



Request for Proposal
Event Services Management
Filberg Festival 2020/21

Issued by: Filberg Heritage Lodge and Park Association

Date Issued: June 5, 2019

closing Date: Monday Sept. 30, 2019, 3 pm PST

Filberg Festival Producer for 2020 and 2021

Filberg Festival historically is a well established, juried arts and crafts festival that also features a stellar music programme and excellent food. It is the primary fund-raiser for the Filberg Heritage Lodge and Park Association (FHLPA) with volunteer involvement being paramount to it's success. The position will report to the Executive Director (ED) of the FHLPA and is supported by up to 3 Board members. The position will use excellent organizational and interpersonal skills to deliver within budget all aspects of the 2020 Filberg Festival. These include engagement and selection of artisans, engagement of musical entertainment, selection of food vendors, marketing promotions, sponsorship contracts, management of human resources, and the production of the Festival programme along with an opportunity for innovative paths forward.

Calling for RFPs. Full information package available at www.filberg.com

Filberg Heritage Lodge and Park Association

Request for Proposals

Filberg Festival 2020

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1. General Purpose

The purpose of this Request for Proposal is to secure an event management firm and/or one or more contractors with demonstrable expertise in event management to work with Filberg Heritage Lodge and Park Association. (FHLPA) in coordination and execution of the Filberg Festival, held annually in the Comox Valley, Vancouver Island, British Columbia, Canada.

Proponent(s) must demonstrate extensive general experience with large-scale special events and specific experience and successful track record in outdoor events. Further, the proponent(s) will demonstrate that they have the expertise to support the growth in Festival attendance. In addition, all submissions must include and demonstrate relevant experience by one or more team members, in the Special Events industry that may include specific experience with related special events, specific industry association relationships, regional provincial and national Events, Festival related trends, marketing, and PR. The FHLPA is seeking 2-year contract for 2020 and 2021, with the right to extend this for a renewal of 2 additional years, subject to meeting performance standards in 2020/21.

Further requirements and metrics are included in **Appendices A & B**.

2. Background and Context Information

Filberg Heritage Lodge and Park Association

The Filberg Heritage Lodge is the centerpiece of nine acres of landscaped, waterfront park, gardens and heritage buildings located in Comox, BC. Originally owned by Robert and Florence Filberg, the lodge and grounds were willed to the Vancouver Foundation after Robert Filberg's death in 1977.

Through an agreement amongst the Vancouver Foundation, the Town of Comox, and the emerging Filberg Heritage Lodge and Park Association, the estate became a municipally owned park in 1978.

The Filberg Heritage Lodge and Park Association— FHLPA—received BC Society status in 1979 and in that same year, through a municipal by-law, the Town of Comox designated the Filberg Lodge a heritage site.

For over 40 years, the Filberg heritage site has developed into an ever-increasing popular destination for people from the local community and around the globe.

The mandate of the FHLPA is, "The Filberg Heritage Lodge & Park Association is dedicated to the preservation and stewardship of the Filberg Lodge and Park. "

Visitors to the Park can experience the Filberg's unique heritage lodge, its landmark gardens, its internationally-renowned arts and music festival, and a wide range of interactive community events.

Led by a broad-based, enthusiastic group of community volunteers, the Board of Directors and many FHLPA members work together to provide an outstanding public experience of the lodge, park and gardens where visitors can appreciate the heritage, cultural history, and artistic excellence of the Comox Valley, Vancouver Island, and British Columbia.

Filberg Festival

Begun in 1983, the Filberg Festival has a long history as one of the premier Arts & Crafts Festivals in Canada and is the largest outdoor juried show in Western Canada.

Over the years the Filberg Festival has been used to showcase this beautiful location and earn operational revenue for the FHLPA to continue with its mandate. It is the largest fundraiser of the Association and contributes roughly 1/3 of the overall operations budget.

The Festival has grown over the years from the original 17 craft vendors to over 135 artisans, 17 Food Vendors and world class entertainment on 2 stages. Festival attendance in 2018 was roughly 14,000 people.

3. General Scope of Work

FHLPA seeks to retain an experienced event management services company as the general contractor for the 4 day Filberg Festival, and as the FHLPA lead representation for all festival management activities. The Proponents are required to bid on all components of the requirements. All sub-contractor positions will report to the successful Event Management General Contractor /Event Manger for day to day event implementation requirements. The details and roles listed here are not exhaustive, but high level areas of focus. Specific Scope of Work and roles are detailed in **Appendix B Scope of Work**.

