonal lighting, and/or lighting displays to mark days of significance including Halloween, harvest, Easter or Valentine's Day. We are open to suggestions! We currently have several bird-themed murals in the area and this

theme could be expanded upon but should be no way be the only concept option explored.

- Technical plan/overview on how the lighting options will be mounted including power supply requirements in compliance with Toronto Hydro requirements.
- A detailed budget outlining project costs for different options presented.
- A work plan that clearly demonstrates how the project will be completed on time, within budget, in compliance with any applicable health and safety regulations, and will be reflective of community input and feedback as obtained during any consultations.

D. Budget

The budget is TBD depending on project costs and will be up for discussion with potential proponents. The project budget is inclusive of all costs such as the proposal fee, site preparation, design, fabrication, delivery to the site, installation, approvals or permits (as required), maintenance plan and any applicable taxes.

E. Selection Criteria

The following evaluation criteria will be used in the selection process:

- Demonstrated excellence of past work in projects of similar size and scope: 15%
- Qualifications and proven capability to produce work of the highest quality: 25%
- Project budget and feasibility: proven capacity to complete the work on time and on budget: 15%
- Quality and clarity of presentation package: 15%
- Proposed theme and concept: 30%

Submissions will be reviewed by a review Subcommittee (jury) comprised of the Fairbank Village BIA Board and BIA Coordinator and business community.

F. Overview of Submission Schedule

Deadline for submission of Request for Proposal submission is **October 25th, 2022 @ 4:30 PM EST**. Only shortlisted proponents will be invited for an interview and site visit. The supplier will work with the Board to refine and finalize the preferred concept option. An offer will be made to the preferred candidate, who will have a maximum of 10 business days to review and return the completed contract.

G. How to Apply

Applications should include:

1. Contact Information – Supplier's company name, address, phone number, email address and website (if applicable).
2. Concept Proposal – Including up to 3 lighting concept options including pricing.

3. Workplan – A detailed work plan demonstrating timing of tasks and stages to mount and install lighting.
4. Examples of Past Work (up to twelve images) – Please include examples of similar lighting installations to demonstrate quality of work and experience with projects of similar scope.
5. Two References - to attest to qualifications, timeliness, and quality of work. Please include reference's name, company/organization, contact information and a brief project description.

Please note we are only accepting electronic submissions. Submissions must be complete and submitted **by email as one PDF document** containing all of the above information and emailed to info@fairbankvillagebia.ca **Tuesday October 25th, 2022** no later than **4:30 PM EST**.

For further information or general questions:

Contact: Hannah Thresher, BIA Coordinator
Email: info@fairbankvillagebia.ca
Phone: 416-646-0661
Website: <https://www.fairbankvillagebia.ca/>