



### **Request for Qualifications for Preferred Vendors**

**FROM:** The Gateway Arch Park Foundation

**TO:** Event Vendors

**FOR:** Private event services at the Gateway Arch National Park Museum and Visitors Center

**ORIGINATION DATE:** October 19, 2018

**Q & A PERIOD:** October 19, 2018 – November 2, 2018

**SUBMITTAL DUE DATE:** November 9, 2018 at 5:00 pm Central Standard Time.

To respond to this Request for Qualifications, please submit one unbound proposal suitable for photocopying, AND an equivalent quantity of information via a PDF file on flash drive to submittal contact containing all of the information requested herein.

**SUBMITTAL CONTACT:**

Janis Cooper, Director of Foundation Operations  
Gateway Arch Park Foundation  
1 S. Memorial Drive #700  
St. Louis, MO 63102

Qualification packets delivered after the due date and time will not be considered.

Questions related to this request should be directed via email to: Janis Cooper at [janis.cooper@archpark.org](mailto:janis.cooper@archpark.org)

## **STATEMENT OF PURPOSE:**

The Gateway Arch Park Foundation (the "GAPF") seeks to develop a list of preferred third-party vendors (the "Preferred Vendors") for clients of the GAPF to use to provide certain services for the client's private event being held at the Visitor Center and Museum at the Gateway Arch National Park. Vendors must be able to provide specified aspects of event production varying in attendee size and location within the rental space while working in collaboration with the GAPF to meet the regulations and requirements of working within a National Park. If approved by the GAPF and selected by clients, vendors will execute a contract for services directly with client. Pursuant to this Request for Qualifications, the GAPF is seeking information from potential vendors to be available to provide the aforementioned services for a one-year term beginning January 1, 2019 and ending December 31, 2019. Preferred Vendors shall cooperate with the GAPF to ensure client satisfaction and full conformance with the GAPF client agreements and federal requirements.

## **BACKGROUND:**

The GAPF is a 501(c)(3) organization with a mission to assure that the Gateway Arch, its grounds, neighboring public space and attractions will be a vital, welcoming, well-supported resource to the community and nation for generations to come.

The GAPF and certain partners funded the CityArchRiver project, which has connected the Gateway Arch grounds with the riverfront and the region. Through the creation of new spaces for events and public education, expanded museum space, additional park acreage and bicycle trails, children's play areas, performance venues and a lively, invigorated riverfront, locals and tourists alike will find new opportunities to learn, linger and enjoy one of the world's most recognized icons.

With construction completed and the opening of the Museum at the Gateway Arch in July 2018, the GAPF is transitioning to a conservancy with a focus on fundraising for programming the new and vibrant grounds and project areas and funding the increased operations and maintenance costs on the Gateway Arch grounds.

An integral source of revenue for the GAPF to fund operations and maintenance will come from private rental events at the Gateway Arch National Park. The National Park Service (the "NPS") owns and operates the Gateway Arch National Park. The GAPF leases certain spaces in the Gateway Arch National Park Museum and Visitor's Center to its clients for the client's private events. The GAPF facilitates client and vendor coordination with NPS.

## **SCOPE OF WORK:**

The GAPF will provide its clients with rental space only. All event essentials will be provided by third-party vendors. Preferred Vendors are sought for the following categories:

- **Audio Visual**
- **Caterers**
- **Equipment & Supply Rentals**
- **Event Production and Staging**

- **Florists**
- **Photographers**
- **Valet**

The GAPF's Preferred Vendors list will be provided to all organizations, companies and individuals inquiring about hosting events within the Arch Visitors Center and Museum (each a "Client"). While there is no legal obligation on the part of a Client to use any Preferred Vendors, the GAPF's Preferred Vendors list will serve as a reference for Clients of providers who are familiar with the locations and policies, and who the GAPF considered capable of providing the necessary services for a successful event. Clients will be encouraged to use Preferred Vendors.

