

Request for Proposals



City of Minneapolis

Consultants - Special Events Planners
RFP 2016-52 Issue Date: Monday, April 04, 2016

Proposals Due by: Tuesday, April 26, 2016 at 4:00pm CDT

March 11th, 2016

To whom it may concern:

Attached is a Request for Proposals for professional event planning and coordination services for the City of Minneapolis. These services are needed for large events, including the 2018 Super Bowl and other large events. The City is seeking proposals from three individual consultants; two for public safety coordination services and one for enterprise coordination services. Please consider submitting a proposal for providing these services if you meet the qualifications and are available. Please review the RFP for details.

Proposals are due by Tuesday April 26th, 2016 at 4:00pm Central Daylight Time.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Spencer Cronk". The signature is written in a cursive style with a long horizontal flourish at the end.

Spencer Cronk
Minneapolis City Coordinator

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**REQUEST FOR PROPOSALS
FOR
Contractor- Special Events Planner(s)**

- I. INVITATION:** It is the intention of the City to solicit proposals for consulting services related to special event planning including the 2018 Super Bowl and other events, to be held in Minneapolis, MN.

The City of Minneapolis (hereinafter referred to as the City) makes this Request for Proposals (hereinafter referred to as the RFP) in order to select qualified Consultants (hereinafter referred to as the Consultant) for providing special events planning services (hereinafter called the Project). The Project is generally described in the “Scope of Services” (Attachment B), contained within this RFP, including descriptions of roles, responsibilities and relationship of the Consultant, City, and other parties involved in the Project.

- II. PROPOSAL DUE DATE and LOCATION:** The Consultant shall submit their proposals electronically to the City of Minneapolis Procurement Office to: RFP.Responses@minneapolismn.gov

- III. PROPOSAL FORMAT:** The Consultant shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria has been satisfied as specified in Section IV – “EVALUATION OF PROPOSALS”.

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and appendices and be arranged in consecutive order.

1. **Executive Summary** - The Executive Summary should include a clear statement of the Consultant’s understanding of the RFP including a brief summary of the Scope of Work. Include, at a minimum, an outline of the contents of the proposal, an identification of the consultant, a description of the responsibilities of the consultant, and a summary of the proposed services to be provided by the consultant. The summary should include a statement regarding which of the three position(s) they seek to be considered. This summary should be no more than two pages in length.
2. **Resume** – Submit a complete resume which outlines your education, background and related experience demonstrating ability to provide required services.
3. **References** - List of at least two professional references with contact information and context of your association with them.
4. **Proof of valid Driver’s License and vehicle insurance.**

- IV. EVALUATION OF PROPOSALS – SELECTION OF CONSULTANT:** Proposals will be reviewed by an Evaluation Panel made up of representatives of the City of Minneapolis. The Evaluation Panel will select a "short list" of qualified Consultants who will be formally interviewed as part of the final selection, as deemed necessary by the City. Evaluations will be based on the required criteria listed in Section III “PROPOSAL FORMAT”, and the following:

- A. Quality, thoroughness, and clarity of proposal.
- B. Qualifications and experience of staff (includes a review of references).
- C. How well the consultant’s experience and skill set meets department objectives.

V. SCHEDULE: The following is a listing of key Proposal and Project milestones:

RFP Release	April 4th, 2016
Questions Due	April 15, 2016
Responses to Questions Posted	April 20, 2016
Proposals Due	April 26 th , 2016 at 4:00pm CDT
Estimated Consultant Selection	May 1 st , 2016
Criminal Background Investigation	May-July, 2016
Estimated Services start date(s):	September 1 st , 2016-one consultant (Police Department)
Estimated Services start date(s):	Fall 2016-one consultant (Enterprise Coordination)
Estimated Services start date(s):	January 1 st , 2017- one consultant (Police Department)
Estimated Services end date(s):	March 31, 2018, all consultants

I. CONTRACT: The contracting parties will be the City of Minneapolis and the Consultants selected to provide the services as described herein. The selected proposals, along with the RFP and any counter proposals will be incorporated into formal agreements after negotiations. It is the intent of the City to award three separate contracts – one for each consultant position. The contracts may be extended at the discretion of the city.

II. DEPARTMENT CONTACT/REQUESTS FOR CLARIFICATION: The Consultant’s primary interface with the City will be with the Contract Manager who will act as the City’s designated representative for the Project. Prospective responders shall direct inquiries/questions *in writing only* to:

Contract Manager: Trudy Kjenstad
350 South 5th Street, M301, Minneapolis, MN
Email ID: Trudy.Kjenstad@minneapolismn.gov

The Contract Manager is the only individual who can be contacted regarding the Project before proposals are submitted. The Contract Manager cannot vary the terms of the RFP.

