

## RFP Status

- Facilities Manager
  - The contract position was advertised in the newspaper of record, Newport News-Times for 2 weeks October 18 & October 25. The ad was also posted on the Yachats Community Page.
  - 4 Applicants applied and all 4 were interviewed on Wednesday, November 8<sup>th</sup> by an Interview Panel.
  - Heather Hoen accepted and started the position Monday, November 27, 2017.
  
- Visitor's Center
  - The proposal was advertised in the Newport News-Times for 2 weeks beginning November 17.
  - 3 Individuals have requested the RFP documents as of 12/1/17
  - Proposals are due 12/5/17

### Enclosed:

- Facilities Manager Ad
- Visitor Center Ad

**City of Yachats**

**Facilities Manger**

City of Yachats seeks a highly-motivated individual to contract as a Facilities Manager for The Commons and Picnic Shelter, City-owned buildings at 441 Hwy 101, Yachats. The City facilities serve as a community center for meetings, plays, exercise, art classes and many large weekend festivals. This contract provides support services that include, but are not limited to: all activities related to events and the rental of facilities, including scheduling, monitoring, user access and support, setup and take down, inventory, building security assistance, volunteer recruitment and minor building maintenance. The contractor must be skilled in the use of computers, office equipment, various software programs, sound systems, audio/video equipment, and have a great sense of organization. The contractor must be available to respond to facility or events needs promptly, be detail-oriented, and enjoy working with the public and volunteers. Compensation DOE; there are no benefits. This position has been done half-time, but additional duties may require up to ¾-time. More details may be obtained by emailing [Joan@YachatsMail.org](mailto:Joan@YachatsMail.org), calling 541-547-3565, Ext. 5. All applications must be received no later than 4:30pm on October 31, 2017. Interviews will be scheduled immediately thereafter.

### City of Yachats Visitor Center

City of Yachats is seeking proposals from qualified individuals or firms to operate the City's visitor center and provide marketing services for the City. Successful applicants will demonstrate an ability to provide all of the following: flexible and professional staffing of the visitor center; creative coordination of advertising; branding; promotions; marketing; and media support services. The selected consultant will implement portions of the City's Coordinated Marketing Plan, available on the City's website.

Proposers shall have substantial experience with the following: 1) providing professional, effective communication services and visitor information; 2) devising, implementing and coordinating marketing campaigns and promotions; 3) developing and implementing local events tailored towards tourists and showcasing what the Yachats community has to offer; 4) coordinating with multiple parties to meet deadlines.

Proposers shall provide one hard copy of proposer's proposal in a sealed envelope clearly marked: "Confidential: City of Yachats Visitor Center and Marketing Services Proposal". Proposals shall be submitted by 4:00 p.m. on Dec.5, 2017 to City Manager Shannon Beaucaire, PO Box 345, Yachats OR 97498 or hand-delivered to 441 Hwy 101N, Yachats OR. Postmarks do not count. Proposals which are not received by the City by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive. Contact [Shannon@YachatsMail.org](mailto:Shannon@YachatsMail.org) for a full copy of the RFP and Marketing Plan.