



CITY OF INDEPENDENCE

Request for Qualifications (RFQ)

Event Center Management

Date of Request: April 7, 2025

Proposals Due: April 18, 2025 at 4:00 p.m. PST

Mailing Address:

City of Independence
P.O. Box 7
Independence, Oregon 97351

Hand Delivery:

City Hall
555 S Main Street
Independence, Oregon 97351

REQUEST FOR QUALIFICATIONS
FOR
Event Center Management

CLOSING DATE: 4:00 p.m. on April 18, 2025

The City Independence (City) is soliciting proposals from well-qualified companies who can provide management services for the Independence Civic Center Event Space. This would include managing reservations, operations during reserved events, set-up, take down and timely responses to inquiries. The successful company will also be expected to market and promote the space, and supply a plan for increasing usage of the space.

Request for Qualifications (RFQ) documents describing the project and response requirements can be found on the City's website <https://www.ci.independence.or.us> and may be obtained during business hours on or after April 7, 2025 at the City Independence, 555 S. Main Street, Independence, OR 97351. RFQ documents will also be mailed [or emailed] upon request by contacting Shawn Irvine sirvine@ci.independence.or.us

Responsive proposals must be submitted to Shawn Irvine, Assistant City Manager at 555 S. Main Street, P.O. Box 7, Independence, OR 97351, or emailed to sirvine@ci.independence.or.us by the deadline, above.

DATED: April 7, 2025

Section 1: Introduction

Background

The City of Independence developed a conference/event center in the bottom floor of the Civic Center building in 2012. The space is approximately 4,300 sq. ft. split between two rooms – one of which can be further split into three rooms. The facility has a catering kitchen, dedicated restrooms, and convenient, isolated after-hours access to the Civic Center building.

After operating the facility for several years, City Staff determined it was in the public interest to secure a private operator to manage the Event Center. City staff are challenged find time to market, manage, clean, and show the Event Center among their many other duties. City staff are also not easily available in the evenings and weekends when many events occur.

The Event Center is an underutilized but potentially valuable community asset. The facility is located on the Willamette River at the edge of downtown Independence. Activities at the Event Center typically attract people from outside the immediate area, which exposes visitors to the community and encourages them to return on their leisure time. A goal of this RFP is not just to secure more events in the Event Center, but to attract multi-day events and increase the number of overnight stays in town.

Project Description

The City of Independence is seeking a partner to provide event center management services for the Civic Center Event Space. The ideal company would have experience managing similar event spaces, including marketing, reservations, setup & takedown, operations during events, and general upkeep and cleaning. The ideal respondent will have a centralized reservation or scheduling system to facilitate the coordination of bookings and activities. The City expects to continue to schedule City events in the space at no cost. The City will take responsibility for room prep and cleaning for its events and will commit to coordination with the private operator.

In addition to basic operation of the Event Center, the city seeks a partner who recognizes the value of this space to the community and will use the facility to create additional economic benefits to the community.

Project Timeline

The City is seeking a partner to provide this service starting approximately June 1, 2025. The initial term of the agreement would be for 7 months with up to five one-year extensions.

Location

Independence Civic Center Event Space – 555 S. Main Street, Independence, Oregon 97351

Concession Agreement

The successful proposer will be required to enter into the Concessionaire Agreement with the City, within two weeks of notification of being awarded the Agreement.

Section 2: Scope of Services

Description of Services to be Provided

The following sets forth the minimum Scope of Services required of Awardee Concessionaire. In City's sole discretion, City may negotiate changes to the Scope of Work with the selected Concessionaire. Primarily City will value professional concession operations, industry experience, creativity, affordability, outstanding customer service, and potential to generate overnight stays in town.

The City will accept proposals for a concessionaire to manage the daily operations of the event center. This includes managing reservations by way of a central scheduling system, managing event operations, including setup and takedown, and increasing usage with a plan to promote the facility. Concessionaire must be fair and reasonable, consistent within the market. Such prices shall be set within the contract between Concessionaire and City.

Term

Awardee Concessionaire will execute the attached 7 month contract, with annual extensions.