III. REJECTION OF PROPOSALS: The City reserves the right to reject any Consultant on the basis of the proposals submitted. The City reserves the right to reject all proposals or any Consultant on the basis of the proposal submitted.

IV. COMPENSATION: Compensation for services provided will be up to \$65,000 per year (twelve months) for public safety services for the Police Department. Compensation for enterprise coordination services is negotiable. Payment for services provided will be issued by the City of Minneapolis on a monthly or bi-weekly basis, within 30 days of receipt of invoice. The compensation listed is inclusive of all services provided including personnel time and other costs including mileage and personal vehicle use. Necessary travel expenses including all transportation,

lodging and per diem for out of town travel, as required by the City, will be reimbursed to the Contractor in addition to the listed compensation amount.

V. ADDENDUM TO THE RFP: If any addendum is issued for this RFP, it will be posted on the City of Minneapolis web site at:

<http://www.minneapolismn.gov/finance/procurement/rfp>

The City reserves the right to cancel or amend the RFP at any time.

Attachment A

General Conditions for Request For Proposals (RFP)

(Revised: Dec, 2015)

The General Conditions are terms and conditions that the City expects all of its Consultants to meet. The Consultant agrees to be bound by these requirements unless otherwise noted in the Proposal. The Consultant may suggest alternative language to any section at the time it submits its response to this RFP. Some negotiation is possible to accommodate the Consultant's suggestions.

1. City's Rights

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in the Request for Proposal, or the respondent's reply based on the component prices submitted.

2. Equal Opportunity Statement

The Consultant agrees to comply with applicable provisions of applicable federal, state and city regulations, statutes and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants, employees, subcontractors and suppliers of the Consultant. Among the federal, state and city statutes and ordinances to which the Consultant shall be subject under the terms of this Contract include, without limitation, Minnesota Statutes, section 181.59 and Chapter 363A, Minneapolis Code of Ordinances Chapter 139, 42 U.S.C Section 2000e, et. seq. (Title VII of the Civil Rights Act of 1964), 29 U.S.C Sections 621-624 (the Age Discrimination in Employment Act), 42 U.S.C Sections 12101-12213 (the Americans with Disability Act or ADA), 29 U.S.C Section 206(d) (the Equal Pay Act), 8 U.S.C Section 1324 (the Immigration Reform and Control Act of 1986) and all regulations and policies promulgated to enforce these laws. The Consultant shall have submitted and had an "affirmative action plan" approved by the City prior to entering into a Contract.

3. Insurance

Insurance secured by the Consultant shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Consultant. Any policy deductibles or retention shall be the responsibility of the Consultant. The Consultant shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Consultant's interest or provide adequate coverage. Evidence of coverage is to be provided on a current ACORD Form. A thirty (30) day written notice is required if the policy is canceled, not renewed or materially changed. The Consultant shall require any of its subcontractors, if sub-contracting is allowable under this Contract, to comply with these provisions, or the Consultant will assume full liability of the subcontractors.

The Consultant and its subcontractors shall secure and maintain the following insurance:

- a) **Workers Compensation** insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) **Commercial General Liability** insurance with limits of at least \$2,000,000 general aggregate, \$2,000,000 products - completed operations \$2,000,000 personal and advertising injury, \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured. The amount of coverage will be automatically increased if the project amount is expected to exceed \$2,000,000 or involves potentially high risk activity.
- c) **Commercial Automobile Liability** insurance covering all owned non-owned and hired automobiles with limits of at least \$1,000,000 per accident.

4. **Hold Harmless**

The Consultant will defend, indemnify and hold harmless the City and its officers and employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses, including court costs and reasonable attorney's fees regardless of the Consultant's insurance coverage, arising directly from any negligent act or omission of the Consultant, its employees, agents, by any sub-contractor or sub-consultant, and by any employees of the sub-contractors and sub-consultants of the Consultant, in the performance of work and delivery of services provided by or through this Contract or by reason of the failure of the Consultant to perform, in any respect, any of its obligations under this Contract.

The City will defend, indemnify and hold harmless the Consultant and its employees from all liabilities, claims, damages, costs, judgments, lawsuits and expenses including court costs and reasonable attorney's fees arising directly from the negligent acts and omissions of the City by reason of the failure of the City to perform its obligations under this Contract. The provisions of the Minnesota Statutes, Chapter 466 shall apply to any tort claims brought against the City as a result of this Contract.

Except as provided in the section titled Data Practices, neither party will be responsible for or be required to defend any consequential, indirect or punitive damage claims brought against the other party.

