

**MECA TRI-PARK COMPLEX, LLC  
REQUEST FOR PROPOSAL RFP24004  
PRODUCTION RENTAL EQUIPMENT  
FEBRUARY 12, 2024**

**PART I - INTRODUCTION**

The MECA Tri-Park Complex, LLC (“MECA Tri-Park”) is requesting proposals from qualified organizations interested in performing all services for scheduling, setup, installation and on site monitoring for the audio and visual needs for our Independence Day Celebration.

MECA Tri-Park Complex, LLC is responsible for the management of The RiverFront. The RiverFront is in downtown Omaha, NE and consists of Gene Leahy Mall, Heartland of America Park and Lewis & Clark Landing. The RiverFront contains more than sixty acres of park space spanning from 13<sup>th</sup> Street between Douglas and Farnam Streets to the Missouri River’s edge and North along Riverfront Drive.

**1. Anticipated RFP Schedule**

This Request for Proposal (“RFP”) and the guidelines set forth for responses hereto are intended to provide MECA Tri-Park with significant substantive information early in the negotiating process so that final agreement can be reached quickly. MECA Tri-Park has therefore established the following schedule:

RFP Issued	February 12, 2024
MANDATORY Pre-Bid Meeting	February 15, 2024, 10:00am CST
Final Questions	February 21, 2024, 2:00pm CST
Due/Public Opening	February 28, 2024, 10:00am CST

**2. Bidder Inquiries**

All inquiries regarding this RFP must be made in writing and addressed to [cwohlers@omahameca.com](mailto:cwohlers@omahameca.com). Oral explanations or answers shall not be valid. Revisions, clarifications, and/or additional information will be issued to all Bidders in the form of an RFP addendum. All or any RFP addenda issued to the Bidders prior to the bid due date shall become a part of the bidding documents and the cost of such work shall be included in the bids.

**3. Delivery of Proposals**

Two printed copies and one electronic copy of proposals must be submitted and signed by an officer of the company, and delivered before the time set forth in Section 1 to MECA Tri-Park’s offices:

MECA Tri-Park  
RE: Production Rental Equipment RF24004  
455 N 10<sup>th</sup> St.  
Omaha, NE 68102

All proposals received will be publicly opened at MECA Tri-Park's offices at the time set forth in Section 1. Bidders may attend; however, attendance is not required. MECA Tri-Park reserves the right to accept or reject late proposals or to extend the time for response for one or more respondents. If sending a bid electronically, email to: RFP@omahameca.com.

#### **4. Criteria for Evaluation of Proposals**

##### **4.1 Evaluation of Compliance with RFP Guidelines**

Each proposal received will be evaluated to determine whether it generally supplies the information requested in this RFP. MECA Tri-Park may (at its sole discretion) disqualify any proposal, which it deems non-compliant. All proposals shall be valid for acceptance for a period of ninety (90) calendar days.

##### **4.2 Evaluation of Proposals**

Proposals will be evaluated based on the following criteria: (a) the company profile, background, experience, and references of the proposing party; (b) service and support; (c) ability to agree to the requested contractual terms and conditions; and (d) financial considerations. Other criteria may be considered by MECA Tri-Park based on the nature of the proposals received.

##### **4.3 Selection of Respondents**

Based on the foregoing criteria, MECA Tri-Park will select one or more entities for further negotiations. It is possible that based on the responses, MECA Tri-Park will elect to negotiate with more than one respondent. In such event, all selected entities will be informed that others have also been selected for negotiation, although MECA Tri-Park reserves the right to not disclose the identity of the other selected respondents.

MECA Tri-Park will notify the successful Bidder of the acceptance of its proposal. Such notice will be sent to the name and email address of the Bidder as stated in its proposal.

##### **4.4 Reservations**

MECA Tri-Park reserves the unqualified right to reject any or all proposals, extend the time for receipt of proposals from all Bidders, waive defects or technicalities, correct discrepancies, advertise for new proposals, or to take any other action that MECA Tri-Park determines, at its sole discretion, to be in its best interest. MECA Tri-Park reserves the right to award the contract to other than the low bidder. Any such determinations or actions may be made without notice. All costs of preparation and submission of a proposal shall be at the risk and expense of the respondent. MECA Tri-Park shall have no liability in connection with a proposal or any respondent.

