

TOWN OF ERIE, COLORADO
Request for Proposals (RFP Admin. 01-2006)

2007 Town of Erie
Concert in the Park Series - Event Producer

Sealed Proposals on the subject “**2007 Town of Erie Concert in the Park Series – Special Event Planner**” will be received by the Town of Erie, Colorado, until 5:00 p.m., on Monday, November 27, 2006, at the office of:

ERIE TOWN CLERK
PO BOX 750
645 HOLBROOK ST.
ERIE, COLORADO 80516

The Town of Erie invites qualified **Special Event Planners** to submit proposals for the planning, management, implementation, follow up and other associated activities in order to present the 2007 Town of Erie Concert in the Park Series at Coal Creek Park - a fun, safe, “low-waste”, family event which provides musical entertainment, children’s activities, food, beverages including – soft drinks, beer, wine, and other entertainment, and to be held from 5:00pm to 9:00pm on Saturday, July 14, 2007, Saturday, July 28, 2007, Saturday, August 11, 2007 and Saturday, August 25, 2007.

Please note: Band contracts for the 2007 Concert Series are currently being negotiated.

The Town of Erie is seeking qualified Special Event Planners to produce the 2007 Concert in the Park Series in order to ensure the best value for the Town and the highest quality event for the citizens of Erie and visitors.

Town staff will review all proposals and make recommendations to the Assistant to the Town Administrator who will make the final decision. The RFP procedure will include a written proposal including the following requirements, and the highest qualifying applications will be selected to make a presentation to the review committee. Five (5) copies of the proposal must be submitted to the Town of Erie Town Clerk’s Office at 645 Holbrook Street, Erie, CO 80516 not later than 5:00 p.m. on Friday, November 24, 2006. All materials included in the proposal become the property of the Town of Erie and will not be returned to the applicant.

Goals of the Town of Erie Concert in the Park Series

- Provide an opportunity for the Erie community to participate in a celebratory musical and entertainment event
- Enhance the economic vitality of the Historic Downtown Erie Business District
- Increase outreach and integration of the Erie community
- Minimize direct costs to the Town of Erie
- Maximize revenues to the Town of Erie

Selection Criteria

- Minimum 5 years experience producing and managing events & festivals
- Proven ability to seek and obtain in-kind donations for goods & services
- Ability to work with minimum supervision
- Ability to generate creative approaches in event design and production
- Ability to assist in managing volunteer staff
- Participation in planning meetings with Town staff and a post-event evaluation
- Willingness to enter into a contract with the Town of Erie for the event production
- Being in good financial standing with Town of Erie
- Possession of Town of Erie Business License

Proposal Requirements

- Five references from vendors, performance artists, event sponsors and/or community organizations
- A maximum of 5 page description of the organization's approach and vision for the 2007 Town of Erie Concert in the Park Series
- Description of past, applicable experience, including a list of similar events
- Draft timeline for the event including planning, budget submissions, milestones etc....
- Copy of organization's incorporation papers and insurance coverage
- Statement of why your organization is the best choice
- Sample financial plan for the Concert Series; i.e., how will you assist the Town in recovering costs; what are the proposed ticket prices, fees and expenses
- Complete RFP materials

Selection

All proposals will be reviewed by a panel of Town employees. Interviews will be granted to the highest ranking proposals. Project is subject to 2007 Budget approval by the Erie Board of Trustees. A final decision for hiring the **Special Event Planner** is expected to be made on or before December 15, 2006. For questions, please contact Fred Diehl, Assistant to the Town Administrator, 303-926-2764 or fdiehl@ci.erie.co.us.

Please submit five (5) copies of the proposal to:

**2007 CONCERT IN THE PARK SERIES RFP
C/O ERIE TOWN CLERK
PO BOX 750
645 HOLBROOK ST.
ERIE, COLORADO 80516**

1.0 ADMINISTRATIVE INFORMATION

1.1 Issuing Office

This Request for Proposal (RFP) is issued for the Town of Erie Administration Department.

1.2 Purpose

This RFP provides Proposers with sufficient information to enable them to prepare and submit Proposals for consideration by the Administration Department. Proposals should satisfy the requirements for expert assistance to complete the tasks as outlined in this request.

