



Event Planner Request for Proposal Pour at the Park Allegheny County Parks Foundation

About Us

Our Mission:

The Allegheny County Parks Foundation strengthens the health and vibrancy of our community by improving, conserving and restoring the nine Allegheny County Parks. Working in partnership with Allegheny County, the Parks Foundation brings together ideas, leadership and resources to make parks more sustainable and enjoyable for all.

Our Values:

1. **Excellence.** We promote best practices by enhancing the park experience with improvements that incorporate both high-quality design and respectful conservation of historic park assets.
2. **Sustainability.** We act as stewards of nature and advance sound environmental practices and ecological awareness.
3. **Healthy Lifestyles.** We help provide facilities and spaces that promote health and well-being through exercise and contact with nature.
4. **Accessibility.** We are committed to strategies that enable access to parks and park facilities by all county residents and visitors.
5. **Collaboration.** We build partnerships with citizens and organizations who recognize our network of parks as valued assets for a growing and vibrant community.

Event Overview

Pour at the Park, now in its 8th year, is a family-oriented ticketed beer, spirits and food tasting event hosted in South and North Parks. On average we have welcomed around 400 guests, 18 beverage vendors and 4 food vendors at each event. We provide activities for children, live music by local bands and a specially curated raffle.

In addition to Pour at the Park, the Parks Foundation staff executes Park 'til Dark, a full day of scheduled free activities throughout the parks before we kick off Pour at the Park to help with our goal of raising awareness and connecting with the everyday park user. Since the Parks Foundation staff is busy with the organization of Park 'til

Dark, having an event planner to take full leadership of Pour at the Park is vital to our fundraising efforts.

Park 'til Dark and Pour at the Park are two of three special events organized annually by the Allegheny County Parks Foundation. The awarded event planner will be working closely with all Allegheny County Parks Foundation Development and Marketing staff. Kait Merry, Development and Marketing Coordinator, will be the direct contact for Pour at the Park.

Event Goals and Objectives

The Allegheny County Parks Foundation has three goals when it comes to hosting this event in the parks:

1. To raise awareness for the Allegheny County Parks Foundation organization and its mission
2. To connect with the everyday park user
3. To raise funds from sponsors and ticket sales

Scope of Work

Event Planning, Coordination and Production for Pour at the Park South Park on May 18, 2024, and Pour at the Park North Park on October 12, 2024

Event Planning:

- Attend bi-weekly planning meetings via Zoom beginning February 7, 2024
- Attend weekly planning meetings via Zoom one month out of each event, including a post-event review meeting
- Budget Management

Event Coordination:

- Rate negotiation, booking and coordination of entertainment
- Coordination of event vendors, including sound/light techs, rental services, caterers, children's activity vendor, etc.

- Coordination of alcohol and food vendors including confirming and securing vendors, collecting participation forms, securing vendor COI's and W-9's, event communication and on-site coordination

Event Production:

- Event design and flow
- Development of site maps to be shared with county 4 weeks prior to event and vendors 1 week prior to event
- Create detailed event agenda and Q&A for all vendors and participants
- On-site management of vendors, sponsors, entertainment, etc.
- Coordinate on-site setup of tables, tents, chairs, etc. with county park employees
- Provide 3 on-site staff to assist with set up, tear-down and event management

Key Dates

TBD – In-person meeting in South Park with county and walk-through of event space

May 17 – Full day of set up at park

May 18 – Pour at the Park South Park Museum Building

TBD – In-person meeting in North Park with county and walk-through of event space

October 11 – Full day of set up at park

October 12 – Pour at the Park North Park Lodge

To Submit a Proposal:

Please submit proposals with required materials in PDF form to Kait Merry, Development and Marketing Coordinator, at kmerry@acparksfoundation.org with the subject title “Pour at the Park Event Planner Proposal” by 11:59pm on January 8, 2024. **You may include any additional attachments to showcase your experience.**

Required Materials for Submittals:

- Attached proposal form completed and signed by an authorized representative. (Attachment A)
- Attached statement of qualifications and references. (Attachment B)
- Written scope of approach for how you would handle the proposed work.

Request for Proposal Tentative Timeline:

December 8, 2023 - Request for Proposal Advertised

December 8-22, 2023 - Q & A period: Questions from applicants will be accepted during this window with answers provided by ACPF to all applicants.

