

INVITATION TO SUBMIT QUALIFICATIONS

I. NOTICE

OneWest Corporation (OneWest) is seeking a qualified and experienced Event Planner to oversee all aspects of our upcoming Winter Wonderland event. The Winter Wonderland event encompasses a display of Christmas lights that will transform West Louisville's Shawnee Park into a magical drive-thru festival featuring over 20,000 lights, musical performances, festive tunes, holiday displays and more. We invite interested professionals to submit proposals for this role, which involves comprehensive event planning, coordination, and management. Your expertise will be instrumental in ensuring the success of this event, which is scheduled to take place

The deadline for responding to this RFQ with a Statement of Qualifications (SOQ) is Wednesday, October 4, 2023 at 03:00 PM, local time.

This RFQ may be obtained from OneWest's website at www.onewest.org/projects. All inquiries shall be directed to Emanuel Arnold via e-mail addressed to earnold@onewest.org **Subject: Winter Wonderland Event Planner**. The deadline for inquiries is Friday, September 29, 2023 at 3:00 PM, local time.

**INQUIRIES BY:
September 29, 2023
3:00PM – EST**

Emanuel Arnold • email: earnold@onewest.org

II. Scope of Work

The selected Event Planner will be responsible for the following:

Event Planning: Develop a detailed event plan outlining the vision, theme, and objectives for Winter Wonderland.

Logistics: Coordinate all logistics, setup, and breakdown, transportation, equipment rentals, and any other necessary arrangements.

Scheduling and Coordination: Create a comprehensive schedule and coordinate all activities leading up to the event and on the day of the event. The event planning period starts by October 1st, 2023.

Vendor Management: Identify and procure external vendors necessary for the event, ensuring their services align with the provided budget. The Event Planner must also explore volunteer options if vendor prices do not align with the budget.

Bi-Weekly Reporting: Provide weekly progress reports to the organizing committee, starting from October 9st.

Labor/Staff: Provide staff during the three days of the events to run the show and ensure a safe and enjoyable event.

Budget Oversight: Collaborate with OneWest to oversee the budget, to track spending and ensure that all expenditures remain within the allocated budget.

III. Timeline and Critical Dates

All funds for the event must be identified and committed by **October 27th** for the project to move forward.

Vendor deposits or payments will not commence before October 27th, with the exception of the Event Planner, who will be contracted immediately and compensated upon notice to proceed.

The project timeline is critical, and adherence to deadlines is paramount.

IV. Proposal Submission and Deadline

Interested individuals or firms are invited to submit their proposals by Wednesday, October 4th, 2023 at 3:00 PM [EST]. Please submit your proposals to earnold@onewest.org with the subject line: "Winter Wonderland Event Planner Proposal."

V. Selection Process

Proposals will be evaluated based on qualifications, experience, proposed approach, and cost-effectiveness, knowledge of targeted community and local relationships. Shortlisted candidates may be invited for an interview.

OneWest reserves the right to accept or reject any proposal received.

VI. References from Previous Event

Picture A. Drive-thru set-up



Picture B. Drumline Set-up



Picture C. Greeters Set-up



V. Tentative Selection Process Schedule

RFQ Released	Tuesday, September 26, 2023
Site Visit	On your own
Deadline for questions (in writing)	Friday, September 29, 2023 at 3:00 PM (EST)
Deadline for submitting qualifications (SOQ)	Wednesday October 4, 2023 at 3:00 PM (EST)
Notify Selected Event Planner	Tuesday, October 5, 2023

The above schedule is a proposed schedule that is subject to change. Any changes to the schedule for the RFQ/RFP process will be issued to all Respondents/Proposers via addenda.

SOQ Required Information and Scoring

OneWest will use a Procurement Committee to review the submitted SOQ's using grading criteria outlined under this section.

Required Information: Maximum Pages Maximum Score

1.	<p>Letter of Interest confirming that Respondent's SOQ submittal is in response to this RFQ and agrees to enter into a non-disclosure agreement and non-compete agreement if selected, and all information in the SOQ is accurate under penalty of perjury.</p> <p>Describe any lawsuits to which you have been a party with any of your Project owners in the last 5 years. If there have been none, make that statement.</p>	2 page or less	0 Points
2.	<p>Organization Information – Provide this information separately for the General Contractor and the Architect:</p> <ul style="list-style-type: none"> - Identify Respondent's full legal name, type of business entity, physical and mailing address, and website. - Provide contact information of the project manager including email address. - If the Respondent intends to subcontract for any of the services, the transmittal letter shall contain the names of all such proposed subcontractors - Provide a single point of contact for this RFQ. 	3 pages or less	25 Points
3.	<p>Similar Experience</p> <p>Describe any specific experience your team members have had of a similar scope and size.</p>	2 Pages or less	50 Points
7.	<p>Local community partners, vendors & subcontractor Utilization</p> <ul style="list-style-type: none"> - Commitment to tracking all local minority-owned businesses in the project. OneWest promotes and encourages contracting and subcontracting opportunities to women-owned and minority-owned businesses. 	2 Page or less	25 Points
8.	<p>Respondent's Unique Qualifications to Perform this project</p> <ul style="list-style-type: none"> - Describe what sets you apart from other Respondents. 	1 Page	50 Points
	Totals	10 Pages or less	150 Points

VI. ADDITIONAL INFORMATION

1. All Information True

Respondent represents and warrants to OneWest that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to OneWest for consideration in the selection process shall be excluded.

