

Appendix E: Sample Request for Proposals



**Request for Proposals
for the
Renovation and Operation
of the
Yourtown High School Auditorium**

May 20, 199X

NB This sample document was chosen because it represents a clear, concise means of constructing an RFP. It is intended solely as a representation and a guide, not for use as a template for writing RFPs.

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1.0 Introduction

1.1 Project Background

The Yourtown Municipal High School Audio Visual Room (Auditorium) was built as part of the extension to the High School in 1967-68. Its primary uses have been to serve the needs of the school and the broader Yourtown community as a public performance space and lecture/public speaking facility. The Auditorium is the only major performing arts facility of its kind in the municipality.

Upgrading the facility and finding a solution to the management of the Auditorium has been an ongoing concern dating back to the early 1980s. About 100 bookings are scheduled per year.

1.2 Purpose of the Request for Proposals

The facility shows signs of serious neglect and as such, is not operating as an effective facility for either the school or the community. The Auditorium requires physical maintenance and theatrical upgrading to bring the facility into good working order.

Proposals are being solicited from the private sector to upgrade the facility and establish an effective and professional management of operations.

1.3 Definitions

The Auditorium has the potential to be a self-contained facility within the Yourtown High School, located at 123 Main Street, in Yourtown, N.S. The building is owned by the municipality's school board.

The Auditorium seats 1096 fixed seats with upper and lower seating. The stage is 36 feet wide by 32 feet deep. There is no fly tower. Details of the facility are provided in the Partnership Study documents.

2.0 Project Description

2.1 Renovation Objectives

The minimum criteria are the strategy, implementation, and operation of renovations which allow the facility to operate effectively as the major performing arts facility in Yourtown. Once renovated, the Auditorium should serve as a catalyst to local producers. The facility should also be an economic, social, and cultural benefit to the municipality.

2.2 Operation Objectives

The successful proposal will tangibly address the needs of the facility to operate to the best advantage of the school during its designated times and for community presentations including rentals and self promotions.

Criteria would include:

- Booking & scheduling
- School Coordination
- Marketing
- Maintenance
- Promotions and Presentations

2.3 Management Objectives

Criteria would include as a minimum:

- Proposed staffing and management structure
- An effective training programme for all staffing
- Learning experiences and training for Yourtown High School students
- Method of coordination between the needs of all users
- An effective marketing strategy for the Auditorium

3.0 Auditorium Renovation Requirements

3.1 General Requirements

Renovations including carpeting, seating, electrical supply, cleaning ventilation, carpentry on the stage front must be addressed.

3.2 Physical and Structural Requirements

Physical and Structural improvements include increasing the back stage areas, performer facilities, public amenities, increasing space on stage, improved access for loading and technical set up, and electrical supply.

3.3 Theatrical Requirements

Theatrical improvements such as the installation of lighting and sound equipment and installation of new draperies are integral to the successful proponent.

3.5 General Maintenance Requirements

The criteria includes the proposed method of addressing the need for ongoing maintenance of Auditorium facilities, both physical and theatrical, and the janitorial requirements that are at a minimum, on par with the standards now established by the School Board.

4.0 Auditorium Operations

4.1 Scheduling

The criteria would include:

A method of scheduling that will allow for the effective use by the school and the community.

4.2 Revenue Sources

The criteria would include:

Projected revenues from all sources

A proposed strategy for securing these revenues

4.3 Maintenance Fund

The criteria would include:

A strategy for establishing and maintaining an ongoing source of funds to be used for the upkeep, upgrading, and maintenance of the facility.

4.4 Operational Issues

The criteria for the assessment of an independent operator would be based on the effectiveness of the plan, experience, and commitment to achieving a mutually-beneficial day-to-day operation of the Auditorium.

5.0 Management Requirements

5.1 General Requirements

The successful Proponent would have an understanding of the unique nature of the participants associated with this project. The foremost association is with Yourtown High School. The Proponent would demonstrate interest and ability to work within this environment.

5.2 Management & Operating Plan

Criteria would include:

How the operator proposes to operate and manage the day to day operations of the Auditorium

Level of experience in:

Facility management

The live entertainment field

Community experience

Stage craft skills

Ability and experience working with volunteers

Ability and experience working with students.

5.3 Reporting and Dispute Resolution

Criteria would include:

How the operator proposes to manage internal communications between the owners, school, students, and community;

A proposed method of dispute resolution.

6.0 Capital Investment

6.1 Terms and Conditions

A minimum financial commitment of \$XXX,XXX toward capital improvements is required. This amount is to be financed by the operator. All operating costs associated with the Auditorium, including utilities, business operations, capital financing, staffing, insurance liabilities, are to be borne by the operator.

The submission of detailed financial plans is recommended.

6.2 Shadow Bid

An Information Package is available as per section 9.1. It contains cost estimates for the renovations and an assessment of the marketability and operations of the Auditorium. These figures reflect the Board's best cost estimates of the project. The Proponent is not bound by these figures if the desired results can be achieved by other means.

7.0 Contractual Agreement

The components would include:

a proposed type of agreement

type of agreement

method of operation

operational responsibilities

financial commitment from the operator

a dispute resolution mechanism

default & enforcement

7.2 Insurance

The minimum required would be \$X million liability insurance. All costs associated of securing and maintaining the necessary coverage would be the responsibility of the operator.

8.0 Submissions

8.1 Format

The submission may be in any format as long as it meets all of the requirements of this Request for Proposal. To facilitate comparison and evaluation the submission may wish to follow the format below:

Cover letter, including signatures and principal contact:

Table of Contents

Executive Summary

Identification of Applicant

Summary of Qualifications

Operational Plan

Management Plan

Financial Plan

Legal Arrangements

Alternatives

All proposals must be in hard copy form. Facsimile submissions will not be accepted.

8.2 Evaluation

A Proposal Review Committee will be coordinated through the Superintendent of the Yourtown Municipal School Board. The Committee will make recommendations to the Board of Trustees based on the results of the proposal evaluation. The final decision will be made by the School Board Trustees.

After the selection of a Proposal, the School Board has the right to negotiate with

the successful Proponent. As part of that negotiation, the School Board may negotiate, in good faith, any changes or amendments. A legal agreement will be duly executed on terms and conditions that are mutually acceptable.

The Board reserves the right to reject any or all proposals.

All proponents will receive written notice of the outcome of the School Board's decision.

8.3 Clarification

The Proposal Review Committee reserves the right to request that a submission clarify and/or make revisions. The Review Committee may choose to meet with the Proponent to discuss aspects of the Proposal.

8.4 Deadline

The deadline for submission is 3:00 p.m. Wednesday, May 20, 199X at the School Board Office, 235 Main Street, Yourtown, NS B9Z 1Z0

A. B. LeBlanc, Superintendent of Schools
Telephone: 902-555-0004
Facsimile: 902-555-0005
Email: ableblanc@schools.yourtown.ns.ca

9.0 Information Package

9.1 Fee for Documents

A non-refundable fee of \$XX.00 is required to acquire the Information Package which includes the Yourtown High School Auditorium Public/Private Partnership Study. The Study contains Part 1 - Auditorium Assessment Study, Part 2 - Business Plan and Appendices.

Requests for this information should be made to:

A. B. LeBlanc, Superintendent of Schools
Telephone: 902-555-0004
Facsimile: 902-555-0005
Email: ableblanc@schools.yourtown.ns.ca

and be accompanied by certified cheque or money order payable to the Yourtown Municipal School Board.