



**REQUEST FOR PROPOSALS (RFP)
FOR PRAHA OUTDOOR PERFORMANCE STAGE (POPS) FACILITY
PROGRAMMING**

I. GENERAL INFORMATION

This document is a Request for Proposals (RFP) for programming in 2027 (and beyond) to occur at the Praha Outdoor Performance Stage (POPS) facility located at 110 2nd Ave. NW within the City of New Prague, Minnesota. Generally speaking, the city is seeking a non-profit organization to provide for utilization/programming of the POPS facility which could include, but are not limited to a variety of diverse uses such as: concerts, plays, children's programming, and family programming. The facility would be provided at no cost to the non-profit organization providing the programming and the City will not provide monetary compensation for the programming. City will maintain ownership and be responsible for all utility costs and general maintenance. The City will provide a list of dates for "Community and School Events" which will be dates unavailable for programming.

The POPS facility is currently under construction and expected to be completed in the third quarter of 2026 at which point in time the completed facility will be donated to the City of New Prague by the Forward New Prague Foundation. This proposal would be required to cover all of 2027, but would have an option for 2028 as well, but not beyond these years without a new agreement.

New Prague is a dynamic and historic city located just 45 miles southwest of Minneapolis/St. Paul and in close proximity to Interstate 35 and U.S. Highway 169. Our residents and businesses enjoy New Prague's small-town feel including its historic downtown, outstanding amenities and quick access to the Twin Cities.

New Prague's motto is "A Tradition of Progress" and it shows. New Prague has a unique identity as a bridge between rural and suburban/metropolitan areas. New Prague's 2023 estimated population is 8,340 with 3,066 households. More information can be found on the City's website at www.ci.new-prague.mn.us.

Submittal of Proposal

The firm shall submit an electronic PDF copy of the proposal to:

Ken Ondich
Community Development Director
E-mail: kondich@ci.new-prague.mn.us

Closing Submission Date

Proposals must be submitted no later than 4:30 pm on Friday, April 24th, 2026.

Inquiries

Inquiries concerning this RFP should be directed to Ken Ondich, Community Development Director, at (952) 758-4401, or kondich@ci.new-prague.mn.us.

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the submitter and will not be reimbursed by the City of New Prague.

Right to Reject

The City of New Prague reserves the right to reject any and all proposals received in response to this RFP.

Notification of Award

It is expected that a decision to select a successful consulting firm will be made within one month of the closing date of the receipt of proposals, with firms being contacted via phone or e-mail.

Formal Agreement

The City will require a formal agreement to effectuate any Proposal. The agreement will include, but is not limited to, the following: the time within which the services will be performed and the Proposer's and City's responsibilities.

II. PROGRAMMING SOUGHT

GENERAL EXPECTATIONS AND SCOPE OF SERVICES

It is expected that the non-profit organization will, at minimum, provide programming and services at the POPS facility in 2027, with an option for 2028, as follows:

- The POPS Facility will not be available for programming, unless otherwise agreed to by the City during "Community Events". "Community Events" are defined as Memorial Day (the last Monday of May), Czech Out New Prague (the first Thursday of August), Dozinky (the third Friday/Saturday of September), and Holiday Parade of Lights (the first Friday of December).
- The POPS Facility will not be available for programming during designated school events dates (TBD)
- The POPS Facility will not be available for programming during the previously approved "Summer Concert Series" dates (via a separate agreement between the City and the Forward New Prague Foundation – specifically Section 19 of said agreement) which are held on the following dates each year for a 10 year period following the City's acceptance of the POPS facility (TBD): 8 dates on certain weekday evenings from June 1 to August 31 from 4PM to 10PM. The Forward New Prague Foundation is required to provide the 8 dates by January 31st each year.

- The City encourages and will prioritize proposals with diverse programming (meaning a wide range of artistic disciplines, cultural perspectives and performance styles to engage a broad, community-wide audience that could include theater, dance, music and educational community events) that utilizes up to 3 to 4 days each week between Memorial Day and Labor Day.
- Programs must comply with City Code Chapter 91.01 (Use and Occupancy of Public Parks and Recreation Areas) and City Code Chapter 110 (Alcoholic Beverages).
- The non-profit must provide its own liability insurance for all programs that it schedules.
- For any dates not programmed by the City for Community Events, by the School or by the non-profit proposer (which must be established by April 30th of each year), the proposer must make available to the general public and religious organizations (of all types) and keep track of those scheduling use of the facility and inform the City of those reserving the facility and at what time/date.
- The City will not provide monetary compensation to the non-profit organization for the programming, but nothing will prevent the non-profit from collecting an entrance fee, particularly for events where alcohol or food sales might occur (and which might require temporary fencing to meet alcohol compliance requirements). Please indicate in the proposal how many programs would be anticipated to have an entrance/participant fee.

