

**Visit Anchorage Request for Proposal
FACILITIES DIRECTOR**

Statement of Objectives:

This request for proposals (RFP) is to solicit proposals to Visit Anchorage for an independent contractor to assist in the operation, oversight and management of the Anchorage's convention center facilities (Egan Convention Center and Dena'ina Civic & Convention Center). Such assistance shall include items listed under "Scope of Work."

This contract requires ongoing communication and reporting to the Visit Anchorage President & CEO and Facilities Management Committee. Contractor is responsible for oversight of all aspects of Anchorage's convention center facilities operations, including working with the contracted operations company to ensure cost effective and efficient day-to-day operation of facilities; budget development; overseeing facility staff, including food and beverage functions, booking and event coordination, risk management and accounting practices.

Scope of Work:

Oversees Convention Center facilities and operations to ensure that conventions and community events are produced in a timely and cost effective manner. Effectively develop and monitor budget and control expenses.

Ensure standards for food and beverage quality, facility equipment, and maintenance are maintained and that cost-effective technology is used to maximize operations and service.

Ensure fixed assets are preserved. Initiate recommendations on purchases of new equipment and improvements to facilities.

Work with facility Operations Contractor and the Municipality of Anchorage to prioritize needs and ensure capital projects for the convention centers are efficiently performed.

Develop, monitor, and report on operating costs within functional areas.

Alert Visit Anchorage management of cost and labor overruns. Make recommendations and implement solutions to problems related to cost controls. Keep up to date on information and technology affecting functional areas(s) to increase innovation and ensure compliance.

Alert Visit Anchorage and the Municipality of any accidents, injuries or incidences involving guests or events that result in significant damage to the buildings or equipment.

Ensure meetings and events are held according to contract specifications and quality standards are met.

Advise Visit Anchorage President & CEO on labor issues, including safety, security, employee relations, scheduling, training, grievances and the like.

Attend and provide updates at monthly Visit Anchorage Facilities Management Committee meetings and quarterly Visit Anchorage board meetings.

Represent Visit Anchorage at quarterly CivicVentures meetings.

Communicate effectively both verbally and in writing the Visit Anchorage staff, colleagues, the Municipality and the public.

Work effectively with other contractors, the public, Municipality and individuals at Visit Anchorage. Exhibit a professional manner to maintain constructive working relationships.

Proposal Submission Requirements

Each contractor that wishes to be considered for the contract shall submit one copy of their proposal to be delivered to the following address no later than August 21, 2017.

Contact: Nedra Anderson
Visit Anchorage
524 W Fourth Avenue
Anchorage, AK 99501
Telephone: (907) 257-2328
Fax: (907) 257-2378
Nanderson@anchorage.net

Proposals must include the following sections:

Introduction: Indicating the name of the contractor, address, telephone number, name and title of the contractor's contact person for this response and the date.

Letter of Transmittal: Which includes the name of the individual(s) proposed to serve Visit Anchorage on this work, and a description of the contractor's ability to provide the requested services. A profile of the Contractor should be included here indicating the size and location of the company, business license number, number of years the contractor has been in business, and relevant experience. If an interested party does not yet possess a business license, note that this will be required prior to the final award of a contract.

Summary of Qualifications: Which includes the resume(s) of the person(s) proposed to be assigned to this work. The relevant experience of the contractor as well as the person(s) assigned should be detailed in this section.

Cost: Cost shall be detailed on an hourly or monthly rate bases for services. Contractor is encouraged to include a not-to-exceed amount in this section.

The costs must be inclusive of contractor-related costs such as contractor clerical supplies, copies, telephone, invoices, postage, etc. The selected contractor will be required to have or secure worker's compensation insurance as well as automobile and general liability insurance in an amount of not less than \$2,000,000 per occurrence. This should be factored into contractor costs.

Visit Anchorage will provide clerical support, IT support, letterhead, business cards, postage and other expenses necessary to execute the Scope of Work. The contractor may also be separately reimbursed for reasonable travel, lodging, and food costs with supporting receipts.

INSTRUCTIONS TO PROPOSERS

1. Questions regarding this RFP must be submitted in writing to the contact person by August 10, 2017. All interested parties will receive copies of all written questions and answers regarding the RFP.
2. The contractor(s) selected as finalists after an initial evaluation may be requested conduct a presentation or in-person interview with the Visit Anchorage President & CEO and other representatives as designated.
3. All responses to the RFP must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of the response.
4. Emailed, faxed, mailed or hand delivered responses are acceptable. It is the obligation of the contractor to ensure that the proposal has been received by the deadline.
5. The proposal must be signed by an authorized official of the proposer. The proposal must provide the name, title, address and telephone number for individual(s) with authority to negotiate and bind the contractor.
6. There will be no bidders' conference.

CONDITIONS

1. Visit Anchorage reserves the right to accept any proposal submitted for consideration
2. Visit Anchorage reserves the right to reject any and all proposals in whole or in part, to award in part, to waive technical defects, irregularities and omissions, if in its discretion, the best interests of Visit Anchorage would be served.
3. A proposal must be valid for a period of 60 days from the deadline for proposals.
4. Visit Anchorage reserves the right to amend or cancel this RFP.
5. Visit Anchorage reserves the right to correct inaccurate awards resulting from its clerical errors.
6. Visit Anchorage is not responsible for any costs incurred by any party in responding to this RFP.

EVALUATION OF PROPOSALS

Each proposal will be evaluated using the following criteria:

- Ability to perform the specified work
- Competitiveness of the proposed cost
- Availability and competence of the assigned personnel
- Conformity with the RFP
- Presentation or in-person Interview if requested