

**Schedule I
Scope of Services**

OPPORTUNITY:	RACECOURSE MANAGER
RFP NUMBER	PM2019-002

The Philadelphia Marathon is requesting proposals from qualified persons or entities to provide racecourse management services for its 2019 Race Weekend Events: Philadelphia Marathon, Half Marathon, 8K and Kids Fun Run.

Duties:

1. Report to Executive Race Director (and the Race Operations Director, as may be directed by the Executive Race Director).
2. Develop and finalize a racecourse for all three races occurring during the Philadelphia Marathon in compliance with USA Track & Field course certification (which shall include, but not be limited to, all course recertification measurements, mile/km mark location and descriptions, paint or re-paint all mile/km marks and Start/Finish lines, and placement of all arrow-signboards, cone arc lines, cone lines, barricades, delineators, and cones (collectively, the "Racecourse Equipment").
3. To the extent Racecourse Equipment is not included Contractor's submission to this Request for Proposal, develop and finalize plans, together with the City, for logistics and schedule of procurement of cones, signs, A-frame signboards, radios, Official Vehicle placards, any other equipment/supplies.
4. Coordinate the caravan of vehicles including pace-car, support vehicles ("SAG Vehicles")¹ as well as security infrastructure on the racecourse throughout the duration of the Philadelphia Marathon.
5. Pickup/Sweep of all above at back end of all three races.
6. Monitor and identify final participants in all three races and provide notification to course marshals & police of same.
7. Provide instruction to police at various key intersections along the Half-Marathon & Marathon routes as to which direction runners will be running.
8. Confer and plan with police for best implementation of their cones/barricades in conjunction with Contractor's cones & signs to ensure smooth running of race and efficient re-direction of vehicular traffic.
9. Coordinate and manage return of all Racecourse Equipment and other equipment, supplies, signs and signboards to Eakins Oval Navy Yard Warehouse.
10. Coordinate bike-pacers.
11. Attend or otherwise participate in conferences and/or teleconferences necessary, as may be required by the Executive Race Director, occurring prior to the Philadelphia Marathon Weekend.
12. Monitor Philadelphia Marathon Weekend racecourses at certain intervals to ensure the course safe and free of debris, potholes and construction equipment.
13. Submit a detailed post-event report, including but not limited to, key observations and all relevant supporting documentation created or otherwise obtained in the course of performing of this Scope of Work.

Qualifications:

1. Demonstrated experience of successful implementation for racecourse management, specifically, for a marathon.

¹ SAG Vehicles shall be equipped with communications equipment and safety equipment. Contractor shall not be responsible for providing, selecting, or insuring SAG Vehicles or SAG vehicle drivers.



2. Demonstrated experience in managing and coordinating volunteers.
3. Possess (or otherwise have the ability to acquire at commercially reasonable rates) Racecourse Equipment.
4. Ability to collaborate and cooperate with the City to perform this Scope of Work.
5. Strong written, communication and excellent interpersonal skills.
6. Good working knowledge of Microsoft Office.
7. Ability to work successfully under pressure and produce quality work in a timely manner.