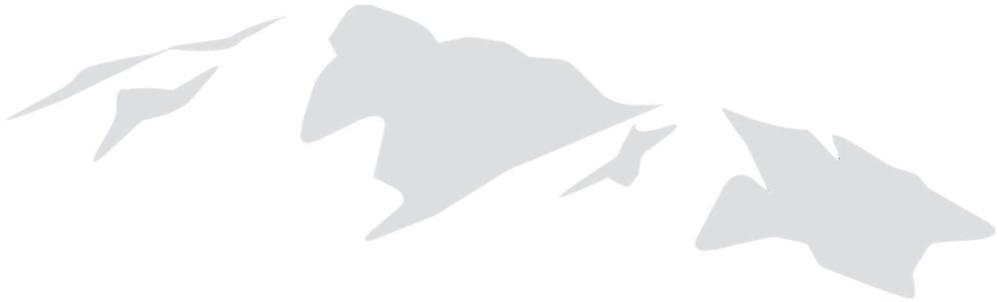




**OGDEN CITY CORPORATION  
REQUEST FOR PROPOSAL**

**Production Management Services**



Prepared by Christy McBride

Arts, Culture & Events

July 11, 2024

**OGDEN CITY CORPORATION**  
**REQUEST FOR PROPOSAL**  
**Production Management Services**

ADVERTISEMENT

Ogden City is requesting sealed proposals from qualified offerors to conduct Production Management Services for Ogden City Venues, Facilities and Events. These services will include coordination with City staff and event coordinators to fulfill audio, video and lighting needs for City sponsored events, venue rental customers, and facility patrons.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Proposers are responsible for securing any and all addenda issued.

A **non-mandatory** pre-proposal meeting will occur on July 25, 2024 at 11 AM. The meeting will be held via Zoom. All firms intending to submit a proposal are **ENCOURAGED** to attend the meeting to obtain relevant information.

**Sealed responses** to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **August 6, 2024 no later than 11 AM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The City reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the City.

Ogden City encourages and welcomes bids from small, local, women and minority owned businesses and other disadvantaged business enterprises.

**Ad Published:** July 13 & 20, 2024

# OGDEN CITY CORPORATION

## REQUEST FOR PROPOSAL

### Production Management Services

#### I. INTRODUCTION

Ogden City desires to <contract with qualified companies to provide Production Management Services for Ogden City Venues, Facilities and Events. These services will include coordination with City staff and event coordinators to fulfill audio, video and lighting needs for City sponsored events, venue rental customers, and facility patrons.>

#### Goals/Objectives

Ogden City strives to provide quality experiences to event attendees and offer the highest level of customer service to venue and facility rental customers to fulfill audio, video and lighting needs.

It is anticipated that this RFP process will result in one OR may result in multiple contract award. The RFP document will become part of the final contract. The contract will be issued for a period of three (3) years.

#### II. SCOPE OF SERVICES – Refer to Exhibit A

#### III. NON-MANDATORY MEETING

A **non-mandatory** pre-proposal meeting will occur on July 25, 2024 at 11 AM. The meeting will be held via Zoom. All firms intending to submit a proposal are ENCOURAGED to attend the meeting to obtain relevant information.

Please allow at least one (1) hour for the pre-proposal meeting.

Ogden ACE is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/82718746313?pwd=4uTK5yoSTBc8VUdwueRH1sgezgjxD.1>

Meeting ID: 827 1874 6313

Passcode: 710367

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One tap mobile

+12532158782,,82718746313#,,,\*710367# US (Tacoma)

+13462487799,,82718746313#,,,\*710367# US (Houston)

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Dial by your location

- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 669 444 9171 US
- +1 669 900 6833 US (San Jose)
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US

Meeting ID: 827 1874 6313

Passcode: 710367

Find your local number: <https://us06web.zoom.us/u/kAzaYIFow>

## IV. RESPONSE TO RFP

Ogden City is seeking proposals from offerors capable of providing all the work described in the Scope of Work including attachments.

- A. Each Proposal must include, as a minimum, the following information:
  1. Authorized Representative – Indicate name, address, email and telephone number of the company submitting the proposal.
    - a. Include the name and contact information of the person designated as authorized to contractually bind the offer.
  2. Company Experience - A description of the firm's experience and capability of fulfilling this contract if awarded.
    - a. Include company history with biographies and/or resumes for principal contacts.
  3. Team Information – Describe the makeup and qualifications of the team that would be providing these services. Illustrate the availability and flexibility of this team. Provide the names of any outside consultants and/or subcontractors to be utilized, including contact information and a brief description of their role(s) in providing these services.
  4. Cost / Fee Proposal - A detailed breakdown of the proposed costs. Include a price guarantee period. Please use **Exhibit B** template.
  5. References – Provide list of at least three references; include project dates, scope, summary of work performed, and contact information.
- B. Proposals are to be no longer than 10 pages. Double-sided pages count as two pages. Cover page and resumes are excluded from page limit.
- C. For City record-keeping purposes, please do not use spiral or wire binding methods. The following methods will be accepted:
  - a. Submitted as loose leaf with binder clip
  - b. Submitted in a regular 3-ring binder
- D. Proposals submitted to Ogden City are considered public records, unless protected within [Utah Code 63G-2-1](#).

