

PURCHASING DIVISION
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402
Request for Proposals for the City of Chattanooga, TN

Sealed proposals will be received at 101 East 11th Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m., e.s.t., on July 10, 2018.

Requisition No.: **RFP 171864** Ordering Dept.: Economic and Community Development
Buyer: Deidre Keylon; e-mail: rfp@chattanooga.gov (no e-mailed proposals accepted)
Phone No.: 423-643-7231; Fax No.: 423-643-7244

Items Being Purchased: RFP 171864 - WATERFRONT EVENT MANAGEMENT

*****SEALED PROPOSALS MUST BE RECEIVED AS REQUESTED
NO LATER THAN 4:00 P.M. E.S.T. ON 7/10/18*****

*****ALL QUESTIONS MUST BE RECEIVED IN WRITING AND AS REQUESTED
NO LATER THAN 4:00 P.M. E.S.T. ON 7/2/18*****

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable: <http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>
All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated in the Offeror's proposal. Failure to indicate exceptions will be interpreted as the Proposer's intent to comply.

NOTE: ALL PROPOSALS MUST BE SIGNED BY AN AUTHORIZED PERSON.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____
Mailing Address: _____
City & Zip Code: _____
Phone/Toll-Free No.: _____
Fax No.: _____
E-Mail Address: _____
Contact Person: _____
Signature: _____
Date: _____

COMPLETED AND SIGNED PAGE TO BE RETURNED WITH PROPOSAL

City Of Chattanooga, Tennessee
Department of Economic and Community Development



Request for Proposal

Waterfront Event Management

June 26, 2018

For the management of certain major events involving the use of the Waterfront District excluding The Riverbend Festival

OVERVIEW

PURPOSE

The City is requesting qualified firms to submit Formal Proposals for a qualified entity to enter into a Waterfront Event Management Agreement with the City of Chattanooga for the management of certain major events, excluding The Riverbend Festival, involving the use of the Waterfront District.

CONTRACT TERM

It is the intent of the City to enter into a contract with the successful Proposer for a two (2) year contract with two (2) optional one-year renewals by mutual agreement.

CONTRACTUAL INFORMATION

If all involved parties, including the Chattanooga City Council, and the Chattanooga Downtown Redevelopment Corporation (CDRC), approve the recommendation of the Evaluation Committee and enter into contract, this "Waterfront Event Management Agreement" shall be entered into with the City of Chattanooga and the Chattanooga Downtown Redevelopment Corporation (CDRC) .

GENERAL INFORMATION

The Waterfront District is defined as Ross' Landing Park, including the Green and the parking lots on the South side of Riverfront Parkway, Coolidge Park, Renaissance Park, First Street Steps, Walnut Street Bridge, Maurice Martin Amphitheater, but excluding the Walker Pavilion and the Carousel within Coolidge Park. Various portions of these properties are owned by the City, Chattanooga Downtown Redevelopment Corporation, and RiverCity Company.

Events scheduled through the Waterfront Event Management Agreement will benefit Chattanooga through direct economic impact on our community by enhancing the business revenues of the store owners, hotels, restaurants, parking lots, and attractions in the downtown area. A major event is an event that may include any of the following:

- a beer and/or alcoholic beverage license is required
- more than five hundred (500) people are in attendance at any given time
- stage or other structures are to be erected on the site

- the possibility of a significant adverse impact on the normal operations of on-site businesses such as the Southern Belle, Erwin Marine, or other neighboring businesses or residences
- any event that involves use of land owned by RiverCity Company.

