

## REQUESTS FOR PROPOSALS G4952

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### Submerge Festival Equipment Rental and Event Services

#### QUESTIONS AND ANSWERS

**Q. Are you selecting one bidder to do the entire project, or are you selecting multiple bidders to produce all aspects of the festival?**

**A.** We will be awarding this contract to one consultant. The selected consultant is permitted to secure subconsultants for certain itemized tasks provided that the entire contract still meets the 30% MWBE utilization requirement as outlined in our Request for Proposals G4952.

**Q. What is the total length of the protective paver barrier(s) needed for vehicles weighing over 16,00lbs?**

**A.** 550' of protection is needed over our pavers on Pier 84.

**Q. In the statement, "Manage relationships with ~40 participating organizations and volunteers including..." can you clarify if these are the organizational volunteers and/or the community volunteers?**

**A.** The selected consultant will be managing the relationships with our ~40 participating organizations. The staff from these organizations are not being paid to participate at SUBMERGE and therefore we referenced them as volunteers. The selected consultant will not be managing community volunteers that sign-up with Trust staff to support day-of-festival needs.

**Q. Can you define "kid-friendly food options"?**

**A.** Some examples of "kid-friendly" food options include but are not limited to sandwiches, hamburgers/hotdogs, pizza, finger foods (e.g., French fries, chicken fingers), and fruit smoothies/ice cream.

**Q. Will HRPT send a scaled "empty" drawing of the pier with existing features e.g. grass, boathouse etc. on which the consultant can add the event floorplan elements?**

**A.** Pier 84 is approximately 680' long by 130' wide. Below is a drawing of Pier 84 with detail of the pier's landscape features. We will work with selected consultant to provide additional drawings of the site for the purpose of completing event layout plan.

**Q. Can you confirm the \$12,000 for the performance, parking, security guard, volunteer food, and t-shirts are the same as (and not separate from) the \$12,000 "Subconsultant Budget not to exceed amount" on the Fee & Cost Schedule?**

**A.** All consultants responding to this RFP should include the "Subconsultant Budget not to exceed" amount of \$12,000 in the "Maximum Contract Price not to exceed" amount of the Fee and Cost Schedule. The \$12,000 "Subconsultant Budget not to exceed" line of the Fee & Cost schedule includes the budget for all subconsultants itemized in the Scope of Services, Task 2: Event Projection. These subconsultants include: Performance Subconsultants, Parking Subconsultant, Security Guard Subconsultant, Volunteer Food Vendor Subconsultant, and T-shirt Subconsultant.

**Q. For the staff & volunteer T-shirts, do you wish to print on the front, back and/or sleeve? Do you know number of desired colors on each print location?**

