

Responses due: January 31, 2019

Address:

Stillwater Public Library
224 Third Street North
Stillwater, MN 55082
Attn: Mark Troendle

Inquiries:

Mark Troendle, Director
651-430-8753
mtroendle@ci.stillwater.mn.us

Overview

The Stillwater Public Library offers a unique and breathtaking setting for weddings, rehearsal dinners, receptions, fundraisers, and corporate meetings. In addition to three interior meeting rooms in the gallery event space, guests have spectacular views of downtown Stillwater and the beautiful St. Croix River from our rooftop terrace. The event space features a catering kitchen for food warming and cold storage. Free Wi-Fi access is available as well.

The library offers two adjoining meeting rooms that can be combined into one room. Separately, Margaret Rivers A can accommodate up to 20, and Margaret Rivers B up to 60. Together, the two rooms can accommodate 100+, depending on the configuration.

The library's conference room has a fixed configuration for up to 12 users, plus a 70" television screen that can mirror content from your mobile device.

The Johnson Terrace can accommodate up to 300.

Private events have been managed by a Venue Coordinator, a position under the supervision of the Library Director and funded by the Stillwater Public Library Foundation. The library is seeking an event management vendor (business or individual) to assume this role. In 2018, through October, there were 49 private events at the library, generating \$59,895 in gross

revenue. Most private events are May – October. By 2020 or 2021, the library envisions a potential new compensation structure, which may mean transitioning funding away from the Library Foundation and toward a revenue sharing model between the vendor and the Stillwater Public Library.

The library seeks to enter into a contract with a business or individual who meets the criteria set forth in this Request for Qualifications (RFQ). The length of this contract is negotiable and will be at least twelve months, though the library is interested in a multi-year contract. Many 2019 private event contracts have already been signed with clients and need to be honored, and there are clients interested in signing 2020 contracts, which will require flexibility on the part of the vendor.

This RFQ sets forth general selection criteria. This is intended as a guideline for interested respondents. Actual selection is expected to encompass an interview, business review, financial plan review, and negotiation process in addition to the information gleaned from this RFQ.

Event management services must conform to state and federal laws, local ordinances that include a Special Use Permit governing outdoor events at the library, and Stillwater Public Library policy (established by the Board of Trustees) and procedures. It is the vendor's responsibility to obtain and maintain all appropriate licenses and permits.

In addition to attached exhibits (Exhibit A: upper level floor plan; Exhibit B: Special Use Permit), applicants are encouraged to visit <http://stillwaterlibrary.org/library-events/hold-an-event/weddings/> and review the policy, procedures, and other online information for an overview of how events are currently structured and managed.

Scope of Services to be provided by the Event Management Vendor

The Vendor promotes, organizes, coordinates, and facilitates special events that utilize the Stillwater Public Library facilities.

This vendor:

- Conducts their work in accordance with the policies established by the Stillwater Public Library Board of Trustees and the Library Director

- Is the primary source of promotion for the venue
 - does all marketing and advertising,
 - gives library tours for prospective clients,
 - strives to increase revenue;

- Maintains communication with clients and vendors
 - coordinates and monitors event timelines,
 - provides consulting services to the client,
 - reviews library policies and City of Stillwater Code requirements,

- maintains accurate financial reports and collects fees and payments from clients;
- Performs on-site supervision during private events
 - assists clients with venue issues,
 - enforces library policies and procedures, Special Use Permit and conditions, and City ordinances,
 - coordinates parking and vendor arrivals and departures,
 - responds in a timely and professional manner to all requests and complaints (e.g., parking or noise issues) from local community members before, during, and after events;
- Hires, trains, schedules, and oversees event set-up and take-down staff;
- Works with the Stillwater Police Department and Washington County Sheriff's Department to schedule security for events
 - ensures that all security officers know library rules and the expectations for library security;
- Represents the library's interests during various meetings, including City Council meetings, other public meetings, internal staff meetings, and meetings with members of the community
 - promotes goodwill with neighbors and the community;
- Reports to the Library Director
 - maintains communication about the use of library spaces,
 - provides up-to-date revenue projections,
 - understands and works within all library policies, procedures, and schedules;
- Works with library staff,
 - collaborates with library webmaster to keep information about holding events up-to-date,
 - coordinates with library scheduler for events, set-up and clean-up,
 - maintains communication with Library maintenance staff regarding venue space, maintenance and post-event clean-up.

Proposal Requirements

A quantity of 1 digital copy of the vendor's response to this request.

A quantity of 3 printed copies of the vendor's response to this request.