5. **Subcontracting**

The Consultant shall provide written notice to the City and obtain the City's authorization to subcontract any work or services to be provided to the City pursuant to this Contract. As required by Minnesota Statutes, Section 471.425, the Consultant shall pay all subcontractors for subcontractor's undisputed, completed work, within ten (10) days after the Consultant has received payment from the City.

6. **Assignment or Transfer of Interest**

The Consultant shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City. The Consultant shall not subcontract any services under this Contract without prior written approval of

the City Department Contract Manager designated herein.

7. General Compliance

The Consultant agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under the Contract.

8. Performance Monitoring

The City will monitor the performance of the Consultant against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this Contract. If action to correct such substandard performance is not taken by the Consultant within a reasonable period of time to cure such substantial performance after being notified by the City, Contract termination procedures will be initiated. All work submitted by Consultant shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Consultant and shall inform the Consultant of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

9. Prior Uncured Defaults

Pursuant to Section 18.115 of the City's Code of Ordinances, the City may not contract with persons or entities that have defaulted under a previous contract or agreement with the City and have failed to cure the default.

10. Independent Consultant

Nothing contained in this Contract is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Consultant shall at all times remain an independent Consultant with respect to the work and/or services to be performed under this Contract. Any and all employees of Consultant or other persons engaged in the performance of any work or services required by Consultant under this Contract shall be considered employees or subcontractors of the Consultant only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of the Consultant.

11. Accounting Standards

The Consultant agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices (GAAP) to properly account for expenses incurred under this Contract.

12. Retention of Records

The Consultant shall retain all records pertinent to expenditures incurred under this Contract in a legible form for a period of six years commencing after the later of contract close-out or resolution

of all audit findings. Records for non-expendable property acquired with funds under this Contract shall be retained for six years after final disposition of such property.

13. Data Practices

The Consultant agrees to comply with the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13) and all other applicable state and federal laws relating to data privacy or confidentiality. The Consultant and any of the Consultant's sub-consultants or sub-contractors retained to provide services under this Contract shall comply with the Act and be subject to penalties for non-compliance as though they were a "governmental entity." The Consultant must immediately report to the City any requests from third parties for information relating to this Contract. The City agrees to promptly respond to inquiries from the Consultant concerning data requests. The Consultant agrees to hold the City, its officers, and employees harmless from any claims resulting from the Consultant's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the Contract with the selected Consultant(s). At that time, the proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and as such are open for public review.

14. Inspection of Records

Pursuant to Minnesota Statutes, Section 16C.05, all Consultant payroll and expense records with respect to any matters covered by this Contract shall be made available to the City and the State of Minnesota, Office of the State Auditor, or their designees upon notice, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

15. Living Wage Ordinance

The Consultant may be required to comply with the "[Minneapolis Living Wage and Responsible Public Spending Ordinance](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf)" (http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_255695.pdf), Chapter 38 of the City's Code of Ordinances (the "Ordinance"). Unless otherwise exempt from the ordinance as provided in Section 38.40 (c), any City contract for services valued at \$100,000 or more or any City financial assistance or subsidy valued at \$100,000 or more will be subject to the Ordinance's requirement that the Consultant and its subcontractors pay their employees a "living wage" as defined and provided for in the Ordinance.

16. Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this Contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Consultant.

17. Conflict and Priority

In the event that a conflict is found between provisions in this Contract, the Consultant's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals (only for Contracts awarded using RFP).

18. Travel

If travel by the Consultant is allowable and approved for this Contract, then Consultant travel expenses shall be reimbursed in accordance with the City's [Consultant Travel Reimbursement Conditions](http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf) (<http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/wcms1p-096175.pdf>).

19. Billboard Advertising

City Code of Ordinance 544.120, prohibits the use of City and City-derived funds to pay for billboard advertising as a part of a City project or undertaking.

20. Conflict of Interest/Code of Ethics

Pursuant to Section 15.250 of the City's Code of Ordinances, both the City and the Consultant are required to comply with the City's Code of Ethics. Chapter 15 of the Code of Ordinances requires City officials and the Consultant to avoid any situation that may give rise to a "conflict of interest." A "conflict of interest" will arise if Consultant represents any other party or other client whose interests are adverse to the interests of the City.

As it applies to the Consultant, the City's Code of Ethics will also apply to the Consultant in its role as an "interested person" since Consultant has a direct financial interest in this Agreement. The City's Code of Ethics prevents "interested persons" from giving certain gifts to employees and elected officials.