2. Confidential Material

Any material that is to be considered as confidential in nature must be clearly marked as such and will be treated as confidential by OneWest under applicable KRS guidelines.

3. Proposal Opening

So as to avoid disclosure of the contents to competing teams, qualifications shall not be public during negotiations in accordance with OneWest procurement regulations.

4. Late Qualifications

Qualifications received after the submission deadline shall be returned unopened and will be considered void and unacceptable. OneWest is not responsible for lateness of the mail, postal carrier, courier, etc.

5. Technical Questions

Any questions shall be submitted seven (7) days prior to the date of submittals, directed via e-mail to earnold@onewest.org

6. Addenda

Any interpretations, corrections, or changes to this RFQ will be made by addenda, prepared and submitted by OneWest. Addenda may be obtained from OneWest's web site at www.onewest.org/projects.

7. Status Update

After the initial evaluation of the statements of qualification, if deemed necessary by OneWest, Respondents will be notified by email of their status in the selection process.

8. Inquiries

Do not contact OneWest during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

9. Cost of Responses

OneWest will not be responsible for the costs incurred by anyone in the submittal of responses and interviews.

10. Contract Negotiations

This RFQ is not to be construed as a contract or as a commitment of any kind. If this RFQ results in a contract offer by OneWest, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, OneWest intends to make the inclusion of a "key persons" clause a part of the contract negotiations.

11. No Obligation

OneWest reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate qualifications; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in OneWest's best interest; or (6) cancel the entire process.

12. **Standard Form of Agreement**

This RFQ includes OneWest's Construction Agreement (Appendix A). Each Respondent should review this agreement thoroughly. Respondents submitting an RFQ have recognized they have reviewed the agreement and indicate their willingness to execute OneWest's Standard Form of Agreement Contract, if selected. Respondents not willing to execute the Standard Form of Agreement Contract need not submit an SOQ.

13. **Funding**

OneWest operates and is funded on a fiscal year basis and reserves the right to contract in "good faith" that program funding will be received; accordingly, OneWest reserves the right to terminate, without liability, any contract or program for which funding is not available.

14. **Collaboration**

Establishing collaboration practices , as they are likely to involve bringing together a large number of diverse disciplines, many of which have not worked together before. OneWest has adopted a collaborative approach on this project. The implementation of collaborative practices will be discussed throughout the progress of the project.

VII. SUBMITTAL INSTRUCTIONS

The submittal must be sent via email to the address below at or before **Wednesday, October 4, 2023 at 3:00 PM, local time**. All submittals must be labeled on the subject line with the Respondent's name and Winter Wonderland Event Planner. Late submittals will not be considered. OneWest reserves the right to extend the proposed receipt deadline, if necessary.

The electronic submission of the SOQ must be provided as a single Adobe Acrobat format via email and must comply with the format requirements of this RFQ. Failure to submit in the manner prescribed may cause the SOQ to be rejected.

Limit the number of pages of the submittal (including the cover letter and attachments) to 10 single-sided 8 ½" by 11" pages. All pages count toward the 10-page maximum.

Submittal Delivery address:

earnold@onewest.org

RE: SOQ Winter Wonderland Event Planner/Project Management

To enable OneWest to efficiently evaluate the responses, it is IMPORTANT that respondents follow the required format in preparing their responses. OneWest reserves the right to request additional information and/or clarifications from any and/or all of the Respondents to this RFQ.

Responses that do not conform to the prescribed format may not be evaluated.

