
REQUEST FOR PROPOSALS FOR PERSONAL SERVICES

CITY OF DUVALL

Community Coordinator for SummerStage Event Management

STATEMENT OF NEED

The City of Duvall and the Duvall Cultural Commission (DCC) are seeking proposals for Personal Services for a Community Coordinator to act as the primary liaison between the City of Duvall, the DCC and the community for detailed planning and management of SummerStage, the city's summer concert series. With support from city staff and the Duvall Cultural Commission, the contractor will manage event details including performers, vendors, sponsorships, promotion/advertising, venue logistics and day of event execution. The contractor will represent the DCC and City when dealing with artists, contractors, politicians, varied staff members and the community at large requiring a high degree of communication skills.

ESTIMATED BUDGET

The program is funded in the 2018 City of Duvall Budget for \$22,500.00. This amount will be payable to the contractor, in equal monthly installments upon receiving each previous month's invoice and billing for completion of objectives and goals to be identified in the scope of services.

ESTIMATED SCHEDULE

The term of the awarded contract will be for 2018. The contractor will be expected to attend meetings of the Duvall Cultural Commission, and to meet program and event schedules and deadlines as established by the DCC board and/or City of Duvall that occur throughout the year for the following;

SCOPE OF RESPONSIBILITIES

Detailed planning and execution of the SummerStage music festival being held seven Wednesday evenings during the months of July and August. Project Objectives include:

- Managing artist bookings, contracts, invoicing, and performance requirements.
- Coordinating and contracting with contractors for sound, food, concessions and activities.
- Fostering a positive partnership with Duvall Rotary Club for Beer Garden.
- Coordinating with the Public Works Department to establish a documented schedule for venue staging, equipment setup and tear down requirements.
- Promoting SummerStage through banners, flyers, social media, website updates, press releases, and other online or print event calendars to drive awareness and attendance.
- Securing sponsorships and support from local businesses.
- Working with the DCC and staff to identify better ways to recruit and utilize volunteers.
- Being on-site for each performance to coordinate setup/teardown, artists, vendors and volunteers.
- Track budget and provide monthly updates to DCC board and Finance Department.
- Attend DCC meetings. Work with Chair to plan meeting agenda and meeting minutes.

- Develop a documented process for each element of SummerStage to allow easy replication and identify areas for improvement.
- Develop and participate in a post-event review to analyze goals/objectives versus accomplishments and identify process improvements and program enhancements.
- Work with DCC board to develop and implement strategy for building relationships with other community groups, City staff and City Council.
- Make public presentations as needed

QUALIFICATIONS

The preferred contractor will have the following qualifications:

- I. Strong written, verbal and interpersonal communication skills.
- II. Computer skills in MS Office products to maintain documentation associated with position processes, financial budgets information, etc.
- III. Experience in Public Relations, Communications, Community Relations, Event Planning and/or Project Management.
- IV. Ability to meet deadlines demonstrated by project history.
- V. Knowledge of Duvall and King County, WA as it relates to municipal government and arts and culture.

SUBMITTIAL REQUIREMENTS

Proposals should include the following elements:

- I. A cover letter/statement of interest indicating the contractors interest in offering these services
- II. Resumes for key personnel and their relevant skills and experience
- III. The availability of key personnel and who would work on the project
- IV. The approach that would be taken to ensure successful completion of the project and its elements
- V. A list of and attachments of reference documents from past successfully completed projects
- VI. In no more than three (3) single-sided pages describe your approach, knowledge of the subject area and why you believe you/your firm would be successful

DEADLINE FOR ACCEPTANCE

Date: 03/08/2018

Time: 4:00 PM

Proposals may be delivered in person, by mail(s) or by electronic delivery. Proposals should be submitted to:

City of Duvall City Clerk
 RE: Community Coordinator for SummerStage Event Management
 PO Box 1300, Duvall, WA 98019
 jodi.wycoff@duvallwa.gov

Proposals submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of mailed proposals regardless of fault.

The evaluation process for evaluating RFP's will be the guidance as published in the 2013 Municipal Research Services Center publication 'Guidelines for Local Governments in Washington State'.

The City of Duvall reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

The successful party must comply with the City of Duvall equal opportunity requirements. The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, sexual orientation, nationality or disability.

It is the City of Duvall's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

EVALUATION PROCEDURES:

Contractors are encouraged to be creative in responding to this RFP; proposing alternatives in addition to a traditional service delivery model.

EVALUATION CRITERIA:

Proposals will be evaluated by the Selection Committee. The Selection Committee will consider the completeness of a Contractor's proposal and how well the proposal meets the needs of the City. In evaluating the proposals, the City will be using a criteria evaluation process. Proposals will be evaluated by the DCC board and City staff based upon the responsiveness of the Proposal to this RFP, which may be weighted by the City in any manner it deems appropriate. Interviews will be held with selected contractors based on an evaluation of the proposals. All proposals will be evaluated using the criteria listed below:

- Previous experience
- Quality of previous performance
- Ability to meet deadlines for performance
- Staff/personal readily available for the project
- Expertise of key personnel

PROPOSAL SIGNATURES:

An authorized representative must sign proposals, with the Contractor's address, telephone and email information provided. Unsigned proposals may not be considered. If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown. If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.

CONTRACT NEGOTIATION:

The City reserves the right to negotiate with the highest ranked firm/vendor/contractor that, in the opinion of the City has submitted a proposal that is the “best value” to the City. In no event will the City be required to offer any modified terms to any other firm prior to entering into an agreement with a proposer and the City shall incur no liability to any proposer as a result of such negotiation or modifications. It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but not be limited to, matters such as: Contract details, Contract payment details, Service requirements, Minor changes to the scope of services.

CONTRACT AWARD:

The City reserves the right to make an award without further discussion of the submittals.