

**SMITH MOUNTAIN LAKE REGIONAL CHAMBER OF COMMERCE
REQUEST FOR PROPOSAL (RFP)**

EVENT VENUE

Prepared March 1, 2023

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INTRODUCTION AND BACKGROUND

The Smith Mountain Lake Regional Chamber of Commerce (SMLRCC) has hosted the annual Smith Mountain Lake Wine Festival since 1988. The festival is a two-day event held in September and has included live music, wineries, beer crafters, and artisan and food vendors.

PURPOSE

The purpose of the RFP is to solicit proposals from qualified venues to provide the event location for the Smith Mountain Lake Wine Festival as identified in the Scope of Services section.

An additional RFP is available for qualified Event Coordinators to provide event planning and management services for the event. Venues that provide these services are encouraged to also submit an Event Coordinator proposal based on that specific RFP.

OBJECTIVES

The main objective is to identify a venue with the infrastructure to support a festival consisting of thousands of guests, a stage for bands, a minimum of 20 wine-tasting 10 x 10 spaces, a minimum of 15 artisans 10 x 10 spaces, a beer garden, an upscale VIP section, and ample onsite parking. Preferred but not limited to venue with lake view and water access.

CONTACT INFORMATION

Laura Moritz, Chairman-Elect
Smith Mountain Regional Chamber of Commerce
Laura@PerrowCorp.com

SCHEDULE AND DEADLINES

Release of Request for Proposal:	March 3, 2023
Questions from applicants regarding the scope or approach due:	March 13, 2023
Proposal due:	March 27, 2023
Committee review completed:	April 3, 2023
Executive Board selection of finalists:	April 10, 2023
Site inspections and interviews completed:	April 24, 2023
Contract completed:	May 1, 2023

EVENT OPTION DATES

September 16 and 17 or September 23 and 24, 2023.

GUIDELINES FOR SUBMISSION, QUESTIONS, AND NOTIFICATION COMMUNICATION

All communication throughout the submission process will be conducted in writing through the email listed in the Contact Information section. The preferred proposal format is electronic and is to be emailed to the contact listed.

The applicant's proposal shall be submitted as outlined in the Proposal Submission Requirements and Format section. The applicant will confine the submission to those matters requested in the RFP. The applicant's proposal in response to this RFP will be incorporated into the final agreement between SMLRCC and the selected Venue. The detailed requirements of service are outlined in the Scope of Service and Deliverables section.

Applicant must be a member of the SMLRCC in good standing or be willing to commit to membership for a minimum of two years should the contract be awarded to the applicant. The awarded venue will agree to enter the 2024 Smith Mountain Lake Chamber Champion program.

SCOPE OF SERVICE AND DELIVERABLES

The expectations will include but will not be limited to the Scope of Service outline. These expectations will be incorporated into the final agreement between SMLRCC and the selected venue.

A. Coordination

1. Provide a liaison to collaborate with Event Planner and SMLRCC representative.
2. Attend bi-weekly planning meetings.
3. Provide the requested information for all necessary permits and assist in the application process.

B. Marketing

1. Provide access to property photos and company logo.
2. Adhere to strict marketing guidelines as outlined by the SMLRCC.

C. Event

1. Ensure access to the venue three days prior to the event for set up and one day post the event for cleanup.

PROPOSAL REQUIREMENTS AND FORMAT

A. Statement of Assurance

Provide a statement of assurance that there is no conflict of interest in providing this service to SMLRCC; and that the process and related documents and all confidential and proprietary SMLRCC information obtained in this process shall remain confidential and the property of the SMLRCC.

B. Company Overview

1. Officially registered name (Corporate, D.B.A., Partnership, fax numbers, website, and email address of all key contacts).
2. Key contact(s) name, title, address (if different from above address), direct telephone and fax numbers, and email address.
3. Person authorized to contractually bind the organization for any proposal against this RFP.
4. Brief history, including the year established and the number of years your company has been offering or providing this type of service.
5. A summary and supporting documentation of experience with similar events, including type and scope.

C. Infrastructure Evaluation

1. Provide a detailed map of the property with measurements, electrical access, water access, and structures.
2. Provide a detailed map of the proposed event layout. Include the following elements taking applicable county regulations into consideration:
 - Maximum number of guests allowed.
 - Structures to be utilized for the event.
 - Footprint of entertainment stage.
 - Maximum number of 10 x 10 wine-tasting spaces.
 - Maximum number of 10 x 10 artisan spaces.
 - Beer garden.
 - VIP area with amenities listed.
 - Public restrooms and/or location of rentals.
 - Parking lot with capacity numbers.
 - Water access if applicable.

D. Cost Proposal

Provide the total fee for venue rental and a complete list of inclusions.

E. Project Team Staffing

Include biographies and relevant experience of the key staff and management personnel. List the personnel who would provide services along with their qualifications and relevant experience. Affirm that no employees working on the engagement have ever been convicted of a felony.

EVALUATION FACTORS

Award of the contract resulting from this RFP will be based upon the most responsive applicant whose offer will be the most advantageous to SMLRCC in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

The following elements will be the primary considerations in evaluating all submitted:

- Completion of all required responses in the correct format.
- The extent to which the venue fulfills SMLRCC 's stated requirements as set out in this RFP.
- An assessment of the venue and staff's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
- The venue's stability, experiences, and record of past performance in executing similar events.
- Overall cost of the proposal.

DISCLAIMER

SMLRCC may, at its discretion and without explanation to the prospective applicants, at any time choose to discontinue this RFP without obligation to such prospective applicants, and further reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential Consultant.
- Accept other than the lowest-priced offer.
- Award a contract based on initial offers received, without discussion or requests for best and final offers.