



## City of Leavenworth

700 Highway 2 / Post Office Box 287  
Leavenworth, Washington 98826  
(509) 548-5275 / Fax: (509) 548-6429  
Web: [www.cityofleavenworth.com](http://www.cityofleavenworth.com)

### City Council

Cheryl K. Farivar - *Mayor*  
Elmer Larsen  
Carolyn Wilson - *Mayor Pro Tem*  
Gretchen Wearne  
Mia Bretz  
Margaret Neighbors  
Richard Brinkman  
Sharon Waters  
Joel Walinski - *City Administrator*

### Request for Proposal for Leavenworth Festhalle Operations Consultant

THE CITY OF LEAVENWORTH, WASHINGTON is requesting proposals for an Operations Consultant individual or firm for the Leavenworth Festhalle Civic Center. The City of Leavenworth will contract with the best qualified and most responsible offer which best meets the needs of the City. Contracts should be provided in a one and three-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, service kitchen, and lobby area which will accommodate up to 1,400 guests.

The Festhalle is available for use by large conferences, meetings, and large gatherings. The consultant will coordinate with the client to oversee the facility rental, logistics, catering, and audio visual in an effort to assist the client in scheduling and planning a successful event. The Festhalle has been used for local festivals, such as Oktoberfest, Autumn Leaf Festival, Accordion Festival, Timbrrr! Winter Music Festival, Ale Fest, Leavenworth Winter Sports Club Events, Upper Valley Arts Council, Chamber of Commerce functions, and Cascade School District events. The facility is also used for a number of family style receptions, weddings, Quinceañeras and many others.

#### Proposal Deadline:

Proposals will be reviewed beginning on September 19, 2017 or when received after that date. Individuals providing a qualifying acceptable proposal will be contacted for further discussion immediately. Proposals will be accepted until the position is filled.

#### Award Notification:

Award notification will be made following an interview with the submitter of an acceptable proposal.

#### Contact/Communications:

City of Leavenworth  
Joel Walinski, City Administrator  
700 US Hwy 2 / Post Office Box 287  
Leavenworth, WA 98826

Telephone: (509) 548-5275 ex. 124 Fax: (509) 548-6429  
Email: [jwalinski@cityofleavenworth.com](mailto:jwalinski@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: Festhalle Operations Consultant" on the front of the envelope and submitted to: City of Leavenworth, P.O. Box 287, Leavenworth, WA 98826. Proposals may also be submitted electronically; please contact the City Administrator for electronic submission instructions. The review of those proposals submitted prior to September 19, 2017 will begin on September 19, 2017. Proposals submitted after that date will be time stamped and reviewed sequentially in order of submittal. Request for proposal process will remain open until qualified individual or firm is under contract with the City of Leavenworth for the Festhalle Operations Consultant.

Prospective vendors shall provide one (1) original proposal and any supporting documentation.

### **Services Requested**

- A. The consultant will promote and recruit event businesses to the Festhalle and develop a marketing strategy which targets increased facility use as a measurable goal.
- B. The consultant will 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.
- C. Consultant is responsible for the oversight of all events scheduled at the Festhalle. This includes coordinating with clients for set-up and access prior to the event, and closing and securing the facility at the end of the event.
- D. Consultant will respond to all calls, emails, and in-person contacts from private, commercial, governmental, and non-profit agencies regarding the use of the Leavenworth Festhalle. Required response time to calls and emails is a 24-hour period.
- E. The consultant will provide general oversight of the operations and maintenance necessary to maintain the Festhalle in a clean, well kept, and presentable manner. Consultant will oversee, coordinate schedules for outside vendors, for janitorial services, and security personnel for events. As needed, consultant will assist client in addressing the needs for their event; this may include overseeing event coordination, event set-up, staff supervision, etc.
- F. Consultant will 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.
- G. Consultant will work with City Hall Finance Staff for submission of payroll related timesheets, vendor invoices, and purchasing of office and operating supplies.
- H. Consultant will coordinate with City Public Works Staff to identify maintenance and repairs of equipment or facility when necessary.

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.

## **Proposal Content:**

Each proposal should contain the following information:

### **A. Statement of Qualifications**

1. Consultant must describe and demonstrate with the proposal their expertise and experience. Include a statement of their experience or their firm's experience coordinating, scheduling, and overseeing events similar in size to those held in the Leavenworth Festhalle.
2. Consultant must provide a description on how they will approach the promotion and recruitment of businesses and clients for the Leavenworth Festhalle.
3. 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 are estimated at forty five hours per month.

Proposal should include a one-year option and three-year option.

### **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.

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

1. The City of Leavenworth is not a tax exempt agency; therefore, any company submitting a proposal must have a presence in Washington State.
2. 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.
3. 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.
4. 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 request clarification by the City of Leavenworth. Any interpretation or correction of the RFP documents will be made in writing by addendum to the posted RFP on the City Website. The City of Leavenworth will not be responsible for any other explanation or interpretation of the RFP documents.
5. Consultant's Rights to Withdraw Proposal - Consultant must submit a written withdrawal request signed by an authorized representative addressed to the City Administrator on a proposal that has been submitted.
6. Rejection of Proposal - The City of Leavenworth reserves the right to reject any proposal which omits any one or more items for which proposal does not meet the requirements specified in this RFP Package. The City of Leavenworth, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.
7. Ownership of Proposal - All proposals and accompanying documentation become the property of the City of Leavenworth and will not be returned.
8. 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.
9. Contract Award - Professional services will be evaluated and selected based on Proposed Product Solutions, Cost, Implementation, and Company Experience.