



**Request for Proposals
Community Events and Festivals**

Proposal Due Date: February 14, 2022

Background

Do you have an idea for a community event or festival? Do you have a team that would partner with the city for planning and executing an event or festival? The City of Lake Stevens is a rapidly growing community in Snohomish County situated west of the Cascade foothills. Lake Stevens has been taking bold steps to improve its parks and open spaces and offer quality community activities. In late 2020, city staff distributed a survey regarding community events to gauge community interest for events offered in Lake Stevens. Cultural events were one of the most requested event types along with music, food truck and art festivals. The City would like to open its parks and some facilities to provide events, festivals and community activities for 2022 and beyond. If you or an organization that you represent have an idea for a community event, please submit your idea.

Eligible Parks

Catherine Creek Park – located at 12708 20th Street NE – this disc golf park has large stands of mature trees and walking trail that connects to the Centennial Trail.

Eagle Ridge Park – located at 2302 Soper Hill Rd – this natural park has a great lawn, community gardens and trail system.

Lundeen Park – located at 10108 Lundeen Parkway – this waterfront park has a playground, great lawn and basketball hoops. Has a concession that rents paddleboards and kayaks.

Frontier Heights Park – located at 8801 Frontier Circle West – this park includes a looped walking path, great lawn, practice field, playground and parking.

Oak Hill Park – located at 10300 33rd Street NE – this park has a playground, picnic shelters, great lawn and basketball hoops.

North Cove Park – located at 1808 Main Street – this waterfront park has a beach and large great lawn.

20th Street Ballfields – located at 8629 20th Street SE – the area holds three youth athletic fields.

Eligible Facilities

The Visitor Information Center – located within Lundeen Park – has a small meeting room with a kitchen available.

The Mill – located adjacent to North Cove Park– has three distinct meeting spaces, as well as covered patios ideal for festivals and art shows.

Instructions to Bidders

Thank you for your interest in providing community events and festivals in Lake Stevens. Lake Stevens is committed to providing high-quality diverse activities to our citizens and park users. Lake Stevens is leaving the type, size and offerings to the bidder to be included in their proposal.

To submit a proposal, please provide the required information to Lake Stevens City Hall no later than **12:00 pm, February 14, 2022.**

MAILING and Street ADDRESS: Lake Stevens City Hall is located at 1812 Main Street, Lake Stevens Washington 98258-0257. The City's mailing address is Post Office Box 257, Lake Stevens, WA 98258-0257. Proposals must be complete to be accepted.

If you have any questions, please call 425-622-9431 or send email to jmeis@lakestevenswa.gov.

Section One: General Specifications

Lake Stevens Parks Division is soliciting proposals from individuals, community organizations and private firms interested in providing festivals and events in its parks and open spaces. Examples of community events include art festivals, cultural events, Springfest (flowers, Easter), art walks, brew fests, celebrate our Kokanee run, music festivals, holiday event (Kwanzaa, Diwali, Dia de Los Muertos, etc.) food truck challenge, etc.

To arrange a visit or to request additional information on a park property, please call 425-622-9431 or send an email to jmeis@lakestevenswa.gov.

It is the responsibility of the Bidder to verify that the space is adequate to support their operation. No modifications or improvements will be allowed by the successful Bidder without advance written approval from City of Lake Stevens, Community Development Director.

Statement of Proposals

The submitter shall prepare a statement of proposal which identifies:

1. An identification of the size, stability, and capacity of Bidder or Bidder's organization including (1) total number of years in operation, (2) any experience in the given class or program to be offered.
2. A minimum of three references for Bidder.
3. Provide a detailed site plan showing the location of festival or event within the facility, park or open space. The nature of the proposed festival or event. A proposed list of the dates and times of festival or event. A list of subcontractors and/or partners, if any, and their specific roles regarding the festival or event.

Terms of Proposed Partnership Agreement

The successful Submitter will be asked to complete a partnership agreement that outlines the city resources requested and proceeds to the city for support of the festival or event. Submitter shall prepare a document identifying a description of festival or event to be provided under the Partnership Agreement between the City of Lake Stevens and Bidder which will become Exhibit A to the agreement, including:

1. Specifically outline what business plan the bidder is proposing including charge to vendors for participation and reimbursement to the City for use of space, if applicable.
2. Identify Submitter's ability to comply with the City's insurance requirements.

Cleaning

The Contractor will be required to clean the area, including within 50 feet of area, where the festival or event is held. If area is not left clean, City may at its option clean the area and invoice contractor or offset payment under contract to recoup its costs of cleanup.

Section Two: License

If your proposal is accepted, the Licensee may need to obtain and maintain a City of Lake Stevens business license in accordance with the requirements of LSMC 4.04.030, prior to opening operations.

Section Three: Insurance

Contractor is required to furnish proof of *Commercial General Liability* insurance with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than an AM Best rating of A:VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policies shall be written on an occurrence basis. City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificates of Insurance. Vendor shall provide a Certificate of Insurance with applicable Additional insured endorsements for both CGL coverage and products/completed operations with the City prior to Vendor using the Park and/or providing services. Claims-made Commercial General Liability insurance will not be accepted.

If the scope of services includes activities involving the use of automobile, *Automobile Liability* insurance for ANY AUTO with a minimum limit of \$1,000,000 combined single limit is required.

Section Four: Basic Proposal Requirements

Please date your proposal, and provide your name, phone number, address, and your company or organization name. Please also list which park property or facility is being bid, i.e., Lundeen Park. Please call Jill Meis with questions at 425-622-9431 or send email to jmeis@lakestevenswa.gov.

Section Six: Authorized Signature

Please sign and date your proposal and include your telephone number and email address.

All proposals submitted become the property of the City and are subject to the Public Records Act, RCW 42.56

The City of Lake Stevens reserves the right to reject all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.