

**G7660 - SUBMERGE MARINE SCIENCE FESTIVAL EVENT PRODUCTION
SERVICES RFP**

RFP QUESTIONS AND ANSWERS

October 16, 2024

Proposals are due Friday, October 25, 2024.

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

- 1. Question: Please provide a proposal template. Can the fee and cost schedule be sent in the same email?**

Answer: Please see Exhibits 1 through 4 of the RFP. The fee and cost schedule may be submitted via the same email as long as they are separate documents.

- 2. Question: Is it the Trust's expectation that all vendor contracts are held and signed by the production company and that the production company will pay all expenses and incorporate them into their pricing? Alternatively, will vendor contracts be managed by the production company and signed/paid for by HRPT to facilitate tax-exempt invoicing?**

Answer: All vendor contracts are to be held and signed by the production company, which will pay all expenses and incorporate them into their pricing. The Trust will not sign/pay for vendor contracts.

- 3. Question: Based on the RFP stating that HRPT will be providing these items, can you please confirm the following should not be included in the budgets respondents will submit:**
 - Portlets**
 - Barricades**
 - Waste receptacles**
 - Waste removal services**
 - Signage printing and production**
 - Promotions and advertising**

Is there a specific budget you are looking to stay within for all services? What is your overall budget for the production services of the SUBMERGE Marine Science Festival? What is the maximum contract price?

Answer: Confirmed, respondents should NOT include portlets, barricades, waste receptacles, removal services, publicity, promotion, or signage printing and production in their budget. The successful respondent will submit a competitive fee proposal that is fair and reasonable.

- 4. Question: How will payments be issued throughout the project? Is the Trust open to payment plans or phased payment schedules? Do we need to fill out costs for following years or can we just submit for one year?**

Answer: Page 13 of the RFP describes the Proposed Payment Schedule, which can be discussed as part of the negotiation process.

While the Trust expects to award a multi-year contract inclusive of pricing, respondents can submit for a shorter term, although it may not be seen as competitive.

- 5. Question: Are you willing to split up the RFP to different vendors accordingly?**

Answer: The Trust is seeking experienced producers and/or production companies to provide production services, including contracting and management of Production Staff, Talent, Vendors, Catering, Security, Rentals and other Infrastructure. While the RFP is open to joint ventures and proposals with subcontractors, the Trust does not expect to contract with multiple vendors.

- 6. Question: Can we opt to not offer Task 9, Sponsorship Solicitation? Will it affect our evaluation if we do not offer it?**

Answer: You can opt to not offer Task 9, Sponsorship Solicitation. The Trust will evaluate the merits of each proposal as a whole.

- 7. Question: Do we need to include costs for F&B vendors? If so, can you provide more details on the F&B vendors you will choose?**

Answer: Yes, please include costs for F&B vendors. We anticipate selecting vendors within a comparable price range to popular fast-casual and specialty food options.

- 8. Question: Are the STEM experts paid a stipend for their appearances? If so, is that part of the event producing budget?**

Answer: Exhibitors are not paid a stipend for their appearances

- 9. Question: If a company is not MWBE/SDVOB, do they start 10% behind others that are in the overall evaluation process?**

Answer: No. If a company is not MWBE/SDVOB, they can meet the 30% MWBE/SDVOB goal through subcontractors.

- 10. Question: Has the event previously used a production company, and are there existing plans to follow?**

Answer: Yes, the Trust has used a production company before. There are existing plans available, and while we are satisfied with the current setup, we welcome suggestions for improvements.

11. Question: What are the event dates, anticipated attendance, and hours?

Answer: The 2025 dates are confirmed:
Friday, May 16 - 10:00 AM – 2:00 PM (school groups only, no concessions needed)
Saturday, May 17 – 11:00 AM – 3:00 PM
We expect around 1,000 attendees on Friday and 4,000 on Saturday.

12. Question: What volunteer support and staffing are required? Will the Trust provide T-Shirts for volunteers?

Answer: The Trust will handle volunteer recruitment, with approximately 30 volunteers on Friday and 56 on Saturday. The Consultant is responsible for on-site volunteer coordination. The Trust will provide volunteer T-shirts.

