



**CITY OF FISHERS
GENERAL PROCUREMENT & PURCHASING
REQUEST FOR PROPOSALS (RFP)
SPARK FISHERS 5K WALK/RUN**

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1. STATEMENT OF INTENT

The City of Fishers, Hamilton County, Indiana solicits proposals from qualified firms to produce the City's annual Spark Fishers 5K Walk/Run on Wednesday, June 22, 2022, and tbd dates in 2023 and 2024. Based on the responses to the RFP, it is the intent of the City of Fishers to enter into a professional services agreement with the selected Vendor.

The selected Entity shall have an Agreement with the City of Fishers to design a 5K walk/run course to begin and end along a mutually agreed upon route in the Nickel Plate District. Proposals shall include all labor, equipment, materials, and other miscellaneous items necessary to provide a first-class event for families and participants for a city of approximately 100,000 people. Proposals must also include multiple proposed routes for the 5K Walk/Run.

The selected Entity agrees all services to be performed shall follow all local and state laws and regulations, shall provide sufficient personnel at along all parts of the course, and shall obtain all licenses and permits necessary for such an event.

All proposals should be delivered to the City of Fishers Parks & Recreation Department at 8100 E 106th St, Suite 150, Fishers, IN 46038 and emailed to sandquists@fishers.in.us. Proposal must be delivered no later than 11:00AM EST on February 12, 2022. City of Fishers Parks Department will consider all proposals submitted which meet or exceed the specifications set forth herein. Further, it is the intent of the City of Fishers to not preclude any contractor the opportunity to proposal by reason of these specifications. If the City receives a satisfactory proposal, it shall award a contract to the lowest, most responsive, and responsible offeror. The city may reject all proposals.

2. SOLICITATION

Proposals for the goods and/or services described in the Statement of Intent must be submitted with one hard copy and one electronic copy to the following contact no later than the indicated time and date:

CONTACT NAME: Sarah Sandquist

ADDRESS: 8100 E 106th St, Suite 150, Fishers IN 46038

TIME: 11:00am EST

DATE: February 12, 2022



EMAIL:

The City reserves the right to reject all proposals at its absolute discretion. All Offers are subject to the laws of the State of Indiana.

3. PROJECT DESCRIPTION

The City of Fishers will host its annual 5K Walk/Run as part of a week festival, Spark Fishers, celebrating Independence Day highlighting the best of Fishers food, entertainment, and community. Spark Fishers is an all-ages friendly event intended to celebrate the history and future of Fishers in a fun, interactive way. In addition to music and family activities taking place over the course of the week, a 5K walk/run has been scheduled to take place on June 22, 2022, to begin and end along a mutually agreed upon route in the Nickel Plate District.

The City of Fishers formally solicits proposals from qualified firms to produce the City's annual Spark! Fishers 5K Walk/Run that provides a distinctive, positive experience for all race participants – including tangible steps to be inclusive of runners, walkers, children, seniors, and participants with physical disabilities.

4. SCOPE OF PROPOSAL

- Race and Event Logistics
 - Proposers shall effectively and efficiently manage all logistical components of the walk/run, including development of race routes, race themes, operational needs, online race registration, and public safety.
- Rain Make-Up Date:
 - In case of extreme inclement weather, the 5K Walk/Run shall be rescheduled to Sunday, June 26th, 2022.
- 5K Walk/Run Route
 - Proposals shall include multiple race route options, each totaling 5K. Course does not need to be certified; however, race distance should be measured to ensure it totals 5K. Formal race routes shall be developed with the assistance of the Fishers Police Department and other City personnel as assigned.
 - Proposed race routes must start and end in the Nickel Plate District, generally defined as the area located within Commercial Drive to the east, Sunblest Boulevard to the north, Holland Drive to the west, and South Street to the south. The final route shall be mutually agreed upon by all parties, with the City of Fishers having final authorization. Utilization of Nickel Plate Trail is encouraged.
- Fees:
 - All proposals shall contain an itemized listing of fees associated with the production of the walk/run, with the City having final say on all proposed fees.
 - Proposals shall include promotional item options, so that race participants receive a goody bag, t-shirt, medal, etc., as well as awards for top race finishers.

