



Request for Proposal (RFP)

Painting Poles on Market Street East

Issued by: Center City District (CCD)

Issued Date: October 20, 2025

EXECUTIVE SUMMARY

The Center City District (CCD) is accepting proposals from contractors to paint 150+ poles on Market Street East located between 6th Street and City Hall in Center City Philadelphia. The request for proposals (RFP) are available for interested contractors to bid the work. No phone calls please.

Proposals are due no later than 3:00 PM EST on Friday November 7, 2025 via email to srosenbaum@centercityphila.org. The CCD reserves the sole right to disqualify late or incomplete submissions, and/or terminate the RFP without cause or reason.

PROJECT BACKGROUND

With the number of anticipated visitors in 2026, CCD is focusing on improving streetscape conditions and the physical environment along Market Street East. There are numerous street light poles, pedestrian light poles, and banner poles along Market Street East that need a paint job. Applying a new layer(s) of paint would improve the poles aesthetically while simultaneously make Market Street overall look cleaner and better maintained.

SCOPE OF SERVICES

The scope of work includes cleaning, sanding and/or grinding down, applying a tinted primer, and painting 1 coat to 150+ poles along Market Street East.

PROJECT TIMELINE

RFP Issued: October 20, 2025

Questions due by email: October 29, 2025

Questions response: October 31, 2025

Proposals due: November 7, 2025

Selection notifications: November 11, 2025

Project start date: April 1, 2026

PROPOSAL REQUIREMENTS

Email the following application materials in 1-2 pages (max) to srosenbaum@centercityphila.org. No print applications.

- a. Work plan and schedule/timeline
- b. Fee/Total Cost Proposal

SUBMISSION PROCESS & CONTACT INFORMATION

Send questions and applications via email to:

Samantha Rosenbaum

Streetscape Manager

Center City District

srosenbaum@centercityphila.org

RFP EXHIBITS

Exhibit A: Photos of poles to be painted

The pole types and quantities are as follows:

- Street light poles: 78 (Fig. 1 & 2)
- Pedestrian light poles with two globes: 73 (Fig. 3 & 4)
- Banner poles: 2 (Fig. 5)

(Fig. 1 & 2)



(Fig. 3-4)



(Fig. 5)



Exhibit B: Maps of poles to be painted



Exhibit C: Photos of poles **not** to be painted

The pole types are as follows:

- Pedestrian light poles with one globe (Fig. 6)
- Defunct trolley poles (Fig. 7)
- D poles (Fig. 8)
- Cartway poles (Fig. 9)

(Fig. 6)



(Fig. 7)



(Fig. 8)



(Fig. 9)

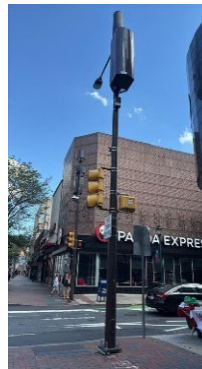


Exhibit D: Minimum Insurance Requirements

Center City District Parks and Public Spaces

Contractors, subcontractors, concessionaires, and consultants performing for the Center City District (CCD) shall procure and maintain insurance covering their employees, invitees, and the Premises, in the types and minimum limits of coverage specified below throughout the term of this Agreement. All insurance shall be procured from reputable insurers who are acceptable to the CCD and authorized to do business in the Commonwealth of Pennsylvania. All insurance herein, except Workers' Compensation and Employers' Liability, Professional Liability, and Contractor's Pollution Liability, shall be written on an "occurrence" basis and not a "claims-made" basis.

(A) WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

(i) Workers' Compensation – Statutory Limits.

(ii) Employers' Liability:

\$100,000 Each Accident - Bodily Injury by Accident.

\$100,000 Each Employee - Bodily Injury by Disease.

\$500,000 Policy limit - Bodily Injury by Disease.

(iii) Other states' insurance, including Pennsylvania

(iv) The Policy shall be specifically endorsed with Waiver of Right to Recover from Others Endorsement (WC 00 0313) where permitted by state law, naming the City of Philadelphia.

(B) GENERAL LIABILITY INSURANCE

(i) Limit of Liability: \$1,000,000 per occurrence for bodily injury (including death) and property damage liability; \$1,000,000 personal and advertising injury; \$2,000,000 general aggregate for products and completed operations. The CCD may require higher limits of liability if, in the CCD's sole discretion, the potential risk so warrants.

(ii) Coverage: Including but not limited to premises, operations; personal injury liability (employee exclusion deleted); employees as additional insureds; cross liability; broad form property damage (including completed operations and loss of use) liability; products and completed operations; independent contractors, and blanket contractual liability (including liability for Employee Injury assumed under a Contract) provided by the Standard ISO Policy Form CG 00 01. Policy may NOT include the restrictive Endorsement CG 24 26 (Amendment of Insured Contract Definition) or any other provision excluding coverage for the CCD's sole negligence which has been assumed by contract.

(C) COMMERCIAL AUTOMOBILE LIABILITY INSURANCE

(i) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.

(ii) Coverage: Owned, hired, and non-owned vehicles (Any Auto).

(D) ALL RISK" PROPERTY INSURANCE covering all building structures, improvements, betterments, plate glass, equipment, trade fixtures, merchandise, business personal property and any other property in Contractor's care, custody and control in the amount equal to the full replacement value of the Premises with no penalty for coinsurance.

(E) UMBRELLA LIABILITY INSURANCE at limits totaling \$10,000,000 per occurrence when combined with insurance required under (a), (b), and (c) above.

(G) From time to time the CCD may request additional coverage or changes in limits, depending on the hazards, risks or other perils, and in such amounts as reasonably may be requested by the CCD and at the time are customarily insured against improvements similar in character, size, general location, use and occupancy of the Premises.

(H) The Center City District, Center City District Foundation, Central Philadelphia Development Corporation, City of Philadelphia, and SEPTA, their respective officers, employees, and agents, shall be named as additional insureds on all policies required hereunder except the Workers' Compensation and Employers' Liability. All such policies shall include an endorsement stating that the coverage afforded to these parties as additional insureds is primary to any other coverage available to them. The Center City District shall be named as the Certificate Holder on such policies.

(I) Certificates of insurance, evidencing the required coverage, shall be submitted to the Center City District, 100 South Broad Street, Suite 1N, Philadelphia, PA 19110, Attn: Anthony Pipitone, within ten (10) days after the execution date of any agreement. Contractor shall furnish certified copies of the original policies of all insurance required under this Agreement at any time within ten (10) days after written request by the CCD.

(J) The insurance requirements set forth herein shall in no way be intended to modify, limit or reduce the indemnifications made in this Agreement by Tenant to the City or to limit Tenant's liability under this Agreement to the limits of the policy(ies) of insurance required to be maintained by Tenant under this Agreement.

(K) All insurance policies shall provide for at least thirty (30) days prior written notice to be given to the CCD in the event the coverage is materially changed, canceled, or not renewed. At least ten (10) business days before the expiration of each policy, Contractor shall deliver to the city a certificate of insurance evidencing the replacement policy(ies) to become effective immediately upon the expiration or termination of the previous policy(ies).