

The George Franklin Memorial Summer Concert Series 2016



REQUEST FOR PROPOSALS (RFP)

Downtown Hyde Park Experience Series of Events
SPECIAL SERVICE AREA HYDE PARK | 1511 EAST 53RD STREET, CHICAGO, IL 60615

A. Introduction/Statement of Purpose

This is an RFP for a qualified special events consultant (individual or entity) with experience and contacts that can oversee various event production projects for the 2016 The George Franklin Memorial Summer Concert Series (also referred to as the "Series"). The scope of services under the proposed agreement includes conceptualizing, managing and executing the events, bringing innovation, creativity, and an entrepreneurial approach to a partnership-style program for these events during the festival.

B. Overview

This event is produced by The Special Service Area Hyde Park (SSAHP), serving as The Executive Producer. A title Sponsor has yet to be Identified.

C. Project Background

The selected individual or entity will be responsible for the following deliverables which will belong to Downtown Hyde Park Experience Series of Events ("Corporation"):

1. Create event plans, production schedules and budgets for the approval of the Executive Producer.
2. Attend all production meetings, site surveys, and work from SSAHP Production office some days from June 1st-September 30th, 2016.
3. Provide a full contact list from existing and new relationships.

D. Request for Proposals

Please note that this RFP is searching for an entity or individual to fulfill contractual obligations. The SSAHP is looking to receive proposals from potential consultants. The selected consultant must have a proven track record of major event production, including budget oversight. Proposals should include a proposed compensation structure.

The George Franklin Memorial Summer Concert Series

This is a ten week (one day a week) Sunday event featuring music situated in Nichols Park from 4pm-6pm July 10, 2016 through September 11, 2016. There shall be representation of the following genres:

1. R&B
2. Soul
3. Indie Rock
4. Blues
5. Reggae
6. Latin/Cumbia
7. Funk
8. Texas Rock
9. House
10. Pop

A. Project Details (Scope of Work)

As the selected special events consultant you will be responsible for an identified subset of the following as it pertains to the Series:

1. Managing all of event production aspects of the individual events: Site planning, budgeting, signage & same day marketing plans, talent and participants, city services requests, and set-up, and breakdown logistics. (the EP will provide clean up services and marketing and materials.
2. Securing participants and submitting for approval to the Office of the Executive Producer,
3. Regularly reporting to Executive Staff the project milestones and progress.
4. Completing and submitting all expenditure requests above the budgeted amounts, and other related vendor contracts to the Exec. Producer for approval.
5. Fulfilling sponsorship programs on-site, including signage placement.
6. Having the resource to commit to this project for three (3) months applicable hours as needed to produce a successful event with regular monitoring to assess successes and challenges before and after the event.
7. Easily accessible via phone or by email at all times.
8. Networking with the Executive Producer to schedule update meetings as needed.
9. Organize any additional programming during the two-hour event.
10. Notify Executive Producer and talent of Rain Delay or Cancellation
11. Provide weekly reports on attendance, weather, exceptions and an event ending report due no later than October 15, 2016

Event Specifics:

- | | |
|-------------------------------------|------------------------|
| • Rain Delay or Cancellation Period | 1:00 p.m. to 3:00 p.m. |
| • Event set up | 2:00 p.m. to 3:30 p.m. |
| • Event Duration | 4:00 p.m. to 6:00 p.m. |
| • Event Wrap Up & Clean Up | 6:00 p.m. to 6:30 p.m. |

B. Proposal Requirements

All proposals should be in the following format:

1. No more than 10 pages in length.
2. Respond to all already noted in sections above. Site examples of current and previous work.
3. Provide clear compensation scenario for the time allotted in the contract scenario, defining time and cost allocation to each project category i.e. (talent, \$5k).
4. Specify what skills you possess, including but not limited to, your approach, planning, sales, strategies, and staffing.
5. Supply recent event highlights. What projects you have successfully produced in the last 18 months, including dollar range. Include your current client list.

The suggested way to organize your proposal:

- (1) Table of Contents
- (2) Introduction / Executive Summary
- (3) Company or Agency Profile
- (4) Financial/Budget Requirements
- (5) Related Experience
- (6) Summary of References
- (7) Summary of current Clients and Partners
- (8) Project Understanding
- (9) Proposed Scope of Work- how will you meet the state objectives of the RFP?
- (10) Proposed Schedule of Milestones
- (11) Staffing of the Organization

Disclosure of Litigation

The respondent shall describe any pending, contemplated or ongoing administrative or judicial proceedings material to the Respondent's business or finances. This includes, but is not limited to, any litigation, consent orders or agreements with any state or federal agency issued to the

Respondent or to any subcontractor the Respondent plans to use for the services described in the RFP.