Primary Role:

Filberg Festival Event Management Services General Contractor

- Securing artisans, entertainment and food vendors
- Budget, cash flow, and financial management
- Implement initiatives to increase attendance
- Sub contractor / support roles point of contact to ensure the execution of all event logistics and infrastructure requirements
- Creation of and adherence to a critical path for all events
- Reporting and wrap-up requirements
- Overall Volunteer management
- On-site management during the Festival

Possible Sub-Contractor Roles could include:

- Site plan development in accordance with event infrastructure needs
- Artisan liaison
- Entertainment liaison
- Food Vendor liaison
- Volunteer coordination
- Environmental site management

Sponsorship Development and Fulfillment Coordination

- Develop and secure a cash and in-kind sponsor and partner program to offset event costs and enhance event brand and reach
- Ensure fulfilment of sponsorship requirements and benefits to ensure satisfaction and returning partners.
- Ensure all emcees and marketing systems, are provided timely and relevant information

Please see **Appendix B, Scope of Work**, for further details per the various roles.

4.0 Contributions and Provision of Support

4.1 FHLPA Contributions

Proponents should indicate in **Appendix A Proposal Form**, their expectations and/or if they wish to suggest different contributions.

4.2 Invitation to Submit Proposal

FHLPA is seeking interested parties to submit an electronic proposal for the provision of services as set out in the Request for Proposal (RFP).

Description: Filberg Festival Event Management Services

Date Issued: Wednesday June 5, 2019

Applications accepted after August 15, 2019

Closing Date: Monday September 30, 2019

Closing Time: 3:00 pm Pacific standard time

Closing Location: **All submissions must be made via email to lodge@filberg.com**

Contact: Eden Lindsay-Bodie, Executive Director, lodge@filberg.com

If submissions are received after the closing time, FHLPA reserves the right, entirely at its discretion, to give or not give such proposals consideration.

Deadline for questions is five (5) business days before the established close date (Monday September 23, 2019).

This RFP does not commit FHLPA to award a contract or pay any costs incurred in the preparation of the proposal, or attendance at a meeting with FHLPA staff.

FHLPA reserves the right to cancel this RFP at any time before or after the closing date and time has passed, and the lowest priced or any, proposal will not necessarily be chosen for negotiation of a contract for services.

4.2.1 Register Intent to Submit and Inquiries

Deadline Friday July 5, 2019, 3 pm PST

Please first complete the Intent to Bid Form , posted on the FHLPA website <https://filberg.com/> , and submit by July 5, 2019. All registration requests and proposal inquiries are to be referred to Eden Lindsay-Bodie, Executive Director, lodge@filberg.com. All written inquires, and the replies thereto, will be provided to proponents as a “question and answer” addendum, and issued directly to those proponents that have pre-registered their interest in providing a submission to the RFP.

4.2.2 Proposal Submission and Return

RFP Submissions are to be provided electronically and must include the following mandatory information completed in **Appendix A**:

- Proposal Signature form (fully completed and signed as required);
- Financial costs and payment terms;
- Company Profile;
- Summary of similar projects previously or currently undertaken, and experience and qualification of key employees, including description of the work undertaken, client name, and address, references including address and telephone number and project title;
- Resumes of key personnel to be engaged, with qualifications, availability and experience from similar work;
- Detailed description of the services to be provided based on the items detailed in Appendix B Scope of Work, and other areas deemed required by the Proponent for the work to be completed, including a clear breakdown of project components, deliverables for each item;
- Other pertinent information deemed important by the proponent; this may include past experience securing additional revenues, including sponsorship, to off-set event expenses, which can be provided as supporting PDF attachment or URLs.

4.3 Fee for Service

Based on the scope provided, the proponent shall include a summary of the Fee for Service for all or select human resource components and all associated costs including disbursements, travel and including taxes. This summary may be based on an hourly rate calculated by component and deliverable, and for each member of the team and any sub-contractors included, or as a lump sum estimate. Fee structures shall be tabulated and provided in the Budget form posted on BC BID. FHLPA is seeking a 2 year contracts, with the right to extend this for a renewal of 2 years. Note: Successful proponent(s) fees will be paid, based on the final agreed contracted values, regardless of the 2019 ticket & registration revenues generated from the various events.

