



## **REQUEST FOR PROPOSAL EVENT PLANNING & SERVICES**

Public Notice is given that the Village of Lombard is seeking a qualified group for Event Planning & Services for the Village of Lombard. The attached RFP must be completed and returned to the following address no later than 4:30 p.m. on Monday, September 28, 2015.<sup>1</sup> Proposals submitted after this date and time will not be accepted or considered. Mail all copies to the following address:

Nicole Aranas, Assistant Village Manager  
Village of Lombard  
255 E. Wilson  
Lombard, IL 60148

There will be an informational meeting on Tuesday, September 15, 2015 at 6:00 p.m. in the Board Room of the Lombard Village Hall, 255 E. Wilson, Lombard, IL 60148.

Questions may be directed to Nicole Aranas, Assistant Village Manager, by calling 630-620-3085 or e-mailing [aranasn@villageoflombard.org](mailto:aranasn@villageoflombard.org).

Thank you for your interest.

The Village of Lombard does not have any pre-determined mandates with regard to the community event. As such, we are seeking new and creative ideas that are not tied to any past historic events or locations. The proposed event should take place any time between June and September and can be conducted at any location in town subject to approval from the property owner. However, all proposals are encouraged to satisfy the following event preferences:

### **Events could include but are not limited to:**

- 1. Food and Music Festival**
- 2. Cultural Festivals**
- 3. Art & Wine Festival**
- 4. Family Fun day**
- 5. Other**

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<sup>1</sup> The Village reserves the right to extend the RFP response deadline, in the event that the Village, in its sole and exclusive discretion, determines that it is in the best interest of the Village to do so.

## **I. PROPOSAL REQUEST**

The Village of Lombard is issuing this Request for Proposal from non-profits to produce a Village-wide Community Event. In requesting proposals, it is the Village of Lombard's intent to enter into an agreement with one or more not-for-profit entities to provide the event and festival services on a multi-year basis with opportunity for annual renewals thereafter.

## **II. ORGANIZATION OVERVIEW**

The Village of Lombard's mission is to lead our diverse community and enhance the quality of life in the Village of Lombard, now and in the future. We do this by providing effective, efficient, responsive, and innovative services with integrity. As part of the greater Chicago area, the Village of Lombard is a culturally diverse community of approximately 43,000 residents situated approximately twenty-three (23) miles west of the City of Chicago, Illinois. The Village of Lombard boundaries run from approximately North Avenue (Route 64) on the north to Butterfield Road (Route 56) on the south) Columbine Avenue (Route 53) on the west and Westmore/Meyers Road on the east. The Village is easily accessible from I-355, I-88 and the Eisenhower Expressway. The Village was incorporated in 1869 and operates under the Council-Manager form of municipal government. The Village Board is comprised of a Village President, a Village Clerk and six Trustees elected by district to four year overlapping terms.

## **III. SPECIFICATIONS**

### **A. Expectations**

The Village of Lombard is accepting proposals for consideration from not-for-profits with solid financial standing and a proven track record of serving the community with three or more years of event or festival planning experience. If the group does not have sufficient experience in event planning, they may be considered if they partner with a professional event planning company and/or another not-for-profit with the requisite experience. Contracts should be forthcoming with all event & festival information. Not-for-profits (NFP's) selected shall execute duties professionally while supporting the objective to build the Village of Lombard brand identity, awareness, exposure and fiscal sustainability.

### **B. Required Tasks**

The not-for-profit group shall provide the following related to the operation of events and festivals:

#### ***i. Planning:***

The not-for-profit group agrees to provide and/or obtain sufficient qualified staffing/volunteers to:

- Develop, present and execute a plan for the logistics and operation of the community event.
- Secure necessary government permits for the execution of the various aspects for the community event.
- Work with designated staff and public safety representatives to assure that all events are coordinated and that adequate police and public safety staffing is provided; the community event shall not be planned, promoted or advertised prior to receiving approval from the necessary Village Departments.
- Coordinate all aspects of the community event including entertainment, marketing, sponsorships, public safety, and volunteers.
- Coordinate ticketing operations including sales and related logistics.
- Coordinate food and beverage vendors, sales and related logistics.
- Conduct outreach to attract corporate and private sponsorship and funding for the community event.
- Monitor budgets and ensure compliance in all areas.
- Provide an annual report to the Village Board on the event which shall include a general assessment of the event including event outcomes, financial data, and identifying community or charitable causes benefited.

