



## City of Leavenworth

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Leavenworth, Washington 98826  
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### **Request for Qualifications for Leavenworth Festhalle Operations Consultant**

THE CITY OF LEAVENWORTH, WASHINGTON is in the process of requesting a proposal for an Operations Consultant for the Leavenworth Festhalle Civic Center . The purpose of this Request for Proposal (RFP) is to obtain the most competitive pricing for services. The City of Leavenworth will contract with the lowest responsible offer whom best meets the needs of the Agency. Contracts should be provided in three, four and five year term options.

#### **A Multi-Use Facility Serving Leavenworth, Washington's Bavarian Village**

The Leavenworth Festhalle is located in the beautiful Bavarian village of Leavenworth in the Eastern Cascade Foothills of Washington State. At 1001 Front Street, the Festhalle is within Leavenworth's unique shopping, dining, and sightseeing district. The Leavenworth Festhalle is a multi-use facility that includes a large 10,000 square foot open event hall, restrooms, lobby, and outside patio area which will accommodate up to 1,400 guests.

The Festhalle is available for use by large conferences, meetings, and large gatherings that may be coming to Leavenworth. Services including facilities rental, logistics, catering, audio visual, and more. Past usage of the Festhalle includes local festivals, such as Oktoberfest, Autumn Leaf festival, Accordion Festival, Leavenworth Summer Theater Productions, Sausage Fest, Wine Fest, River Fest, Leavenworth Winter Sports Club Events, Upper Valley Arts Council, Chamber of Commerce functions, and Cascade School District events. The facility also is also used for a number of family style receptions, weddings, Quinceañeras and many others.

#### **Proposal Deadline**

Proposals must be received by the City Administrator **no later than 4:00 PM PACIFIC STANDARD TIME ON WEDNESDAY, DECEMBER 18, 2013.**

#### **Award Notification**

Award notification will be made within five (5) days following the proposal deadline and services will be contracted to begin on February 1, 2014.

#### **Contact/Communications**

City of Leavenworth  
Joel Walinski, City Administrator  
Post Office Box 287, Leavenworth, WA 98826  
Telephone: (509) 548-5275 ex 124 Fax: (509) 548-6429  
Email: [cityadministrator@cityofleavenworth.com](mailto:cityadministrator@cityofleavenworth.com)

Any inquiries or requests regarding this procurement must be submitted to the City Administrator in writing, preferably via email.

### **Mailing Instructions**

Proposals must be placed in a sealed envelope marked “Proposal #2013-002 Festhalle Operations Consultant” on the front of the envelope and submitted to: City of Leavenworth, PO Box 287, Leavenworth, WA 98826. Proposals may also be submitted electronically, please contact the City Administrator for electronic submission instructions. Proposals must be received by the City of Leavenworth **no later than 4:00 PM PST, Wednesday, December 18, 2013**. Proposals received after this deadline **will not be accepted**.

Prospective vendors shall provide one (1) original and three (3) identical copies of proposal and supporting documentation.

### **A. Services Requested**

1. Consultant will promote and recruit event businesses to the Festhalle and develop a marketing strategy which targets increased facility use as a measurable goal.
2. Oversee, coordinate and execute potential client contracts for rental and use of the Festhalle Facility within the guidelines and rates of the Festhalle Use Agreement and Festhalle Policies as approved by the Festhalle Oversight Committee and the Leavenworth City Council. This includes responding to calls, emails, and in-person contacts from private, commercial, governmental and non-profit agencies.
3. Provide general day to day management of the operations and maintenance necessary to maintaining the Festhalle Facility in a clean, well kept, and presentable manner. Consultant will oversee, coordinate and execute outside vendors for services billable to the client for janitorial services and security personnel if needed; oversee daily operations including event coordination, event setup, staff supervision, and performs related work as required; and coordinate with City Public Works Staff to perform maintenance needs when necessary.
4. Work with City Hall Staff to maintain and update Festhalle website and web pages as necessary to conform to updated forms, policies, announcements, photos and any other changes.
5. Work with City Hall Finance Staff for submission of payroll related timesheets, vendor invoices and purchasing of office and operating supplies.
6. Consultant must have a demonstrated history of strong organizational and problem solving skills; the ability to work effectively with a diverse base of people; a high degree of deadline orientation and self-motivation with the ability to handle multiple priorities while maintaining a high concept of quality service.

**Contracts should be provided in three, four and five year term options.**

**Service Location: 1001 Front Street, Leavenworth, WA 98826**

### **Statement of Qualifications**

1. Consultant must describe and demonstrate their expertise and experience in their proposed solution. Provide a statement of the firm's experience.
2. Consultant must provide detailed solution descriptions on how services requested would be fulfilled.
3. The City of Leavenworth is not a tax exempt agency; therefore any company submitting a proposal must have a presence in Washington State.
4. Provide three (3) relevant client references. This information should include the client's name, contact person, title, address, and telephone number.