The non-profit organization selected through this RFP will enter into a contractual agreement with the City to provide the programming at the POPS facility. The contract will also include a cancellation clause should either party wish to cancel the agreement and set those terms within.

Non-profit organizations are encouraged to submit proposals even if not meeting all the general expectations listed above. The City will also endeavor to assist in advertising programming on the city's website and social media. Banners will be allowed to be put up at the site advertising programs, events and recognizing event/program sponsors.

Proposal Form and Content

The proposal must, at a minimum, include the following:

Scope of Programming

The non-profit organizations should present their understanding of the requirements of the programming sought and present a plan for providing for a diverse range of programming at the POPS facility.

Timeline

The firms are required to include a timeline for the programming and if they have a preferred length of agreement in which to provide programming at the POPS facility.

Resumes

Identify person(s) with key responsibilities who will be assigned to work on the programming and describe their role and duties. If portions of the programming are to be "subcontracted" out to other individuals or organizations, be sure to disclose that information in the proposal.

Experience

Discuss demonstrated experience of the non-profit with programming of similar scope and magnitude as requested in this proposal. Experience must be within the past 10 years.

References

List of references (2 minimum) relating to the proposed programming and plan for the POPS facility.

Selection Process

City staff will evaluate, and rank all submitted proposals and will recommend the most qualified non-profit organization to the City Council. The decision will be based on a combination including, but not limited to ranking and other qualifications.

Interviews

Staff may schedule interviews with select non-profit organizations.

Schedule of Events

The City of New Prague has developed the schedule of events listed below for selection of the firm; the schedule is subject to change.

Send RFP to Non-Profit Organizations	April 7th, 2026
Questions from Non-Profits to City Due	April 24 th , 2026
Addendums Issued	April 30 th , 2026
Deadline for Proposals from Non-Profit Organizations	May 8th, 2026
Interviews (if necessary)	May 11th – May 22nd, 2026
Approve Proposal by City Council	June 1st, 2026
Notification of Award	June 2nd, 2026

Evaluation of Proposals

City staff will evaluate proposals and shall evaluate the proposals based on the following criteria.

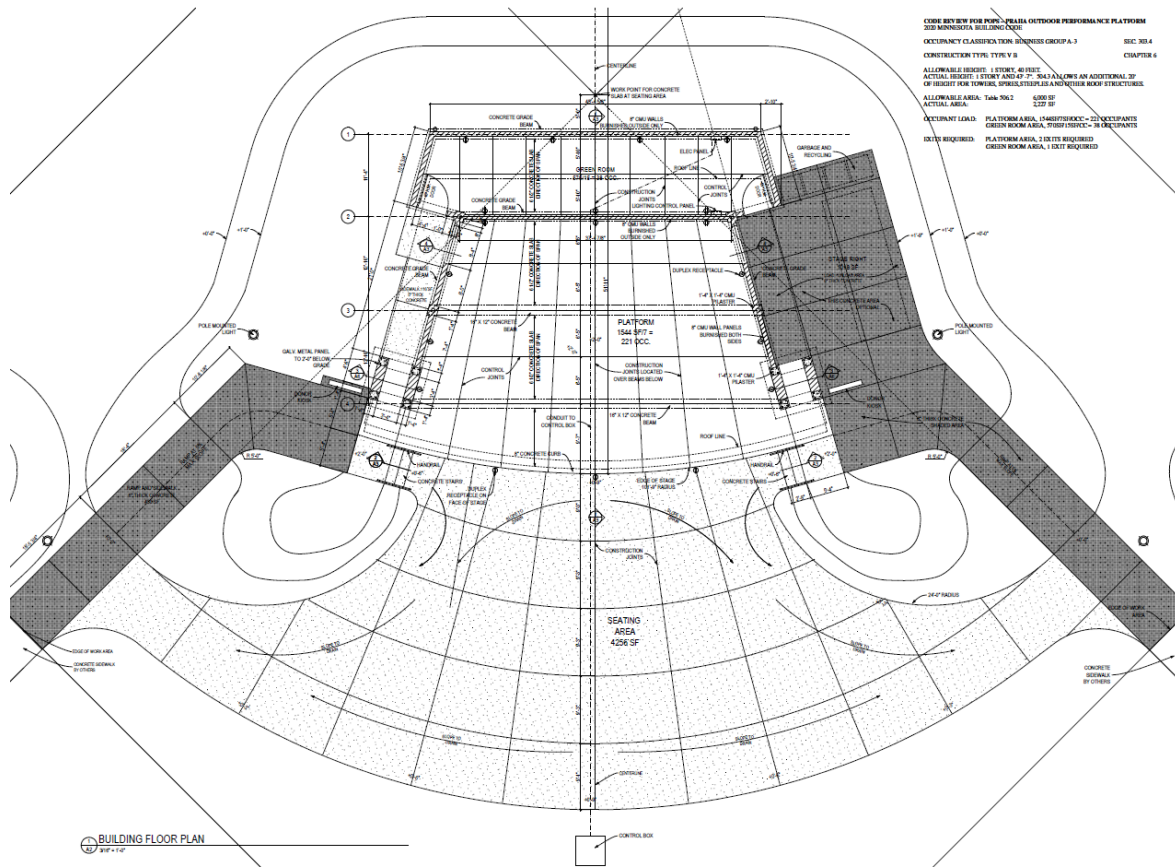
1. City of New Prague is interested in selecting a non-profit organization which demonstrates an understanding of the requirements of this programming project and the concerns of the City and professionally provides the City with optimal programming services, yet also meets the City’s concern with providing a diverse range of programming at the facility (as defined in the expectation of services) (25 pts)
2. Experience, qualifications, expertise and availability of key individuals in the non-profit organization assigned to provide the programming project and proven ability to work together as a team on similar programming projects. (25 pts)
3. Testimony provided by past clients of the non-profit organization, i.e., references. (10 pts)
4. Relevance and suitability of the programming project approach. (10 pts)
5. Resources of the firm to conduct and provide the programming in a satisfactory manner. (10 pts)