DESIRED OUTCOMES AND SCOPE OF WORK

Proposers are asked to present and describe a programmatic solution, incorporating the following:

1. Desired Outcomes

A successful proposed waterfront event management program will focus on these desired outcomes at a minimum:

- professional management of requests for use of the Waterfront District
- processing and reviewing of applications by concession vendors who desire access to City property and the Waterfront District
- proper handling of logistical needs such as electric, water, and road closures for the event sponsors without undue inconvenience to local residents, businesses, and the public at large
- evaluation of proposed events and a determination of the potential benefit to the residents and businesses of the City of Chattanooga
- evaluation and risk control to minimize the potential for damage or destruction of the infrastructure or property or other harm, damage, or destruction
- evaluation of the existence of competing events, whether publicly or privately sponsored and whether they are within the Waterfront District
- maximization of use by demonstrating the best possible design and control of the site, including vital site details, such as: electrical grid configuration; water access areas; detailed footage availability for staging, sound, lighting; and booth and exhibit space
- working in coordination with City staff and designated committees
- providing all duties in connection to application for use of public spaces and assurances to City designee that the event producers are informed of their responsibilities in conducting the event and returning a damage free property
- processing all License Agreements with event producers and providing required proof of insurance documents to City for final approval at least thirty (30) days prior to event commencement

Additional optional services may include but are not limited to the following:

- marketing and public relations
- sponsorship
- equipment
- volunteer coordination
- entertainment

- fireworks
- concessions/vendors
- site planning
- billing/collections
- transportation
- budgeting
- production
- ticketing/sales
- races

These (additional optional services) are services that shall be made available to all event sponsors for a reasonable price and in a non-discriminatory manner.

2. Scope of Work

- Full compliance with all laws, rules and regulations applicable on the date of proposal submittal.
- The partnership established through the Waterfront Event Management Agreement will ensure that, as needed, the requests for use of the Waterfront District will be handled by a professional events organization with years of experience.
- Process and review applications by concession vendors who desire access to City property and the Waterfront District.
- Numerous groups and individuals will make requests to utilize the waterfront venue for their respective fund-raising, musical, social, and sporting events, etc. These requests will require an experienced organization to handle logistical needs such as electric, water, and road closures for the event sponsors without causing undue inconvenience to local residents, businesses, and the public at large.
- Evaluate if the proposed event is beneficial to the residents and businesses of the City of Chattanooga.
- Evaluate and minimize the potential for damage or destruction of the infrastructure.
- Evaluate the existence of competing events, whether publicly or privately sponsored, and whether they are within the Waterfront District.
- Maximize the best possible design and control of the site, including vital site details, such as electrical grid configuration, water access areas, and detailed footage availability for staging, sound, lighting, as well as booth and exhibit space.
- Work in coordination with City staff and designated committees.
- Provide all duties in connection to application for use of public spaces and assurances to City designee that the event producers are informed of their responsibilities in conducting the event and returning a damage free property.
- Process all License Agreements with event producers and provide required proof of insurance documents to City for final approval at least thirty (30)

- days prior to event commencement.
- **Additional optional services may include, but not be limited to, marketing and public relations, sponsorship, equipment, volunteer coordination, entertainment, fireworks, concessions/vendors, site planning, billing/collections, transportation, budgeting, production, ticketing/sales, and races. These are services that shall be made available to all event sponsors for a reasonable price and in a non-discriminatory manner.**

3. Scope of Work: Assessment, Evaluation, and Reporting

In order to evaluate the effectiveness of the management program, the proposer should develop an evaluation and reporting plan.

The plan should address the data to be collected and reported and a reporting structure as, at a minimum, below:

- Develop an evaluation to accurately determine program outcomes - such as change in use of waterfront space, change in public perception, etc.
- Provide regular reports (monthly, quarterly, or other) to the City and, if requested, to the CDRC
- Determine how to use the data as a tool to adjust the program to better serve the City and CDRC and meet or exceed expected outcomes.

GENERAL INSTRUCTIONS TO PROPOSERS

Sealed Proposals must be submitted in hard copy format to the Purchasing Division, City of Chattanooga, for time-stamping by no later than 4:00 p.m., e.s.t., on July 10, 2018, to the attention of:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon
101 East 11th Street,
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Late or misdirected proposals shall be rejected and returned unopened without exception. Postmarks are not accepted.

All Firms submitting proposals are responsible for verification that such proposal submitted is in full compliance with all laws, rules and regulations which may be applicable on the date of submittal.