#### Event Space Parameters

The space inside the Arch Visitors Center and Museum is approximately 150,000 square feet and can be rented by Clients for private events immediately following Labor Day through the week prior to Memorial Day. The GAPF has authority to lease the space for up to ten events per month. Clients will have the following rental options (as shown in the attached diagrams) with potential add-ons of museum exhibits, tram rides to the top of the Arch and Arch store and photo options:

- Mezzanine
- Tram Lobby
- Entire Museum (includes all add-ons)

Events attendance will range from small parties of 50 up to a maximum of 1,000, depending on the space rented by the Client and the event's seating requirements. While potential vendors are not required to be capable of servicing the maximum capacity, each vendor should outline its maximum capacity in its submittal.

#### Operating Regulations

All Preferred Vendors will agree to work within the regulations of the federally operated facility which includes but is not limited to the following requirements:

- All guests and all staff must go through security
- Events may not begin until 7:00 pm CST
- All guests must depart by 11:00 pm CST
- Cleaning and equipment removal must occur immediately following each event
- Alcohol may be served but cash bars are not permitted
- Set-up for large events in the tram lobby may not begin until 6:00 pm CST and in the mezzanine may not begin before 5:00 pm CST without pre-approval
- Deliveries may begin at 4:00 pm CST at shipping and receiving with set-up prep occurring in the back halls only
- All vehicles arriving at shipping must depart after delivery and may return for pick up (there is no parking allowed)
- Each driver must fill out NPS security forms prior to the event and pick up security badge if security check is approved
- All vehicles arriving at shipping and receiving must provide information and be cleared by NPS prior to the event
- Any large items for decor must be pre-approved by NPS and the GAPF



- No existing items within the facility may be branded with some audio visual exceptions
- All staging and audio visual needs must be vendor provided
- All cleaning supplies must be Green Seal Certified products
- There is a catering kitchen off the mezzanine with ample 110 volt outlets
- There is no catering kitchen off the tram lobby and food preparation occurs in the south hallways
- There is no cooking on-site, but a reasonable amount of sternos are allowed
- There is no storage available and personal items must be stored in the hallways in vendor provided bins
- All event trash must be removed from the facility the same evening by vendors and there are no on-site dumpsters
- The GAPF staff representatives will be present at all events within the facility
- There is one elevator provided for use by event staff
- Preventing damage to exhibits, artifacts is priority at all times
- Any use of facility audio visual components must be coordinated with NPS

#### Insurance Requirements

Preferred Vendors must carry the following liability policies and the required minimum amounts. Each policy shall be underwritten by a United States company naming the United States of America National Park Service, Gateway Arch National Park and the Gateway Arch Park Foundation as additional insured.

TYPE	LIMITS
General Liability Each Occurrence	\$1,000,000.00
Damages to Rented Premises (each occurrence)	\$100,000.00
Personal and Advertising Injury	\$1,000,000.00
General Aggregate	\$1,000,000.00
Workers Compensation	\$1,000,000.00

#### **PAYMENT AND COMMISSION:**

All Preferred Vendors are required to pay the GAPF a 10% commission. This commission should be built into each Preferred Vendor's pricing. Commissions will be used by the GAPF to invest in and improve the visitor experience at the Gateway Arch National Park Museum and Visitors Center. Vendors that are not on the Preferred Vendors list but are used by Clients will be charged a 15% commission. All vendors used by the GAPF's will be required to submit a summary of all fees being charged by such vendor at least seven days prior to the event. Payment to the GAPF of the above described commissions must be received by the GAPF within seven days following the event. Failure to comply and resolve will result in the inability to provide services for future private events.

## **QUALIFICATIONS REQUIREMENTS:**

To respond to this Request for Qualifications, please submit one unbound copy suitable for photocopying, AND an equivalent quantity of information via a PDF file, on flash drive to submittal contact, containing the following:

- One page letter of interest that includes a synopsis of qualifications of the potential vendor and the vendor's primary contact, stating the vendor's professional credentials
- Clearly state the individual representing the contractual authority of the vendor
- Examples of relevant events previously serviced by the potential vendor (examples of large-scale events held on federal or City of St. Louis property are preferred)
- If applicable, please include two to three photos illustrating the vendor's services.
- Profile of the vendor, including number of employees, ownership structure, location, and percentage ownership by women and minorities
- Clearly outline the vendor's ability to service maximum capacity events and if unable, size of events the vendor may service
- Disclose any material agreements, relationships, or employment the vendor or team members have that may create a conflict of interest or the appearance thereof
- Provide proof of the vendor's liability insurance and workers' compensation insurance
- Disclose whether the vendor has been involved in any litigation or legal disputes over the past five years or in the foreseeable future, and if so, describe the underlying facts
- Include three references from event venues where the vendor have operated