5.0 General Terms and Conditions

5.1 FHLPA Representative

Only the Executive Director of the FHLPA is authorized to deal with Proponents with the support of up to three Board members. FHLPA Representatives will answer all questions in writing.

5.1.2 Right to Amend, Cancel RFP and/ or to Accept Proposals

This RFP is solely a request for proposals for the provisions of the outlined services. Submission of a proposal by any proponent and its subsequent receipt by FHLPA does not represent a commitment on the part of FHLPA to proceed further with any proponent.

FHLPA reserves the right to amend or revise the RFP documents by addendum up to 48 hours prior to the RFP closing time. Receipt of all addenda by proponents shall be acknowledged. It is the proponent's

responsibility to ascertain and verify, prior to the closing time that it has received any and all addenda issued in relation to this proposal package.

FHLPA reserves the right to cancel this RFP at any time, by addendum issued to known proponents, without liability for any loss, damage, cost or expense incurred or suffered by any proponent as a result of that cancellation.

FHLPA has the right to reject any or all proposals at any time without further explanation, and reject or accept any proposal which contains qualifying conditions or otherwise fail to conform to the RFP.

FHLPA reserves the right at its sole and unfettered discretion to waive any non-compliance with the proposal documents, specifications or any conditions.

FHLPA has the right to require and request clarification after the dates and times set out in this RFP from any one or more of the proponents in respect of proposals submitted.

FHLPA may communicate with, meet with or negotiate with any one or more of the proponents requesting their proposals or any aspects of the services outlined herein.

5.2 Confidentiality of Proposals

FHLPA will receive all proposals submitted to this RFP in confidence. If a proponent considers that any part of its proposal is proprietary, including by reason of protection by copyright, the proposal must clearly identify those portions considered proprietary.

5.3 Waiver of Liability for Errors

FHLPA has used considerable efforts to ensure an accurate representation of information in this RFP. However, FHLPA accepts no responsibility for the accuracy or completeness of this RFP (including schedules, appendices or addenda), and no representation or warranty, express or implied is made or given by FHLPA with respect to the accuracy or completeness of the RFP and its components.

5.4 Proponent's Risk and Warranty

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither FHLPA nor its elected officers, appointed officials or employees are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on this RFP is that of each proponent.

5.5 No Amendments to Proposals after Submission

A Proponent shall not be permitted to change the wording or contents of a proposal after submission to FHLPA unless requested to do so by the FHLPA for the purposes of Clarification.

5.6 Conflicts of Interest

Proponents shall disclose in their Proposals any actual or potential conflict of interest and existing business relationships it may have with FHLPA, elected officers, appointed officials or employees.

Proponents are to include a statement in their Proposal indicating whether or not the firm or any individuals proposed to work on the contract has a possible conflict of interest, and, if so, the nature of that conflict. FHLPA reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be developed by the awarded respondent. FHLPA determination regarding any questions of conflict of interest shall be final.

5.7 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by FHLPA in response to this RFP become the property of the FHLPA.

5.8 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time prior to the Proposal Closing Time by submitting a written withdrawal letter to the FHLPA designated contact and the Proposal will be returned.

5.9 No Claim for Compensation

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations, or discussions with FHLPA or its elected officers, appointed officials or employees, relating to or arising from this RFP. FHLPA and its elected officers, appointed officials or employees will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Proponents agree that by participating in the RFP process, and or submitting a Proposal, they have no claim for compensation.

5.10 Sub-Consulting

Using a sub-consultant is acceptable provided the sub-consultant is clearly identified in the Proposal. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the Proposal. Sub-consulting to any firm or individual who's current or past corporate or other interests may, in FHLPA opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal. Where applicable, the names of approved sub-consultants listed in the Proposal may be included in the Contract.

5.11 Force Majeure

Definitions relating to force majeure:

In this section: a)“Event of Force Majeure” means one of the following events: (i)a natural disaster, fire, flood, storm, epidemic or power failure, (ii) a war (declared and undeclared), insurrection or act of terrorism or piracy, (iii)a strike (including illegal work stoppage or slowdown) or lockout, or (iv) a freight embargo if the event prevents a party from performing the party’s obligations in accordance with this Agreement and is beyond the reasonable control of that party; and (b)“Affected Party” means a party prevented from performing the party’s obligations in accordance with this Agreement by an Event of Force Majeure.