Proposals will include the following:

1. A cover letter of interest including your firm's legal name, if you operate as a business.

2. A description of all related or similar business operations being run or related to the vendor.
 - a. Name of the business(es)
Street address, City, State, Zip Code
Years of Operation
3. A business plan: Include all of your experience in this field, your service philosophy, any advertising or marketing plan, and a description of key individuals who will work on-site to manage operations. Currently, clients may use a caterer (licensed by the State of Minnesota) of their choice; your proposal must indicate if there would be a change to this existing provision. Please include whether your plan would limit events to a certain timeframe (e.g., May – October) or whether you have a different vision.
4. A financial plan: Include a proposed annual operating budget with cash flow projections and evidence of insurance. Also, many contracts for 2019 have already been signed which the library needs to honor at existing rates. Please explain how you would incorporate this into your budget.
5. Your initial revenue sharing offer.
6. Three references: names and contact information of each.
7. A statement of consent that you will cooperate with a credit check and criminal background check. Additional information may be requested to conduct these checks.

Criteria for Vendor Selection

Evaluations will be based upon responsiveness to this Request for Qualifications – the applicant’s proposal, experience, capabilities, service reputation, references, potential revenue or guarantees, and other factors deemed relevant.

The library reserves the right to waive irregularities in the proposal process.

Any materials submitted to the Stillwater Public Library shall be subject to public disclosure under the state and local open records acts.

CONFLICTS OF INTEREST

Firms submitting proposals in response to this RFQ must disclose to the library any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement for services to be awarded pursuant to this RFQ. If a firm has no conflicts of interest, a statement to that effect shall be included in the proposal.

OTHER TERMS AND CONDITIONS

The vendor agrees to the following:

1. To examine the RFQ and conditions thoroughly. The omission of any form, instrument or document shall not relieve any vendor from proposal requirements.
2. To comply with all federal, state, and city laws, ordinances, Special Use Permit governing outdoor events at the library, and Stillwater Public Library policy (established by the Board of Trustees) and procedures.

The Stillwater Public Library expressly reserves the following rights:

1. To waive or reject any and/or all irregularities in the proposals submitted.
2. To waive or reject any and/or all proposals or portions thereof.
3. To reject all proposals and negotiate with an individual vendor or any other person or entity.
4. To base awards with due regard to quality of services, experience, compliance with specifications and other such factors as may be necessary due to circumstance.
5. To make an award to a vendor whose proposal is in the library's best interest.
6. To negotiate different terms and conditions with any vendor the library chooses.
7. To utilize concepts submitted to the library, via proposal, without compensation.

LIBRARY NOT BOUND BY ORAL STATEMENTS

The library will not be bound by any oral statement or representation contrary to the written specifications.

QUALIFICATIONS OF VENDOR

The library may make such investigations as deemed necessary to determine the ability of the vendor to perform the work, and the vendor shall furnish all information and data for this purpose as the library may request. The library reserves the right to reject any proposal if the evidence submitted by, or investigation of, such vendor fails to satisfy the Library that such vendor is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional proposals will not be accepted.

Assessment Methodologies Beyond the RFQ

1. The library's assessment team may request formal, in-person interviews with any prospective vendor.
2. The library's assessment team may visit other businesses or service outlets under operation by the vendor.
4. The library's assessment team will contact professional references, conduct background checks, and employ other methodologies to disclose the vendor's reputation and business standing.

Timeline (subject to change)

