



## City of San Antonio

### ADDENDUM I

**SUBJECT:** Request for Proposals for Event Management Services for Tricentennial, (RFP 16-105), Scheduled to Close: Monday, October 10, 2016; Date of Issue: Monday, September 12, 2016

**FROM:** Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator

**DATE:** September 29, 2016

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

#### **THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:**

1. **Add:** Pre-Submittal Conference SBEDA Presentation, this document will be posted as a separate file.
2. **Add:** Pre-Submittal Sign-In Sheets, this document will be posted as a separate file.
3. **Add:** RFP Exhibit 6, Tricentennial - Sponsorship Packet, this document will be posted as a separate file.
4. **Add:** RFP Exhibit 7, Tricentennial - Marketing & Branding Guidelines, this document will be posted as a separate file.

#### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE:**

On Thursday, September 22, 2016, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Event Management Services for Tricentennial Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 1: Will you release the SBEDA presentation from this meeting?

Response: Yes, the SBEDA presentation from the Pre-Submittal Conference is attached to this addendum.

Question 2: Is Tricentennial looking for a single award or multi-award for his RFP in regards to the Prime?

Response: Whichever combination gives us the most expertise outlined in the "scope of service" for our events.

Question 3: In regards to the events and plans/services, that you would want the Respondent to perform, can we only submit to the events and/or services that we have an expertise in?

Response: Yes, unless you are working with another group that can satisfy the area in which you have a deficit.

Question 4: When we list our subcontractors, at the time of submittal, do we have to have the percentage of work that they will perform?

Response: A percentage and/or dollar amount for each subcontract must be provided on the Utilization Plan.

Question 5: For a joint-venture submission that can do it all, A-Z, do we have to specify the subcontractors at this point?

Response: All Prime Respondents, including joint ventures, must provide a completed Utilization Plan that demonstrates how the Respondent will fulfill the subcontracting goal(s) placed on the project.

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- Question 6: Anywhere in the RFP, is there a page limit?  
Response: No, there are no page limits.
- Question 7: In regards to a joint-venture submission, how can we provide references that you are requesting if the JV is a newly developed entity?  
Response: If submitting as a JV, the individual firms can submit their own references from their client portfolios.
- Question 8: Define what the City understands a Joint Venture to be versus a Co-Respondent submission and a Prime Respondent submission; along with the subcontractor clarification.  
Response: **Joint Ventures** are manifested by written agreements between two (2) or more Independently Owned and Controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture. **Co-Respondents** are two (2) or more entities proposing as a team with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified as such. However, Co-Respondents may also utilize subcontractors to provide services. If proposal includes Co-Respondents, provide the required information in the General Information Form for each Co-Respondent. **Prime Respondent** is the vendor to whom a contract is issued for purposes of providing services for the City. **Subcontractor** is any vendor that is providing goods or services to a Prime Respondent in furtherance of the Prime Respondent's performance under a contract with the City.
- Question 9: For the scopes of services, are these rain or shine events, etc.? Is there a rain/weather plan?  
Response: Every event will need a contingency plan.
- Question 10: Is there additional information for sponsorships with Tricentennial?  
Response: Please refer to the above mention of the Sponsorship Packet that was added to this RFP through this addendum.
- Question 11: In regards to different events that will be planned, does the Respondent plan and event individually or overall as part of this RFP?  
Response: Providing a demonstration of what you would do for one event would be helpful, including your full set of documents.
- Question 12: For clarification, in the five hard copies what is not to be included?  
Response: For the five (5) additional hard copies please include all items that are listed in Attachment H, Proposal Checklist excluding the SBEDA Form, Local Preference Program Form, and the Veteran-Owned Small Business Preference Program Form.
- Question 13: How much creativity does Tricentennial want?  
Response: Please be as creative as possible, these events should be unique and memorable in nature.
- Question 14: What is the budget for this project?  
Response: We are looking for estimated costs and proposals for events from Respondents; budget will be negotiated during award of contract.
- Question 15: For fundraising ideas/events, would we propose new ideas or are there working plans already in progress?  
Response: There are already plans in progress, please see below response to Question 17.
- Question 16: Are you looking for a detailed cost breakdown/budget? How can we be detailed for each event in budget if we are unsure, for example, the # of stages, lighting, seating, etc. that an event might require?  
Response: The Commission will be responsible for one stage for each of the concerts. The stages will need to be 30 X 40 feet approximately. The estimated attendance is 40,000 people per concert.
- Question 17: The fundraising events for 2016 and 2017 seem vague, can we receive more information?

