Request for Proposals

Redesign Project: Retail Pop-up
Activation

World Business Chicago

August 2023
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SECTION I. – BACKGROUND INFORMATION

WHO WE ARE

World Business Chicago (WBC) is the city of Chicago’s public-private economic development agency. Our mission is to drive inclusive economic growth and job creation, support business, and promote Chicago as a leading global city. WBC serves as the partnership between the City of Chicago and Chicago’s business community, with a Board of Directors composed of prominent business and civic leaders who actively guide the progression of Chicago’s business climate. Working in partnership with the City of Chicago, WBC strives to ensure that all Chicagoans can prosper and participate in the economic growth of our city. With consistent efforts to nurture Chicago neighborhoods, foster the city’s burgeoning tech and innovation ecosystem, and remain a leader in both site selection and foreign direct investment, WBC consistently creates opportunities for economic growth.

From April 2022 through 2024, WBC is focused on aiding industries severely impacted by COVID-19 to help bolster economic recovery. Programming, intended to drive investment and expansion, will center on aiding impacted commercial corridors through support to local businesses and entrepreneurs, and boosting Chicago’s travel and tourism sector.

WBC focuses on the sectors and opportunities identified in the Chicago Recovery Task force (“RTF”): Transportation, Distribution & Logistics, Healthcare & Life Sciences, Food & Agriculture, Manufacturing, and Corporate Specialty Centers. Aggressive growth in these sectors and direct aid to impacted tourism businesses are essential to building back the City's economy. Through prioritizing these sectors, WBC supports the City in capturing displaced workers, building a resilient and inclusive economy, and returning the economy to pre-pandemic levels of employment and growth.

OBJECTIVE

WBC is undertaking retail “pop-up” activations along Chicago’s commercial corridors. These pop-ups focus on bolstering Chicago’s tourism and hospitality industries through filling vacant storefronts, providing visitors with interesting and engaging activities, and supporting local businesses. These pop-ups give participating Chicago-based businesses the opportunity of temporary tenancy in downtown Chicago and along a high traffic commercial corridor. The pop-ups also highlight Chicago’s support for small businesses and Chicago’s diversity and innovation within the business community.

The purpose of this Request for Proposal (“RFP”) is to retain a qualified third-party creative consulting, design, and execution firm to provide necessary services including general contracting, activation design, and light construction services to install and
create this pop-up on a commercial corridor. Best fitting organizations are likely those with experience in activations, events, and conferences. A firm with extensive design experience as well as execution capabilities may receive preference. Resulting from this RFP, the engagement agreement with the selected firm will be anticipated for a pop-up activation through the end of 2023, with the option to expand to additional project scopes, and extend (up to three years) or reduce term as needed.

PROJECT OVERVIEW

Responses to this RFP should demonstrate the capability to provide all services required to construct a temporary pop-up activation. Contractors must be able to provide union labor and work within landmark building parameters. Past experience with pop-up or temporary activations is preferred. WBC is planning to open the next pop-up in Oct. 2023, and it will fill a space of 10,000 square feet. Contractors should demonstrate the capability to install an interactive pop-up store based on the artistic vision of WBC, participating vendors, and the architect.

Specifications:
The budget for this activation build out is $50,000 to $60,000. The selected candidate will work with WBC and architect to execute the designed layout and specifications.

- Activation Location – Chicago, IL Magnificent Mile
- Pop-up Size – 10,000 square feet
- Pop-up Duration – 2-3 months
- Duration of planning phase - 1 to 2 weeks
- Duration of Construction and Installation - 3 to 4 weeks
- Installation Start Date is Sept. 4, 2023 with an anticipated opening date of Oct. 4, 2023

KEY CONTACTS

NICOLETTE PETERS, Manager, Public Sector Investment Strategy
LUCY HIGHLAND, Activation Experience Associate, Public Sector Investment Strategy
SECTION II– SCOPE OF SERVICES

All Services required must be performed with that degree of skill, care, planning and diligence normally shown by a professional performing work of comparable scope, purpose and magnitude. All Services must be completed with the highest degree of organization, efficiency and professionalism. It is expected that Services are planned carefully to minimize the cost to the client and to keep to agreed upon timelines.