Release RFQ

- January 9, 2019

Deadline for receipt of RFQ responses

- January 31, 2019

RFQ responses reviewed

- Early February 2019

Select vendors for further assessment

- Mid-February 2019

Recommend vendor of choice; negotiate contract

- Late February to early March 2019

Forward a recommendation to the Library Board of Trustees

- March 12, 2019

Exhibit A

Upper level floor plan of the library

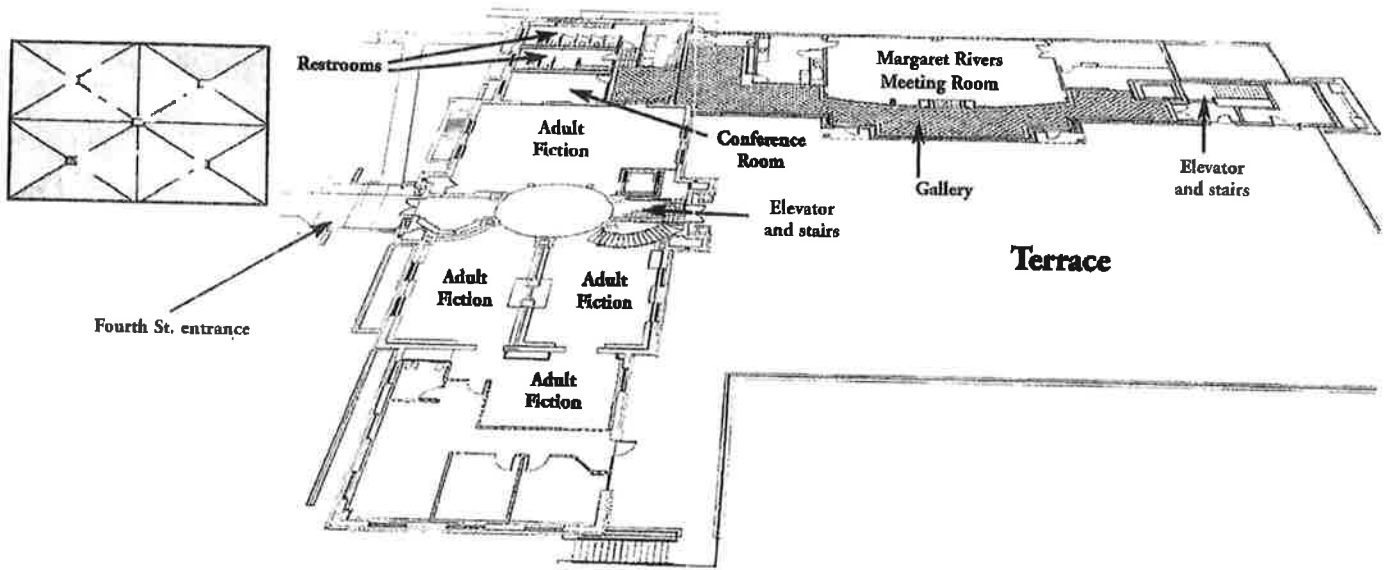


Exhibit B

Special Use Permit

CITY OF STILLWATER

Case No.: 2018-39

Permit Fee: Paid:

ZONING PERMIT

Permit Type: Special Use Permit

City Council Meeting Date: 9/18/2018

Action/Vote: **Approved 3-1**

Description of Project: **Reconsideration of a Special Use Permit to allow outdoor events at the Stillwater Library located at 223 4th Street N in the PA district**

Applicant(s): **City of Stillwater,
Mark Troendle, Applicant**

Project Address: **224 Third St N, Stillwater, MN 55082
223 4th St N, Stillwater, MN 55082**

Property ID No.: **2803020130151**

Zoning District: **PA**

Conditions of Approval:

- 1 On Fridays and Saturdays outside events must end by 11:00 pm (outside clean-up must be completed by 12:00 midnight), Sundays through Thursdays, outside events must end by 9:00 pm (outside clean-up must be completed by 10:00 pm). The Library Board may make an exception to the Sunday through Thursday outside ending time, but in no case can the outside event run later than 10:00 pm (outside clean-up by 11:00 pm) unless the City Council grants an exception.
1 a. On July 4th of each year the library will be allowed to host its "Light a Spark" event on the terrace. If the event falls on a Sunday through Thursday, amplified sound will be allowed until 10:30 pm and clean-up will be allowed until 11:30 pm.
- 2 The renter shall submit a noise deposit fee as set by the Library Board prior to the event. This deposit will be returned after the event only if there have been no infractions of the library noise procedures or the city nuisance ordinance related to noise.
- 3 DJs, musicians, and any other performer who provides amplified music/sound for the renter must be instructed by the Library Venue Coordinator of the city's nuisance ordinance related to noise and the Library Board's strict policy and procedures on noise. The renter must be given a copy of the City of Stillwater code that pertains to noise and instructed about the decibel levels within compliance and penalties incurred for noncompliance.
- 4 DJs, musicians, and any other performer must honor requests from the Library Venue Coordinator, on-site security officer, library staff, or Stillwater police for reduction of music/sound levels. The library retains the right to end the play of music at any time if a request to reduce the volume levels is not obeyed. The library retains the right to determine reasonable volume, amplification, and bass levels, but in no case may that exceed the standards established in the city nuisance ordinance.
- 5 DJs, musicians, and any other performer must keep the sound volume levels within the limits established in the City of Stillwater nuisance ordinance. All requests for reduction of music/sound levels from the Library Venue Coordinator, on-site security officer, library staff, or Stillwater police must be obeyed.
- 6 All outdoor amplified music/sound must end no later than 10:00 p.m. on Fridays and Saturdays. On Sundays through Thursdays, all outdoor amplified music/sound must end no later than 8:00 p.m., unless a special allowance has been approved by both the Library Board and City Council.
- 7 All vendor vehicles must be parked in the designated area for efficient loading and unloading of event materials. Noise from carts, dollies, and hauling of equipment should be done as quietly and respectfully as practical.
- 8 Vendor staff must be instructed by the Library Venue Coordinator or other library staff that the library is located in a residential neighborhood and they need to conduct themselves accordingly.
- 9 The SUP will be reviewed by the Planning Commission on an annual basis.
- 10 No more than 25 outdoor events that occur after 8 p.m. that include music with amplified sound (i.e. DJ, musicians, performers). This does not include speakers or officiants who use a microphone.