***ii. Managing Vendor and Exhibitor Communication:***

- Event Director and his/her designee are the primary contacts for all vendors/exhibitors.
- Respond to all vendor and exhibitor telephone and electronic inquiries in a professional and timely manner.

***iii. On-site Requirements:***

- Provide volunteers/staffing for community event set up and tear down.
- Provide volunteers/staffing for vendor/exhibitor check-in, check-out and troubleshooting.
- Inspect community event grounds to ensure they conform to requirements.
- Monitor community event activities in order to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.

***iv. Event Follow-up:***

- Manage post-event logistics including correspondence, evaluation and final reports, including recommendations for improvement, within 30 days of the conclusion of the community event.

**v. Budget Neutral:**

- Provide entertainment, marketing, sponsors, vendors and events that will be entirely self-supporting, with the not-for-profit receiving compensation from the proceeds of event ticketing and permitting proceeds. While certain special events in Lombard may be eligible for Local Tourism Grant funding and applicants may apply separately to the Village for such funding, applicants should not expect or assume in-kind or financial contribution from the Village for the proposed event. Information regarding the Lombard Local Tourism Grant program is attached to this RFP as an exhibit for reference.

**vi. Insurance and Indemnity:**

- The NFP will be required to provide proof of adequate liability insurance in an amount and form satisfactory to the Village and must agree to indemnify the Village for any injury or harm resulting from the not-for-profit activities.
- If approved, the NFP shall furnish proof of proper insurance protection, which shall take effect upon arrival of the applicant's personnel at the site and is to remain in effect during and after the event until all persons and property related to the event are removed from the site.<sup>2</sup> The Village of Lombard, its officials, employees and volunteers shall be listed as an additional insured on a primary and non-contributory basis as a certificate holder on all required policies of insurance.
- If approved, the NFP shall agree to save and hold harmless and indemnify the Village from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the Village, its employees, agents or sub-vendors. This agreement extends to all claims, of any nature, whether made by the Contractor's employees or third parties.

**C. Adherence to Specifications**

It is not the intent of these specifications to rule out or eliminate any prospective not-for-profit group. If the services you intend to provide do not substantially comply with the specifications as written, you should contact Nicole Aranas, Assistant Village Manager, and discuss your proposal and you will need to provide a written explanation for each deviation or variation from the specifications.

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<sup>2</sup> The specific terms of the required insurance coverage shall be determined by the Village upon approval of the event proposal. Insurance policy limits may be required up to: Comprehensive General Liability, \$3,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Automobile Liability, \$3,000,000 combined single limit per accident for bodily injury and property damage. Workers compensation and employer's compensation limits as required by the Labor Code of the State of Illinois and Employers Liability limits of \$1,000,000 per accident (see Section 110.43 of the Code of Ordinances for additional requirements.)

## IV. PROPOSAL

### A. Elements of Proposal

Not-for-profit groups should provide evidence of the following:

- Experience, performance ability and/or resources that would establish capability of producing the community event.
- Commitment to the mission of the Village of Lombard.
- Ability and commitment to work collaboratively with the Village Board, Trustees, staff, volunteers and community members.
- Effective interpersonal and delegation skills that develop and encourage supportive working relationships.
- Strong detail-orientation, planning and organizational skills to accomplish specific goals.
- Competent computer knowledge and ability to use database management, word-processing and report generation programs.
- Ability to conduct oneself in a professional manner with exhibitors, vendors and the general public.
- Experience in nonprofit and volunteer operations and management.
- Specifically identify all anticipated expenses.
- Experience in attracting corporate and private sponsors.
- Benefit to the Lombard community, local community groups and/or charitable causes will be derived through the event.
- Identification of any grant funding requests anticipated for funding or in-kind services through the Lombard Local Tourism Grant program.