Production Planning and Management of Build-Out is the major scope of work and is further detailed in the corresponding section to this RFP. We envision a single vendor will be able to oversee all of these services in-house or oversee the subcontracting of the work; or a small collective of vendors working seamlessly together. You may bid on all of the work or on specific scopes. In your response, please indicate which scopes you are bidding for, and ensure cost proposals are inclusive of all proposed scopes. The scopes outlined below are based on anticipated needs but not all capabilities may be required by vendors. Please utilize the scopes as a basis for identifying which capabilities your firm is able to perform.

Scope #1: Production Planning and Management of Build-Out

Deliverables may include:
- Permitting
- Fabrication of physical elements (with as minimal changes as possible to existing space)
- Production and build out schedule

Service may include but are not limited to:
- Working within Union and building requirements
  - Anticipated trades needed include carpentry, painting, and electrical.
- Oversight of laborers and Safety Relations/OSHA Safety
- Third Party Vendor (e.g. fabricators, rentals) estimates, subcontracting and labor schedule management
  - Any construction work will need to comply with additional Federal rules and we will require vendors to abide by those provisions, including any additional substitutes.
- Interpreting and working with CAD files and technical drawings to execute design concepts, renders, and design amends
- Review conceptual design and recommend alternative solutions
- Provide recommendations on construction feasibility
- Supplying and sourcing materials needed for fabrication
- Advise on selection of materials
- Advise on availability of materials and labor
- Onsite oversight of services, deliverables, and installations
- Schedule and conduct ongoing status meetings
- Provide and maintain construction schedule
- Budget estimation and bill reconciliation
- Provide WBC with the post construction services, including but not limited to, operations and maintenance training
- Demolition and teardown of pop-ups and exhibits

**Scope #2: Build-Out Specifications**
- Review existing conditions of kiosks
- Resize kiosks to the sizes outlined in architectural documents
- Review electrical requirements for pop-up kitchen and manage electrical work to execute necessary electrical temporary modifications
- Furniture assembly as needed
- Painting and restoring as needed
- Sign and graphic installation as needed

**SECTION III— RFP PROCESS AND SUBMISSION REQUIREMENTS**

**RFP PROCESS**

The Proposer’s written response, which details the experience and expertise of the Proposer to provide the Services, is due no later than five o’clock (5:00) PM central time on August 16, 2023. Submissions after this time may be considered for future pop-ups at WBC’s discretion.

Requirements and procedures for providing submittals in response to this RFP are described herein. If it becomes necessary to revise or amend any part of this RFP, including the due dates, WBC will notify each prospective Proposer by email.

Proposers are to contact WBC at vendors@worldbusinesschicago.com concerning this RFP and should not rely on representations, statements, or explanations other than those made in this RFP or in any written addendum to this RFP.

WBC will accept questions, in writing via email, until five o’clock (5:00) PM central time on August 11, 2023. Questions should be submitted in writing to vendors@worldbusinesschicago.com. Questions and answers will be distributed to all responding parties by five o’clock (5:00) PM central time on August 14, 2023.

Proposers must submit an electronic copy of the entire original submission saved in PDF. Submissions shall be delivered to WBC at the following email address: vendors@worldbusinesschicago.com.

A timeline showing the key dates for the RFP process is provided as Exhibit A.
The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly that of the Proposer. WBC will in no way be responsible for delays caused by any other entity or by any occurrence. Proposals received after five o’clock (5:00) PM central time on August 9, 2023, may be deemed non-responsive and ineligible for consideration.

By submitting a Proposal, Proposer agrees to accept and abide by the terms of this RFP. WBC reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any responsive submittals which it may deem to be in the best interest of WBC. Only submittals from responsible Proposers complying with the provisions of this RFP will be considered.

