



Request for Proposal for
Race Production and Management Service for
The Foundation for Geauga Parks First Annual
Paddle Triathlon
3G: Paddle, Peddle, Pace

Release Date: May 12, 2021

Submittal Deadline: June 16, 2021

To All Prospective Bidders:

The Foundation for Geauga Parks is an independent, nonprofit foundation that serves all parks in Geauga County, Ohio. We will be hosting 3G: Paddle, Peddle, Pace, an in-person paddle triathlon in Geauga County scheduled for Summer 2022. We invite you to submit a proposal for Race Director/Company to help us plan, produce and manage the event.

Any questions regarding this RFP should be submitted, in writing no later than end of business June 15, 2021 and directed to:

Linda L. Brown
Linda@orgsuccess.com
Mobile: 440.667.7584

Proposals should also be sent to Linda at the email above. All proposals will be due by June 16, 2021. The committee will announce the Awardee by the end of July 2021.

We look forward to receiving your proposal!

Sincerely,

Matthew Burnham

Matthew Burnham
Race Committee Chair
Vice President of the Board of Trustees
The Foundation for Geauga Parks

Background

The Foundation for Geauga Parks (FGP) began holding virtual Walk, Run, Ride events in 2020 in order to motivate our community to enjoy our numerous parks in the county and raise funds for our projects and new initiatives. We use 100% of the race revenue for parks in the county or park-related programs.

We have already established a very active race committee of volunteers, some of whom are runners and understand the race from an athlete's perspective. We also have committee members who have little to no knowledge of triathlons, but are interested in learning and working hands-on on our new fundraiser.

We intend to turn 3G: Paddle, Peddle, Pace into an annual event. Our goal for the inaugural year is to hold an exceptionally well-planned and executed event so that we will attract more athletes and generate more revenue in subsequent years. We aim to make this a very popular race that sells out year after year and becomes well-known in the region.

The FGP Race Committee has chosen a race name, logo, and race event registration platform (RunSignup) for the 2022 event. The FGP Race Committee (the Race Committee) and Board of Trustees will be responsible to recruit Corporate Sponsors for the race and support the chosen Race Director/Company and his/her staff. We are eager to learn more about how to hold such an event so that, in the future, we will be able to more efficiently and effectively plan each subsequent years' events.

General Scope of Services Required

The (name of race) will be held on a single day, date TBD but expected on a Saturday in June, July or August, 2022. and will continue to be run on approximately the same dates every subsequent year. It is our intent that the race will be held in a park and/or surrounding roads in Geauga County in keeping with our mission to serve our parks.

The Awardee will be expected to work hand in hand with the Race Committee and Board to produce and manage race operations, streamline processes, ensure a safe environment for racers and spectators, and implement best practices in the race industry. The Awardee will be expected to handle most, if not all of the race planning, responsibilities and tasks, reporting directly and frequently to the Race Committee.

Expenditures by the Race Director/Company, her/his/their staff, and organization on behalf of the event must be approved in advance by the FGP.

The following is information to aid in the development of your proposal and cost estimate.

- The expected event distances are 2500 m row, 20 K ride, and 5 K run.
- The potential location(s) will be in Geauga County and the final location will be decided by the Race Director/Company and Race Committee.
- The desired 2022 participation: 100 to 200 and grow to 200 to 300 in 2023.

More Specific Responsibilities of the Race Director/Company

Responsibilities of the successful Awardee will include, *but not be limited to*: Management and coordination of all race processes, procedures, materials, equipment, supplies, and support. Some services or items will be procured by the Race Committee; this will be discussed with the awardee. All plans will be discussed with the Race Committee for approval prior to implementation. Included responsibilities, for example, are management and coordination of the following:

- Event planning timeline
- Course design and planning
- Procurement of all required permitting
- Provide experienced support staff, as needed
- Promotion of the event, including email and social media marketing in partnership with the Race Committee
- Potential administration of RunSignUp platform in partnership with Foundation staff
- Procurement of race swag in partnership with the Race Committee and Foundation staff
- Advice on procuring liability insurance
- All race day participant interface sites, including, but not limited to:
 - Parking
 - Race day registration and packet pickup
 - Bag check
 - Information tents
 - Merchandise tent
 - Water stops
 - Food/drinks tents
 - Medical/first aid tent
 - Sponsor tents
- All race day personnel, including, but not limited to:
 - Race announcer
 - Security
 - Photographer
 - Medical support
 - Timing staff
 - Volunteers
- All race day equipment and supplies, including, but not limited to:
 - Barriers or other fencing materials
 - Start/finish arches or other markers
 - Traffic cones
 - Power generators
 - Tables & chairs
 - Tents
 - Signage
 - Radios
 - Portable toilets
 - Bibs and other timing equipment
 - Flags, banners and other promo materials
 - Bike racks
 - Cups, water jugs and/or water bottles

- Food and drinks for aid stations and the start/finish areas for participants, volunteers and your team staff
- Participant information packet and any race swag
- Awards
- Audio equipment (MC and PA use)
- Technical support
- Race timing and scoring
- Day of race clean up to the satisfaction of appropriate authorities
- Post-race activities and responsibilities including race debrief with the FGP Race Committee
- Complete and submit pre- and post-race forms

Race Director/Company Requirements

- Experience managing triathlons, paddle triathlons, races, and canoe/kayak races
- Has access to experienced event management team/staff to direct the event planning and race day
- Able to work effectively and in close collaboration with the Foundation's Race Committee members.
- Location in NE Ohio strongly preferred.
- Experienced triathlete strongly preferred.

Proposal Requirements

Please provide the following in your proposal:

- Race experience, including current races you are producing and relevant races you have produced, including dates, locations, and numbers of participants
- Why you are interested in our event
- Why we should choose you for our event
- Proof of Race Director/Company requirements (above)
Current triathlon race management affiliations and any other relevant affiliations
- Three race references: Names and contact information
- Race Day availability for 2022
- Estimated cost to produce our 2022 triathlon with the cost break down for the major services and responsibilities for the event and event planning; including cost for Race Director/Company services and other subcontracted services separately
- Confirmation of ability to accept the obligations listed in this RFP
- Any standard contract you typically provide prospective clients
- Any questions you have for the FGP Race Committee