Quantity and Format

Proposer shall submit three (3) complete copies of their proposal to include one (1) bound original, one (1) unbound copy, and one (1) electronic copy in PDF format on a flash drive (no disks). All proposals shall be submitted in a sealed non-transparent envelope or box clearly marked **“RFP 171864 - WATERFRONT EVENT MANAGEMENT”**.

Detailed Technical Proposals

Complete technical submittals shall be submitted with the Proposal. These technical submittals shall describe in detail how the Proposer complies with each specification requirement of the RFP. Any deviations from the specifications shall be noted by the Proposer.

Implied Requirements

All products and services not specifically mentioned in this RFP but which are necessary to provide the functional capabilities described by the Proposer shall be included in the Proposal.

Proposer-Supplied Materials

Any material submitted by a Proposer shall become the property of the City unless otherwise requested in writing at the time of submission. **Any firm submitting a proposal should assume the information included in the proposal is subject to the Open Records / Freedom of Information Act.**

Incurring Costs

The City shall not be liable for any cost incurred by the proposer prior to the issuance of a contract purchase agreement and will not pay for the information solicited or obtained. Proposer shall not include or integrate any such expense as part of its proposal.

Economy of Preparation

Proposals shall be prepared simply and economically. Proposals shall provide a straightforward and concise proposal description. Emphasis shall be placed on clarity and content.

Proposal Withdrawal Procedure

A Proposal may be withdrawn at any time until the date and time set above for opening of proposals. Any proposal not so withdrawn shall, upon opening, constitute an irrevocable offer to provide the specifications set forth in the proposal, until the successful proposal(s) is/are accepted and a contract has been executed between the City and the successful Proposer(s).

General Reservation of City Rights

The City of Chattanooga may contact any firm for the purpose of obtaining additional information or clarification.

General Terms

Any contract resulting from this Request for Proposal will be subject to the City of Chattanooga's Standard Terms and Conditions.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

Any exceptions to said Terms and Conditions must be submitted with Proposal response.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained. The Contractor shall be bound to accept all stated terms not excepted in its proposal.

City reserves the right to accept or reject any or all exceptions / deviations at its sole discretion. City reserves the right to reject excepted or conditional proposals at its sole discretion.

Contract Administration Activity

The Proposer will be expected to provide periodic reporting and/or attend Contract Administration meetings, as described in this document or as otherwise required by the City Purchasing Division or City Department.

REQUEST FOR INFORMATION

All questions and requests for information or clarification must be submitted in writing, and will be accepted until 4:00 pm, est. on July 2, 2018, and shall be sent to:

rfp@chattanooga.gov

with the Subject line including: **QUESTION - RFP 171864 - WATERFRONT EVENT MANAGEMENT**

If there is no access to email, you may send your question, marked as above, to:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

COMMUNICATION DURING THIS PROCESS

Any communication concerning this RFP must be conducted exclusively with the City of Chattanooga Purchasing Division Buyer named until the evaluation and award process has been completed. Failure to follow this procedure will be negatively viewed in the selection process and can result in elimination of the proposal.

PAYMENT OF SERVICES

1. The City will make payment according to the City's policies and procedures.
2. Invoices
 - a. Accurate and complete Invoices, with all backup documentation, shall be submitted to:

City of Chattanooga
Attn: Accounts Payable Division
101 East 11th Street, Suite 101
Chattanooga, TN 37402
acctspayable@chattanooga.gov

With Copy to:

City of Chattanooga
Attn: Travis Kazmierzak, Director of Open Spaces
200 River Street
Chattanooga, TN 37405
(423) 643-6888
E-mail: tkazmierzak@chattanooga.gov

- b. Vendor's Invoice must list a valid Email Address for billing questions and inquiries.
- c. Vendor's Invoice Date must minimally be the date that the Invoice is submitted to the City. The Invoice Date must not precede submission date, the Ship Date or Service Date.
- d. Invoice descriptions on transaction lines must match the Purchase Order's transaction line items, and reference the corresponding transaction line number. The Vendor shall not invoice the City for any item that does not correspond to a line on the Purchase Order.
- e. Invoices to the City shall reference the Purchase Order number.
- f. Invoices must be received by the City within two (2) weeks of the completed quoted work, with emphasis on earlier submission.
- g. Any Vendor invoice that is incomplete, inaccurate, or otherwise unable to be processed will not be considered valid or procedurally compliant.
- h. Revised Invoices - must be clearly marked "Revised", and must reference the Invoice Number that it is replacing.