- Proposer may charge users an entry fee for participating in the 5K Walk/Run. All entry fees charged shall be retained by the proposer, and fee amounts shall be mutually agreed upon by Proposer and City of Fishers personnel prior to the Proposer collecting entry fees for participation.
 - Public Safety:
 - The City of Fishers, as a sponsor of the event, will provide in-kind services for required City of Fishers Police and Fire Services related to the 5K walk/run. Proposals shall include plans for coordination with all public safety offices in the City of Fishers, including proposed meeting timelines and placement of public safety personnel along routes and in the Nickel Plate District.
 - Music:
 - The Entity shall provide music and entertainment in the park and along race routes to entertain race participants.
 - Provision of Labor and Equipment by Contractor:
 - The Entity shall furnish all labor, equipment, supplies, personnel, and supervision to provide the 5K walk/run. The Entity shall provide a crew of experienced event producers to set up and execute the event and remove all supplies and equipment after the event has concluded.
 - Marketing, Promotions, and Sponsorship
 - City of Fishers shall be solely responsible for soliciting and obtaining all sponsorships related to the event. Proposer understands they shall have no right to any monies collected by the City of Fishers.
 - Proposals shall include a marketing and communications plan to include media partnerships, email, website, social media, and printed materials that provides messaging specific to the Spark Fishers 5K Walk/Run, a timeline for releasing such materials, and a plan for coordinating with the City of Fishers.
 - Cleanup of Route and Occupied Area:
 - The Entity must clean up all areas occupied by the event, including the walk/run route, registration area(s), and any other areas deemed necessary by the City of Fishers to the satisfaction of the City of Fishers. A representative of the Entity, along with representatives from the City of Fishers, will be required to visually inspect all affected areas at the conclusion of the event to determine that the Entity has satisfactorily cleaned the area.
 - Compliance with Laws:
 - The Entity shall be required to obtain, at the Entity's expense, all permits, give all necessary notices, pay all license fees, and comply with all local, state, and federal rules and regulations, ordinances and statutes that shall apply.
 - References:
 - Proposer must provide a minimum of five (5) references of current or recently completed projects containing the name and telephone numbers of contact persons, including at least one customer similar in size and complexity as the City of Fishers.
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5. TERMS OF AGREEMENT

The City of Fishers solicits proposals from qualified firms to produce the City's annual Spark! Fishers 5K Walk/Run on Wednesday, June 22, 2022. Proposals are due by February 12, 2022, at 11:00AM at the Fishers Parks Offices located at 8100 E 106th St, Suite 150, Fishers, IN 46038. Proposals will be publicly opened and read aloud at the proposal due date and time, and a contract shall be awarded to the lowest, most responsive, and responsible bidder. **Awarding of the contract is subject to approval by the City's Board of Public Works and Safety.** Upon approval, the City and Contractor shall enter a mutually agreed upon services agreement.

6. PROPOSAL SUBMITALL INSTRUCTIONS

All proposals should be delivered to the City of Fishers Parks & Recreation Department at 8100 E 106th St, Suite 150, Fishers, IN 46038 and emailed to sandquists@fishers.in.us. Proposal must be delivered no later than 11:00AM EST on February 12, 2022. City of Fishers Parks Department will consider all proposals submitted which meet or exceed the specifications set forth herein. Further, it is the intent of the City of Fishers to not preclude any contractor the opportunity to proposal by reason of these specifications. If the City receives a satisfactory proposal, it shall award a contract to the lowest, most responsive, and responsible offeror. The city may reject all proposals.

7. SELECTION CRITERIA

The selection, negotiation, and award of an agreement for the Spark Fishers 5K Walk/Run shall be based upon information and data provided by the Proposers in response to the formal RFP. The Owner shall award a contract to the Proposer that presents the best proposal incorporating all elements outlined by the Scope of Proposal requirements.

8. AWARD NOTIFICATION

All proposals will be evaluated based on many factors including, but not limited to, price, features, and options as equipped or proposed, productivity, service availability, past performance, customer relations, and other factors deemed pertinent by the City of Fishers. The successful vendor will be notified no later than 5 days following the February 12 proposal opening and reading. The vendor understands that this notification is only a conditional approval, subject to final determination of the City's Board of Public Works and Safety.

Timeline:

January 6, 2022 – RFP Issued

February 12, 2022 – Proposals Due by 11:00AM; City Reviews Proposals and Selects Winner



February 18, 2022 – Winning Proposal Owner Notified (pending Board of Public Works Approval)

February 22, 2022 – Board of Works Proposal Approval

February 23, 2022 - City Enters Professional Services Agreement with Selected Vendor

9. CONTACT INFORMATION

Please forward questions and/or completed proposals to:

Sarah Sandquist
City of Fishers Parks
sandquists@fishers.in.us
317-595-3117