January 8, 2024 at 11:59pm - Proposal due date

January 9-26, 2024 - Interviews and proposal evaluations

January 29, 2024 - Final selection and notification of award

February 1, 2024 - Anticipated start date

February 7, 2024 - First planning meeting with ACPF staff

October 18, 2024 - Completion of 2024 event contract

ATTACHEMENT A
Pour at the Park Event Proposal Form

1. _____
Planner name

Office Address

Office Phone Number

Contact Person

2. Proposed cost for all associated work expressed in lump sum.

Total Amount: \$ (enter number)

3. Planner's method of billing i.e. pay request by invoice to Parks Foundation monthly.

4. Acknowledgement of addenda received (if applicable).

Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____
Addendum No. _____	Dated: _____

5. Signature

Planner Signature (legally authorized representative)

Print Name and Title

ATTACHMENT B
Statement of Qualifications and References

1. _____
Name of Planner

2. Provide a statement verifying that you have the qualifications and experience to perform the work required.

3. Please provide 3 examples of relevant event experience.

Example 1: _____

Example 2: _____

Example 3: _____

4. Please provide 3 professional references for us to contact.

Contact 1: _____

Contact 2: _____

Contact 3: _____

5. Signature

Planner Signature (legal authorized representative)

Print Name and Title

General Terms and Conditions for Service Providers

Between Allegheny County Parks Foundation (ACPF) and Service Provider for event support services at the 2024 Pour in the Parks.

1. Agreement

- 1.1 The Agreement consists of the signed Service Provider Letter of Agreement/accepted proposal and General Terms and Conditions.
- 1.2 This Agreement may be amended only by written document signed by ACPF and the Service Provider.

2. Scope of Services

- 2.1 The Scope of Services consists of those described in the signed Service Provider Letter of Agreement, and as amended.
- 2.2 In providing services under this contract the Service Provider shall perform in a manner consistent with current industry standards and skill ordinarily exercised by members of the same specialty.

3. Compensation

- 3.1 Compensation will only be paid per Agreement.

4. Terms and Conditions

- 4.1 Service Provider will provide services in accordance with applicable governing laws and regulations.
- 4.2 Mediation: In an effort to resolve any conflicts that arise during the services, ACPF and the Service Provider agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation.
- 4.3 Termination: In the event of termination of this Agreement by either party, ACPF shall within 30 calendar days of termination pay the Service Provider for all services rendered and reimbursable expenses incurred by the Service Provider up to the date of termination. Either party may terminate this Agreement for cause upon giving the other party no less than seven days' written notice.
- 4.4 Assignment: Neither ACPF nor Service Provider shall assign this Agreement without the written consent of the other.

5. Insurance

- 5.1 Prior to starting work the Service Provider will provide to ACPF the required two certificates of insurance, duly executed by the officers or authorized representatives of a responsible and non-assessable insurance company. The insurance policy shall be non-cancelable, except upon thirty (30)-day prior written notice to ACPF.
- 5.2 Add insured on certificate of insurance #1 shall read as: The **Allegheny County Parks Foundation**, its officers, appointees and employees shall be named as additional insureds on the Comprehensive General Liability Policy with the right of notice.

5.3 Add insured on certificate of insurance #2 shall read as: The **County of Allegheny**, its chief executive, elected officials, officers, appointees and employees shall be named as additional insureds on the Comprehensive General Liability Policy with the right of notice.

5.4 Minimum coverage is as follows:

	<u>Individual Occurrence</u>	
	<u>Aggregate</u>	
Comprehensive General Liability: Bodily injury, including death and property damage combined	\$1,000,000	\$1,000,000
Automobile Liability: \$1,000,000 Bodily injury, including death and property damage combined Each Claim Aggregate	\$1,000,000	
Workers Compensation:		Statutory

5.5 All premiums shall be at the expense of the Service Provider. The Comprehensive General Liability and Automobile Liability certificates must state that the policy is an "Occurrence" policy. "Claims Made" policies are not acceptable for General Liability and Automobile Liability insurance. In the event that the term of said insurance expires prior to the expiration of the term of the contract or the completion of all services required hereunder, whichever shall occur later, the Service Provider shall renew said insurance in a timely manner and promptly provide a certificate of insurance evidencing such renewal.

5.6 ACPF and Allegheny County shall be exempt from, and in no way liable for any sums of money, which may represent a deductible in any insurance policy. Payment of such deductibles is the sole responsibility of the Service Provider.

Comprehensive General Liability Certificate of Insurance holders (2)

Certificate of Insurance #1

Allegheny County Parks Foundation
675 Old Frankstown Road
Pittsburgh, PA 15239

Certificate of Insurance #2

Allegheny County Parks Department
542 Forbes Avenue, 211 County Office Bldg
Pittsburgh, PA 15219

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