

City of Minneapolis
Request for Committee Action

To: Public Safety, Civil Rights & Emergency Management
Date: 3/23/2016
Referral: Ways & Means
From: Police Department
Prepared by: Wendy Guck
Presented by: Robin McPherson
File type: Action
Subcategory: RFP

Subject:

RFP for Consultants – Events Planners for Super Bowl 2018

Description:

Approving the issuance of the RFP to contract for 2 consultants/Events Planners for the 2018 Super Bowl.

Previous Actions:

None

Ward/Address:

Not Applicable

Background/Analysis:

The Police Department requests permission to issue an RFP to hire consultants/Event Planners to assist with coordinating public safety issues related to the 10-day event leading to the Super Bowl on February 4, 2018. The PRC is scheduled to review the RFP on March 24, 2016. Pending council and PRC approval, the RFP will be issued in April.

The MPD anticipates the need for consulting services of two Events Planners to work directly with the Police Department and other city agencies to:

- Assisting with logistics and planning for all public safety aspects related to the special event;
- Work closely with police, Fire, EMS in coordinating public safety plans;
- Serve as a liaison with outside agencies, other City Departments, law enforcement agencies, security services and traffic control maintaining communication channels with all internal operations;
- Working with the NFL and the MN Super Bowl Host Committee as needed on coordination, information; and
- Coordinate personnel use, scheduling and personnel assignments, facility use with other event coordinators as it relates to multiple events in facilities, including meeting rooms, tables, chairs and audio visual equipment.

Financial Review:

Additional appropriation required.

Future budget impact anticipated.

Enter future budget impact

Approved by the Permanent Review Committee.

The RFP was presented to the PRC for review on March 24, 2018.