Mandatory Online Application Requirements

The respondent must apply online in order to be eligible for award of the posted non-competitively bid contract opportunity, proposals or any other response to a Notice of Contracting Opportunity will not be considered unless you have electronically submitted your proposals to ereaves@secc-chicago.org. The disclosure forms as well as a proposal or any other response document required should be included in the consultant's proposal. See Appendix A for disclosure forms.

Evaluation of Proposals

Proposals will be evaluated by a small team of marketing and event professionals organized by the SSAHP the Executive Producer. Proposals will be analyzed based on cost, experience, plan strategy, capacity, staffing qualifications, and potential for generating revenue for the SSAHP.

A. Selection Criteria for Respondent

The successful respondents will be selected based on the following criteria:

- Cost
 - Cost-effectiveness, cost-efficiency, proposed savings, expense reduction
 - Price, fee caps and other cost control measures
- Experience
 - Specialized experience
 - Documented prior experience in handling project(s) of similar size and scope
- Proposed plan of action/strategy/solution for Department project(s)
 - Utilization of most efficient methodology
 - Innovativeness of solution
 - Utilization of best practices
 - Ability to meet project deadlines under proposed solution/project plan
 - Staffing model
- Staffing qualifications (e.g., staff prior experience, education, licenses, professional achievements)
 - Technical, administrative, financial capacity
 - Specific licensure requirements for organization/businesses
- Expressed willingness to comply with City and/or department standards for contracting (e.g., indemnification, nondiscrimination)
- Vendor profile
 - For-profit versus non-profit status if relevant

- Business integrity and reputation in the industry relevant to the vendor or area of work
- Shared commitment, with SSAHP, to achieving the inclusion of Minority, Women and Disabled Business in all phases of this event.
- Superior prior experience, as confirmed by references
- Superior skill and reputation, including timeliness and demonstrable results, as confirmed by references;
- Superior qualifications of Project Team members, as confirmed by degrees, licenses, publications, training and/or accreditations;
- Administrative and operational efficiency, requiring less SSAHP oversight and administration, as confirmed by references; and
- Meets qualification requirements as set forth in the RFP

B. Organization Employee Conflict Provision

No proposal shall be from, or contract awarded to, an SECC or SSAHP employee, Downtown Hyde Park Experience Series Committee Member or official who submits a proposal or solicits any contract in which he or she may have any direct or indirect interest.

C. Proposer Restricted

No respondent may be a party to or have an interest in more than one Proposal submitted pursuant to this RFP.

D. Proposal Binding

By signing and submitting its proposal, each respondent agrees that the contents of its proposal are available for establishment or final contractual obligations for a minimum of 180 calendar days from the application deadline for this RFP. A respondent’s refusal to enter into a contract which reflects the terms and conditions of this notice of contract opportunity, the Corporation Contract or respondent’s proposal may, in the SSAHP’s sole discretion result in rejection of respondent’s proposal or termination of any negotiations with the respondent.

A. Procurement Schedule

RFP Release Date	March 28, 2016
Questions due regarding RFP	April 4, 2016
Answers provided via email	April 03, 2016
RFP Submission	April 08, 2016 by 12 am cst.
Selection of Finalist(s)*	April 12, 2016
Contract Negotiation	April 13, 2016

**Interviews may be required as part of the review and selection process. Only a portion of the respondents will be asked to participate in interviews*

B. Questions relating to the RFP

All questions concerning this RFP must be submitted in writing via email to ereaves@secc-chicago.org

No later than March 28, 2016 (4 PM CST). The SSAHP will provide written responses to the submitted questions no later than April 04, 2016 (5 PM). These responses will be emailed to all respondents for the RFP in question. Oral responses by the SSAHP employee or agent of the SSAHP are not binding and shall not in any way be considered as a commitment by the SSAHP.

C. Revisions to the RFP

The SECC reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on www.secc-chicago.org website with the original RFP Details. It is the respondent's responsibility to check the www.downtownhydeparkchicago.com Website frequently to determine whether additional information has been released.

D. Interviews/Presentations

Interviews may be required as part of the review and selection process. Only a portion of the respondents will be asked to participate in interviews.

E. Inclusion/Responsiveness

Provisions of this RFP and the contents of the successful proposal are considered available for establishment of final contractual obligations for a minimum period of 30 days following the proposal submission.