## **SELECTION PROCESS AND CRITERIA:**

The GAPF has established a review committee to evaluate all responses to this Request for Qualifications. Interviews may or may not be scheduled by the committee. The basis for evaluating qualifications shall include the demonstrated ability to maintain professional excellence, demonstrated relevant experience and competence in the services to be provided. Interested vendors may contact the submittal contact with questions via e-mail only and answers will be sent to all contacts that have provided contact information. The committee may contact any or all respondents to clarify submitted information. Vendors will be notified in writing whether or not they will be included in the Preferred Vendors list. Agreements defining terms, outlining payment and performance standards will be sent to chosen vendors after selection.

## **SCHEDULE**

The request for qualifications was advertised on October 19, 2018.

Q & A will be open until 5:00 pm CST on November 2, 2018

**SUBMITTAL DUE DATE: November 9, 2018 at 5:00 pm Central Standard Time**

**\*\*Qualification packets delivered after the due date and time will not be considered.**

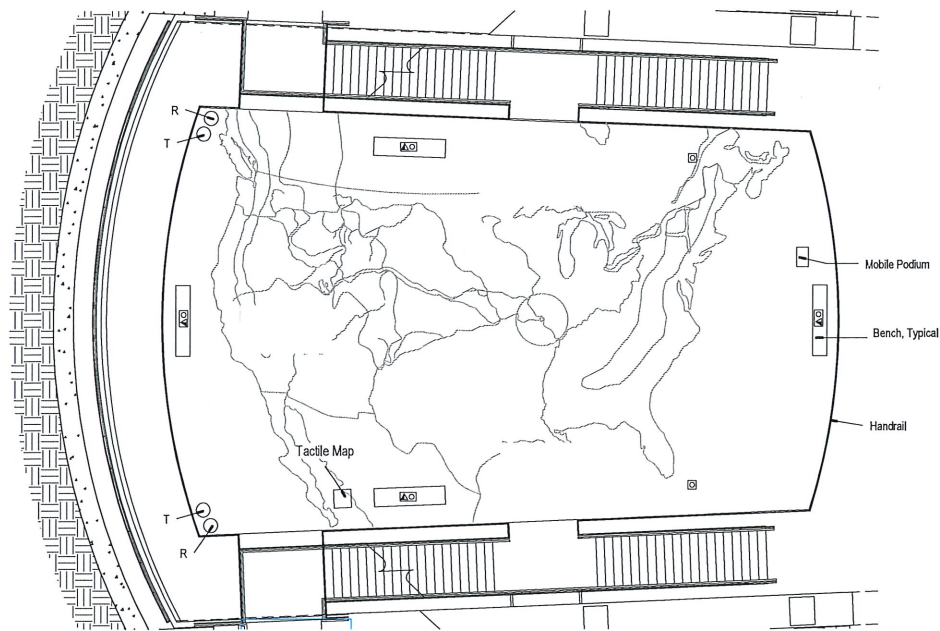
## **SITE TOURS**


Optional guided tours of the facility site will be conducted on Thursday, October 25, 2018 at 9:30 am CST and Wednesday, October 31, 2018 at 2:00 pm CST. Other times may be opened dependent upon number of respondents. Interested vendors may send one attendee to one tour by pre-registering for

the tour with the submittal contact at [janis.cooper@archpark.org](mailto:janis.cooper@archpark.org). At that time meeting information will be sent to the vendor.