Response: Fundraiser #1 is proposed at a historic Downtown location, Black Tie, 300-400 people. This event will honor the past, present and future. Fundraiser #2 is a proposed progressive dinner at the San Antonio Missions, 100-200 people, Black Tie. The final Mission stop will feature music and dessert for guests. These events are subject to change at the discretion of the Commission.

Question 18: For creativity, have you retained an agent/marketing firm? How much would they play a role in with the event management firm?

Response: We have KGB Texas as our Marketing/Public Relations firm. They will assist in branding for each event/signage look and feel.

Question 19: In regards to branding and interface services, are you expecting something new to be proposed? And if not, how will the current brand be incorporated overall and per event?

Response: Please refer to the above mention of the Branding and Marketing Guidelines that was added to this RFP through this addendum.

Question 20: Will there be branding for each event or would the firm utilize the marketing firm in regards to creative and branding? Is the event management firm responsible?

Response: Branding will be handled by our marketing firm KGB Texas. We will be working in tandem with them to provide a consistent look and feel for all events.

Question 21: If we have certain services in-house that are available, can we propose those services that you may or may not have currently with the marketing firm?

Response: Yes.

Question 22: Are site maps/locations available for us to get a better understanding of coordinating events?

Response: We do not have a site map. The list of potential events and locations is as follows:

- Fundraisers in 2016 and 2017 – Specific dates to be determined. These events will have invite lists of over 2,000 each.
- New Year's Eve 2017 - A-list bands and performing artist appearances punctuated with fireworks displays. Event scope of work to include concert production, vendor acquisition, and event infrastructure.
- Mission Trail Fireworks – May 1, 2018 - Fireworks and entertainment along the Mission Reach of the San Antonio River.
- Interfaith Service, May 1, 2018 – Location to be determined. Event management team will work in conjunction with various faith groups in San Antonio to plan a large-scale interfaith service.
- History and Education Day – May 2, 2018 – Events will highlight our community's history and education in coordination with local schools, universities and other organizations. Specific events to be determined.
- Founder's Day, May 3, 2018 – Formal gala event at the Henry B. Gonzales Convention Center which will feature dinner, music, and live entertainment, and a VIP pre and post event. Mini galas at local community parks around the city, including Hardberger, SS Lyons, Lincoln, Wheatley Heights, and Rosedale.
- Light Up SA - May 3, 2018 - Downtown businesses to light every light in their buildings that evening to celebrate San Antonio's bright future, with a fly over shot from our media partners.
- Concert during Commemorative Week, May 4, 2018 – This concert will be an A-list celebrity with mass appeal. This event is expected to attract 250K attendees.
- San Pedro Creek Opening, May 5, 2018 – Variety of entertainment and ribbon cutting activities in coordination.
- Military Celebration – May 5 & 6, 2018 – Specific events to be determined to celebrate the rich history of our nation's military in San Antonio.

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- San Pedro Creek Opening, May 5, 2018 – Variety of entertainment and ribbon cutting activities in coordination with various agencies and organizations.
- San Antonio Missions World Heritage Events – Variety of entertainment.

Question 23: Do we have information regarding free events and particular events where venues will be charging?  
 Response: The only events that will charge for admittance will be VIP for New Year’s Eve, VIP, and General Admission for the concert during commemorative week, the two fundraisers, and the Founder’s Ball.