## V. EVALUATION OF PROPOSALS

Proposals will be evaluated in accordance with the criteria listed below:

A. Company Experience	35 Possible Points
B. Team Capability and Availability	35 Possible Points
C. Cost / fee proposal	30 Possible Points

*A total of 100 possible points may be awarded to one proposal.*

The selection committee will primarily be composed of City employees. On occasion, consultants may be invited to participate in the review.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each proposer bears sole responsibility for the items included or not included in the response submitted by that proposer.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City policies and procedures. Ogden City reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. Ogden City reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the evaluation committee fail to offer sufficient and substantive provisions to warrant further consideration.

At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

Ogden City may require an in-person presentation by a proposer to supplement their written proposal.

Being selected and entering into an agreement does not guarantee the offeror will be extended any specific amount of work.

## **VI. SUBMISSION OF PROPOSALS**

**August 6, 2024 No later than 11 AM;** proposers shall submit five (5) copies of the proposal in a sealed envelope.

On the envelope, indicate your company's name and the RFP name.

**Submit to:**

Ogden City Corporation  
c/o 2<sup>nd</sup> Floor Information / Constable Desk  
ATTN: Purchasing Office  
"Production Management"  
2549 Washington Blvd.  
Ogden, UT 84401

**LATE PROPOSALS WILL NOT BE ACCEPTED.**

If the sealed proposal is submitted by mail or other delivery service, it must be received prior to the submission deadline.

The Proposal may also be hand-carried to the 2<sup>nd</sup> Floor Information / Constable Desk at the same address.

**No facsimile or email transmittals will be accepted.**

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on holidays.

## **VII. INSURANCE REQUIREMENTS**

The successful proposer shall procure and maintain for the duration of the contract the required insurance against claims for injuries to persons or damages

to property, which may arise from or in connection with the performance of this agreement. **The Contractor shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Corporation".
2. "It is agreed that any insurance or self-insurance maintained by Ogden City Corporation, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:

1. "Ogden City Corporation, its elected and appointed officials, employees, volunteers and agents are to be named as additional

insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Corporation.”

- D. Insurance is to be placed with insurers acceptable to and approved by Ogden City Corporation. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by Ogden City Corporation. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- E. City shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by the City before work begins on the premises.**
- F. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All coverages for Contractor's contractors shall be subject to all of the requirements stated herein.
- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents,

employees, invitees, or contractors upon the Premises during the License Period.

J. Under the **“Certificate Holder”** section, list the following information:

Ogden City Corporation  
2549 Washington Blvd., Ste 510  
Ogden, UT 84401

## **VIII. GENERAL TERMS AND CONDITIONS**

- A. Qualified respondents shall be Licensed Contractors in the State of Utah, for this type of work, and who meet Ogden City's insurance and bonding requirements, and have experience with all work defined in the scope of work.
- B. For projects that are security-sensitive in nature, Ogden City reserves the right to conduct a criminal background check of each person who will be providing services in response to this RFP. If requested, Contractor shall submit a BCI Criminal History Report dated within 30 days of response to RFP for each employee who will be on-site, that shows “Criminal History Verified” and has Arrest History attachments. Employees who have any convictions on their BCI record may be subject to further review and approval by Ogden City. Ogden City may reject any response to this RFP that involves services from a person or entity that Ogden City determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. Ogden City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- E. Ogden City will make every effort to ensure all offerors are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

- F. Cost of Developing Proposals - All costs related to the preparation of proposals and any related activities are the sole responsibility of the offeror. Ogden City assumes no liability for any costs incurred by offerors throughout the entire selection process.
- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of Ogden City and will not be returned to the offeror.
- H. Conflict of Interest – No member, officer, or employee of Ogden City, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The offeror guarantees the proposal is not a product of collusion with any other offeror and no effort has been made to fix the proposal price or any offeror or to fix any overhead, profit or cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of city employees. Ogden City reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, Ogden City may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with Ogden City.

Ogden City reserves the right to cancel this Request for Proposal.