VIII. LIST OF APPENDICES

Appendix A	Itemized Inventory
Appendix B	Event Area Map
Appendix C	Tasks Example



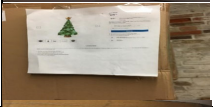



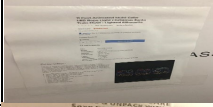








Appendix A

Itemized Inventory

Christmas Decorations Inventory - Storage Room

QTY	Unit	Description	Size		
6	box	Candy Cane Free Standing Decoration	72-inch		
2	box	Reindeer Christmas.	4 Ft		
1	box	Christmas reindeer light.	4 Ft		
1	box	Snow Man	6 Ft		
1	box	Christmas light yard.	54-inch		
1	box	Polar bear fishing	6 Ft		
1	box	Snow man	7 Ft		
1	Box	Snow man family			
4	box	Led gift box			
1	box	Christmas hats			
1	Box	Christmas net light.			
1	Box	Inflate garden deco.			
6	Box	Angel lights.			
6	Box	Candle lights.	6 Ft		
2	Box	Nativity light christmas deco	light deco.		
2	Box	Nativity light christmas deco			

Christmas Decorations Inventory - Storage Room

QTY	Unit	Description	Size		
8	box	Ringling bells	4 Ft		
3	box	Christmas Tree Free Standing	5--inch		
3	box	Sparkling reindeer	4 Ft		
2	Box	Animated Train Motif - Rope Light	11 Ft		
2	Box	Reindeer Christmas team with light.	4 Ft		
4	Box	Seasons Greeting LED Rope Light	8 Ft		
3	box	Lighted ornament yard holiday.	30-inch		
1	Box	Snowman Multicolor lights.	27.5- inch		
1	Box	Hanging decorations.			
12	Box	Gift Box Light Display	45-in		
3	Box	Christmas deco wrapped with nylon film.			