Question 24: SBEDA is not required in the five hard copies?  
 Response: The SBEDA Subcontracting Program and Utilization Form is required to be submitted completed in the one (1) original copy and in the electronic copy in a CD or USB. However, the SBEDA form is not be included in the five additional hard copies.

Question 25: Has there been any discussion of a due date extension?  
 Response: No, not at this time.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:**

Question 26: How much money has been allocated for celebrity entertainment?  
 Response: Tricentennial will be buying talent for all events.

Question 27: Can you describe the fundraising events projected for 2016 and 2017?  
 Response: Fundraiser #1 is proposed at a historic Downtown location, Black Tie, 300-400 people. This event will honor the past, present and future. Fundraiser #2 is a proposed progressive dinner at the San Antonio Missions, 100-200 people, Black Tie. The final Mission stop will feature music and dessert for guests. These events are subject to change at the discretion of the Commission.

Question 28: Will the winning bidder be responsible for engaging and contracting libraries, community theater groups, students, etc. for public events like History and Education day?  
 Response: Yes, this company will be the logistical support for all events listed.

Question 29: Will the winning bidder be responsible for engaging, training, and scheduling volunteers?  
 Response: No, the Tricentennial office will coordinate all aspects of volunteer engagement.

Question 30: Will the commission develop the sponsorship deliverables and prospectus for the events?  
 Response: Yes, this is in process.

Question 31: Will the commission secure the sponsors?  
 Response: The Commission will secure large dollar sponsors. The event company may help secure smaller event dollars.

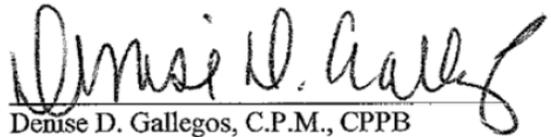
Question 32: Under the local preference ordinance program, will points be issued if the bidder partners with registered and certified local small businesses as subcontractors?  
 Response: No. Points are not awarded under the Local Preference Program on the basis of a subcontractor’s location.

Question 33: How are points awarded for subcontractors that are registered and certified small businesses in the City?  
 Response: There are no prime point APIs placed on this solicitation. For further clarification, please contact the Small Business Office.

Question 34: How are points awarded for subcontractors that are certified veteran owned small businesses?  
 Response: Points are not awarded under the Veteran’s Preference Program for subcontractors.

Question 35: Are points awarded for M/WBE businesses? Will national accreditation be recognized?  
 Response: There are no prime point APIs placed on this solicitation. For further clarification, please contact the Small Business Office.

- Question 36: Is it preferred that the winning bidder hire and pay for all services such as catering, rentals, venue rental, etc. in a prime contractor/subcontractor relationship?  
 Response: Yes, but they must provide documentation of receipts and invoices from vendors. The Commission through the City of San Antonio may leverage existing contractual vendor relationships as appropriate to maximize resources.
- Question 37: Should the proposal include projected costs for all services involved in execution of all events?  
 Response: Yes.
- Question 38: Should all subcontractors be registered to do business with the city?  
 Response: Small Business Office recommends that all vendors and subcontractors be registered in the City of San Antonio Central Vendor Registry. Please see link: <http://www.sanantonio.gov/purchasing/saeps.aspx>.
- Question 39: Overall Budget for Event Management Services?  
 Response: We are looking for estimated costs and proposals for events from Respondents; budget will be negotiated during award of contract.
- Question 40: Estimated Hours of Event Management Services, if applicable?  
 Response: The Commission is still exploring a variety of proposed events; we are unable to provide an estimate of hours at this time.
- Question 41: Does the RFP include any sponsorship level? i.e. catering, rentals, floral etc. This was not mentioned.  
 Response: There is an opportunity to become a Tricentennial sponsor in lieu of payment for event services. Please see Sponsorship Packet attached for more information.



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Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

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 Signature