Submittals will be considered incomplete if they do not bear the signature of an agent of the Proposer who is in a position to contractually bind the Proposer. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

**RFP SUBMISSION REQUIREMENTS**

1. Company information
   a) Company summary and mission
   b) Company demographics and examples of commitment to DE&I
   c) Websites and social channels (if applicable)
2. Qualifications and sample work, any visual examples your organization can provide that will help us understand your relevant experience
3. Cost estimate and draft build out schedule based on provided plans in Exhibit B and below information, keeping as much of the current configuration and infrastructure as possible:
   a) Build out and installation of 12-17 kiosks for vendors
   b) Electrical work for lighting and food needs (oven, microwave, fridge)
   c) Painting
   d) Installation of printed graphics
   e) Potential removal and demolition of existing materials
   f) Build out beginning on Sept. 5, 2023
   g) Staffing plan and draft production schedule
4. Entity’s ability to comply with Federal procurement rules and regulations:
   a) Qualifications
      i) Small business with under 500 employees
      ii) In existence before March 12, 2020
      iii) Located within the Chicago city limits
      iv) Experienced negative impact from COVID-19
   b) Businesses who satisfy the four above criteria will receive preference through the evaluation process. The Evaluation Committee will prioritize businesses who satisfy the above criteria, though may consider other businesses based on overall RFP responses.
5. Statement of any relevant conflicts of interest in relation to WBC or the pop-up Activation

The omission of any requested information or the failure to complete any portion of the above-referenced forms may result in an RFP submittal being deemed non-responsive and ineligible for consideration. WBC disfavors time and material contracts.
SECTION IV. – RFP EVALUATION

EVALUATION PROCESS

WBC intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. WBC will first review the proposals to assess Proposer’s responsiveness and compliance with the administrative requirements of the RFP. Evaluations will be based on criteria outlined herein and all proposals will be evaluated using the same criteria. Throughout the evaluation and selection period, each Proposer may be required to furnish additional information, make presentations and/or attend meetings as requested by WBC.

Evaluation Criteria
In evaluating the Proposals, WBC will consider, among other things, the following:

1) **Experience and Performance:**
   a) Whether the Proposer has sufficiently described its expertise and/or provided examples of its ability to perform the Services as listed in this RFP
   b) Whether the Proposer has provided appropriate and relevant creative proposals and, if not, whether the Proposer has included information as to why such proposals were not provided
   c) Whether the Proposer has proven a commitment to DE&I
   d) Whether the Proposer has previously worked with units of government or has a sufficient compliance structure in place for invoice and cost tracking

2) **Staffing and Resources:** Quality of the management experience of the team assigned to this project, and the quality of all assigned personnel’s experience and training.
   a) Whether the Proposer’s staffing plan demonstrates the commitment and needed resources for successfully completing the engagement within the desired timeline.

3) **Scope:** The range of deliverables and services capabilities and whether the Proposer addresses all Services as listed in this RFP.

4) **Proposed Cost Structure:** The reasonableness and competitiveness of the Proposer’s schedule of costs.

5) **Quality of Creative Proposal and Pitch:** The level of innovation, vision, and strategy for execution of the attached example project

6) **Financial Resources:** The Evaluation Committee will consider the financial condition of Respondent. Respondent must be financially stable to ensure performance and access to credit or liquid assets over the duration of the contract.
EVALUATION AND AWARD PROCESS

The evaluation and award process is as follows:

1. Review of the Proposals to assess compliance with mandatory administrative requirements
2. Detailed evaluation by WBC of Proposer’s mandatory service requirements and proposed services
3. Clarifications, discussions, and presentations (if determined necessary by WBC)
4. Review of Proposed Cost Structure
5. Internal WBC approval
6. Award notification to the Proposers
7. Final contract executed

WBC reserves the right to deny an award to any and all RFP submissions if qualifications are not met.
SECTION V. – CONDITIONS, DISCLAIMERS AND DISCLOSURES

This RFP does not represent a commitment or offer by WBC to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFP. WBC also reserves the right to seek new submittals when such a request is in the best interest of WBC and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP. The Proposer assumes the responsibility for all costs incurred in responding to this RFP. It is understood and agreed that WBC assumes no liability for the Proposer’s costs incurred in responding to this RFP. The RFP and the selected Proposer’s response to the RFP may, by reference, become a part of the final Agreement between the selected Proposer and WBC resulting from this solicitation process.