21. Termination, Default and Remedies

The City may cancel this Contract for any reason without cause upon thirty (30) days' written notice. Both the City and the Consultant may terminate this Contract upon sixty (60) days' written notice if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract. The non-defaulting party shall have the right to terminate this Contract, if the default has not been cured after ten (10) days' written notice or such other reasonable time period to cure the default has been provided. If termination shall be without cause, the City shall pay Consultant all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Consultant, the City shall pay Consultant all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the Contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Consultant under this Contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Consultant. The City may, in

such event, withhold payments due to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Consultant, from asserting any other right or remedy allowed by law, equity, or by statute. The Consultant has not waived any rights or defenses in seeking any amounts withheld by the City or any damages due the Consultant.

22. Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon the City's payment for and final approval of the final report or upon payment and request by the City at any time before then. The City at its own risk, may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Consultant.

23. Intellectual Property

All Work produced by the Consultant under this Contract is classified as "work for hire" and upon payment by the City to the Consultant will be the exclusive property of the City and will be surrendered to the City immediately upon completion, expiration, or cancellation of this Contract. "Work" covered includes all reports, notes, studies, photographs, designs, drawings, specifications, materials, tapes or other media and any databases established to store or retain the Work. The Consultant may retain a copy of the work for its files in order to engage in future consultation with the City and to satisfy professional records retention standards. The Consultant represents and warrants that the Work does not and will not infringe upon any intellectual property rights of other persons or entities.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the terms of this Contract. This Contract does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Contract to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Contract.

24. Equal Benefits Ordinance

Minneapolis Code of Ordinances, Section 18.200, relating to equal benefits for domestic partners, applies to each Consultant and subcontractor with 21 or more employees that enters into a "contract", as defined by the ordinance that exceeds \$100,000. The categories to which the ordinance applies are personal services; the sale or purchase of supplies, materials, equipment or the rental thereof; and the construction, alteration, repair or maintenance of personal property. The categories to which the ordinance does not apply include real property and development contracts.

Please be aware that if a "contract", as defined by the ordinance, initially does not exceed \$100,000, but is later modified so the Contract does exceed \$100,000, the ordinance will then apply to the Contract. A complete text of the ordinance is available at:

http://www.minneapolismn.gov/www/groups/public/@finance/documents/webcontent/convert_261694.pdf

It is the Consultant's and subcontractor's responsibility to review and understand the requirements and applicability of this ordinance.

25. City Ownership and Use of Data

The City has adopted an Open Data Policy ("Policy"). The City owns all Data Sets as part of its compliance with this Policy. Data Sets means statistical or factual information: (a) contained in structural data sets; and (b) regularly created or maintained by or on behalf of the City or a City department which supports or contributes to the delivery of services, programs, and functions. The City shall not only retain ownership of all City Data Sets, but also all information or data created through the City's use of the software and /or software applications licensed by the Consultant (or any subcontractor of sub-consultant of the Consultant) to the City.

The City shall also retain the right to publish all data, information and Data Sets independently of this Contract with the Consultant and any of Consultant's subcontractors or sub-consultants involved in providing the Services, using whatever means the City deems appropriate.

The City shall have the right to access all data, regardless of which party created the content and for whatever purpose it was created. The Consultant shall provide bulk extracts that meet the public release criteria for use in and within an open data solution. The Consultant shall permit and allow free access to City information and Data Sets by using a method that is automatic and repeatable. The Data Sets shall permit classification at the field level in order to exclude certain data.

26. Small & Underutilized Business Program (SUBP) Requirements

The City of Minneapolis policy is to provide equal opportunities to all businesses, with an effort to redress discrimination in the City's marketplace and in public contracting against Minority-Owned Business Enterprises (MBEs) and Women-Owned Business Enterprises (WBEs). The SUBP requirements detailed in the Minneapolis Code of Ordinances Chapter 423.50 applies to any professional or technical Service contract in excess of \$100,000. SUBP goals are set on contracts based on project scope, subcontracting opportunities and availability of qualified MBEs/WBEs.

There are no SUBP goals on this RFP. However, if there are subcontracting opportunities later identified, Consultant shall inform the Contract Manager to obtain authorization as stated under the section titled "Subcontracting" of the Terms and Conditions. Consultant shall take action to afford MBEs and WBEs full and fair opportunities to compete on this contract and resulting subcontracts. To locate certified MBEs and WBEs under the Minnesota Uniform Certification Program (MnUCP), please visit <http://mnucep.metc.state.mn.us/> or contact contractcompliance@minneapolismn.gov.

ATTACHMENT B

SCOPE OF SERVICES

It is the intent of this document to outline a general description of the Project, the extent of services required, and the relationship of this Project to other work, and the agencies or other parties that will interact with the Consultant. The contents of this document are considered representative of the Project as a whole, but are by no means conclusive.