Appendix B

Event Area Map

ONE WEST

WINTER WONDERLAND

Shawnee Park
December 17th - 19th
5pm - 9pm each night



SHOW START

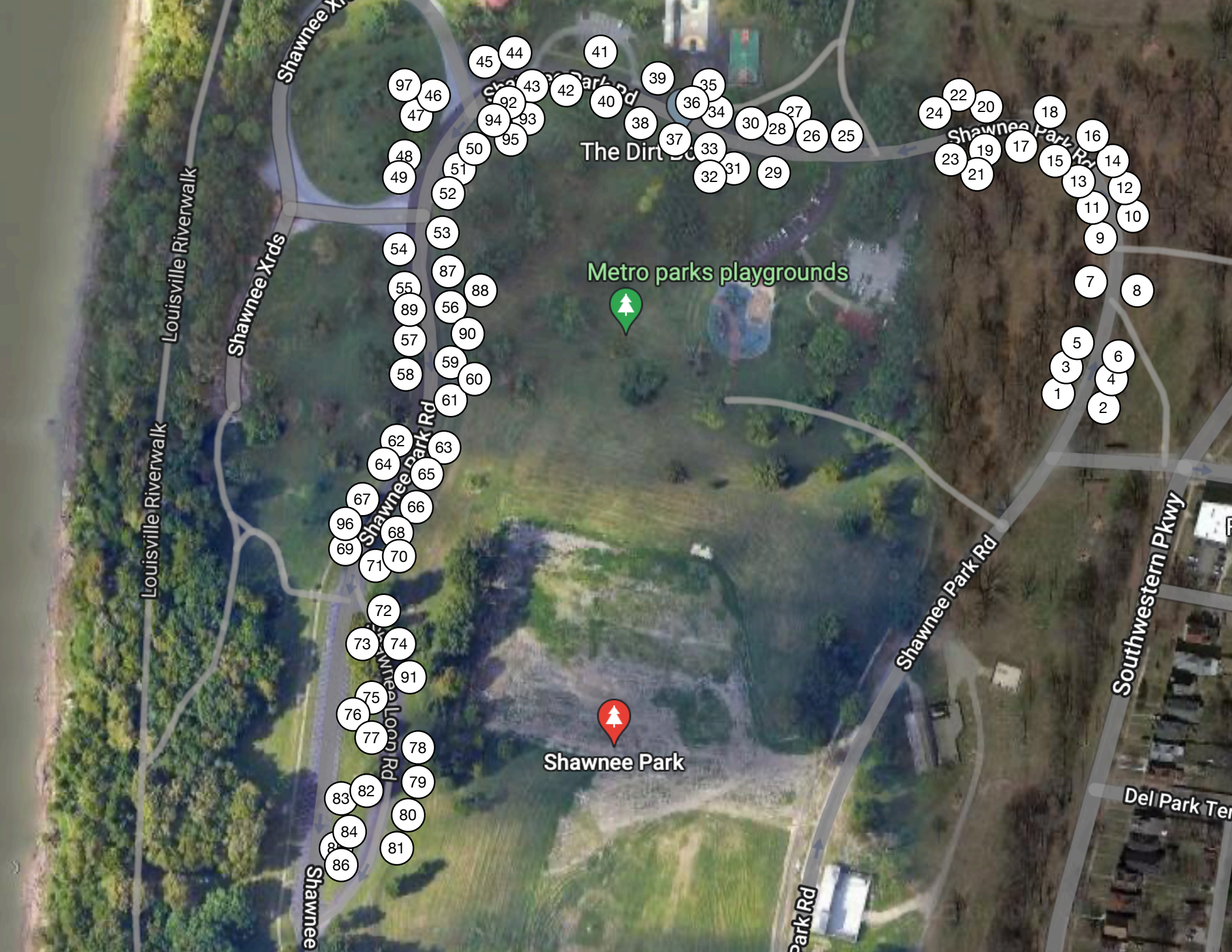
SHOW END

EXIT TO BROADWAY

ENTRANCE

- Show Route
- Traffic Flow

WEST BROADWAY



Metro parks playgrounds

Shawnee Park

Louisville Riverwalk

Shawnee Xrds

Shawnee Xrds

Shawnee

Shawnee Park Rd

Shawnee Park Rd

Southwestern Pkwy

Del Park Ter

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Appendix C

Tasks Example

Permits

Name	Subitems	Person	Status	Date	Files
LGE - Use of posts to place wreaths		TBD	Done		
Mayor's Office			Working on it		
Kick-Off Meeting with Metro					
Street Closures			Done		
Porta Potties			Done		
Insurance					
Meeting with Mrs. Smith			Done		
Police Department			Working on it		
Private Security Services			Working on it		
Donna Purvis			Done		
EMT			Working on it		
NDF Funding Request			Done		
Parks and Recreation			Done		
Olmsted - Leila			Working on it		
Confidentiality Agreement - All team member			Done		
Handicap Transportation Services Coordination					
Contracts					

EVENT

Name	Subitems	Person	Status	Date	Files
Substantial Completion Date		TBD			
Run of Show					
Assembly / Set-up					
Bucket Truck					
Safety Gear - Vest and Arm Band					
Golf Carts					

Concept

Name	Subitems	Person	Status	Date	Files
Producer - Troy Bell			Done		
Installation of wreaths			Done		
Inventory List			Done		
Music Coordination			Working on it		
Churches Carroll					
Producer for Music					
Summary for Troy Bell					
Presentation to OW - Get Lit 502			Done		
Run of Show Overview			Done		
Artist					

Community Engagement

Name	Subitems	Person	Status	Date	Files
Community Engagement Plan			Done		
Budget & Quotes	Printing Company Quote		Done		
Subitems	Name	Owner	Status	Date	Files
	Printing Company Quote				
Letter to Diane Porter			Done		
Churches	List of churches, Letter to churches & ask		Done		

Subitems	Name	Owner	Status	Date	Files
	List of churches				
	Letter to churches & ask				
Schools Engagement	List of Schools in the area, Letter to schools		Done		

Subitems	Name	Owner	Status	Date	Files
	List of Schools in the area		Done		
	Letter to schools		Working on it		
Houses Decoration Letter and Flyer			Done		
Juice Bowl - Community Engagement	Contact Juice Bowl, Need Volunteers, Ask Ms Purvis to participate		Done		

Subitems	Name	Owner	Status	Date	Files
	Contact Juice Bowl				
	Need Volunteers				
	Ask Ms Purvis to participate				
Juice Bowl Invoices			Done		
Black Businesses Letter					
Graphic & Marketing Needs			Done		
Canvassing Locations & Pictures			Done		
Canvassing Invoices			Done		
Parkland Boys & Girls Club Family Engagement Night			Done		
Community PRESS (Louisville Defender)			Done		

Volunteers

Name	Subitems	Person	Status	Date	Files
Community Policing					
On Boarding Volunteers - PPT			Working on it		
Metro United Way			Done		
Meeting with Jessica and Kahlila			Done		
Yearlings Club					
Divine Nine	Items for Homeless, Letter to D9		Working on it		

Subitems	Name	Owner	Status	Date	Files
	Items for Homeless				
	Letter to D9				
Urban League - Young Professionals					
Artists					
Developers					
YPAL					
Holiday Video					
Coat Drop-off with AKA					

Fundraising and Sponsors

Name	Subitems	Person	Status	Date	Files
Today's Woman Magazine					
List of Donors from Evon			Done		
Donna Purvis - Send a letter to encourage Council pe					
Letter from Jessica and OW Board			Done		
Collaboration Letter			Done		
Fundraising Team			Working on it		
Neighborhood Associations			Working on it		
Update sponsorship package			Done		
Letter to all Council persons					

Social Media

Name	Subitems	Person	Status	Date	Files
Flyers Update			Done		
Press Release - Current 360					

Press Conference at the Park
 Yard Signs
 Posters
 Facebook Ads
 Facebook Event
 Send sponsorship package to the Councilwoman
 Facebook Engagement

Done
 Done
 Done
 Done
 Done
 Working on it

Budget

Name	Subitems	Person	Status	Date	Files
WW Budget Approval by OW Board			Done		
Contracts			Working on it		