REVIEW AND EVALUATION OF PROPOSAL

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposers whose proposal is deemed to be in the best interests of the City.

All proposals will be examined initially for completeness before being submitted to the Evaluation Committee for further evaluation. At the discretion of the City, any proposal found to be incomplete may be eliminated from further consideration.

Evaluation Committee

A committee consisting of individuals selected by the City will receive all complete proposals submitted. Each proposal will be awarded a maximum of 100 percent based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.

Evaluation Criteria

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical criteria that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **30 percent: Competence/Approach to Scope of Work**
- **45 percent: Qualifications and Team Experience**
- **20 percent: Price/Value/Cost**
- **5 percent: Reference Projects**

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite up to three (3) qualified firms for formal presentations. The City reserves the right, however, to invite more or less than this number, if the quality of the proposals so merits.

The City Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

Selection of Finalist(s)

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

Schedule of Proposal Process

A. The following is an anticipated timeline for the selection process. The City reserves the right to adjust the schedule as it deems necessary. All times are for the Eastern Time Zone (ET).

B. Timeline for RFP:

RFP Becomes Available to Proposers	June 26, 2018
Proposers' Questions must be submitted in writing by	July 2, 2018, 4:00 pm, est
City Releases Responses to Questions to All Proposers	As soon as possible after July 2, 2018
Sealed Proposals are Time Stamped in Purchasing By No Later Than	July 10, 2018, 4:00 pm, est

RESPONSE FORMAT

Cover Letter and Statement of Exceptions to City of Chattanooga Standard Terms and Conditions

Include a cover letter, issued by an Officer of the proposing business entity, introducing your organization, giving a description and a brief history statement, summarizing your qualifications, including the size (number of employees and revenues) and areas of specialization, and detailing any exceptions to the Standard Terms and Conditions. If you have exceptions to the City's Standard Terms and Conditions, the City may reject your proposal. If you have and do not state exceptions in your cover letter, it will be assumed that you have no exceptions.

Contact Information

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable). The email address given will be considered to be valid for and will be used for all communications.

References

Provide the names, addresses, and individual contact name, phone number and e-mail address of at least three (3) references.

Competence/Approach to Scope of Work [30 points]

- Offeror shall demonstrate an understanding of the Scope of Work and knowledge of applicable laws and regulations
- Offeror shall demonstrate in detail how each item in Scope of Work (SOW) will be addressed in order to achieve the stated Desired Outcomes of this solicitation, summarized in "Desired Outcomes and Scope of Work" above:

Please also answer the following questions related to data and reporting

1. Describe how you would track data
2. Describe which program outputs you would track, how you would collect this data, and how you would report progress toward goals
3. Describe how you would balance the need to collect data for evaluation and performance measurement with the need to minimize time staff spend on paperwork and data entry.

Qualifications and Team Experience [45 points]

- Demonstrate your organization's knowledge in the provision of services related to the project.
- Demonstrate your organization's experience in operating similar programs successfully
- List all non-Domestic Relations litigation in which your organization or staff is or has been a defendant, within the three (3) years immediately preceding the RFP response (not the legal details or analysis), including, but not limited to, parties' names, county, court, case number, and disposition.
- Clearly define your team's organizational structure including defined roles and responsibilities and use of subcontractors or partners.
- Demonstrate relevant experience of proposed team members.
- Explain unique team experience, expertise, and/or approach for operating the program.
- Identify team members responsible for developing and providing information to City of Chattanooga
- Identify team members responsible for meeting with and advising City of Chattanooga.