##### **4.5 Proposals**

All bids and proposals submitted by the various Bidders for this work become the property of MECA Tri-Park. Neither MECA Tri-Park nor the Bidders shall disclose the contents of any proposal to the other parties prior to the announcement of the award.

## 5. Contractual Terms and Conditions

Review and provide a detailed response whether the following contractual terms and conditions are agreeable. The Bidder's Proposal shall specifically note any requested modifications to this section, which MECA Tri-Park may take into consideration during the review process, at MECA Tri-Park's discretion.

### 5.1 Purchase Agreement and Payment

The successful Bidder will be required to execute a MECA Tri-Park Service Agreement prior to performing any portion of work required within the specifications of this RFP. A sample MECA Tri-Park Service Agreement is available upon request.

Payment terms will be Net 30 days from installation and acceptance by MECA Tri-Park.

### 5.2 Insurance

The successful Bidder must provide evidence of the following types of insurance during the term of the Agreement. For the avoidance of doubt, such coverage and limits are minimum requirements and shall not be deemed as a limitation on vendor's liability under any provision of any agreement. Approval of the insurance by MECA Tri-Park shall not relieve or decrease the liability of the vendor hereunder. Note any available insurance proceeds in excess of the specified minimum limits and coverage shall be available to an additional insured.

Commercial General Liability Insurance (including premises operation liability, contractual liability and product/completed operations liability) and Automobile Liability coverage (owned, non-owned and hired coverages) with minimum limits of \$1,000,000 Combined Single Limit (Auto Liability), and \$1,000,000 Per Occurrence, and \$2,000,000 General Aggregate. Commercial General Liability aggregate limit will apply on a "per location" basis. The insurance must protect the Bidder and MECA Tri-Park from claims for personal injury (including bodily injury and death) and property damage which may arise from or in connection with the performance of the Bidder's services hereunder or from or out of any negligent act or omission of the Bidder, its officers, directors, agents or employees.

Workers' Compensation Insurance as required by applicable law. Policy shall be endorsed to include Waiver of Subrogation against MECA Tri-Park, the City of Omaha, their employees, officers and legal representatives.

Employer's Liability Insurance with minimum limits of:

\$500,000 Each Accident—Bodily Injury by Accident

\$1,000,000 Policy Limit—Bodily Injury by Disease

\$500,000 Each Employee—Bodily Injury by Disease

Umbrella or Excess Liability: additional \$5,000,000. Coverage is to apply to excess of Commercial General, Employer's Liability, and Automobile Liability policies.

All such insurance required above shall be with companies and on forms acceptable to MECA Tri-Park and shall provide that the coverage thereunder may not be reduced or canceled unless thirty (30) days unrestricted prior written notice thereof is furnished to MECA Tri-Park. All insurance shall be primary and not contributory. All insurance shall be written by companies with a Best's Key Rating Guide (Property-Casualty, United States) rating of A or better and a Best's Financial Size Category of Class VI or better. Within thirty (30) days of the date on which coverage is to be provided hereunder, the successful Bidder shall furnish to MECA Tri-Park certificates of insurance along with copies of endorsements evidencing compliance to the above requirements. Such certificates and insurance policies shall name MECA Tri-Park and the City of Omaha as additional insureds on a primary basis, and contain a waiver of subrogation, in which the insurer waives any claim or right to recover against MECA Tri-Park, the City of Omaha, their officers, agents or employees. The additional insured requirement does not apply to Workers' Compensation.

### 5.3 Indemnification

Bidder does hereby covenant and agree to indemnify, defend and hold harmless MECA Tri-Park, and the City of Omaha, their officers, directors, employees, agents and representatives, from and against all claims, demands, losses, suits, damages, liabilities, costs and expenses (including reasonable attorneys' fees) arising out of or relating to any claim, demand or judgment for property loss or damage (including loss of use of The RiverFront), and/or personal injury, including death, arising out of the Products and Services furnished hereunder by Bidder and Bidder's Personnel except to the extent same is caused by the negligence or reckless conduct of MECA Tri-Park or its employees or agents.

MECA Tri-Park is not responsible for any equipment, furnishings, supplies or other property or products owned by Bidder and used or stored at The RiverFront, nor is it responsible for damage resulting from power failure, flood, fire, explosion or other similar causes.

The provisions requiring the furnishing of personal injury liability or property damage liability insurance shall not be construed to affect or impair the generality of the forgoing.

