



**Request for Proposals:  
Beach Volleyball Tournament Director at the Annenberg Community  
Beach House  
May 5, 2010**

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**Overview**

The Annenberg Community Beach House is a five acre public beach facility with a prime location on Santa Monica State Beach. It has a rich and colorful history with first-class amenities that have quickly made it a popular destination. The Beach House promotes “a great day at the beach” by offering a historic swimming pool, children’s splash pad, showers, changing rooms, take-out and café-style food services, beach equipment rentals, a playground, beach tennis and volleyball courts, gardens and event spaces. This one-of-a-kind public beach facility opened in April 2009.



The City of Santa Monica is currently seeking qualified and highly motivated individuals or businesses to conduct a Beach Volleyball Tournament at the new Annenberg Community Beach House. The City of Santa Monica would like to offer a tournament(s) for various ability levels and may include divisions for men, women, co-ed and youth participants. The first tournament will be held during the fall of 2010 at a date to be determined. The location has eight beach volleyball courts available for the tournament.

The term of this agreement shall be from the date of contract execution through December 31, 2010. The City shall have the option, at its sole discretion, to extend the term of this Agreement on all the same terms and conditions for two (2) additional 1 year periods. Each option shall be exercised by written notice from City to Contractor.

**Proposals must be received by the City no later than 5pm on May 24, 2010.**

**City of Santa Monica Tournament Responsibilities**

1. Receive and process all participant registrations
2. Promote the tournament through the City’s website, publications and at various parks/recreational facilities.
3. Provide use of the beach volleyball courts for the duration of the tournament at no cost.
4. Provide free parking near the Beach House for the tournament director for the duration of the event.

**Tournament Director Responsibilities**

1. Prepare the tournament schedule
2. Select, schedule and oversee all tournament referees
3. Assist City with tournament marketing

**Annenberg Community  
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AT SANTA MONICA STATE BEACH

<http://www.annenbergbeachhouse.com>

4. Maintain good ongoing communication with participants
5. Select, order and receive all awards in a timely manner
6. Open and inspect facility; set-up and take down equipment
7. Select, train and supervise tournament employees (if applicable)
8. Reserve City beach volleyball courts for the event.
9. Record and report tournament results (on-site, website, etc.)
10. Recruit sponsorships (per City approval)
11. Perform participant conflict resolution as needed
12. Comply with all City and beach volleyball rules and regulations
13. Participate and provide input as part of event preparation and evaluation meetings.

### **Submission Requirements**

Proposals should be concise and adhere to the format set forth below. The City may request additional information or schedule interviews to clarify or elaborate on the proposal. Please include the section heading when providing the relevant information.

1. Experience and History: Please describe your experience with regard to the development, management, and operation of beach volleyball tournaments as proposed.
2. Proposed Tournament Description: Describe the make-up of the tournament including number of teams, players per team, categories and skill levels to be offered, etc.
3. Tournament Schedule: Describe the tournament length, days and times proposed for each tournament division.
4. Crowd Control: Describe your expectations with regards to spectators and your plan to manage them.
5. Team Fee: Each proposal must include a proposed team fee for all tournament participation.
6. Proposed Compensation: Contractors shall receive a percentage of the tournament team fees collected by the City. Please state the percentage of the tournament team fees you propose to receive.
7. Referees: Describe how refereeing will be managed and paid for.
8. Adaptability: Explain your ability to adapt your leagues for participants with physical, cognitive, sensory, mental, or other disabilities.
9. Outreach: Describe how you will partner with the City to promote the tournament to the community including working with the city to develop outreach materials.

10. Staffing and Volunteers: Please provide your staffing structure for tournaments including education and experience and your training plan.

11. References: A list of professional and client references.

12. Budget: Include a detailed budget for the operation as proposed. You may use the attached sample or provide an alternative of similar scope.