Value/Cost Efforts [20 Points]

Identify an annual all-in cost for this service. Give an analysis of the compensation.

This annual cost analysis must include the following:

- Staffing costs
- Supplies and equipment costs
- Program implementation costs
- Itemization of any costs not otherwise described

Reference Projects [5 points]

- Demonstrate ability to perform similar programs effectively.
- Detail experience on a minimum of two (2) programs of similar scope.

For each referenced project, please include the following:

- Target population served by the program
- Grantee or funder
- Program approach (services provided, staffing structure, logic model if available)
- Length of program, Dollar value, and program start and end date (or include if the program is ongoing)
- Funder contact information for the listed program, including an email address that can be used as reference verification.

Bad contact information and/or non-responsive references will be reflected in the scores.

SIGNATURE FORMS

A COMPLETE PROPOSAL WILL INCLUDE ALL SIGNATURE FORMS, SIGNED AND DATED, INCLUDING ADDENDA COVER PAGES IF ADDENDA ARE POSTED TO www.chattanooga.gov, then Bids Solicitations, then the correct RFP

**APPENDIX A
PROPOSER QUALIFICATION DATA**

All questions must be answered clearly and comprehensively. If necessary, separate sheets may be attached.

1. Company Name of proposer (Please list official name, and any and all "doing business as" names, if any, associated with the company):

2. Main office address:

3. Phone: _____ Fax: _____

- a. Email Address:

4. Proposers federal tax identification number:

_____ (Please attach Form W-9)

5. The proposer is organized as a (specify type of entity, e.g. sole proprietor, partnership, for profit corporation, non-profit corporation, limited liability company, etc.)

6. The date the proposer was organized in its current form:

7. If a corporation or limited liability company, the state where it is formed:

8. Is your company registered with the Tennessee Secretary of State?

- a. YES
b. NO - Please explain

9. How many years have you served the population described in this solicitation:

10. Describe any pending plans to reorganize or merge your organization.

11. Have you, or any officers and/or directors of your company, ever been debarred or suspended by a government from consideration for the award of contracts?

a. YES - Please list the contract party, and explain

b. NO

12. Have you, or any officers and/or directors of your company, ever been disqualified, removed, sued, or otherwise prevented from proposing on or completing any contract?

a. YES - Please list the contract party, and explain

b. NO

13. Have you, or any officers and/or directors of your company, ever been charged with liquidated damages on a contract?

a. YES - Please list the contract party, and explain

b. NO

14. Bonding

a. Limit: \$ _____

b. Bonding Company: _____

c. Address: _____

d. Phone Number: _____

Chapter No. 817 (HB0261/SB0377). "Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For more information, please contact the State of Tennessee, Central Procurement Office
<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-/public-information-library.html>

Affirmative Action Plan

For RFP 171864

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

No Contact/No Advocacy Affidavit

City of Chattanooga
Purchasing Division

State of _____
County of _____

_____ (agent name), being first duly sworn, deposes and says that:

(1) He/She is the owner, partner, officer, representative, or agent of _____ (business name), the Submitter of the attached sealed solicitation response to Solicitation # **171864 Waterfront Event Management**;

(2) _____ (agent name) swears or affirms that the Submitter has taken notice, and will abide by the following No Contact and No Advocacy clauses:

NO CONTACT POLICY: After the posting of this solicitation, a potential submitter is prohibited from directly or indirectly contacting any City of Chattanooga representative concerning the subject matter of this solicitation, unless such contact is made with the Purchasing Division.

NO ADVOCATING POLICY: To ensure the integrity of the review and evaluation process, companies and/or individuals submitting sealed solicitation responses, as well as those persons and/or companies formally/informally representing such submitters, may not directly or indirectly lobby or advocate to any City of Chattanooga representative.

Any business entity and/or individual that does not comply with the No Contact and No Advocating policies may be subject to the rejection or disqualification of its solicitation response from consideration.

Submitter Signature:

Printed Name:

Title: _____

Subscribed and sworn to before me this _____ day of _____,
2_____.

Notary Public: _____

My commission expires: _____