**TERMS AND CONDITIONS:**

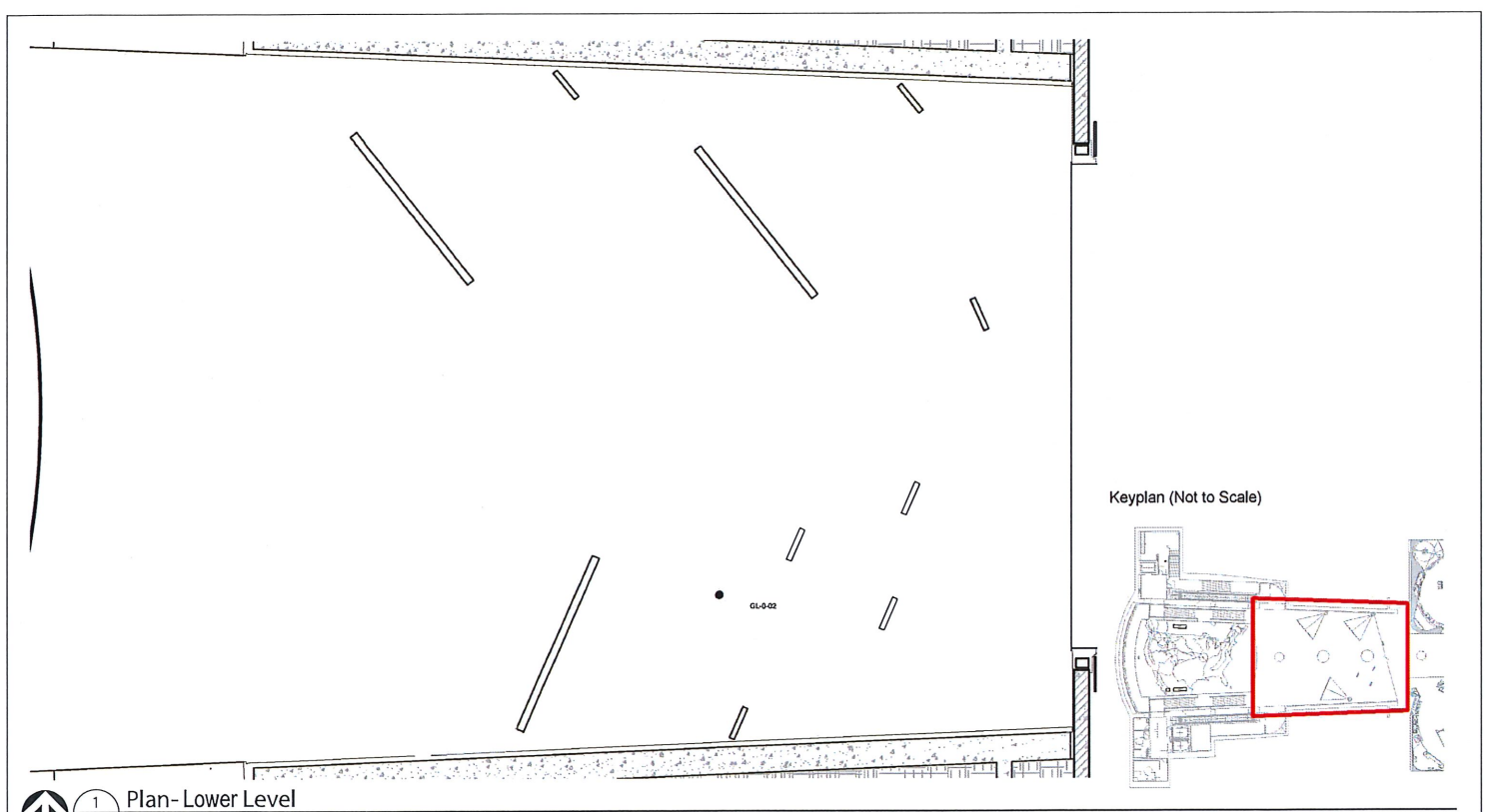
- The GAPF reserves the right, at their sole discretion, to (1) reject any or all submittals, (2) waive minor informalities of a submittal, (3) cancel, revise, or extend this Request for Qualifications, (4) void this Request For Qualifications and the review process and/or terminate negotiations at any time, (5) revise any conditions and stipulations contained herein, as convenient or necessary, (6) further negotiate financial and other arrangements, (7) establish further criteria for selection, (8) ask any respondent to submit additional information with respect to any aspect of respondent's submission whatsoever, and (8) negotiate with respondent as to any aspect of respondent's proposal whatsoever.
- This Request for Qualifications does not obligate the GAPF to pay any costs incurred by any respondent.
- Each respondent shall carefully examine this Request for Qualifications and shall make all necessary investigations to fully inform itself as to the local conditions and requirements under which work is to be performed. Each respondent shall familiarize itself with all applicable federal, state, and local statutes, regulations, ordinances relating to the conduct of work pursuant to this Request for Qualifications, and shall comply with all applicable federal, state, and local laws, ordinances, and rules and regulations. No pleas of ignorance of conditions, statutes or ordinances will be accepted as an excuse for any failure or omission on the part of the respondent to fulfill every requirement of the Request for Qualifications and to perform as described in such respondent's proposal.







