

**G6530 - SUBMERGE MARINE SCIENCE FESTIVAL EVENT PRODUCTION
SERVICES REQUEST FOR QUOTES FOR MWBE AND SDVOB NYS CERTIFIED
FIRMS**

**REQUEST FOR QUOTES
QUESTIONS AND ANSWERS**

March 10, 2022

Questions are presented below in **bold**, with answers from the Trust below each question.

- 1. Question: Is the past festival producer interested in and submitting a bid request for 2022?**

Answer: No, the past festival producer is not submitting a bid request for 2022.

- 2. Question: Can we have access to the past line budget items and costs from past festivals to know where our focus should be in the areas outlined including NYPD, FDNY, DOB, DOH, DOT, etc. permits. They also always require expected attendance estimates – which at this point none of the bidders except the incumbent knows.**

Answer: There are no comparable past line items budgets for this event due to changes in the scope of services and event cancellations and changes due to the COVID-19 pandemic. Past head counts have been up to 8,000 over the course of the day. The 2022 Festival will be two days.

- 3. Question: Is music expected that would incur ASCAP or BMI licensing fees? If yes, we need to know audience head counts from past years.**

Answer: No; the Park maintains an ASCAP license to cover live public performances for this event.

- 4. Are the costs and fees separate from what is included in the \$150K Contractor budget for the below:** No, the budget should be inclusive of all costs and fees.

Additional information requested is noted below.

- a. Special event insurance (we need past head counts);**

Answer: Past head counts have been up to 8,000 over the course of the day. The 2022 Festival will be two days.

b. Reserved parking (25 per day – what hours are they required);

Answer: The producer will be responsible for determining the needs of exhibitors once they are confirmed.

c. Printing of volunteer tee shirts;

Answer: The printing of volunteer T-shirts should be included in the budget.

d. Event Subcontractors e.g. face painters, photographer, etc.? What is the expectation of HRPT as to who or what needs to be retained as well;

Answer: The respondent should include in their proposal what subcontractors will be retained for entertainment purposes.

e. Food vendors (there is a line for it but it does not specify whether they are paid flat fee plus keep 100% of what is sold or if there is a commissionable rate on sales, etc.);

Answer: Historically, food vendors have been paid a flat fee plus keep 100% of what is sold.

f. Vessels berthing at Pier as part of festival; and

Answer: Vessels berthing at the Pier as part of the festival should be included in the budget.

g. Reusable tablecloths (and displays) included in line item for Task 3 for Rental Equipment, et al?

Answer: Reusable tablecloths (and displays) included in line item for Task 3 for Rental Equipment should be included in the budget.

5. Question: There is a line budget item for “Sub-Consultant Budget...” \$25,000. Please define ‘Sub-Consultant’, i.e. is this the subs that the event producer must

hire to dispatch it's needed planning and production needs? Or is it part of or separate from the three event producer's staff required to be on site?

Answer: The Sub Consultant is one of several subcontractors hired by the Consultant that would be needed to execute the event. The maximum total amount that Sub-Consultants may be paid is \$25,000 of the total budget.

- 6. Question: The counts for feeding volunteers and exhibitors for breakfast and lunch in RFP are confusing. Task 5 specifies "one (1) meal..." but if it's breakfast and lunch meaning volunteer meals 200 x 2 days = 400 total volunteer meals; and if vendors are also being fed, then 50 exhibitors x 2 meals x 2 days = 200 meals. Grand total 600 meals?**

Answer: Volunteers and exhibitors both receive one (1) meal per day, making the total two hundred (200) volunteer meals and one hundred (100) exhibitor meals over the two (2) day festival, for a total of three hundred (300) meals.

- 7. Question: Do the meals need to be box meals or can they be served out of a crew tent from serving buffet trays and platters?**

Answer: The meals should be boxed.

- 8. Question: HRPT states it is providing duramat type covers for load-in/out; who is laying down and removing these duramats for pavers?**

Answer: Consultant is responsible for laying down and removing the duramat type covers for the pavers.

- 9. Question: The HRPT is providing lavatories (delivery, install, and removal along with TP. Is the HRPT also providing hand wash stations being sanitizers is not the same and may be viewed by the DOH differently?**

Answer: There are restrooms on site.

- 10. Question: The event producer is to "manage all contracts and payments". Will the event producer receive funds in advance for required deposits e.g. tents, staging, and rentals?**

Answer: The contract will include a fee schedule, with the budget being paid through multiple payments. The first payment will be made upon contract execution.

11. Question: Will the HRPT sign or indemnify and hold harmless the event producer for funds outstanding in its sole discretion to cancel or postpone the festival?

Answer: Hudson River Park Trust does not indemnify other parties. The SUBMERGE Marine Science Festival will occur rain or shine, the event will not be postponed. If the event is cancelled without notice, the Trust will pay actual costs incurred for the event.

12. Question: Does the response need to take into account PPE's and other safety offsets that have financial impact?

Answer: Yes.

13. Question: "If requested by the Trust, Consultant must implement COVID-19 precautions..." This comes at a cost.

Answer: HRPT follows guidance from the New York State Department of Health with regard to COVID-19. Currently, there are no restrictions on outdoor gatherings, however, if the restrictions are put in place and additional precautions are required, the Contractor should include potential costs in the proposal and corresponding budget.

14. Question: Consultant will rely on HRPT's site or CAD renderings to apply to it's planning. Will those who created it be able to make the necessary updates on HRPT's software?

Answer: Hudson River Park does not have CAD drawings available – we will provide a basic site map.

15. Question: Does load out need to be overnight Saturday into Sunday or can the tent and staging be removed Sunday? The difference in cost is significant.

Answer: Dates and times for load out can be negotiated, recognizing cost efficiencies.

16. Question: What has been the needs of the exhibitors in the past and what has been provided to them, more specifically if many require power (and how much) and if water is required by them?

Answer: Past exhibitors have needed tents, tables, power to run basic equipment, and water among other individual requests specific to their displays.

17. Question: Can we receive a better high-resolution layout of the festival?

Answer: Hudson River Park will provide a basic site map. The Consultant is responsible for drafting the layout of the Festival, with approval from the Trust.

18. Question: Can we receive a list of what suppliers such as garages have been used in the past (we can often negotiate favorable rates if there is a history or forward looking business)?

Answer: No such historical relationships exist, with the exception of entertainment, which is included in the scope of services.

19. Question: It is understood that the items being provided by Trust are also set up by the Trust and/or it's own vendors, staff or volunteers, e.g. event signage, exhibitor recruitment, marketing materials, portalets, barricades, waste receptacles and waste removal, and park enforcement?

Answer: The Trust will supply various additional support items that the Contractor will be responsible for set up/removal of. The Trust is recruiting exhibitors and volunteers; both will be managed and coordinated by the Contractor. Marketing materials are outside of the scope of this contract, as is Park enforcement.

20. Question: To not be taxed on rentals, supplies, and services tax exempt forms must be received and applied to all subcontractors and the Contractor.

Hudson River Park Trust is exempt from sales tax. Any documentation required will be provided.

21. Question: What digital platform will Contractor have access to in communicating and orienting the volunteers?

Answer: The Contractor should select the platform that works best for communication with volunteers.