1.3 Scope

This RFP contains instructions governing the Proposals to be submitted and the materials to be included therein, mandatory requirements that must be met to be eligible for consideration, and other requirements to be met by the Proposer.

1.4 Late Proposals

Late Proposals will not be accepted. It is the responsibility of each Proposer to insure that the Proposal arrives at the Town Clerk's Office prior to the deadline.

1.5 Rejection of Proposals

The Town of Erie reserves the right to reject any or all Proposals and to waive informalities and minor irregularities in Proposals received. The Town also reserves the right to accept any portion or all of a Proposal if deemed in the best interest of the Town to do so.

1.6 Proprietary Information

Any restrictions on the use of data contained within the Proposal or proprietary information submitted in response to this RFP must be clearly stated in the Proposal itself.

1.7 Response Materials Ownership

All materials submitted regarding this RFP become the property of the Town. Response may be reviewed by any person at Proposal opening time and after final inspection has been made. The Town has the right to use any or all ideas presented in reply to this request, subject to the limitations outlined in Proprietary Information above. Disqualification of a Proposer does not eliminate this right.

1.8 Incurring Costs

The Town is not liable for any cost incurred by Proposers prior to issuance of an agreement, contract or purchase order.

1.9 Acceptance of Proposal Content

The contents of the Proposal of the successful Proposer will become contractual obligations if contractual agreement actions ensue. Failure of the successful Proposer to accept these obligations in a purchase agreement, purchase order, contract, delivery order or similar acquisition instruments may result in cancellation of the award and such Proposer may be removed from future solicitations.

1.10 Acceptance Time

The Town will endeavor to make a Proposal Selection in a timely manner after the closing date for receipt of Proposals. Upon selection, the Town will issue a Notice of Award and a contract must be completed and signed by all parties concerned within ten (10) calendar days of issuance of the Notice of Award. If this date is not met, the Town may elect to cancel the Notice of Award and award the selection to the next most successful Proposer (if the delay is not the fault of the Town).

1.11 Award of the Proposal

The Contract will be awarded to that Proposer whose Proposal conforms to the RFP and will be the most advantageous to the Town, price and other factors considered.

1.12 Standard Contract

The Town reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a Proposal submitted in response to this RFP. If you have any exceptions to the contract please note it in your proposal. Exceptions to the contract may lead to your proposal being rejected.

Proprietary information submitted in response to the RFP will be handled in accordance with the Colorado Open Records Act.

1.13 Insurance

Awarded applicant must present the Town with proof of Professional Liability Coverage with a minimum limit of \$1,000,000.

The awarded applicant will be required to provide a Certificate of Insurance or other proof of insurance naming the Town of Erie as “additional insured”. Coverage must include Commercial General Liability coverage with minimum limits of \$150,000 per person, \$600,000 per incident, and Worker’s Compensation and Employer’s Liability coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least the liability limits under the /Colorado Governmental Immunity Act, (now ONE HUNDRED FIFTY THOUSAND [\$150,000] per each person and SIX HUNDRED THOUSAND DOLLARS [\$600,000] per each occurrence), plus an additional amount adequate to pay related attorneys’ fees and defense costs, for each of Consultant’s owned,

hired or non-owned vehicles assigned to or used in performance of this Agreement.

1.13 Town Ownership of Contract Products

All products produced in response to the Contract resulting from this RFP will be the sole property of the Town.

1.14 Budget

A budget must be included in your submittal. Provide information concerning the cost of labor, materials, and other cost elements that are expected to be incurred for each phase.

1.15 Termination

The Town shall, at any time, have the right to terminate the Contract for convenience upon giving fourteen days written notice to the awarded firm. In this event, the awarded firm shall be entitled to the full amount of the approved estimate of services satisfactorily completed.

1.16 Governing Law

The laws of the State of Colorado shall govern any contract executed between the successful consultant and the Town of Erie. Further, the place of performance and transaction of business shall be deemed to be in the County of Weld, State of Colorado. In the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado, and more specifically, Weld County, Colorado.

1.17 News Releases

Proposers shall make no news releases pertaining to this RFP without the express written approval of the Public Works Department.