



## **REQUEST FOR PROPOSALS**

Notice is hereby given that proposals will be received by the Central Terminal Restoration Corporation (CTRC) for: **Event Coordination Services for 2019**

File by mail or by preferred email ([RFP@Buffalocentralterminal.org](mailto:RFP@Buffalocentralterminal.org)) with the Central Terminal Restoration Corporation (CTRC), 495 Paderewski Buffalo, NY 14212 as follows:

Proposals received later than **01/16/2019 will not** be considered. The CTRC reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate CTRC to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the CTRC to accept or contract for any expressed or implied services.

Dated 12/01/2018  
Jim Hycner  
CTRC Chairman

## **OBJECTIVE OF THIS RFP**

The purpose of this RFP is to solicit proposals from candidates qualified to deliver high quality events at the historic Buffalo Central Terminal. We will consider proposals from a single candidate or from multiple candidates working as a team. The ideal candidate(s) will have experience planning, executing high profile large events working with similar businesses and/or local government similar to or larger than the CTRC organization.

## **BACKGROUND**

### **Buffalo Central Terminal**

Built in 1929 and one of the country's busiest train stations for 50 years, the Buffalo Central Terminal is undergoing constant renovation and upkeep courtesy of the non-profit CTRC and is host to more than 30 public events each year.

## REQUESTED SERVICES

The CTRC is seeking proposals for a business/individual or partnered set of businesses/individuals (Event Coordinator) with experience in successful planning and execution of events for the year 2019. The Event Coordinator shall be responsible for all aspects of the events including the planning, staffing, marketing, and execution of approved events.

The events will be categorized in 3 segments; Legacy, New, and Community Events. The following are the events to be held:

1. Legacy
  - a. Dyngus Day 4/22/2019
  - b. 90<sup>th</sup> Anniversary of the Central Terminal grand opening – date TBD
  - c. Annual Train Show (September weekend event) – date TBD
  - d. Oktoberfest – date TBD
2. New - as created by the selected Event Coordinator
  - a. A minimum of 2 new events created with CTRC approval. (i.e. Halloween, car and/or bike shows, arts, entertainment, and cultural festivals) – During the May - October time frame. Dates TBD
3. Community events
  - a. 4 events, 1 per month, during the warm months at the Central Terminal (typically June-September). These will be of the selected Event Coordinator's creation and will offer public access to the community. (i.e. monthly music concert series, etc.) – dates TBD

### Notes:

- The CTRC will consider more events from the selected Event Coordinator they may present to the CTRC Board for approval and availability of the building.
- Event Coordinator is responsible for all costs including staffing both paid and volunteer, security, event set up, marketing, and event clean up to list the main aspects of each event held.
- Event Coordinator is responsible for proper insurance coverage and required permits.
  - Any subcontractor selected by the selected Event Coordinator for services, etc. at events has to supply the same and provide proof to the CTRC.
- The successful candidate will be required to sign the CTRC's Non-Disclosure Agreement and Master Service Agreement.
- The Central Terminal complex has continual restoration projects in different areas at different times which may restrict access to those areas at the time of any event.

## **EVENT PROCEEDS/EXPENSES**

Selected Event Coordinator will receive all proceeds from event, net of negotiable share of revenues to be paid to CTRC. Event Coordinator will be responsible for remitting payment to vendors and subcontractors for all expenses related to the event including, but not limited to, insurance coverage, security, permits, catering, etc.

## **DELIVERABLES**

The following deliverables are to be provided by the Event Coordinator. Additional deliverables may be identified during the initial meetings between the Event Coordinator and the CTRC Board.

- Work with CTRC Board and designated committees for final approval of all events.
- Attend board meetings for board briefings and planning as necessary.
- Provide documentation as requested by the CTRC Board of event insurance and required permits.
- Manage and coordinate staff, volunteers, vendors, and security up to and including the day of event.
- Manage and coordinate staff and volunteers to clean up the event area, including entrances/exits and parking area, on day after event.
- Remit calculation and payment of contracted share of revenues to CTRC within agreed upon timeframe. Provide supporting documentation as requested by CTRC.

## **RFP OFFICIAL CONTACT**

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other CTRC employees may result in disqualification. Any oral communications will be considered unofficial and non-binding by the CTRC. Candidates should rely only on written statements issued by the RFP Coordinator.

CTRC RFP Coordinator  
495 Paderewski  
Buffalo, N.Y. 14212  
[RFP@buffalocentralterminal.org](mailto:RFP@buffalocentralterminal.org)

## PROCUREMENT SCHEDULE

- The procurement schedule for this RFP is as follows:
- **Note:** The CTRC reserves the right to adjust this schedule as necessary.

