

NEW RIVER BRIDGE DAY RAPPEL COORDINATOR REQUEST FOR PROPOSAL (RFP)

The New River Gorge Bridge Day Commission (BDC) seeks proposals for a person or company to coordinate and manage Rappelling / High Line from the New River Gorge Bridge during Bridge Day. The BDC seeks the proposal at a time when the current coordinator's agreement with the BDC has expired or expiration is near.

A \$50.00 application fee (non-refundable) payable to the Bridge Day Commission with the Rappel Coordinator's proposal shall be submitted to the BDC by September 01 of the year prior to the next scheduled Bridge Day. The application fee is waived to the current Rappel coordinator.

The Management Plan shall include, but not limited to, the following:

- Experience organizing & managing large events
 - Rappel and rope experience
 - Itinerary
 - Registration Process
- Specific information includes, but not limited to:
- Name, Address, DOB, SSN provided to the Sheriff of Fayette County prior to September 01 for the current year.
 - Maintain records of participator's registration / liability forms for 3 years and allow the BDC access to them upon request.
 - Each rappeller, staff member, or associate affiliated with the Rappel Coordinator shall have photo identification present at all times during the event.
 - The above information shall be submitted each year. Law enforcement reserves the right to run a criminal records check on every rappeller each year, but may defer if persons have attended the previous year.
- Establish a communication plan in order to communicate with members of law enforcement and /or BDC members.
 - Entry and Exit area plans and illustrations.

Minimum Requirements Required Upon Approval:

- Coordinate with BDC for transportation.
- Coordinate with BDC for water and vertical rescue.
- Coordinate with BDC for medical treatment involving participants.
- Coordinate with BDC in regard to security and public safety issues for the event.
- Have liaison available to law enforcement or BDC in the event of an incident.
- Coordinate with the BDC and Division of Highways (DOH) in regard to any equipment used on and around the bridge.
- Obtain all required permits from DOH.
- Coordinate sponsorship with the BDC. Rappel Coordinator shall not have any sponsors which conflict with sponsors obtained by the BDC or the Fayette County Chamber of Commerce.

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- Absolutely no banners and signs of any type shall be displayed between Court Street and Ames Heights Road, including all areas of the New River Gorge Bridge, without the approval of the BDC and the Fayette County Chamber of Commerce.
- Liability insurance shall be carried in the amount to cover the minimum requirements established by the Fayette County Chamber of Commerce.
- Provide statistical information of the event to the BDC at the wrap up meeting after Bridge Day.
- Provide financial estimates.
- Include and make payable to the BDC a \$10.00 participant fee for each participant.
- Provide a representative to attend the monthly meetings and / or have open communications with the Chairperson of the BDC.

Bridge Day is an annual event which is held on the third Saturday of October. Bridge Day is West Virginia's largest, single day festival attracting thousands of people each year from all over the world. The BDC recognizes Rappelling is an integral part of Bridge Day.

The Rappel coordinator position is renewable each year and the operation is evaluated after each event. The BDC reserves the right to extend to the Rappel coordinator a three year contract based on previous performance and success.

For Bridge Day 2009, please submit your proposal by **October 01, 2008** to:

Cindy Dragan, BDC Chairperson
Fayette County Chamber of Commerce
310 Oyler Avenue
Oak Hill, WV 25901
Phone: 304-465-5617 Fax: 304-465-5618
Email: cindy@wvdsi.net