Consequence of Event of Force Majeure:

An Affected Party is not liable to the other party for any failure or delay in the performance of the Affected Party’s obligations under this Agreement resulting from an Event of Force Majeure and any time periods for the performance of such obligations are automatically extended for the duration of the Event of Force Majeure provided that the Affected Party complies with the requirements of section.

Duties of Affected Party:

An Affected Party must promptly notify the other party in writing upon the occurrence of the Event of Force Majeure and make all reasonable efforts to prevent, control or limit the effect of the Event of Force Majeure so as to resume compliance with the Affected Party’s obligations under this Agreement as soon as possible.

5.12 Project Understanding, Methodology, and Approach

- Demonstrate a clear understanding of this project and provide a detailed description of the proposed methodologies and the work approach.
- Articulate intentions indicating the requirements that will be met and what services will be provided.
- Identify the roles, and relationships required.
- Identify expectations of FHLPA and any support required.
- The Proponent agrees to be responsible for fully understanding the requirements and details of this RFP, and will ask questions to ensure understanding is gained.

5.13 Schedule and Capacity

- Indicate the ability of the proposed team to meet the timelines of the project, their availability throughout and if there are other resources available to draw on should it be required.
- Identify any special resources, value-added expertise, improvements and innovation the Proponent would be able to provide.

5.14 Qualifications and Experience

- Identify the key members of the proposed team and highlight the relevant qualifications and experience.
- Provide details of three (3) previous projects demonstrating the experience of the consultant with projects of similar size, scope, and complexity undertaken in the past five (5) years. Indicate the members of the proposed team involved.
- See Appendix A.

6.0 Evaluation and Selection

6.1 Evaluation Task Force

The evaluation of Proposals will be conducted at FHLPA's sole discretion and may include consultation with others, references, research, etc. Any information obtained by FHLPA, whether provided by the Proponent or not, may be used in the evaluation process.

FHLPA is not obligated to complete a detailed evaluation of all Proposals and may, at its discretion, after completion a preliminary review of all the Proposals, identify and drop from the detailed evaluation, any proposal the FHLPA deems is not in contention to be recommended for final selection. FHLPA intends to evaluate proposals based on the best demonstrated expertise, value and best fit.

Contract award, if any, is subject to FHLPA policies, procedures, including funding approvals.

6.2 Additional Information

FHLPA may, at its discretion, require clarifications or additional information from a Proponent with respect to any Proposal, and FHLPA may make such request to selected Proponents only. FHLPA may consider such clarifications or additional information in evaluating a Proposal.

6.3 Selection and Contract for Services

FHLPA may, at its sole discretion, enter into a written contract with the Proponents for the provision of the services generally described in this RFP. There shall be no agreement, and no Proponent shall acquire any legal or equitable rights or privileges with respect to the RFP or the services in question, until such written contract has been duly executed by the signing authorities of the Proponent and FHLPA. Any response to this RFP may become part of any contract entered into with a successful Proponent.

6.4 Intended Timeline with Contract

For the Requirements of this RFP, FHLPA intends to award a contract in a timely manner, prior to or by November 1, 2019.

6.5 Negotiation of Contract and Award

If FHLPA selects a Preferred Proponent or Preferred Proponent(s), then it may;

1. Enter into a contract with the Preferred Proponent(s); or
2. Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attend to finalize the terms of the Contract(s), including financial terms. If discussions are successful, FHLPA and the Preferred Proponent(s) will finalize the Contract(s); or
3. If at any time FHLPA reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, FHLPA will give the Preferred Proponent(s) written notice to terminate discussions, in which event, FHLPA may open discussions with another Proponent(s) or terminate all or portions of this RFP.

6.7 Compliance with Laws

Proponents are solely responsible for complying with all applicable Federal, Provincial or Municipal legal requirements including requirement of or for any permits, licenses, fees, taxes and insurance or other legal requirements that would ordinarily be required for the implementation or operation of the service.

Appendices List Provided

Intent to Bid Form

Appendix A – RFP Proposal and Signatory Form

Appendix B – Filberg Festival Scope of Work

All proponents are encouraged to view the following related websites to gain further insights into the event and the FHLPA:

<https://filberg.com>

<https://filbergfestival.com>

Note: Filberg Festival Management Services Budget 2018 is available upon written request.