The successful Bidder shall represent and warrant in the contract that the components of this RFP to be purchased for The RiverFront shall not violate or infringe upon any patent, copyright, trademark, trade secret or other intellectual or proprietary right of any third party. The Bidder shall agree to defend, protect and hold harmless MECA Tri-Park and its related parties from and against any and all liabilities, actions, losses, awards, damages, costs, claims or expenses including reasonable attorneys' fees incurred by them as a result of any claim that the components of this RFP to be purchased for The RiverFront are illegal or infringe upon any third party patent, copyright, trademark, trade secret or other intellectual or proprietary right.

5.4 RFP and Bidder's Proposal

This RFP and the Bidder's proposal thereto shall become part of any contract that may be entered as a result of this RFP.

5.5 Warranty

The Bidder shall warrant in the contract that the components of this RFP to be purchased for The RiverFront shall be new and of good and workmanlike quality and fit for the use intended. The Bidder shall further warrant that during the manufacturer's warranty period that the components will operate in accordance with the manufacturer's specifications. The manufacturer's warranty period shall be specified on the Bidder's proposal and shall begin on the date of MECA Tri-Park's acceptance of the installation. All other specific promises and warranties made by Bidder in the RFP Response or bid process generally shall also be included in the final contract.

5.6 Scope, Quality of Work Guarantee

The successful Bidder shall furnish all equipment, labor, and personnel necessary to perform and complete the work.

5.7 Conduct of Personnel

No business, other than that specifically outlined in the RFP, may be conducted by personnel of the Bidder while on the premises of The RiverFront.

The Bidder shall be responsible for all actions of its employees, while they are assigned to The RiverFront. The employees shall at all times comply with applicable laws, ordinances, and regulations of local, state, and federal agencies, along with all regulations, policies, and procedures of MECA Tri-Park.

Bidder certifies and agrees that, with respect to its staff and employees who will participate in the performance of this Agreement, the Bidder shall maintain a workplace free of drugs and alcohol during the term of this contract.

If, for whatever reason, MECA Tri-Park determines that personnel assigned to The RiverFront are unsatisfactory, the Bidder shall replace the individual immediately or as mutually agreed upon.

5.8 Sales Tax

All federal, state and local taxes, including without limitation sales, use, excise, privilege, transactional, gross receipts, ad valorem or any other transactional tax or customs and duties ("Tax" or "Taxes") paid or payable by Bidder, however designated, levied or based on amounts payable to Bidder under or in connection with the RFP have been included in the pricing set forth on Attachment A – Proposal Form as required by the relative taxing authorities.

MECA Tri-Park is a sales taxable entity and as such, Bidder warrants that sales tax is included in the price provided on Attachment A – Proposal Form. Notwithstanding anything in the Agreement to the contrary, the successful Bidder shall indemnify and defend MECA Tri-Park for any sales tax audit assessment against MECA Tri-Park relating to the amount of Nebraska sales tax charged under this Agreement.

5.9 Term

The initial term shall be for one (1) year beginning March 20, 2024, unless terminated sooner as hereinafter provided.

In addition to the initial term hereof and at the sole discretion of MECA Tri-Park, this may be renewed for two (2) one-year periods. Any price increase for each renewal term shall be no more than the Consumer Price Index average of the twelve-month period ended March 19 of the prior calendar year. [Consumer Price Index, All Urban Consumers (CPI-U), not seasonally adjusted, U.S. City Average, published by the United States Department of Labor, Bureau of Labor Statistics (1982-84=100)]. MECA must approve all increases.

**PART II - SCOPE OF PROJECT**

**OVERVIEW:**

The scope of this work includes load in / load out, scheduling and all related aspects for all lighting, sound, and technical needs for our Independence Day Celebration. The intent is for one full week of rental with load-in being at the start of the week rental and load-out ending the week rental. Anticipated dates for the next three years are listed below within the timeline.

Successful Bidder will be required to collaborate with other participating companies and organizations to establish optimal procedures. More specifically, in coordination with MECA Tri-Park, Bidders will be required to work with the Omaha Symphony, UNO Summer Theater Academy and any other performance group that MECA Tri-Park brings in for the entire celebration. On an as-needed basis, each entity will provide their own sound mixing and lighting engineers to work in coordination with the Successful Bidder.

Successful Bidder must have the necessary technicians on site for all load-in, load-out, tech time, rehearsals, and performances.

