



REQUEST FOR QUALIFICATIONS FOR EVENT PLANNING AND PRODUCTION SERVICES

SUBMITTAL DUE DATE: **Tuesday, February 18, 2025**
11:59 p.m. Central Time

SUBMITTAL LOCATION: Website (provided upon download of RFQ)
Submit qualifications via .PDF format only

PROJECT SUMMARY

The Metropolitan Park and Recreation District d/b/a The Great Rivers Greenway District (“GRG”) is seeking a highly qualified consultant (“Consultant”) to provide services to assist staff in planning and executing a variety of events for the agency overall.

Great Rivers Greenway is interested in hiring one or more firms or individuals to assist them with a variety of events over the next few years. We welcome the expertise and perspective of vendors to help us fulfill our goals for the planning and implementation of events for the marketing, engagement, and fundraising departments as needed. Firms or individuals’ qualifications will be evaluated, and qualified respondents can be called upon anytime through December 31, 2027 to work for Great Rivers Greenway. Responding to the RFQ does not guarantee work.

All responses and any accompanying material will become the property of Great Rivers Greenway. By submitting a response to this request, firms, organizations, individuals and non-profits accept all the terms and conditions of the Request for Qualifications or “RFQ”.

Questions related to this request should be directed to the website form provided upon download of this RFQ. Please submit questions by Friday, February 7, 2025. Answers will be posted and sent to all RFQ holders by 5pm Central Time on Monday, February 10, 2025.

BACKGROUND:

Great Rivers Greenway is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play.

Great Rivers Greenway is operated by a 44 member staff governed by a 12 member board that is appointed by the Executives of St. Louis City, St. Louis County and St. Charles County. Staff members work within three groups to build, promote and sustain the greenways.

QUALIFICATIONS

The prospective Consultant(s) may be an individual, firm or team that is able to provide all services identified under the Scope of Work.

Consultant(s) must have qualifications and demonstrate prior experience in providing Event Planning and Production Services for public and/or private clients and relative to the proposed scope of this contract. In some situations, the Consultant may be expected to collaborate with other public agencies, institutions or professional firms.

SCOPE OF SERVICES

This RFQ is meant to procure help with any or all of the following types of work, as it is needed. Respondents do not need to meet every single need. Needs may include:

- Meet with GRG staff to learn about event goals and provide input for thematic development and marketing avenues
- Solicit and procure vendors
- Coordinate with partners
- Implement a theme throughout specific events
- Oversee logistics
- Procure necessary equipment
- Provide expertise on issues as needed

Consultant will coordinate with staff to scope, contract for, and track projects as needed.

INSTRUCTIONS FOR PREPARING QUALIFICATIONS

Please send one submission in .PDF format to the GRG website. Submittals should contain:

- Letter of interest that includes:
 - Summary of qualifications of the consultant, firm and/or team
 - Consultant team leader with contracting authority
 - Roles and qualifications of individual team members (if applicable)
- Overview of consultant firm(s) with brief profiles of individuals assigned to this effort, including project manager and organization chart (if applicable).
- Statement of understanding of the proposed scope of work and consultant's approach to working with Great Rivers Greenway staff.
- Description of consultant's experience with local governments, districts or other public agencies.
- Profile of three to five projects demonstrating relevant experience working on similar efforts within the past five years. Include references with current contact information.
- Statement of hourly rates or any other information related to fees and anticipated reimbursable expenses.
- Description of the firm's ownership structure, including percentage ownership by women and minorities.
- Disclosure of any material agreements, relationships, or employment your firm or team members have that may create a conflict of interest or the appearance thereof. It is the sole responsibility of the vendor to ensure the .PDF statement of qualifications is received in proper time. No late proposals will be considered. No printed, fax or verbal proposals will be accepted.

SELECTION PROCESS

Great Rivers Greenway will assemble a review committee to evaluate all responses to this Request for Qualifications (RFQ). GRG may conduct interviews of short-listed consultants. The basis for evaluating consultants shall include the ability to undertake the services; professional excellence; demonstrated experience and competence in the services to be provided by the respondent; education and experience; quality and relevance of recent or on-going relative experience; and possession of the desirable qualifications listed above.

The committee may contact any or all respondents to clarify submitted information. Firms will be notified in writing whether or not they have been selected for this effort. Initially, GRG will establish a list of qualified consultants from which to choose. GRG may reach out with questions or for an interview before or after the finalizing of the list. All respondents will be notified of their status on this list. The list will be in effect from February 2025 through December 31, 2027. GRG reserves the right to add consultants to the list if deemed qualified.

GENERAL PROVISIONS

- Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.
- Prospective consultants shall assure Great Rivers Greenway that they will comply with the Americans with Disability Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).
- While not a requirement, Minority and Women Business Enterprise goals of 25/5% have been established by GRG, i.e. 25% of the total contract amount to be awarded to Minority Business Enterprises (MBE) and 5% of the total contract amount to be awarded to Women Business Enterprise (WBE).
- Preference may be given to businesses located within St. Louis City, St. Louis County or St. Charles County, and secondarily within the state of Missouri.
- Any contract awarded pursuant to this RFQ and the resulting qualified consultants list shall require the consultant to execute and deliver to GRG an affidavit confirming the consultant's enrollment in the E-Verify federal work authorization program with respect to its employees, in compliance with Section 285.530 R.S.Mo. as well as a copy of the consultant's E-Verify MOU. Consultants shall not be required to execute the affidavit and supply an E-Verify MOU copy if either (i) the compensation to be paid under the contract is \$5,000 or less, or (ii) the consultant does not have any employees (though an affidavit attesting that the consultant has no employees will still be required).
- Any contract awarded pursuant to this RFQ may require that selected consultant(s) maintain (i) Comprehensive General Liability insurance and Automobile Liability insurance with liability limits of not less than \$1,000,000 per occurrence; (ii) Professional Liability Errors and Omissions insurance coverage in a policy limit not less than \$1,000,000 for each claim and aggregate; and (iii) a Workers' Compensation insurance policy protecting consultant from all claims under applicable state workers' compensation laws in the statutory limit and Employer's Liability insurance. GRG must be named as an additional insured on the comprehensive general liability insurance and automobile liability insurance policies. Consultants should address any proposed variances to the foregoing insurance policies and requested coverage in their submissions. All consultants deemed qualified will be considered for projects. Requested deviations from the stated requirements will be considered based upon the particular circumstances.
- The organization reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which the organization deems necessary.
- This Request for Qualifications does not obligate Great Rivers Greenway to pay any costs incurred by any respondent in the submission of a proposal.