F. Contact Term

The contract resulting from this RFP will commence as of the date of execution of the contract and will terminate no later than one year after commencement. Up to three (3) additional one-year term extensions may be granted, at the sole option of the SSAHP

G. Compensation

This is a **flat project fee**, and the consultant should bid accordingly. The budget provided is **twelve thousand dollars (\$12,000)**. All plans, activities, respondent's fee are all inclusive of the budget amount. The SSAHP. Shall pay the vendor based on the arrangement agreed upon. The vendor will invoice the SSAHP (one-third upon contract execution; one-third payment (July 15, 2016), and one-third as final payment August 8 2016,

Required Areas of spend but not limited to the following:

- a. Artist Talent
- b. Staging
- c. Sound Equipment
- d. Personnel

H. Sponsorship

The respondent is encouraged to solicit local, national, public and private sponsorship of the festival. An equity share split of sponsorship dollars with the respondent will be developed during the execution process of the contract with the respondent.

Here forth the South East- Chicago Commission SECC is referred to as the "Corporation" representing the Downtown Hyde Park Chicago

I. Contract Requirements

These requirements are in addition to the terms and conditions set for in the attached form of agreement. The successful respondent shall agree to the following:

1. Non-In debt Clause

Respondent hereby certifies and represents that Respondent and Respondent's parents company(ies) and subsidiary(ies) are not currently in debt to the, SECC and will not, if awarded the Agreement, at any time during the term of the Agreement (including any extensions or renewals thereof) be in debt to the SECC. In addition to any other rights or remedies available to the SECC at law or in equity, the successful Respondent acknowledges that any breach or failure to conform to this certification may, at the option of the SECC, result in the withholding of payments otherwise due to the successful Respondent under the Agreement and, if such breach or failure is not resolved to the SECC's satisfaction within a reasonable time frame specified by the SECC in writing, may result in the offset of any such indebtedness against said payments and/or the termination of this Agreement for default (in which case the successful Respondent shall be liable for all excess costs and other damages resulting from the termination).

The successful Respondent shall require all sub-consultants performing work in connection with the Agreement to be bound by the following provision and the successful Respondent shall cooperate fully with the SECC in exercising the rights and remedies described below or otherwise available at law or in equity.

2. Insurance

Unless otherwise specified, the successful respondent shall, at its sole cost and expense, procure and maintain or cause to be produced and maintained, in full force and effect throughout the term of the Agreement, the types and minimum limits of insurance specified in Appendix A.

All insurance shall be procured from reputable insurers authorized to do business in the States of Indiana or Illinois. All insurance required herein shall be written on an "occurrence" basis and not a "claims-made" basis unless stated otherwise. At least thirty (30) days prior written notice must be given to the SECC in the event coverage is materially changed, cancelled or non-renewed.

The successful Respondent will provide Certificates of Insurance evidencing the required coverage. The certificate of insurance must specifically reference the Corporation contract number for which they are being submitted and shall be submitted to the Responsible Person and the SECC's Risk Manager (1511 East 53rd Street Chicago Il 60615) at least ten (10) days before work is begun and at least ten (10) days before each insurance renewal date. The ten (10) day requirement for advance documentation of coverage may be waived in situations where such waiver will benefit the Corporation, but under no circumstances shall Respondent actually begin work (or continue work, in the case of insurance renewal) without providing the required evidence of insurance. The Corporation reserves the right to require any time upon ten (10) days prior written notice to the Respondent. The insurance requirements set forth herein are not intended and shall not be construed to modify, limit or reduce the indemnifications made in the Contract by Respondent to the Corporation or to limit Respondent's liability under the Contract to the limits of the policies of insurance required to be maintained by Respondent hereunder"

3. Indemnification

The successful Respondent shall indemnify, defend and hold harmless the Corporation, its officers, employees and agents, from and against any and all loses, costs (including, but not limited to, litigation and settlement costs and counsel fees and expenses), claims, suits, actions, damages, liability and expenses, occasioned wholly or in part by Respondent's act of omission or negligence or fault or the act of omission or fault of the Respondent's agents, subcontractors, independent contractors, suppliers, employees or servants in connection with the Contract that may result from this RFP. This includes, but is not limited to, adverse effects on the environment, intentional acts, failure to pay any Subcontractors and suppliers, any breach of the Contract, and any infringement or violation of any proprietary right (including, but not limited to, patent, copyright, trademark, service mark and trade secret).

By applying for a notice of contract opportunity, the Respondent understands and agrees to this reservation of rights.