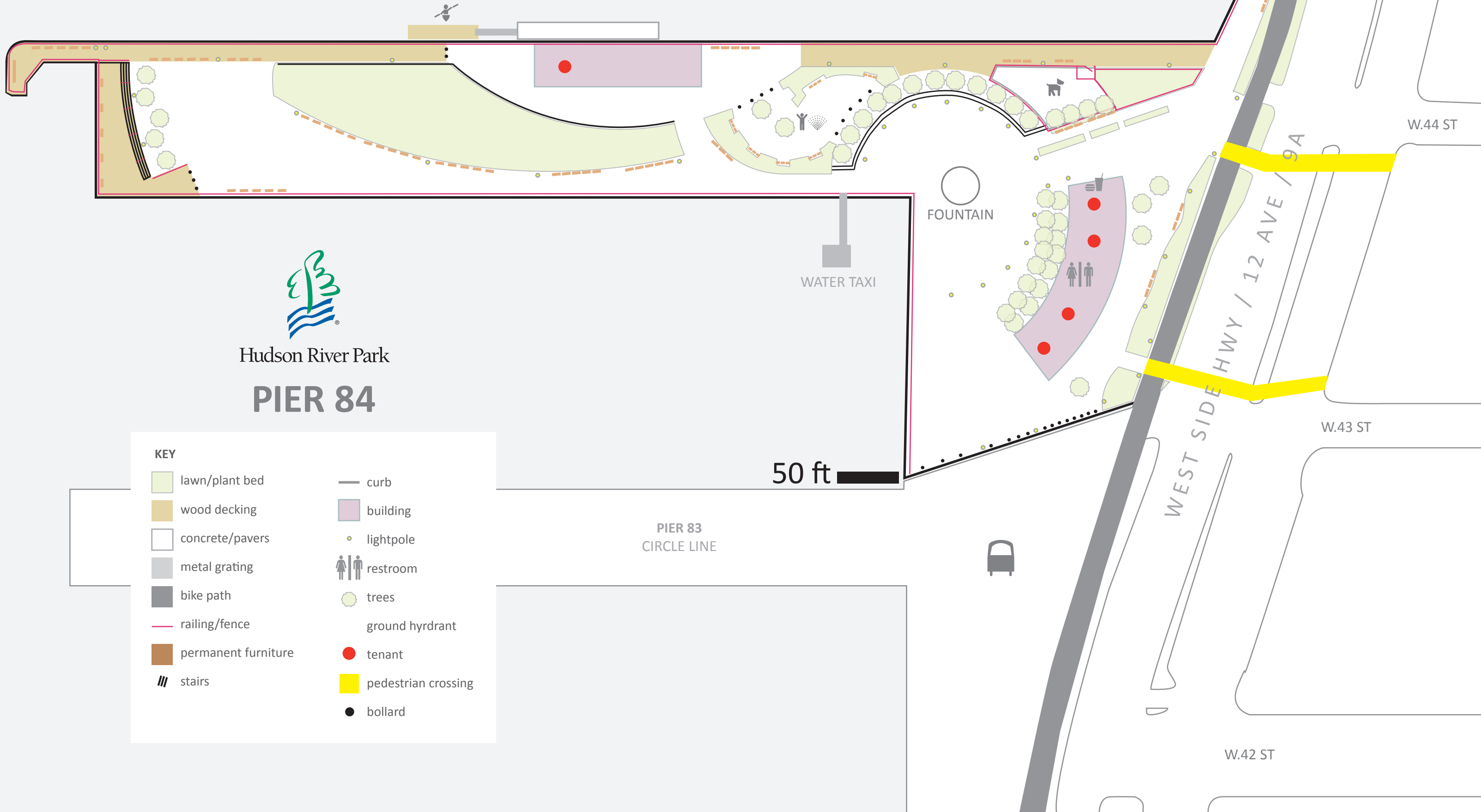
**A.** We will work with selected consultant to design a T-shirt style and quantity that falls within the T-shirt Subconsultant budget of \$1,700 as itemized in the Scope of Services.

**Q. The Scope says pick up on Saturday, September 24 unless event is moved to rain date then by Sunday, September 25. Did you mean to write Saturday, September 22 and Sunday, September 23? If the event is Sat, Sep 22 (ie no rain date), can the tents still be picked up on Sun, Sep 23?**

**A.** Yes, there was an error in the Scope document. The consultant should plan to breakdown and pick up the rental equipment by Saturday, September 22, 2018, unless the event is moved to the rain date and then by Sunday, September 23, 2018.

In light of the fact that this is a highly utilized public pier, the Trust aims to have the equipment broken down and picked up as close to the end of the event as possible. Nevertheless, Trust staff will work with selected consultant to determine the precise time and duration of breakdown and pick-up based upon such things as the time the contractor needs to breakdown all of the tents, current field conditions such as weather, and public safety considerations.


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Hudson River Park

# PIER 84

### KEY

- |   |   |
|---|---|
|  lawn/plant bed      |  curb                |
|  wood decking        |  building            |
|  concrete/pavers     |  lightpole           |
|  metal grating       |  restroom            |
|  bike path           |  trees               |
|  railing/fence       |  ground hydrant      |
|  permanent furniture |  tenant              |
|  stairs              |  pedestrian crossing |
|   |  bollard             |

50 ft

PIER 83  
CIRCLE LINE

W.42 ST

W.43 ST

W.44 ST

WEST SIDE HWY / 12 AVE / 9A

FOUNTAIN

WATER TAXI