



## **Request For Qualifications & Costs Proposals**

### **Event Planning and Execution**

#### **Overview**

The City of Grandview invites qualified event planning organizations, businesses and providers to submit qualifications and cost proposals to plan, coordinate, and execute two major public events in 2025. The first one will be in the Summer of 2025 on July 4<sup>th</sup> and the second in the Fall of 2025. The goals of these events are to enhance community engagement and showcase the upgraded Childress Amphitheater as a premier venue for seasonal entertainment and community gatherings. It is the city's vision for these events to attract visitors from local and surrounding communities to Grandview. The city has budgeted up to \$10,000.00 for each event. The proposer may submit a proposal for one or two events. Each event should include a separate proposal.

#### **Location of Events**

These events must be held at the Childress Amphitheater in Grandview. The city is upgrading the amphitheater facility and purchasing a new high-quality sound system to be used for these and other events and concerts at the amphitheater.

#### **Project Scope**

Each event will take place at the Grandview Amphitheater, with a projected attendance of 200-500+ participants per event. The selected vendor will be responsible for event planning, advertisements, logistics, on-site management, vendor coordination, and post-event reporting.

The vendor is encouraged to use their creativity to design an event that aligns with the goals of this bid and maximizes attendee engagement. While some example events are listed below, vendors are welcome to propose their own ideas that will attract the highest number of attendees using the amphitheater space and new sound system. This could include a Cinco de Mayo, Valentine's, September 16, Saint Patrick's, Hispanic Heritage, Veterans Day celebrations or other events.

##### **1. Summer Extravaganza (July 4th)**

- **Focus:** Larger-scale summer event featuring day and/or evening activities.
- **Requirements:** A small concert, cultural performances, markets, food and beverage areas, and other attractions or activities.
- **Duration:** Minimum of 4-6 hours.

## 2. Fall Fest (Sep-Oct)

- **Focus:** Family-friendly outdoor activities celebrating fall.
- **Requirements:** Activities like live music, art vendors, food trucks, children’s entertainment, and interactive workshops (e.g., painting, crafts).
- **Duration:** Single-day event, 4-6 hours.

### Bid Requirements

**All bids should include the following for each event proposed:**

- **Qualifications and References:** Include your experience and qualifications of conducting events similar in scope and scale, with references from at least two clients. The selected vendor must have at least one year of experience in conducting similar public events.
- **Proposed Event Plan:** Concepts, activities, entertainment options, security plan, and unique elements for each event. Provide a date and schedule of the day’s events with start/ end times, who will participate as vendors and/ or who will provide activities.
- **Budget Proposal:** Detailed budget including costs for planning, equipment, staffing, permits, security, and miscellaneous expenses.
- **Event Insurance:** Event organizer must obtain a minimum of \$1 million per occurrence with a \$2 million aggregate for commercial general liability, and the City of Grandview must be named as additionally insured.
- **Project Timeline:** Milestones from event conception to completion.

### Contractor Responsibilities

- **Pre-Event Coordination**
  - Secure permits and vendor contracts.
  - Design and implement marketing strategies in collaboration with Grandview Representatives.
  - Manage registrations, logistics, and ticketing (if applicable).
- **On-Site Management**
  - Oversee set-up and breakdown of all activities.
  - Coordinate with vendors, security, and staff to ensure a seamless experience.
  - Provide on-site troubleshooting for any unexpected issues.

- **Post-Event Reporting**

- Provide a detailed report including attendee numbers, financials, and recommendations for future events.

### **Submission Instructions**

Bids must also include the proposer’s legal name, EIN & UBI number, name of CEO/ President or Owner of the business and contact information to include person’s name, business address, email and phone number. Bidders must address all the requirements. No specific format is required. Please limit proposals to no more than 3 pages. Attachments are not allowed. Please submit a digital bid to:

Matthew Cordray, City Treasurer at [mattc@grandview.wa.us](mailto:mattc@grandview.wa.us)  
City of Grandview - 207 West Second Street - Grandview, WA 98930

### **Due Date & Time**

Proposals must be submitted on or before November 27, 2024 – 5:00 PM.

### **Technical Assistance Meeting**

The city will provide a Technical Assistance Meeting for potential vendors to answer questions about this proposal. This meeting will be on November 18, 2024, from 10am -11am at Grandview City Hall. Attendance is not required to submit a proposal

### **Evaluation Criteria**

Bids will be evaluated by ARPA Committee members using a rating scale based on the following four sections. Each section will be scored up to 25 points each. The maximum score will be 100 points.

- Quality and creativity of proposed event plans (25 points)
- Demonstrated experience in successful event management. Must have at least one year of experience in events executions (25 points)
- Competitive, cost effective and transparent budget (25 points)
- Demonstrated ability to meet all specified requirements and timelines (25 points)

### **Selection of Vendor**

The selected vendors will be notified by December 4, 2024. The city will meet with the vendor(s) to further discuss their plans and negotiate any elements that meet the city’s event purpose and subsequently execute a contract for services. A vendor may be selected for one or both events. All final event plans, a schedule and participating vendors will need to be pre-

approved by the City Administrator 30 days in advance of the event and must provide evidence of insurance and applicable permits. Additionally, selected proposals will be made public when presented at the City Council meeting for approval.

### **Payments to Vendor**

Payments to selected vendors will be made on a reimbursement basis upon submitting approved costs and receipts meeting the bid specifications, aligned with submitted budget and must adhere to city, state and federal regulations requirements for spending such funds. Vendor should plan for at least 30 days to receive payments.

