NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2024-RFP-05

a 3D Street Painting Festival Consultant

RFP Due Date: 12:00 P.M., Thursday, January 11, 2024

Location: City of Joplin
Convention & Visitors Bureau
602 S. Main Street
Joplin, MO 64801

Staff: Patrick Tuttle

Email: ptuttle@joplinmo.org

Phone: 417-625-4789

Proposals will be received by the Joplin Convention & Visitors Bureau (JCVB) at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to read the entire Request for Proposal carefully.

December 14, 2023

Issue Date

NOTICE TO BIDDERS

The City of Joplin, Missouri, will accept sealed bid proposals until 12;00 A.M., Thursday, January 11, 2024, through the Joplin Convention & Visitors Bureau "JCVB" located at 602 S. Main Street, Joplin, Missouri, 64801 USA, for the following SERVICE:

a Consultant to Assist in Developing

a 3D Street Painting Festival

To meet the needs of the JCVB and the Joplin Celebrations Commission "JCC" in planning a unique festival series that will mark the 100th anniversary of the historic ROUTE 66, a consultant is sought who:

- has a background with 3D street painting festivals,
- will help the City of Joplin develop a 3D street painting festival,
- will advise on the festival setup and operation,
- has proven connections to attract world-renowned U.S. and international 3D street painting artists,
- will work within a prescribed budget,
- will work within the dates and specifics detailed within this RFP,
- will have the marketing resources to capture the essence of the festival and assist with international promotions.

CITY OF JOPLIN, MISSOURI

1.0 SCOPE OF WORK

1.1 Purpose

The Joplin Convention and Visitors Bureau, with the Joplin Celebrations Commission, Joplin Parks and Recreation, and various members of the Joplin arts community, in conjunction with our regional Route 66 partners, seeks to develop a series of events that will offer the world a unique Route 66 Centennial celebration in Joplin.

Being unique means being a standout among all Route 66 communities and hosting a celebration that has no comparison. We could settle and host the same types of events everyone does every year – car show, concert, arts & craft vendors - but in 2026, the Route 66 Centennial is a once-in-a-lifetime opportunity to develop a distinctive, one-of-a-kind signature event that will provide the widest participation and attendance from domestic and international guests.

The series would kick off in 2024 with a small introduction event to help build momentum for a larger signature event in 2026, and with growing the right community support, hopefully sustaining this festival well beyond the Route 66 centennial celebration as an annual Joplin region signature event.

The primary goal is to develop a signature Route 66 Centennial event that will positively impact tourism to the City of Joplin and the regional Route 66 corridor for several consecutive years. The event is designed to cover multiple years to build public interest.

1.2 Background

Joplin, Missouri, has a bedtime population of over 50,150 and a daily workforce of over 89,000. The city is the regional hub for over 250,000 in the state's southwest corner. This includes residents of communities surrounding Joplin, encompassing northeast Oklahoma and southeast Kansas. As the regional hub, Joplin boasts the most prominent hotel market, with just under 2,000 rooms from 23 properties and over 200 restaurants.

The **Joplin Convention and Visitors Bureau** (d.b.a. Visit Joplin) is a department of the City of Joplin. It focuses on promoting Joplin to group planners, leisure and business travelers, convention/conference planners, and tour operators who come from a distance greater than 70 miles from Joplin, with the goal of generating visits that will result in an overnight stay, a return visit, and more frequent returns. This includes international guests traveling along historic Route 66 and the Jefferson Highway.

The Joplin CVB, through VisitJoplinMO.com and digital and print branding, position the collective elements of the travel and tourism infrastructure within the market as a premier destination for increasing visitation while enhancing the visitor experience.

U.S. Route 66 or **U.S. Highway 66** (**Route 66**) is one of the original highways in the U.S. numbered highway system and was established on November 11, 1926. The highway became one of the most iconic roadways in the US, running from Chicago, Illinois, to Santa Monica, California, along the way passing through Illinois, Missouri, Kansas, Oklahoma, Texas, New Mexico, Arizona, and California, covering a total of 2,448 miles (3,940 km).

The hit song "(Get Your Kicks on) Route 66" and the Route 66 television series in the 1960s brought it to popular culture, and it being featured in the Disney/Pixar animated film franchise *Cars*., introduced it to a whole new generation.

In John Steinbeck's classic *The Grapes of Wrath* (1939), the highway symbolizes escape, loss, and the hope of a new beginning; Steinbeck dubbed it the **Mother Road**. Other designations include the **Main Street of America** and **America's Longest Museum**.

Route 66 is a popular getaway for domestic and international tourists. It showcases the Western Americana is its most authentic form.

1.3 Proposed Festival Specifics:

This RFP seeks a consultant for a 2024, 2025, and 2026 event and an option for 2027.

In 2024, the initial (teaching) event would introduce the form of art to the public, the regional media, and potential sponsors. 2-3 artists would be involved. The event will occur on the grounds of Joplin's Harry M. Cornell Jr. Arts and Entertainment Complex. This would be on a concrete surface.