 1  
 F-217
 
 Plan - Mezz Level  
 3/32" = 1'-0"



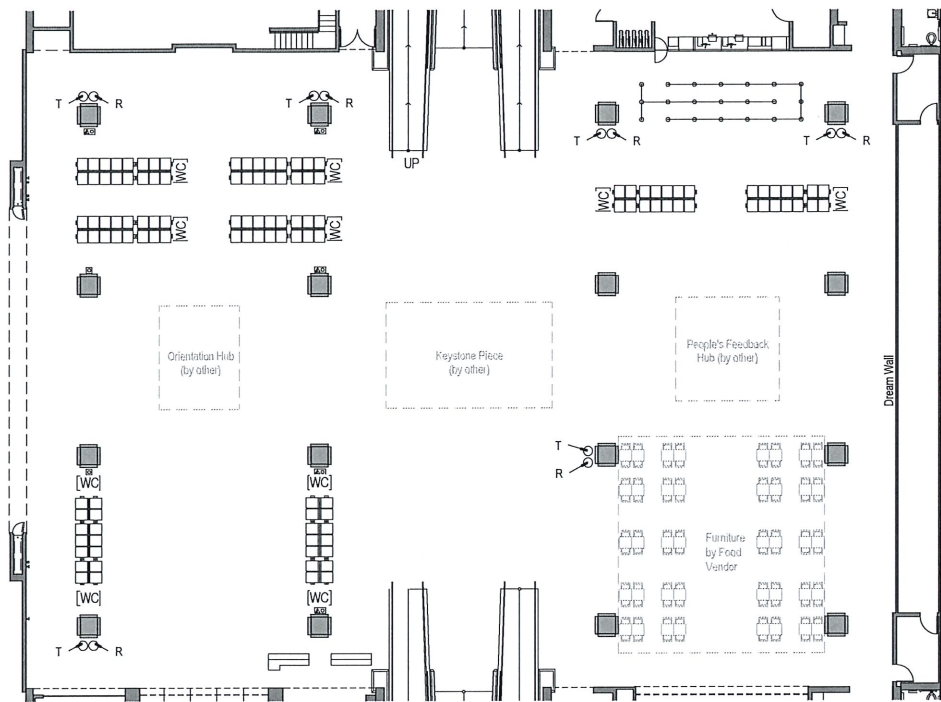


Keyplan (Not to Scale)


1
**Plan- Lower Level**  
 F-217 1/8" = 1'-0"

	<p><b>CityArchRiver</b></p> <p>Jefferson National Expansion Memorial Project Furniture</p>	<p><small>DRAWING NAME</small> Lower Level</p>	
		<p><small>PROJECT NUMBER</small> 1016</p>	<p><small>DATE</small> 1/6/17</p>
		<p><small>DRAWING SCALE</small> 1/8" = 1'-0"</p>	





- KEY**
- T Trash Receptacle
  - R Recycles Receptacle
  - WC Wheelchair Clearance

1 Plan - Tram Lobby  
F-229 1/16" = 1'-0"

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P 314.241.5151  
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www.remigerdesign.com

**CityArchRiver**  
**Jefferson National Expansion**  
**Memorial Project Furniture**

DRAWING NAME <b>Tram Lobby Final</b>	
PROJECT NUMBER <b>1016</b>	DATE <b>03/09/17</b>
REFERENCE DRAWING	DRAWING SCALE <b>1/16" = 1'-0"</b>