

Request for Proposals
TCCAC AND EVENT
MANAGEMENT FOR CITY OF
TROTWOOD



City of Trotwood, Montgomery County, Ohio

Trotwood Deputy City Manager - Stephanie Kellum

Requests for Proposals Issued: **APRIL 13, 2022**

Proposals must be submitted to: skellum@trotwood.org and cwheeler@trotwood.org

"RFP for Trotwood Community and Cultural Arts Center and Event Management"

Submittal Deadline

Monday, May 16, 2022 @ 12:00 p.m. (noon) EST

City of Trotwood RFP for TCCAC Operation and Event Management

OVERVIEW

Introduction

City of Trotwood, Montgomery County, Ohio, seeks proposals from qualified contractors to manage the TCCAC and the Events within the City of Trotwood

City of Trotwood Background

The City of Trotwood is located in Montgomery County Ohio approximately 6 miles southwest of Dayton. It has a population of 24,430 residents and encompasses 28.4 square miles in area. The City of Trotwood provides full government services including Police, Fire, EMS, Planning & Zoning, Road Maintenance and Parks. The city was founded in 1901 and in 1996 merged with Madison Township to become the second largest city area wide in Montgomery County and 4th in population.

Purpose

As committed stewards of taxpayer dollars, the City of Trotwood leadership ensures the health, safety, and welfare of all citizens. It is our desire to make Trotwood a destination city where people live, work, and play. The Trotwood Community and Cultural Arts Center (TCCAC) is a hidden amenity in the community that the city desires to market and maximize utilization of.

GENERAL INSTRUCTIONS

Interested parties are invited to submit one digital copy of their proposal in MS Word or PDF format. The proposal shall be submitted in either of the formats requested and the complete proposal, together with any and all additional materials, shall be emailed with a subject line:

**"RFP for TCCAC and EVENT
MANAGEMENT"**

Proposal must be submitted no later than 12:00pm on Monday, May 16, 2022 to the following emails:

skellum@trotwood.org
cwheeler@trotwood.org

It is the contractor's sole responsibility to ensure their response is received prior to the scheduled closing time for receipt of statements of qualifications. No corrected or resubmitted statements will be accepted after the deadline.

This Request for Proposals does not commit the city to award a contract or pay any costs incurred in the preparation of a response to this request. The city reserves the right to accept all or part of any response or to cancel in part, or in its entirety, this Request for Proposals. The city reserves the right to accept or reject any submittal for any reason. The city further reserves the right to accept the response that it considers to be in the best interest of the City of Trotwood.

All requirements must be addressed in the proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the City of Trotwood.

Requests for Information

Firms interested in making a submittal are directed not to make personal contact with anyone associated with the city. Any contact will constitute grounds for disqualification of consideration. Questions about the RFP, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in writing to the submittal email address: skellum@trotwood.org

Scope of Services

- (a) Provide all necessary staff for efficient operation and all food, beverage, and alcoholic beverage service to events at TCACC when contracted by client;
- (b) Provide an onsite management member with oversight authority. Hours to be determined by Contractor which hours will vary with each event;
- (c) Provide showings to prospective clients and forward Trotwood a record of showings, including the name and contact information of person(s) shown the TCCAC and date and time of the showing;
- (d) Shall operate as caterer if selected to provide food services by clients. If not selected to provide catering, the contractor shall bill the City for events not catered by their company at a rate of \$25.00 per hour for setup hours and hours of the event;
- (e) Work with the City in maintaining an online shared Facility Reservation Calendar with dates available for rentals on a first come, first served basis and securing a signed contract between the Contractor and Clients. City and Contractor will collaborate with respect to the form of Contract to be used with Clients. The Contractor will be responsible for showing prospective Clients the rental spaces, describing amenities, rental fees, and payment requirements to the Client. Contractor agrees to provide tours of the facility to prospective clients at no expense to Trotwood;
- (f) Ensure opening and closing for all events;
- (g) Provide all table linens, glassware, dishes, flatware, dance floor, and all other party rental items. Contractor will use their discretion to allow outside rental items being brought in;
- (h) Ensures and works with staff to develop appropriate marketing, and attends select events to attract clients.

The Proposal Must Identify the Following:

- The consultant's experience with public administration entities, including marketing success, licensing related to services requested, references, and other related information.
- How the contractor proposes to manage and operate the facility.
- Costs must be total and inclusive.

- The facility manager's profile and resume.
- A sample marketing plan.

Contents for Proposals

In order to be considered, proposals must be clear, concise, complete, well organized and demonstrate respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important.

The proposals shall be organized in the format listed below and shall be limited to 15 pages (excluding attachments and appendices) on an 8 W' x 11" form with tabs separating each section. Respondents shall read each item carefully and answer accurately to ensure compliance with the Trotwood's requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address and telephone number of the responding firm. _ Include a contact person and corresponding e-mail address. The letter shall state that the Proposal is valid for a 90-day period. The person authorized by the firm to negotiate a contract with the city shall sign the cover letter.

B. Description of Management/Substitution List

This section should provide information regarding the manager/company, location and nature of work performed, years in business and the approach that will be used in meeting the needs of the city. This shall include any lists of substitutes who may perform services during the manager's vacation or other absences due to trainings, illness, etc.

C. Staffing Information and Experience

Provide the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals as attachments.

D. References and Description of Experience

This section should identify similar projects the firm has completed as outlined in the RFP.

E. Project Overview

This section should clearly convey the company's/manager's understanding of the nature of the work related to this operation and the general approach that will be used to facilitate the City's needs.

F. Cost

This section must provide a full description of the expected expenditures for the work described in this RFP. This should include projected plans for addressing unexpected price increases.