The 2025-2026 festivals will be along the dead-end roadway in the southeast corner of Joplin's Schifferdecker Park. 10 artists** in 2025 and 20 artists** in 2026. This would be on an asphalt surface.

** A mixture of international and domestic artists must be used.

Whether a consultant is needed for or past 2027 will be determined before the 2026 event. The intent is for, after three years, the festival to be owned and managed locally.

An emphasis on promoting the festival and creating the art must be focused on the 100th anniversary of Route 66.

Artwork Details:

- Working dimensions – 12 feet x 20 feet
- Surface: concrete or asphalt
- Medium: Water-based house paint (removable)
- Art should last 3-6 months following the festival
- Intellectual Property of the finished images can be used at the discretion of the City of Joplin without recourse or payment.

Working Dates:

The event will be held during the first full week of June.

- 2024 - June 4-8
- 2025 - June 3-7
- 2026 - June 2-6
- 2027 - June 1-5

Festival Schedule:

- Tuesday Travel/Arrive in Joplin, preview location, artist dinner/reception
- Wednesday Site prep/Painting
- ThursdayPainting
- Friday Painting
- Saturday Opening

1.4 Content Requirements

The proposal must detail how the consultant will deliver on the Specifics required by this RFP and the cost of providing those services. Consultants are encouraged to present in their Proposals any alternate or creative means of meeting the specifics and the effect that would have on the proposed prices.

For this proposal, provide:

1. BUDGET - Provide a proposed budget for each year of the festival separately (2024 to 2027), considering variations – the variation in artists each year, festival operations, artist needs, travel and lodging, marketing production cost, and consulting fees.
2. EXPERIENCE - Provide details of the consultant's experience managing a 3D Street Painting Festival. Add festival name, location, attendance, and the number of artists.
3. MARKETING - If the consultant owns an existing festival and an extension of that event could be brought to Joplin – enhancing the marketing reach to an existing audience
4. REFERENCES - References (2 each) of 3D Street Painting artists consultant has worked with and local representatives where the festival has been held.
5. PROFILE - Provide background information on the consultant's company and list other individual(s) who would be involved in a City of Joplin festival.

1.5 Proposal Selection and Evaluation

1.5.1 Proposal Evaluation Process

Proposals, which the City determines in its sole discretion, that are deemed responsive to this RFP will be reviewed and evaluated by the City. Proposals will be evaluated, in part, according to whether the Consultant meets the minimum qualifications and submits a proposal complying with all the requirements of this RFP.

Evaluation of vendor proposals will be based on the following criteria:

40% Budget

25% Experience

15% Marketing

10% References

10% Profiles

1.5.2 Responsibility for Costs

The Consultant shall be fully responsible for all costs associated with the development, preparation, transmittal, and submission of any Proposal or material submitted in response to this RFP. The City assumes no contractual or other obligations due to the issuance of this RFP, the preparation or submission of a Proposal by a Consultant, the evaluation of Proposals, or the selection of any Consultant for further negotiations.

1.6 Administrative Requirements

1.6.1 RFP Schedule

The City of Joplin anticipates that the following timetable will apply to this RFP. The dates following the RFP issue date are subject to change:

Activity	***Date***
RFP Issued	December 14, 2023
RFP Due Date @ 12:00 P.M.	January 11, 2024
Finalist Interviews (if required)	January 17, 2024
Consultant Selection	January 19, 2024
Complete Contract	January 25, 2024
Present Contract to City Council for Approval	February 5, 2024
Consultant Commence Work	February 8, 2024

Addenda to the RFP and Requests for Information:

At its sole discretion, the City may issue an Addenda to this Request for Proposals containing responses to questions and requests for information, clarifications, or revisions of the RFP or any other matters that the City deems appropriate. An addendum will be issued to those the City sent the original RFP.

Any request for clarification or proposal for additional information regarding this RFP should be submitted no later than noon on Thursday, January 4, 2024, via e-mail to ptuttle@joplinmo.org or in writing to Patrick Tuttle (Attn: Joplin 2024-RFP-05), City of Joplin, 602 S. Main Street, Joplin, MO 64801.

No oral response by any employee or agent of the City shall be binding on the City or shall in any way be considered a commitment by the City. If a consultant finds any inconsistency or ambiguity in the RFP, the Consultant is requested to contact the JCVB at the above address.

1.7 Contract Terms and Conditions

The City may condition award of the Contract on the Consultant's acceptance of the terms and conditions contained in the form of agreement attached hereto and made a part hereof as Exhibit A. Consultants may submit with its Proposal, written objections to the terms and conditions established in this RFP and/or agreement by identifying the specific section(s) and paragraph(s) objected to, stating the reason(s) for the objection, and proposing alternative terms. Should the Consultant object to any of the terms and conditions established in this RFP, including the form of agreement, the City reserves the right, in its sole discretion, to permit the Consultant to rescind any or all such exceptions at any time prior to award of a contract. The City, in its sole discretion, may evaluate proposals according to whether the Consultant objects to terms and conditions and if the Consultant does object, the number and type of objections. In no event shall the City's selection of a Consultant for further negotiations constitute acceptance of any objection or proposed alternative to the terms and conditions established in this RFP. The City reserves the right, however, to add, delete, revise, or negotiate terms and conditions different than those included in the RFP if, in the sole judgment of the City, it is in the best interest of the City to do so.

