



REQUEST FOR PROPOSAL (RFP)

Electrician Services for Electrical Control Module Swap – North Poles Project

Issue Date: September 4, 2025

Proposal Due Date: October 31, 2025

1. Introduction

The North Broad Renaissance (NBR) is issuing this Request for Proposal (RFP) to solicit bids from licensed and certified electrical contractors for labor-only services related to the removal and replacement of electrical control modules associated with lighting systems on infrastructure referred to as the “North Poles.”

This opportunity is open to all qualified providers. The selected contractor will provide labor only. All materials and components, including control modules, will be supplied by NBR or its partners.

2. Scope of Work

The work to be performed is a collaborative effort between Starlite and the selected Electrical Contractor (EC). The following summarizes the scope with specific responsibilities of the EC bolded for clarity:

- Starlite will:
 - Remove the LED POWER/CONTROL JUNCTION BOX (LED JB) from ten (10) poles, beginning at the southernmost point of the installation.
 - Unplug power input
 - Label and disconnect LED outputs
 - Label and disconnect antennas
- Electrical Contractor (EC) will:
 - Remove the Verticus power control device from the POWER DISTRIBUTION JUNCTION BOX (Power JB)
 - Rework the power configuration as follows:
 - Connect utility power input to the power output for the LED JB

- Provide a new power inlet cable to accept switched power input returned from the LED JB to the Power JB (SO cable by EC; connectors by Starlite)
 - Rewire terminal strip in Power JB so the new inlet feeds four (4) existing downlights
 - Supply and install any replacement SO cable or connectors between the Power JB and the downlights
- Starlite will:
 - Reinstall the reconfigured LED JB with new power inlet and output connectors
 - Reconnect LED outputs and antennas
 - Perform system testing

3. Contractor Requirements

Eligible respondents must meet the following minimum qualifications:

- Possess a valid and current electrical contractor license in the relevant jurisdiction
- Carry active general liability and worker's compensation insurance
- Demonstrate at least three (3) years of experience in similar electrical projects (e.g., lighting systems, control module replacements)
- Be available to perform work starting November 2025

4. Proposal Submission Requirements

Proposals must include the following:

- Company name, primary contact, phone number, and email address
- Copy of electrical contractor license and proof of insurance
- Labor pricing (hourly rate and/or flat rate proposal)
- Summary of relevant experience or completed projects
- Staffing plan and proposed availability for the project timeline

5. Submission Deadline and Method

All proposals must be submitted no later than November 30, 2025, via email to:



Email: sthomas@northbroad.org

Subject Line: Proposal – Electrician Labor for North Poles Project

Note: Late submissions may not be considered.

6. Evaluation Criteria

Proposals will be evaluated based on the following:

- Competitive labor pricing
 - Relevant experience with comparable projects
 - Compliance with licensing and insurance requirements
 - Availability to meet project deadlines
 - References (upon request)
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7. Questions and Clarifications

All inquiries regarding this RFP must be submitted in writing by September 30, 2025, to:

Contact: Shalimar Thomas

Email: sthomas@northbroad.org

Responses to submitted questions may be shared with all prospective bidders to ensure transparency and fairness.