Ogden City reserves the right to reject any or all proposals received. Furthermore, Ogden City shall have the right to waive any informality or technicality in proposals received, when in the best interest of Ogden City. Ogden City reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.
- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), records will be considered public after the contract is awarded. If an offeror wishes to protect any records, a request for business confidentiality

may be submitted to the Ogden City Recorders Office at the time of bid submission. The form can be accessed through the Recorder's webpage at:  
[https://pr-ogdenut.mycusthelp.com/WEBAPP/ rs/\(S\(suopfgrvelrynrwqydhpu0\)\)/support/home.aspx?sSessionID=16221821990UTUCQERTHPDHVQEOIMKDOOMQJPTOE&lp=2](https://pr-ogdenut.mycusthelp.com/WEBAPP/ rs/(S(suopfgrvelrynrwqydhpu0))/support/home.aspx?sSessionID=16221821990UTUCQERTHPDHVQEOIMKDOOMQJPTOE&lp=2)

## **IX. ADDITIONAL INFORMATION**

Price Guarantee: If applicable, all pricing must be guaranteed for one (1) year. Following the guarantee period, any request for price adjustment must be for an equal guarantee period and must be made at least 30 days prior to the effective date.

Requests for price adjustment must include sufficient documentation supporting the request and demonstrating a logical mathematical link between the current price and the proposed price.

Any adjustment or amendment to the contract will not be effective unless approved by Ogden City.

Price Reductions: It is understood and agreed that the City will be given the immediate benefit of any decrease in the market, or allowable discount.

Contractor will only be allowed to invoice for the cost of services / goods in compliance with the submitted proposal as accepted by Ogden City Corporation.

- A. Invoices must contain a complete description of the work / service / goods that was performed / provided, the contract price for each service, the City purchase order or contract number, and address of service location or delivery address.
- B. Upon the Award of Contract, Contractor may receive a request to process payments electronically.
- C. If offered by Contractor, Ogden City seeks a discount for early payment. The City shall only take such a discount if earned.

D. Invoices shall be sent to the following address:

Ogden City Corporation  
c/o [Arts, Culture & Events]  
Union Station  
2501 Wall Ave.  
Ogden, Utah 84401

Or;

Email invoices to: [christymcbride@ogdencity.com]

## X. GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

## XI. RFP SCHEDULE

Ogden City will follow the timetable below. Ogden City reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	July 11, 2024
1 <sup>st</sup> Ad – Standard Examiner	July 13, 2024
2 <sup>nd</sup> Ad - Standard Examiner	July 20, ,2024
Pre-Proposal Meeting via Zoom	July 25, 2024 at 11 AM
Last day for Q&A	July 30, 2024; No later than 3 PM

RFP Response Deadline	August 6, 2024; No later than 11 AM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

## **XII. CONTACT INFORMATION**

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email [purchasing@ogdencity.com](mailto:purchasing@ogdencity.com) or at (801) 629-8742.

The question-and-answer period ends at 3 PM on July 30, 2024.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns - <https://www.ogdencity.com/264/Purchasing>.

**Thank you for your interest in doing business with Ogden City.**

## **EXHIBIT A**

### **Scope of Services**

Production Management Services for City Events, Venues and Facilities including but not limited to the following locations; Ogden Amphitheater, Dumke Arts Plaza, Union Station, Marshall White Community Center, Lorin Farr Pool & Golden Hours Senior Center. Types of events may include but are not limited to; Concerts, Festivals, Expos, Parades, Film Screenings, Meetings & Ceremonies and may include the following services:

1. Inventory of sound, lighting and LED screen equipment, including regular maintenance, testing, repair. Consulting with City staff on recommendations to purchase supplementary equipment to complete or expand operational functions.
2. Production Management service, acting as the liaison between City Venues/Events and related equipment, event producers, City Staff, artists, tour managers, sound, lighting and LED screen engineers and stagehands to ensure successful production.
3. Provide qualified technicians to perform repair work and regular maintenance on sound, lighting and LED screen equipment.
4. Provide sound, lighting and LED screen engineers for operating the equipment
5. Provide stagehand laborers for events when needed.
6. Provide stagehand laborers for hanging banners on downtown poles when needed.
7. Provide or subcontract with qualified companies to offer certified riggers, forklift operators etc. when needed.
8. Provide or subcontract with qualified companies to supply supplemental equipment when needed, such as sound, lighting, LED screens, backline, staging etc.

## **EXHIBIT B**

### **Cost/Fee Proposal**

Fill in the fees for the services your company provides. *Some companies may not provide all the services listed below.*

All fees shall include administrative costs of doing business including required insurance. Reference VII. of this document.

<b>Service Description</b>	<b>HOURLY RATE</b>
Inventory and Consulting Services	\$
Production Management Services	\$
Repair Technician Services	\$

<b>Labor Provided Description</b>	<b>FLAT FEE RATES</b>		
	<b>Less than 4 hours</b>	<b>4 - 8 hours</b>	<b>8 - 12 hours</b>
Sound Engineer	\$	\$	\$
Lighting Engineer	\$	\$	\$
LED Screen Engineer	\$	\$	\$
Stagehand Labor	\$	\$	\$

List any other related fees or charges associated with the delivery of the services herein.

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Price guarantee period: \_\_\_\_\_

Signature \_\_\_\_\_

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