

REQUEST FOR PROPOSALS

The Franklin County Fiscal Court will receive Proposals for Services for Franklin County Lakeview Park Event Planning. Responses will be due by Thursday, January 23, 2020, by 10:00 am Eastern Time at the address below.

Interested and qualified persons can receive a copy of the official Request for Proposals (RFP) on the Franklin County website at <https://franklincounty.ky.gov> or in person Monday through Friday between the hours of 8:00 AM and 4:30 PM at:

**Franklin County Fiscal Court
321 West Main Street
Frankfort, KY 40601
502-875-8751**

**FRANKLIN COUNTY FISCAL COURT
EVENT PLANNING AND MANAGEMENT SERVICES
REQUEST FOR PROPOSALS
December 3, 2019**

1. Project Overview

The Franklin County Fiscal Court will receive Proposals for services for Franklin County Lakeview Park Event Planning and Management Services.

Lakeview Park consists of approximately 135 acres and is located at the corner of U. S. Highway 460 (Georgetown Road) and Steadmantown Lane (KY Highway 2822) in Franklin County. The Park is heavily used by the community. Since its inception, Lakeview Park continues to attract greater numbers of citizens each year and that number has now grown to over 100,000 visitors annually. Many individuals use the paved multi-purpose trails for walking, jogging and biking while many youth use the Skate Park. Many children also visit the Park annually. The public use of Lakeview Park is vital to the community and continues to attract greater numbers of citizens each year whose presence have a positive impact on Franklin county's economy. It is the goal of Fiscal Court to continue to maintain and develop Lakeview Park in a way that displays its natural beauty and continues to provide an enjoyable visit to the park for the children and adults of Franklin County. The goal of this proposal is to procure services to plan and manage four (4) public events at the Park between the dates of May 22, 2020 and October 31, 2020.

2. Overview of Event

Event-Memorial Day Weekend-Festival type event

Event-date TBD Family Movie Night or similar event

Event-date TBD Family Movie Night or similar event

Event-date TBD Fall/Harvest event with possible Halloween theme

3. Statement of Work

The purpose of this Request for Proposal (RFP) Process is to invite event planning/management vendors to submit their proposal to manage the four Lakeview Park events described. Each event should be anticipated to be attended by 1500-2000 persons.

4. Scope

Franklin County Fiscal Court will have designated personnel as resources for some aspects of the event such as assistance in development of a theme, budgeting, event promotions, pre-event planning, logistics, and on-site event assistance. Please see further details in “Scope of Work” section.

Proposal Submission Procedure

5. Vendor RFP Reception

By responding to this RFP, the vendor agrees to be responsible for fully understanding the requirements or other details of the RFP, and will ask any questions to ensure such understanding is gained. Franklin County Fiscal Court, or its designees, retain the right to disqualify vendors who do not demonstrate a clear understanding of our needs. Furthermore, the right to disqualify a vendor extends past the contract award period and Franklin County Fiscal Court will be at no fault, cost, or liability.

6. Good Faith Statement

All information provided by Franklin County Fiscal Court is offered in good faith. Specific terms are subject to change at any time based on circumstances. Franklin County does not guarantee any particular item is without error.

7. Communication

Communications shall not be effective unless specified procurement staff formally confirms the communication in writing. In no case shall verbal communication govern over written communications.

8. Evaluation Criteria

All proposals will be evaluated systematically, based on the following key criterion. The purpose of this section is to identify event managers with the interest, capabilities, and experience to manage these events, as defined in the “Scope of Work.”

9. Short-list Selection

Proposers who have demonstrated their capability to meet our needs will be contacted via phone and/or email to be notified of their selection to move forward in the RFP process.

Three copies of the Proposal must be submitted to the Franklin County Fiscal Court, 321 West Main Street, Frankfort, KY 40601 Attention: Huston Wells, Judge/Executive, no later than **10:00 am**, local time, on **Thursday, January 23, 2020**. All submittals shall be clearly marked **“Event Planning and Management Proposal”**. Submittal of proposals received after the specified date and time will be rejected as not conforming to the advertisement requests. Proposals will thereafter be publicly opened and read aloud in the Fiscal Court Conference Room, 321 West Main Street, Frankfort, KY 40601. The Owner reserves the right to reject any or all proposals and waive any irregularities should the same be to the advantage of the County and to accept any proposal deemed to be in the best interest of the Franklin County Government.

Scope of Work and Business Requirements

10. Plan

Pre-event planning: Work with County designated personnel to create project schedule with deadlines and key milestones for the event.

Budget: Work with County designated personnel to determine budget for each event.

Theme: Provide options for themes that will be incorporated in all promotions.

Scheduling: Work with County designated personnel on event scheduling

11. Sponsors and Donations

Work with designated County personnel to contact and confirm sponsors and donations for the events. Communicate with sponsors on their requirements, deadlines, and deliverables.

12. Entertainment

Work with designated County personnel to determine what activities, including entertainment, involve outside contracting or arrangements. At no time will the Event Planner enter into a contract on behalf of Franklin County Fiscal Court. All such contracts will be executed by the County. The Event Planner will be responsible to communicate with vendors regarding their requirements, deadlines, deliverables, and ensure adequate preparation. The Event Planner will also be responsible for working with County designated personnel in identifying booth set up requirements and a site plan layout. The Event Planner should make every effort to use local or regional groups when possible.

13. Event Promotions

Coordinate with designated County personnel for marketing to promote the event to partners and the public through print materials, banners, local and social media coverage, etc.

14. Site Planning

Work with designated County personnel to develop a site plan with requirements for each aspect of the event supplied. Each event should take into account locations for providing Security, health, and safety concerns.

15. On-Site Management

Be on-site prior to, during, and following the event hours to manage logistics to ensure a smooth event. Manage volunteers. Arrange adequate communication procedures to ensure the needs of vendors, volunteers, and visitors are met.

16. Vendor Management

Should the event planning include outside vendors, the Event Planner will manage the registration of all vendors, including business license information, and description of goods and/or services, and requirements and incorporate this into the site plan.