3 Consultants – Special Events Planners; (other additional positions may be added as needed).

- Consultant 1 (Police Department) hired from September 1, 2016 through March 31, 2018.
- Consultant 2 (Police Department) hired from January 1, 2017 through March 31, 2018.
- Consultant 3 (Enterprise Coordination) likely to begin work in the Fall of 2016. Specific timeframe to be negotiated.

Summary of Role and Responsibilities for Public Safety Services for the Police Department:

Assist the City of Minneapolis with coordination of special events associated with large events, including the 10-day 2018 Super Bowl and other events.

Duties may include:

- Coordinate personnel use, scheduling and personnel assignments, facility use with other event coordinators as it relates to multiple events in facilities, including meeting rooms, tables, chairs and audio visual equipment;
- Assisting with logistics and planning for all aspects related to these special events;
- Work closely with police, Fire, EMS in coordinating public safety plans;
- Serve as a liaison with outside agencies, other City Departments, law enforcement agencies, security services and traffic control maintaining communication channels with all internal operations.
- Working with the NFL and the MN Super Bowl Host Committee as needed on coordination, information.
- Scheduling, planning, coordinating and facilitating pre-event meetings with public safety stakeholders and planning groups.
- Drafting operational planning documents and spreadsheets; entering information into various databases including after action report(s).
- Conduct pre-event and post-event meetings as necessary to ensure proper department communication, constructive feedback.

Experience/Qualifications:

- Must have extensive experience in coordinating and planning large-scale special events.
- Strong organizational skills with exceptional attention to detail while managing multiple task and changing priorities.
- Demonstrated experience working successfully in team environments and ability to take directions.
- Must possess superior interpersonal skills for constantly communicating preparation instructions.
- Solid critical thinking and problem-solving skills to devise creative solutions.
- Extensive experience at writing special event planning and operational documents.

- Must have sound ability to work under pressure, time constraints and maintain professional composure.
- Knowledge of building dimensions, safety regulations, operational procedures and policies.
- Must be proficient with MS Office products to include Excel and Word.
- Must have a valid MN Driver's License, willing to drive your own vehicle, and be able to pass a criminal and MPD background check.
- Must be willing to travel as needed and attend meetings.

Compensation:

Compensation for services provided will be up to \$65,000 per year (twelve months), per individual contract.

Summary of Role and Responsibilities for Enterprise Coordination Services:

Assist the City of Minneapolis with enterprise-wide coordination of all events including those associated with special large events such as the 10-day 2018 Super Bowl as well as other city events. This coordination will include various city departments.

Duties may include:

- Serve as primary and first contact for city events.
- Lead the enterprise event team comprised of various city departments.
- Actively manage and monitor team performance and report out to City Management.
- Coordinate logistics and planning for all aspects related to all events.
- Work with event proposers/organizers (such as the NFL and the MN Super Bowl Host Committee) as needed on enterprise coordination and information.
- Work closely with safety, enforcement, and security agencies/services to ensure public safety needs.
- Serve as a liaison with outside agencies while maintaining communication channels with all internal operations.
- Schedule, plan, coordinate and facilitate event meetings with appropriate stakeholders and groups including public and private committees specifically for special events.
- Ensure preparation of any operational work plans including critical dates, work flows and interdependencies plus after action report(s).
- Conduct pre-event and post-event meetings as necessary to ensure proper enterprise communication, constructive feedback.

Experience/Qualifications:

- Must have experience in coordinating and planning special events.
- Best practices for project and event planning, coordination, execution, and follow up.
- Strong leadership and organizational skills with exceptional attention to detail while managing multiple tasks and changing priorities.
- Demonstrated experience working successfully in team environments, ability to take and provide directions, and manage conflict identification and resolution.
- Must possess superior interpersonal skills for constantly communicating preparation instructions.
- Solid critical thinking and problem-solving skills to devise creative solutions.
- Experience at preparing event planning and operational documents.
- Must have sound ability to work under pressure, time constraints and maintain professional composure.
- Desired experience and skills in customer service, marketing, financial, management and supervision.

- Knowledge of municipal rules, regulations, operations, procedures and policies.
- Must be proficient with MS Office products to include Excel and Word.
- Must have or obtain a valid MN Driver's License, willing to drive your own vehicle and have proper vehicle insurance, and be able to pass a criminal and MPD background check.
- Must be willing to travel as needed and attend meetings.

Compensation:

Consultant should propose their compensation (annual and/or hourly fee) for their proposed enterprise coordination services which will be the starting point for a negotiated contract amount.