### **Eligibility Requirements**

All contractors shall adhere to the following requirements:

- Obtain a valid Santa Monica Business License
- May be subject to the City of Santa Monica Living Wage Ordinance if the contract amount exceeds \$54,200. Note: this rate may adjust each July 1<sup>st</sup>.
- Sign an Oaks Initiative Disclosure Form if the total amount of the contract exceeds \$25,000.
- Procure and maintain the following insurance with the City of Santa Monica listed as an additional insured:
  - a. General Liability Insurance coverage in the amount of \$1,000,000 per occurrence/\$2,000,000 annual aggregate, with the City of Santa Monica, members of the City Council, boards, commissions, officers, agents, employees, and volunteers listed as additional insured;
  - b. Workers' Compensation and Employer's Liability Insurance as required by the State of California and Employer's Liability Insurance in the amount of \$1,000,000 per accident for bodily injury or disease.
  - c. Business auto liability with a limit of not less than \$1,000,000 each accident
- Complete and submit W9 Taxpayer Identification Number and Certification
- Adhere to regulations set forth by the Americans with Disabilities Act (ADA).
- Annual fingerprint and background clearance ("Live Scan") through the Santa Monica Police Department at contractor's expense for all contractors, employees and volunteers conducting activities. Information on the City's Live Scan process and associated costs can be obtained by calling 310.458.8435. Notifications of relevant convictions are sent to the City by the California Department of Justice, Bureau of Criminal Identification. If awarded a contract, the contractor, all employees and volunteers are required to provide information pertaining to all convictions, unless sealed or expunged.

### **Evaluation Process**

An Evaluation Committee will review and evaluate each proposal based on the extent to which it provides the highest quality league administration and activity. An interview

may be required. The City retains the sole authority to select any number of qualified businesses or individuals and negotiate contract terms. The City reserves the right to reject any and all proposals. Receipt of any proposal pursuant to this Request for Proposal shall not constitute an implied intent to enter into a contract to conduct activities for the City.

### **Tournament Director Agreement**

Applicants selected to be a City Contractor will be required to sign an Independent Contractor Activity Agreement. Click on the link below to view the sample agreement.

[http://www01.smgov.net/comm\\_progs/Beach\\_Volleyball\\_Tournament\\_Director\\_CONTRACT.pdf](http://www01.smgov.net/comm_progs/Beach_Volleyball_Tournament_Director_CONTRACT.pdf)

Read the contract terms and conditions carefully as no material changes will be made to these conditions. No exceptions.

### **Questions**

Questions regarding this Request for Proposals should be submitted in writing to:

[beachhouse@smgov.net](mailto:beachhouse@smgov.net). All questions and responses will be posted at

<http://beachhouse.smgov.net>

### **Submission Deadline**

The City, in compliance with its Sustainable City Program, is encouraging the use of recycled and tree-free products. Please do not use plastic bindings, plastic page covers, or laminated pages.

To aid in the selection process, please submit **two** copies of the proposal and hand deliver or mail to:

**City of Santa Monica  
Annenberg Community Beach House  
415 Pacific Coast Highway  
Santa Monica, CA 90402  
Attn: Heath Hamilton**

**PROPOSAL SUBMISSION DEADLINE IS 5:00 PM, May 24, 2010.**

**NO FAXES OR EMAILS WILL BE ACCEPTED.**

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**SAMPLE PROPOSED BUDGET**

**Applicant:**

*Complete the revenue and expenses form below based on your best estimates for the tournament proposed.*

<b>Revenue</b>	
<i>Describe the estimated gross receipts that will be collected by City</i>	
Gross Revenue to City (Team fee x # teams)	
Amount Paid to Contractor (as % proposed)	
Materials Fee (if any)	
Other Revenue, please describe below:	
<b>Gross Contractor Revenue</b>	<b>0</b>

**Operating Expenses (Provide detailed description)**

**Sales and Marketing**


**Equipment and Supplies**


**Personnel Expenses**


**Taxes and Insurance**


**Other**


<b>Total Operating Expenses</b>	<b>0</b>
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<b>Net Profit (Revenue minus Total Operating Expenses)</b>	<b>0</b>
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