<b>Milestone</b>	<b>Date</b>
Release RFP	12/1/2018
Candidate Questions (if any) Due	12/15/2018
Answers to RFP Questions Released	12/30/2018
Proposal Responses Due	01/16/2019
Finalists selected	02/01/2019
Candidate interviews (please reserve these dates)	02/9/2019 and/or 02/10/2019
Event Coordinator Selection	02/22/2019
Contract Negotiations Complete	03/01/2019
Contract Signed	03/01/2019
Work Begins	03/04/2019

## LETTER OF INTENT

Candidates wishing to submit proposals are encouraged to provide a written letter of intent to propose by 12/15/2018. An email attachment sent to [RFP@buffalocentralterminal.org](mailto:RFP@buffalocentralterminal.org) is fine. The letter must identify the name, address, phone, and e-mail address of the person who will serve as the key contact for all correspondence regarding this RFP.

## QUESTIONS REGARDING THE RFP

Candidates who request a clarification of the RFP requirements must submit written questions to the RFP Coordinator by 12/10/2019. Written copies of all questions and answers will be provided to all vendors who have submitted letters of intent. An email attachment sent to [RFP@buffalocentralterminal.org](mailto:RFP@buffalocentralterminal.org) is fine.

## PROPOSAL PREPARATION

### General Information

**It is important that all proposers read this section carefully. Failure to comply with these instructions may result in your proposal being removed from consideration by the CTRC.**

## **EVALUATION PROCEDURES**

The RFP coordinator and CTRC board of directors will evaluate the submitted proposals. The evaluators will consider how well the candidate's proposed solution meets the needs of the Central Terminal as described in the candidate's response to each requirement. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the highest revenue candidate. Rather, it is intended to help the CTRC select the candidate with the best combination of attributes, including price, based on the evaluation factors. The Central Terminal reserves the right to require that a subset of finalist candidates make a presentation to a selection team.

## **COVER LETTER**

All proposals must include a cover letter signed by a duly constituted official legally authorized to bind the applicant to both its proposal and cost schedule. NOTE: The cover letter is not intended to be a summary of the proposal itself.

The cover letter must contain the following statements and information:

1. "Proposal shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the Central Terminal."
2. Company name, address, and telephone number of the firm submitting the proposal.
3. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.

## **PROPOSAL SUMMARY**

Summarize your proposal and your firm's qualifications. Additionally, you may at your discretion articulate why your firm is pursuing this work and how it is uniquely qualified to perform it.

## **ACCEPTANCE OF TERMS AND CONDITIONS**

Indicate exceptions that your firm takes to any terms and conditions listed in this RFP, including the Appendices and Attachments. Proposals which take exception to the specifications, terms, or conditions of this RFP or offer substitutions shall explicitly state the exception(s), reasons(s) therefore, and language substitute(s) (if any) in this section of the

proposal response. Failure to take exception(s) shall mean that the proposer accepts the conditions, terms, and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP, please indicate so.

Signed,

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For: \_\_\_\_\_

## **GENERAL CANDIDATE INFORMATION**

Name of parent company

Length of time in business

Length of time in business of providing proposed services

Gross revenue for the prior fiscal year (in US dollars)

Percentage of gross revenue generated by proposed services

Total number of clients

Total number of clients in the proposed service area

Number of public sector clients

Number of full-time personnel in:

- Consulting
  
- Telecommunications
  
- Sales, marketing, and administrative support
  
- Other (please note relevant staff)

## **Required Proposal Response**

Please list credit references that can verify the financial standing of your company. Additionally attach the most recent audited financial statement of annual report of your company.

If the candidate has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice to stop performance due to the candidate's nonperformance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the candidate to be in default. Submit full details of all terminations for default experienced by the candidate during the past five years, including the other party's name, address, and telephone

number. Present the candidate's position on the matter. The CTRC will evaluate the facts and may, at its sole discretion, reject the candidate's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of the candidate.

If no such terminations for default have been experienced by the candidate in the past five years, declare so.

If the candidate has had a contract terminated for convenience, nonperformance, non-allocation of funds, or any other reason which termination occurred before completion of the contract during the past five years, describe fully all such terminations, including the name, address, and telephone number of the other contracting party. A candidate response that indicates that the requested information will only be provided if and when the candidate is selected as the apparently successful candidate is not acceptable. Restricting the candidate response to include only legal action resulting from terminations for default is not acceptable.