13. Question: What are the security and production staffing requirements?

Answer: The Consultant should propose appropriate staffing ratios for each task. A minimum of two security staff is required for overnight shifts, as well as for managing access during load-in/load-out.

14. Question: Is First Aid/ Medic required on-site in addition to security?

Answer: No, first aid is not required.

15. Question: Are meals and beverages for event staff provided by the Trust?

The Consultant is expected to provide meals and beverages for event staff and volunteers. Please Refer to page 11, task 7 of the RFP for details on catering requirements.

16. What areas of Pier 84 are available, and are there vehicle restrictions?

Tenant spaces (Boathouse and Concessions Area) are off-limits; all other areas are available. Vehicles must be under 16,000 pounds, as weight restrictions apply. The Trust will provide paver protection as necessary.

17. Question: Can you provide more details on how many chairs, tables, generators, tents, stages, AV equipment etc. were needed in the past?

Answer: In past years, the Festival required:

- Eight 20x20 hi-peak tents
- Three 10x10 hi-peak tents
- One 10x15 hi-peak tent
- One 10x20 hi-peak tent
- Ten side walls

- Three picnic tables
- Seventy 6' tables with black tablecloths
- One hundred twenty-five folding chairs
- One stage (typ. 12'W x 8'D x 2'H)
- Two PA setups (one for stage, one for entrance)
- Four generators of various sizes

Note that future requirements may vary.

18. Question: What facilities are available for vendors, and what is the timeline for load-out?

Answer: Vendors should bring their own tanks and filtration systems, while the Consultant will provide tent space, tables, chairs, and power as needed. Load-out must conclude by 1:00 AM after the second day of the event.

19. Question: Are there sound and lighting limitations?

Answer: Lighting will be minimal as this is a daytime event. Sound will adhere to decibel limits set by the Trust.

20. Question: Who are typical performers and exhibitors, and should new vendors be proposed?

Answer: Previous performers include Jacqueline Means and Captain Nemo's Adventure Academy, with wildlife and science activities from groups like the New York Turtle and Tortoise Society. The Consultant is encouraged to propose additional sponsors, exhibitors, performers, and vendors, all subject to Trust approval.

21. Question: Will food vendors sell to the public, and does the Consultant select them?

Answer: Yes, food vendors can sell to the public at affordable prices. The Consultant will propose vendors for Trust approval. Food trucks are discouraged; tent/table setups are preferred.

22. Question: What are the guidelines for the "Park Over Plastic" initiative and sustainable vendors?

Answer: The Consultant should source environmentally friendly vendors that align with this initiative. The Trust may offer suggestions as needed.

23. Question: What are the contingency plans for inclement weather?

Answer: The event is rain or shine unless the Trust decides otherwise. Start/end times may be adjusted based on weather.

24. Question: What is the process for permits, and are there specific needs for historical vessels?

Answer: Permits should be submitted at least two months in advance. Historical vessels, like the Hudson River Sloop Clearwater, may participate, with support for docking and safe access provided as needed.

25. Question: Is there internet available at Pier 84?

Answer: No, there is no on-site internet access at Pier 84.

26. Question: Are there adequate restroom facilities for the event, and will they be maintained during the event?

Answer: Pier 84 has one comfort station, with additional port-o-lets provided by the Trust. The Trust also handles maintenance of public restrooms.

27. Question: What are the insurance minimums for the event?

Answer: See Exhibit D in the Draft Form of Contract regarding the insurance requirements. Generally, the selected proposer is expected to have a general liability policy with a limit of no less than \$2,000,000.

28. Question: What are the expectations for Trust-branded merchandise?

Answer: The Trust is open to including branded items such as bags and t-shirts and welcomes proposals for these items.

29. Question: What is the expected split in sponsorship proceeds, and what are the requirements for sponsor tiers and materials?

Answer: Respondents should propose a fair and reasonable split consistent with industry standards. They should also outline proposed sponsor tiers and sponsorship packets as part of their approach. All sponsorship materials must be coordinated with and approved by the Trust.

30. Question: Are there any exclusive deals with returning sponsors?

Answer: No, there are no exclusive deals with returning sponsors.