### B. Preferences for Event Priorities

**Time of Day:** The event shall generally take place over a weekend with approximate hours ranging from noon to 10 p.m.

**Live Music:** Live music is seen as a priority, including a variety of music that appeals to multiple groups and ages.

**Food:** A variety of food vendors is encouraged with specific emphasis on Lombard-based companies.

**Alcohol:** While the Village of Lombard is seeking to have a family friendly event, it is recognized that providing alcohol is a helpful way of attracting attendance. To that end, it is recommended that the proposal does include a component for adult beverages provided in a safe and manageable approach. However, it is not expected that alcohol be a primary focus or purpose

of the event.

**Local Vendors:** As previously noted, a focus on local food vendors is a preference of the Village of Lombard. In addition, any other goods or services that can be provided by local companies is encouraged. Strong consideration will be given to proposals that include local vendors, however, it will not be the only deciding factor.

**Duration:** Ideally, the event will take place over a two day or 48 hour period. This may include a kick off day starting after work on a Friday evening and through Sunday early evening.

### **C. Submittal Format**

Please use the following as a guideline to format your proposal:

- Must submit six (6) copies, use fonts no smaller than 11 points. Proposal must include title page, cover letter, resume, references and qualifications.
- Title Page should include: Village of Lombard Community Event Planning Proposal, organization name, contact person, address, telephone number, website and e-mail address.
- Proposals should include a brief introduction, your experience, energy, creativity and knowledge of the Village of Lombard. You should also touch on your ability to produce successful events & festivals and ability to meet defined expectations in a timely manner.
- Proposals should include a full detailed description of the proposed festival or special event. The description shall include information relating to the event criteria and pertinent proposal elements listed above.
- Provide a statement of qualifications and capability to perform the services sought by this RFP, including a description of relevant experience with similar scope which satisfied our minimum requirements.
- Provide at least four current references, preferably for projects within the last three years that are similar in scope, size and/or value to the work sought by this RFP. For each reference, include the contact name, organization, address and telephone number of a contact person.

### **D. Selection Process**

The Village of Lombard will evaluate each proposal submitted in response to this RFP to determine the most responsive and appropriate proposal(s). The Village of Lombard seeks proposal(s) offering the best value, while maintaining a high standard and best meeting the Village of Lombard objectives, as described above. However, the Village retains the sole discretion to choose one proposal, more than one proposal, or to reject all proposals as unacceptable.

A general schedule of the selection process is as follows:

Submittal Deadline	Monday, September 28
Pride Committee Initial Review	Week of October 5-9
Interviews of Qualified Applicants	Week of October 12-16
Recommendation to the Village Board	Monday, October 26
Village Board Approval of Agreement	Thursday, November 5

Sn rfp event planning services 2015

**VILLAGE OF LOMBARD**  
**REQUEST FOR PROPOSAL COMMUNITY EVENT PLANNING PROPOSAL**

**GENERAL INFORMATION**

Organization Name:			
Name of event:			
Proposed date(s) of event:		Proposed event location:	
Contact person:		Title:	
Business address:		City & Zip	
Telephone:		Email:	

**PROPOSAL CHECKLIST**

- Completed title page
- Cover letter
- Organizational introduction/resume
- References (4)
- Statement of qualifications
- Event description
- Six copies of event proposal

**CERTIFICATION**

The undersigned certifies that to the best of his or her knowledge and belief that the data contained in this proposal is true and correct and the submission of the proposal has been duly authorized by the organization.

Name:			
Title or office held:		Date:	

Signature: \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

Please submit completed form and associated application documents on or before **Monday, September 28, 2015** at 4:30 p.m. to:

Nicole Aranas, Assistant Village Manager  
 Village of Lombard  
 255 E. Wilson  
 Lombard, IL 60148

Questions may be directed to Nicole Aranas, Assistant Village Manager, at (630)620-3085 or at [aranasn@villageoflombard.org](mailto:aranasn@villageoflombard.org).