1.8 Exhibits

The following exhibits are referenced in this RFP, incorporated into and made a part of this RFP:

A. City of Joplin Standard Professional Services Agreement.

1.9 Other terms and conditions.

1. The City reserves the right to negotiate in-kind contributions, if applicable, in lieu of a cash payment as provided for in the bid on certain line items.

2. If there is a Consultant's Fee in addition to the line items in the bid response, please indicate that in the bid response.

3. The City's contract will include a non-appropriation clause on an annual basis. If funding is not allocated for the event by the City Council, then the City may terminate the contract for any subsequent years for non-appropriation.

4. The City's contract will contain a for cause and without cause termination clause by giving specified notice.

2.0 FORMAT AND CONTENT OF PROPOSAL

2.1 Proposal Terms and Conditions

The following terms and conditions apply to submitting proposals in response to this Request for Proposal:

2.2 Interviews

The City reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The City will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e., travel, accommodations, etc.)

2.3 Request for Additional Information

The proposer shall furnish such additional information as the City of Joplin may reasonably require. The City reserves the right to investigate the proposer's qualifications as it deems appropriate.

2.4 Acceptance/Rejection/Modification of Proposals

The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities in the procedures.

2.5 Proposals Binding

All proposals submitted shall be binding for one hundred twenty (120) calendar days following the opening.

2.6 Proposer's Certification

By submitting a proposal, the proposer certifies that the proposal has been fully read and understood. The proposer has full knowledge of the scope, nature, and quality of work to be performed. The proposer further certifies that no City employee has any direct or indirect financial interest in any resultant contract and that no gratuities will be offered or provided to City of Joplin employees or their family members.

2.7 Non-exclusive Contract

The agreement resulting from this RFP shall be a non-exclusive contract, and the City reserves the right to purchase the same or like services from other sources, the City deems necessary and appropriate.

2.8 Late proposals

Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for the timely delivery of the proposals to the location designated for receipt of proposals. The City of Joplin is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a

proposal can be considered. All proposals will be received at the time and place specified and made available for public inspection when an award decision is made.

2.9 Completeness

All information required by the Request for Proposal must be supplied to constitute a legitimate proposal. The City of Joplin reserves the right to use any and all information presented in any response to the RFP. Acceptance or rejection of the RFP does not affect this right.

2.10 Execution of Agreement

It is anticipated a selection will be made by January 10, 2024. The successful proposer shall enter into a contract with the City for the performance of work awarded to him and shall simultaneously provide any required bonds, indemnities, and insurance certificates prior to the commencement of work. A copy of the sample agreement is attached. Failure to comply within the established deadline for submittal of required documents may be grounds for cancellation of the award.

3.0 SUBMISSION OF PROPOSALS

For the City to adequately compare proposals and evaluate them uniformly and objectively, all proposals shall be submitted in accordance with this format. The proposal should be prepared and economical, providing straightforward and concise information as requested.

3.1 Proposal Due Date

Sealed proposals with one (1) original and two (2) complete copies will be received at the Joplin Convention & Visitors Bureau no later than noon on Thursday, January 11, 2024. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

For Mail or Hand Delivery

JOPLIN CONVENTION & VISITORS BUREAU / CITY OF JOPLIN

PATRICK TUTTLE

602 S. MAIN STREET

JOPLIN, MO 64801

Submitted envelopes should be marked:

"REQUEST FOR PROPOSAL "NO. 2024-RFP-05: 3D STREET PAINTING 12;00 P.M., THURS, JANUARY 11, 2024"

3.2 Amendments

If it becomes necessary to revise or amend any part of this Request for Proposal, the City will furnish the revision by written Amendment to all prospective proposers who received an original Request for Proposal.

3.3 Proposal Evaluation Process

The steps and activities in the proposal process will include the following:

3.3.1 The City will review and evaluate all proposals submitted in response to this Request for Proposals. The City shall conduct a preliminary evaluation of all proposals based on the information provided and other evaluation criteria as set forth in this Request for Proposals or as reasonably determined by the City.

3.3.2 The City will first review each proposal for compliance with the minimum qualifications and mandatory requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a proposal.

3.3.3 Proposals will then be evaluated and rated in accordance with the evaluation criteria. A shortlist will be developed listing the highest-ranked proposals.

3.3.4 The City will confer with all responsible proposers who have been short-listed and may arrange, if necessary, for interviews/presentations by the short-listed firms.

3.3.5 The City reserves the right to conduct pre-award discussions and pre-contract negotiations with any or all responsive and responsible proposers who submit proposals deemed reasonably acceptable for being selected for award. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. Such revisions may be permitted after the submission of proposals and before the contract award.

3.3.6 The City reserves the right to reject all proposals and waive minor irregularities. The City further reserves the right to seek new proposals when such a procedure is reasonable and in the best interests of the City to do so.