Section 3: Proposal Requirements

Proposal Submission Requirements

Concessionaires shall submit their proposals in digital format (.pdf format), which shall be no more than 20 pages. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer's expenses associated with responding to this RFP

The deadline to submit proposals is no later than **April 18, 2025**

The proposal shall be mailed, emailed or personally delivered to:

City of Independence
Attn: Shawn Irvine, Assistant City Manager
555 S Main St
P.O. Box 7
Independence, OR 97351
sirvine@ci.independence.or.us

At a minimum, all proposals shall include the following information:

1. Description and background of company and key staff, including services provided and any specific experience operating a venue and providing event-related management
2. Operating Plan, including the method of managing reservations, proposed services to be provided, and hours of operation. The City is interested in minimizing parking and traffic congestion in the downtown. The Operating Plan should offer plans to address potential congestion from events.
3. Staffing Plan, including organization structure, key staff, staff qualifications, anticipated staffing levels and description of training or certifications staff will receive
4. Concessionaire to demonstrate how they will facilitate efficient setup and takedown of tables and chairs
5. Facility and Equipment Plan, including a description of concession structures proposed to be used on the sites and an inventory of rental equipment. Please include photographs and/or design drawings for structures and specifications and quantity and quality on all equipment to be rented.
6. Describe proposed methods and/or procedures for reservations and payments for rentals, recognizing that, records of all reservations, cancellations, payments, and refunds must be accessible to City personnel.
7. Concessionaire will provide the following:
 - a. Concessionaire Rules, Regulations & Policies
 - b. Application & Facility Use agreements
 - c. Proof of Insurance
8. Describe any additional information or options not identified above that Proposer believes would enhance the customer experience, enjoyment and safety.

Tentative Schedule for Proposal & Award of Contract

The tentative schedule for this Request for Proposals is as follows:

- Release of RFP: April 7, 2025
- Proposal Submission Deadline: April 18, 2025 at 4:00 PM
- Concessionaire Interviews (optional): April 28-30, 2025
- Selection/Award of Concessionaire: May 5, 2025

Questions

Questions can be directed to Shawn Irvine by e-mail only at sirvine@ci.independence.or.us

Protests

Proposers are directed to the protest procedures contained in City Public Contracting Rule 137-047-0730 and 137-047-0740.

Section 4: Evaluation and Concessionaire Selection

Selection Process

Proposers will be evaluated on the following evaluation criteria with a maximum possibility of 100 points:

A. Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

	Points
1. Introductory Letter	(Pass/Fail)
2. Experience in a similar capacity managing an event space or meeting room rentals.	30 points
3. Operating Plan (staffing, communication, facility and equipment, marketing, etc.)	40 points
4. Financial Plan	10 points
5. Proposers' understanding and responsiveness to the intent of this RFP	20 points
TOTAL:	100 Points

B. Evaluation Process

Proposals will be evaluated under the criteria and weights accorded in Section 4.A above, by an evaluation committee.

Section 5: Additional Information

Insurance

Concessionaire chosen by the City to manage the Event Center Operations shall provide the City with a certificate of insurance naming City, including the City Council, employees and agents, as additional insured with an insurance company in the amount of \$2,000,000 aggregate for General Commercial liability insurance and \$1,000,000 for Workers' Compensation insurance within ten days of contract award.

Business Automobile Liability Insurance: applicable to any automobile assigned to or used in the performance of the services, whether owned, hired or non-owned, with a limit of liability of not less than \$2,000,000 combined single limit per accident. This can be accomplished by stacking primary and excess limits. Vendor will have in force Worker's Compensation coverage for all subject workers per ORS656.017 and a waiver of subrogation in favor of the City is required.

Depending on the events planned, if they are going to have kids camps or any ability to have one on one interactions with children under the age of 18 years of age, we will require that they also carry Misconduct Coverage on their General liability of \$1,000,000.

Acceptance of Terms

Submission of a proposal indicates acceptance by Concessionaire of conditions contained in this Request for Proposals. Note that all proposal submissions are subject to State and Federal open records laws.

Miscellaneous

The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 6) Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

Agreement

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer, as indicated in the attached Appendix A. Any open terms in the attached contract will be completed based upon City negotiation and Awardee's proposal. Submittal of a proposal indicates a Proposer's intent to execute the attached contract and be bound thereby.