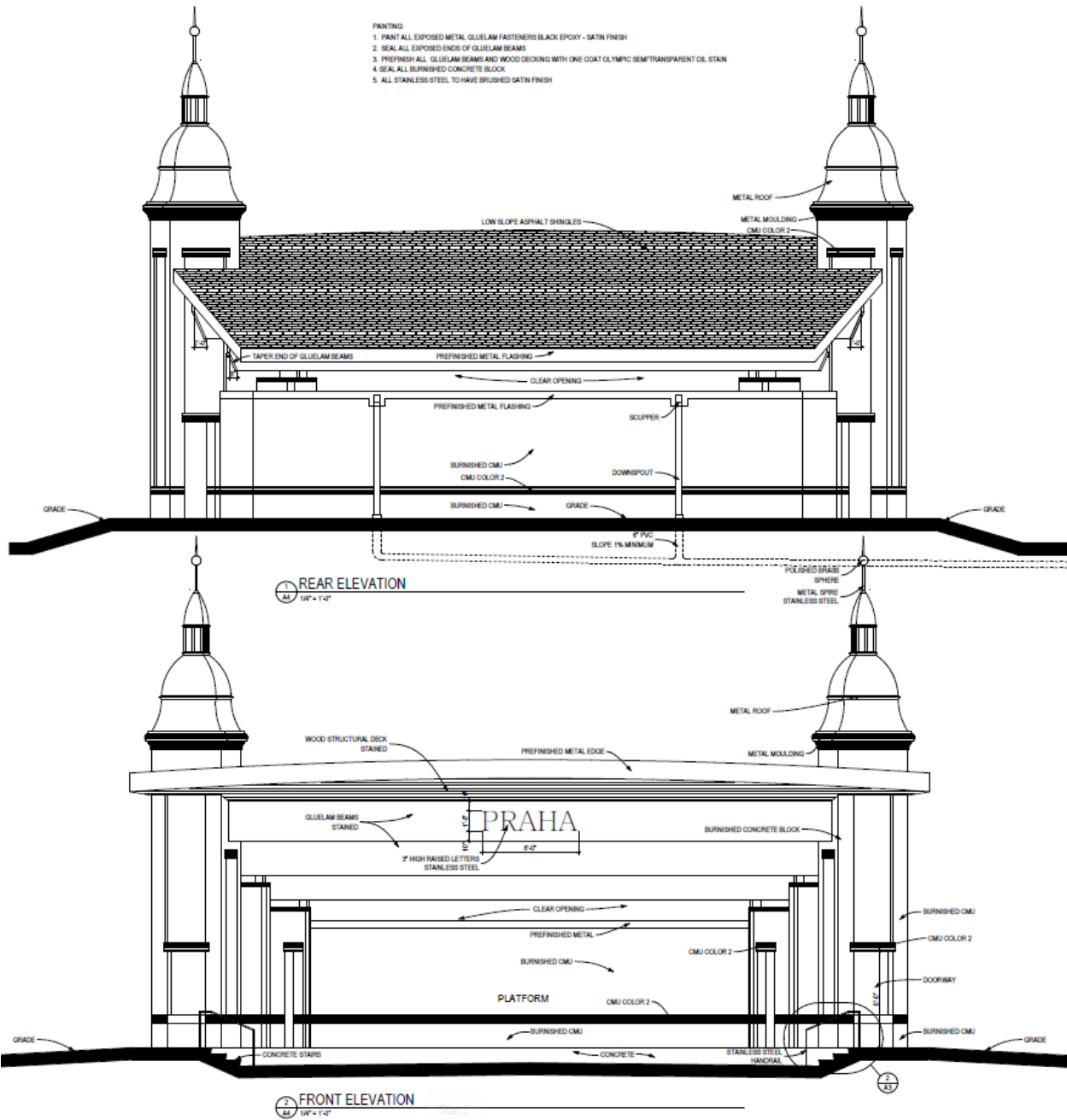
6. Clarity, conciseness, and organization of the proposal. (20 pts)