Signing Forms
Proposal forms must be properly completed and signed by persons with the authority to bind the Proposer(s).

Ownership of Proposals
The timely submittals and any information made a part of the Proposals will not be returned to the sender. WBC reserves the right to retain all submittals and to retain any ideas in a submittal regardless of whether a Proposer is selected. Submittal of a response to this RFP indicates acceptance by the Proposer of the conditions contained within the RFP document.

Improper Practices
The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of WBC, WBC’s evaluation team, or any other individual or organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFP response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by WBC. The prohibition is not intended to preclude joint ventures or subcontracts.

Interpretation
Should any question arise as to the proper interpretation of the terms and conditions contained in this RFP, WBC’s decision shall be final.

Multiple Awards
It is the intent of WBC to award to one Proposer as a result of this RFP. However, WBC reserves the right to award the contract to one or more Proposers as it deems to be in its best interest or if multiple Pop-up sites are launched

No Criminal/ Civil Liability
Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer’s organization has been convicted of or entered into a plea agreement for a criminal offense incident to the application for or performance of a contract or subcontract with a governmental or private entity, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity’s or individual’s business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

Insurance Requirements
At all times during the term of the Agreement and during the time period following final completion if the Proposer is required to return and perform any additional work, Proposer is required to maintain the minimum insurance coverage insuring all operations related to the Agreement. WBC reserves the right to modify insurance requirements based on the nature of the services rendered or the projects required under the Agreement.

Confidentiality
Except with WBC’s approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than WBC or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFP process concerning any matter relating to the work or regular business of WBC. Any and all Proposers who are not engaged by WBC shall immediately destroy any information provided by WBC as a part of this RFP.

Rejection of Proposals
Proposals that do not comply with the submittal requirements of the RFP, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. WBC, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public’s best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to WBC in relation to this or any other procurement, or which has been barred from doing business with WBC, the City of Chicago or State of Illinois, or which has been convicted of a felony or entered into a plea agreement related to procurement contracting with any unit of government, may be rejected.
EXHIBIT A – RFP TIMELINE

The anticipated timeline for the RFP process is set forth below. These are target dates and are subject to change.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals (RFP) issued</td>
<td>July 7th, 2023</td>
</tr>
<tr>
<td>Pre-Submittal questions due by</td>
<td>August 11th, 2023</td>
</tr>
<tr>
<td>Answers to questions issued by</td>
<td>August 14th, 2023</td>
</tr>
<tr>
<td>Proposals due</td>
<td>August 16th, 2023</td>
</tr>
<tr>
<td>Approval and notification of selection</td>
<td>August 18th, 2023</td>
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<tr>
<td>Build out begins</td>
<td>Sept. 5th, 2023</td>
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TYPICAL BOOTH INSTALLATION

GENERAL ENLARGED PLANS NOTES

1. DIM. WITHIN STRUCTURE, PROVIDE PARCEL STRUCTURE AS INDICATED FLOOR PLAN 1/8" = 1'-0"
2. DIM. WITHIN STRUCTURE PROVIDE FLOOR PLAN 1/8" = 1'-0"
3. EXTERIOR OF BOOTgeh STRUCTURE FRAME EXCEPT FOR FOLLOWING MATERIALS SPECIFIED: 1" X 1" WHITE ENAMEL & 1" X 1" WHITE ENAMEL
4. DO NOT PROFESS BACK WALL PROVIDE ACCESS TO TV OUTLETS

ENLARGED PLANS KEY NOTES

E-7 (9'-0" X 5'-0"
1. EXTERIOR OF BOOTgeh STRUCTURE FRAME EXCEPT FOR FOLLOWING MATERIALS SPECIFIED: 1" X 1" WHITE ENAMEL & 1" X 1" WHITE ENAMEL
2. DO NOT PROFESS BACK WALL PROVIDE ACCESS TO TV OUTLETS

NEW BOOTH - CENTER GROUP
NEW BOOTH - EAST WALL
NEW BOOTH - ROTATING EXHIBIT
NEW BOOTH - EAST WALL