### **B. Fee Schedule**

Please provide a detailed fee schedule with estimated billable hours and hourly rates. The current contracted billable hours is an estimated forty five hours per month.

### **C. Contact and Communications**

Responding company must designate a representative to serve as their proposal coordinator and include their contact information with the proposal. At a minimum, this information must include name, address, telephone number and email address. The representative must be authorized by the proposing Consultant or contracting agency to: contractually obligate the agency; negotiate on behalf of the agency, and to provide clarification to the proposal response. By responding to this RFP, you are hereby certifying neither the Consultant or the contracting agency have been suspended or in any way excluded from Federal procurement actions by any Federal agency and fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a bid award. **This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant's Responsibilities**

### **D. General Information/Requirements**

This procurement will be conducted in accordance with the City of Leavenworth's Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. The City of Leavenworth is a government entity which adheres to its internal control policies and procedures. It is not the practice of the City of Leavenworth to disclose bids/proposals submitted in

response to requests which may or may not infringe upon confidential business practices of individual businesses.

1. Interpretation of Proposal Documents - Consultants contemplating submitting a proposal who are in doubt as to the true meaning of any part of the request for proposal (RFP) documents, or finds discrepancies in or omissions from this RFP document shall submit to the City of Leavenworth a written request for an interpretation or correction thereof. Such request shall be submitted and received not later than 10 days prior to the date specified for receipt of proposals. Any interpretation or correction of the RFP documents will be made in writing by addendum duly issued to all. The City of Leavenworth will not be responsible for any other explanation or interpretation of the RFP documents.
2. Incurring Cost - Any cost incurred by the Consultant in preparation, transmittal or presentation of any proposal or material submitted in response to this solicitation shall be sole expense of the Consultant.
3. Consultant's Rights to Withdraw Proposal - Consultants will be allowed to withdraw their proposal at any time prior to the deadline for receipt of proposals. The Consultant must submit a written withdrawal request signed by an authorized representative addressed to the Finance Director.
4. Proposed Offer Firm - Responses to this Request for Proposal, including contract prices, will be considered firm for sixty (60) days after the proposed due date.
5. Disclosure of Proposal Contents - Proposals will be kept confidential. It is not the practice of The City of Leavenworth to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.
6. Termination - This Request for Proposal may be canceled at any time and any and all proposals may be rejected in whole or in part when the City of Leavenworth determines such action to be in its own best interest.
7. Basis for Proposals - Only information supplied by the Agency in writing through the Finance Director or in this Request for Proposal should be used as the basis for the preparation of the Consultant's proposal.
8. Rejection of Proposal-The City of Leavenworth reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of the City of Leavenworth, does not meet the special requirements specified in this RFP Package. The City of Leavenworth, at its sole discretion, reserves the right to reject any or all proposal at any time prior to the execution of a contract at no penalty.
9. Proposal Preparation, Presentation and Content Requirements -The Request for Proposal text contains the information to be provided for competing Consultants and is the sole basis for Consultant's bids.

10. Right to Waive Minor Irregularities-The Evaluation Committee reserves the right to waive minor irregularities.
11. Right to Publish - Throughout the duration of this procurement process, potential Consultants must secure, from the City of Leavenworth, written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement. Failure to adhere to this requirement may result in disqualification of the Consultant's proposal.
12. Ownership of Proposal - All proposals and accompanying documentation become the property of the City of Leavenworth and will not be returned.
13. Electronic Mail Address required - A part of the communication regarding this procurement may be conducted by electronic mail (e-mail). Consultants must have a valid e-mail address to receive this correspondence.
14. Consideration of Small, Minority and/or Women owned Business Enterprises - In the evaluation of the proposals provided in response to this RFP, special consideration may be given to the businesses that contribute to the agency's goals in one of two ways:
  - a. The business submitting the proposal is owned and operated by minorities or women, or
  - b. The business submitting the proposal can certify that a percent of the contract price is paid to a minority owned business or women owned business, respectively, for services those businesses perform under this procurement. Businesses may be given preference if they:
    1. State that they are a minority or women-owned business and provide a current certification to that effect, or
    2. Submit the name and the estimated amount to be paid to each minority owned or women owned business for services they will perform under this contract. These minority-owned or women-owned businesses must be certified as specified in the above paragraph.
15. Contract Award - Professional services will be evaluated and selected based on Proposed Product Solutions, Cost, Implementation and Company Experience.
  - a. Preference (not priority) is given to the following types of vendors, providing this involves no sacrifice in quality, service, or price; Vendors historically underutilized (small, minority, and/or women owned business); Vendors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Vendors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.