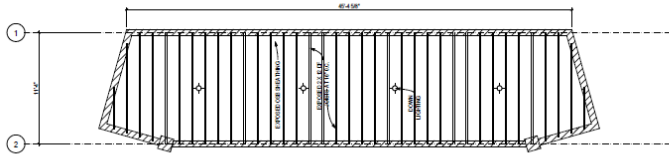
Contract Terms and Conditions

Upon selection of a non-profit organization, an Agreement or Contract for Services shall be entered into by the City and non-profit organization. It is expected that the contract will provide for the following conditions:

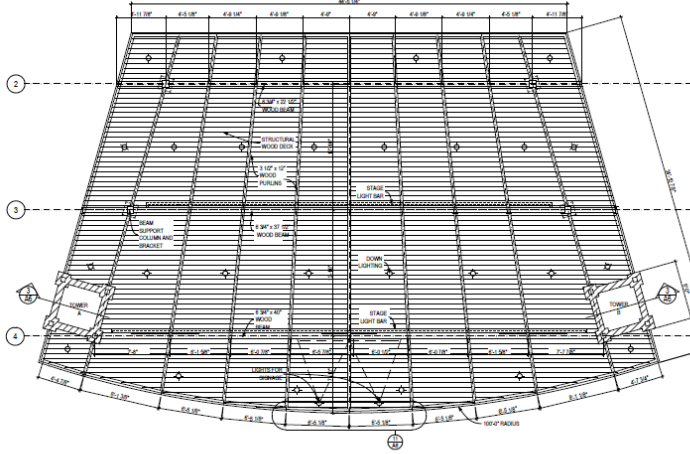
1. If, for any reason, the non-profit organization is unable to fulfill the obligations under the contract in a timely and proper manner, the city reserves the right to terminate the contract by written notice.
2. The non-profit organization shall not assign or transfer any interest in the contract without prior written consent of the city.



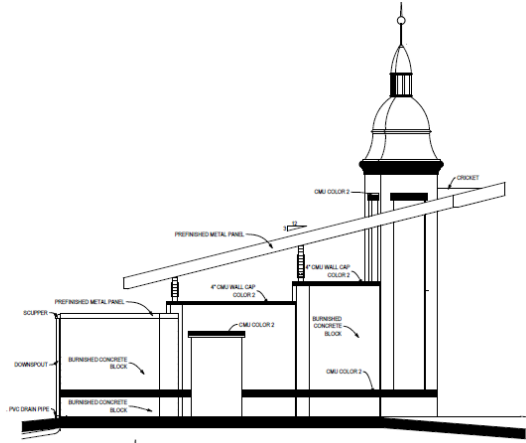




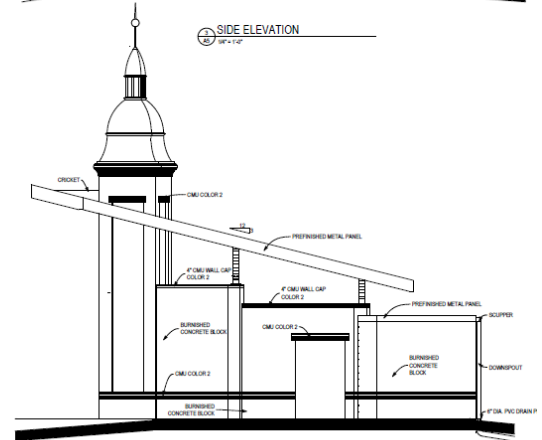
17 GREEN ROOM REFLECTED CEILING PLAN
1/8" = 1'-0"



18 PLATFORM REFLECTED CEILING PLAN
1/8" = 1'-0"



19 SIDE ELEVATION
1/8" = 1'-0"



20 SIDE ELEVATION
1/8" = 1'-0"