

REQUEST FOR PROPOSALS G5062

Submerge Festival Equipment Rental and Event Services

RFP Questions/Answers:

Tee Shirts

- Q. It is mentioned in RFP there are 250 volunteers on food order but section 5 of Sub Consultant responsibilities it calls for 125 staff and volunteer tee shirts - how many tees are needed? Are volunteer shirts same imprint as staff imprint? How many color print (one color or full color)? What color shirts? Where will print be (front, back, crest, shoulder, etc.); Size breakdown (e.g. 10 S, 90 M, 110 L, 30 XL, 10 XXL)?
- A. The Trust will work with selected consultant to design a T-shirt style and quantity that falls within the T-shirt Subconsultant budget of \$1,700 as itemized in the Scope of Services.

Tenting

- Q. Losberger is a specific manufacturer of German tent that is carried by a limited number of tent companies. Is using this specific company's brand mandatory for the 30' x 20' over the stage or is similar style tenting acceptable?
- A. A tent of comparable style and size to the Losberger that is conducive for stage placement and viewing is acceptable.
- Q. Are any sidewalls needed? How many?
- A. No sidewalls are needed on the Losberger tent.

Food

- Q. What have been food truck arrangements been in past (e.g. is there a split, is Trust paying them to be present, are the trucks paying to be present)?
- A. Prior food truck arrangements have not involved any monetary exchanges with the Consultant or the Trust and we would expect the same would be true for this contract.

Security

- Q. Is security able to have car also in position at access point to event for guard duty overnight?
- A. No, vehicles are not permitted on the Pier. Security must be able to provide guard duty on-foot.
- Q. What are the start hours for security?
- A. Security begins at sundown on the date of the tent setup, approximately 6pm.
- Q. If there is a rain date selected could load-in and set-up take place requiring security for two nights?
- A. Yes, that would be possible, however additional security detail would be needed during the day at the discretion of the Trust.

Permitting

- Q. Is Trust or Consultant responsible for permitting, architect blueprint for DOB, sound permit, etc.?
- A. The Trust is responsible for the appropriate internal event permitting.

Reimbursable Allowances

- Q. Lodging, car mileage/rental, airfare, and taxi are relevant to whom (talent, consultants, sub consultants)?
- A. On a needed basis from the Talent, the Trust can work with Consultant to determine such appropriate requests. The Trust does not have a practice of reimbursable allowances for the Consultant.

Trust

- Q. There are areas not mentioned in the RFP such as clean-up, day of security, Special Event Insurance, marketing and advertising, harbor patrol or coast guard coordination, etc. Is the Trust responsible for responsibilities and staffing not mentioned in RFP?
- A. The Trust is responsible for all additional responsibilities and staffing not mentioned in the RFP.

Miscellaneous

- Q. Why is former consultant no longer participating? Or are they still involved and planning to bid again?
- A. This proposal is extended to all eligible M/WBE's and therefore prior consultant is eligible to bid.

- Q. Your RFP specifies a maximum amount for "250 Festival Volunteers" - Breakfast AND box lunch not to exceed \$3,000 total (or \$12 per person). Was it supposed to be "125" for breakfast, and another "125" for box lunches? 125 volunteers would seem more financially appropriate to serve two meals for at a \$3,000 budget. Service includes delivery, serving trays and boxes, utensils and condiments.
- A. Lunch is for 250 volunteers and Research Station exhibitors, with remainder of budget allocated to a light breakfast with coffee, bagel platter, fruit, etc. Please note that the breakfast is for approximately 100 Research Station exhibitors, not general festival volunteers.

- Q. Can the Consultant assume the work of the roles of Sub Consultant? It seems a few responsibilities may overlap.
- A. Where appropriate, the Consultant may assume roles of the Subconsultant as long as the M/WBE requirements are met.