Attachment B to this RFP outlines the specific equipment that is needed. Details for each specific item have been listed, alternates that meet or exceed the specifications will be considered. Bidders shall bid on the specific items that they can provide. Multiple Bidders may be selected for award.

Bid must include all labor, equipment, tools, materials, and installation. Bidders must provide all pricing necessary for a full and complete turnkey installation.

Outline within your bid if any and how many stagehands will be needed for your specific scope of work. MECA Tri-Park will contract and provide what we see as necessary stagehand numbers, however, we want to ensure that your needs are included within what we provide.

Meals will not be provided on site, however, please include the cost of meals for your necessary crews within your lump sum price.

Designated parking is not available at The RiverFront, however, reasonable accommodations will be made for crew and equipment trucks brought to site.

**INSTALLATION:**

All equipment will need to be installed at the Gene Leahy Mall Performance Pavilion located at approximately 11<sup>th</sup> Street between Farnam and Douglas Streets. Load-In and Out will be along the 11<sup>th</sup> Street Promenade. Installation must be coordinated with MECA Tri-Park as accommodation will need to be made for removing specific park elements for easy load-in and load-out.

MECA Tri-Park will provide use of a Scissor Lift for equipment installation.

Bidder must account for cable management and protection within their lump sum price. If multiple Bidders are awarded portions of this RFP, cable trays may be maximized by utilizing the cable management together, however, that will be coordinated after award of bid.

MECA Tri-Park will provide all necessary plywood, scaffolding, bike rack, and staging needed for the Front of House (FOH) mixing position.

MECA Tri-Park will provide all the power necessary for a full and complete installation. Generators will not be needed.

MECA Tri-Park will provide 24-hour security dedicated to the installed space.

This is a lump sum, not-to-exceed agreement. No overtime will be paid unless specifically stated within the proposal.

The successful Bidder shall adhere to all codes, ordinances, or other regulatory requirements covering the scope of this project.

**TIMELINE:**

The anticipated dates for the 2024 are:

2024: July 2<sup>nd</sup> – July 8<sup>th</sup>, added option for adding July 9<sup>th</sup> to the schedule for rain dates

A detailed schedule for 2024 will be distributed at the mandatory pre-bid meeting.

The successful Bidder must provide MECA Tri-Park with the name and cell phone number of a contact person that will be on site every day.

**PART III - Information to be Supplied by Bidder**

For ease of evaluation and given the fast-track that MECA Tri-Park desires to pursue to reach final agreement, MECA Tri-Park requests that each proposal submitted incorporate the same general structure. Proposals must include the following sections:

**1. Attachment A - Proposal Form**

Attachment A – Proposal Form, must be completed, signed and submitted as the first page of the Proposal. Proposal must include all costs associated with a complete, turn-key installation.

**2. Company Profile**

The Bidder should provide information about the company, including the following information:

- A. Company name, address, telephone number, email address, and contact person.
- B. Brief company history, which can be in the form of a company brochure.

**3. Subcontractors**

In order that MECA Tri-Park may be assured that only qualified and competent subcontractors will be retained for the service, each Bidder shall submit with his/her name a list of all subcontractors that the Bidder intends to use. No change shall be made in the list of subcontractors after the receipt of proposals, unless agreed to in writing by MECA Tri-Park.

**4. References**

Bidders shall supply a list of three references that you have provided similar product/service for, including names and telephone numbers of the customer's contact person. Provide a brief description of product/service for each reference listed.

**5. Resumes**

Bidder shall provide resumes or bios of key staff assigned to the project highlighting qualifications and experience. Information must include all relevant certifications and/or training.

**6. Project Narrative**

For Scope of Project listed in Part II, Bidder shall provide detailed information including the installation plan and detailed warranty.

**7. Warranty and Support Information**

Bidders must provide warranty information for equipment and services.

**8. Deviations from Scope of Project**

Bidders must document all deviations from the specifications outlined in the Scope of Project in Part II.

**9. Contractual Terms and Conditions**

The Bidder shall review and provide a response whether the contractual terms and conditions set forth in Part 1, Section 5 are agreeable. A detailed response is required if a bidder is not agreeable to one or more of the terms and conditions set forth in Part 1, Section 5.

**10. Specification Sheets - Alternates**

Bidder shall provide detailed specification sheets and photos if proposing an Alternate product.