J. Corporation's Reservation of Rights in Connection with the Notice of Contract Opportunity Process

The Corporation reserves and may exercise any one of more of the following rights and options with respect to its notice of contract opportunity process:

1. To reject any and all proposals and to reissue a notice of contract opportunity at any time prior to the execution of a final contract'

2. To issue a new notice of contract opportunity with terms and conditions substantially different from those set forth in a previous notice of contract opportunity;
3. To issue a new notice of contract opportunity with terms and conditions that are the same or similar to those set forth in a previous notice of contract opportunity in order to obtain additional proposals;
4. To extend a notice of contract opportunity in order to allow for time to obtain additional proposals prior to the notice of contract opportunity application deadline; or,
5. To cancel a notice of contract opportunity with or without issuing another notice of contract opportunity.

II. Proposal Selection Process and Corporation's Reservation of Rights in Connection with Selection of Proposal(s) for Review

The Corporation reserves and may exercise any one or more of the following rights and options with respect to its selection process:

1. To reject any proposal if, in the Corporation's sole discretion, the proposal is incomplete, the proposal is not responsive to the requirements of a notice of contract opportunity or it is otherwise in the best interest of the Corporation to reject the proposal;
2. To supplement, amend, substitute or otherwise modify a notice of contract opportunity at any time prior to award or one or more Respondents for negotiation;
3. To reject the proposal of any Respondent that, in the Corporation's sole judgment, has been delinquent or unfaithful in the performance of any contract with the Corporation, is financially, or technically incapable or is otherwise not a responsible Respondent;
4. To reject as informal or non-responsive, any proposal which, in the Corporation's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from the notice of contract opportunity or contains erasures, ambiguities, alterations or items of work not called for by the notice of contract opportunity;
5. To waive any informality, defect, non-responsiveness and/or deviation from the notice of contract opportunity that is not, in the Corporation's sole judgment, material to the proposal;
6. To permit or reject, at the Corporation's sole discretion, amendments (including information inadvertently omitted), modifications, clarifying information, alterations and/or corrections to proposals by some of all of the Respondents following proposal submission and before contract award and/or contract execution.

III. Proposal Evaluation Process and Corporation's Reservation of Rights in Connection with Proposal Evaluation and Contract Negotiation

Proposals, which the Corporation determines in its sole discretion, are responsive to a notice of contract opportunity, will be reviewed and evaluated by the Corporation. The Corporation reserves the right to request Respondents to make one or more presentations to the Corporation at the Corporation's offices at Respondent's sole cost and expense, addressing Respondents' ability to achieve the objectives of the notice of contract opportunity. The Corporation further reserves the right to conduct on-site investigations of the Respondents' facilities or of those facilities where the Respondent performs its services. Proposals will be evaluated, in part, according to whether the Respondent meets the minimum qualifications and submits a proposal complying with all of the requirements of the notice of contract opportunity.

The Corporation reserves the right to enter into negotiations with any or all Respondents regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the Corporation may require, at any time prior to execution of a final contract. The Corporation may, at its sole election, enter into simultaneous, competitive negotiations with multiple Respondents or negotiate with individual Respondents either together or in a sequence. Negotiations with Respondent(s) may result in the expansion or reduction of the scope of services, or changes in other terms and the submitted proposals. In such event, the Corporation shall not be obligated to inform other Respondents of the changes, or to permit them to revise their proposals in light thereof unless the Corporation, in its sole discretion, determines that doing so is in the Corporation's best interest. The Corporation may accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the Corporation's best interest to do so.

In the event negotiations with any Respondent(s) are not satisfactory to the Corporation, the Corporation reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other Respondents; to reissue the notice of contract opportunity in order to solicit new Respondents. The Corporation reserves the right not to enter into any contract with any Respondent, with or without re-issuance of a notice of contract opportunity, if the Corporation determines that such is in the Corporation's best interest.

IV. Confidentiality and Public Disclosure

The successful Respondent shall treat all information obtained from the Corporation, which is not general available to the public as confidential and/or proprietary to the Corporation. The successful Respondent shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Respondent agrees to indemnify and hold harmless the

Corporation, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use of disclosure of such confidential and/or proprietary information by the successful Respondent or any person acquiring such information, directly or indirectly, from the successful Respondent.

By submission of a proposal, Respondents acknowledge and agree that the Corporation, as a municipal corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the Corporation's legal obligations shall not be limited or expanded in any way by a Respondent's assertion of confidentiality and/or proprietary data.

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