## **KEY PROJECT STAFF BACKGROUND INFORMATION**

Complete the following for each of the key project staff members. Please allow one page for each table. **At a minimum, key staff must include your proposed project manager and key contributors to this project.**

Candidate Name  
Staff member name  
Position in the company  
Length of time in position  
Length of time at company  
Project position and responsibilities  
Education  
Previous work experience  
Technical skills and qualifications  
for the project position. Include  
skills and experience with network  
management and automation, plus  
any other skills that might be  
considered relevant.

## **CUSTOMER REFERENCE FORM**

**List five private sector or public sector clients for whom you have provided services or other services relevant to this RFP over the past two years.**

## **TASK AREA DESCRIPTIONS**

Describe the tasks and overall approach your company will take to complete this project. Your response to this should not exceed three pages.

## **PROJECT SCHEDULE AND WORKPLAN**

Provide a detailed project implementation plan that includes:

- A Gantt chart showing beginning and end dates of all tasks (the actual project start date will be determined during contract negotiations)
- Table listing vendor staff assignments and proposed labor hours for all tasks
- Brief description of each task
- Description of each proposed deliverable

## **COST/FEE SCHEDULE**

*The selected Event Coordinator will receive all revenues from the events they manage. The proposal must contain a fee schedule payable to the CTRC that is based on a fee and/or percentage of revenues paid to the CTRC for each event. The fee schedule must describe in detail how it will be calculated.*

Proposal schedule shall be valid and binding for ONE HUNDRED EIGHTY (180) days following proposal due date and will become part of the contract that is negotiated with the CTRC.

In addition to what has been specified, candidate are encouraged to provide "expressive bid" alternate pricing by suggesting alternate specifications, technology, terms and conditions, service conditions, etc. that could result in flexibility and cost savings for the CTRC and for the Candidate. Candidates must insure that their alternate proposal meets or exceeds requirements and specifications as detailed throughout this RFP.

Payment terms will be net 30 days upon completion of each event completion. Proof of fee being paid to CTRC will be submitted with GAAP principal accounting proof.

The CTRC may enter into negotiations with bidders on price or technical clarifications. Additionally the CTRC may negotiate with the candidate(s) to reach an agreement that best meets the overall needs and desires of the CTRC's mission.

The CTRC may issue a clarification request, in writing, to one or all bidders. A clarification request does not allow a bidder to change its proposal.

The CTRC may request a Best and Final Offer (BAFO) from each bidder determined to be in the competitive range. Each bidder must respond in writing with its BAFO by the deadline established by the CTRC board.

## **Appendices:**

### **RFP AMENDMENTS**

The CTRC reserves the right to change the schedule or issue amendments to the RFP at any time. The CTRC also reserves the right to cancel or reissue the RFP.

### **CANDIDATE'S COST TO DEVELOP PROPOSAL**

Costs for developing proposals in response to the RFP are entirely the obligation of the candidate and shall not be chargeable in any manner to the CTRC.

### **WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn at any time prior to the submission time specified in this RFP, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

### **REJECTION OF PROPOSALS – WAIVER OF INFORMALITIES OR IRREGULARITIES**

The CTRC reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the CTRC.

### **PROPOSAL VAILIDITY PERIOD**

Submission of the proposal will signify the candidate's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the CTRC and the successful candidate.

### **CONTRACT AWARD AND EXECUTION**

The CTRC reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the candidates can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the CTRC.

The general conditions and specifications of the RFP and as proposed by the CTRC and the successful candidate's response, as amended by agreements between the CTRC and the candidate, will become part of the contract documents. Additionally, The CTRC will verify candidate representations that appear in the proposal. Failure of the candidate's products

to meet the mandatory specifications may result in elimination of the candidate from competition or in contract cancellation or termination.

The candidate selected as the apparently successful candidate will be expected to enter into a contract with the CTRC for 2019.

If the selected candidate fails to sign the contract within five (5) business days of delivery of the final contract, the CTRC may elect to cancel the award and award the contract to the next-highest-ranked candidate.

## **OWNERSHIP OF DOCUMENTS**

Any reports, studies, conclusions, and summaries prepared by the Proposer shall become the shared property of the CTRC.

## **CONFIDENTIALITY OF INFORMATION**

All information and data furnished to the Proposer by the CTRC, and all other documents to which the Proposer's employees have access during the term of the contract, shall be treated as confidential to the CTRC. Any oral or written disclosure to unauthorized individuals is prohibited.

## **COMPLETION DATE**

The estimated completion date for the candidate's performance of the services will be 12/31/2019. Candidate will diligently proceed with the work contracted for, but candidate shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, candidate shall forthwith notify CTRC.

Upon request by the CTRC, Candidate shall immediately return any confidential information in its possession, including all copies thereof.

## **FUTURE SUPPORT**

Additional events shall not proceed unless so authorized in writing by the CTRC.