

## **G7720 – DIRECTION AND TALENT SERVICES FOR BROADWAY BY THE BOARDWALK**

### **RFP QUESTIONS AND ANSWERS**

**December 18, 2024**

**PROPOSALS ARE DUE MONDAY JANUARY 6, 2025**

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

- 1. What is the Maximum Contract Price? Are there recommended compensation ranges for: Host/MC; Featured performers; Supporting musicians/accompanists Should our proposal include costs for: Artist transportation; Hospitality/catering; Rehearsal space (if needed) Are there specific parameters for management fee ranges?**

There is no maximum contract price for this RFP. Proposals should be reasonable and demonstrate the best value to the Trust as a government entity and non-profit organization. The Consultant is responsible for all costs associated with booking and managing talent, those costs should be considered in the fee proposal.

- 2. What was this year's festival attendance? What is the expected attendance in 2025?**

The average attendance across four events in 2024 was 1,500. With two additional dates in 2025 we expect the average audience count to increase by 20 to 30%.

- 3. What is the occupancy capacity limit of Clinton Cove?**

Clinton Cove can accommodate up to 3,000 attendees.

- 4. Is there internet open and accessible at Clinton Cove?**

No. There is no internet access at Clinton Cove.

- 5. Are there enough restrooms on Clinton Cove for hundreds of people at one time? Are porters on hand for restroom upkeep?**

Portable public restrooms, maintained by the Trust, are located near Clinton Cove.

- 6. Is there any production/office space on site?**

Limited space is available for temporary use as a dressing room for talent, but there is no indoor production or office space.

- 7. Is there access for vehicles to deliver/pick up equipment/drop off talent?**

Limited access for talent drop-off and pick-up is available and must be coordinated with the Trust.

**8. Is there wheelchair access for performers?**

Clinton Cove is wheelchair accessible, and accommodations can be made for performers with disabilities.

**9. Does there need to be a medic on site?**

No, a medic is not required.

**10. Is there security detail at the venue?**

No. There will not be a security detail at Clinton Cove.

**11. Is there a local Clinton Cove Fire Marshall we can work with?**

No, there is not a Clinton Cove Fire Marshall. The Trust will handle all aspects of fire safety for these events.

**12. Will the Trust provide/hire both audio, stage, and lighting? If so, how extensive? What kind of input can we have on audio, stage, and lighting capabilities? Does Clinton Cove have accommodations for supporting power for speakers, microphones, audio boards, spotlights?**

A separate contractor will be providing all staging and the necessary power. Service provided will be sufficient to support a high-quality event in an outdoor environment. The successful respondent to this RFP will be expected to provide event direction, including technical direction, as outlined in Task 1 of the RFP (Page 7).

**13. What's the earliest we can arrive to load-in? What's the latest time for load-out?**

Production schedule(s) may be proposed by the consultant and should include adequate time for load-in and set up, sound check, performance, and load-out. Generally, the entire process is should be completed within a 6-hour window each day.

**14. Will rain dates be offered/will the program extend in case of inclement weather?**

No. Rain dates will not be offered.

**15. Who would be responsible for making the final decision to postpone the event? What time of day would this decision need to be made? Who would be responsible for notifying the audience?**

The Trust has sole discretion on all cancellations. In cases of severe weather, decisions will be made as early as possible, while other circumstances will be handled on a case-by-case basis. The Trust will inform the public of cancellations or delayed starts.

**16. What is the preferred performance style: informal/intimate (artists sharing personal favorites), Formally rehearsed performances, or a mix of both? Is there a preferred ratio of Broadway standards to original/personal choice material?**

Please refer to Task 1 – Event Direction of the RFP (Page 7).

**17. Are we required to obtain legal permission for the songs that we curate for the performances? Will you need approval on performers/shows/songs? What's the turnaround time for the Trust to approve talent and their songs? Are there certain shows/musical/performers/topics that should be avoided?**

The Consultant must confirm that artists have the appropriate rights to perform all songs that are part of their set. The Trust must review and approve all material being presented at each performance and will endeavor to provide such approval in an expeditious manner.

As the events are free and open to a diverse audience, all material presented should be suitable for all ages. The Consultant should keep in mind that 'Broadway by the Boardwalk' is a weekly music series that celebrates a historic theatre genre and its connection to the Park. Therefore, any overtly partisan, political, religious, or similar content would be inconsistent with the series' purpose.

**18. What does the Trust have/expect as a backup/contingency plan if a performer falls through in less than 24 hours of the performance? If a different performer is able to fill in with a different set of songs, how quickly can the Trust approve talent and their songs?**

In urgent situations, the Trust can provide swift approval for alternate performers and their songs.

**19. Are performers expected to perform with musicians or with background tracks?**

Either option is acceptable.

**20. Is the production team expected to record all performances and/or deliver any electronic media before/during/after the events? (\*PLEASE NOTE\* this will change the contacts of any and all performers.)**

No, the production team will not be expected to record performances in their entirety.

**21. How much creative input do the producers have?**

See Task 1: Event Description of the RFP (Page 7).

**22. How many minutes/hours is the event expected to be each week? What is the minimum run time of any event? How long should the performances go? How many performers are expected each week?**

Each event should feature prominent Broadway artists performing for at least 45 minutes. Events may include opening acts and other performances. The suggested maximum length for an event is 90 minutes.

**23. Will there be welcome remarks and opening comments from an event/Hudson River Park representative?**

Yes, the Consultant should plan for opening remarks from the Trust and the possibility of additional VIPs (sponsors, etc.)

**24. Should each evening be hosted?**

See Task 2: Talent Acquisition and Management of the RFP (Page 8) regarding a host.

**25. Is there an intermission?**

No.

**26. Is the production team expected to provide food and drink vendors?**

No.

**27. Will there be any retail vendors selling Hudson River Park merchandise?**

This is a possibility, but nothing is confirmed at this time. Performers will have the option to sell their own merchandise after each event.

**28. Does someone on your team oversee social media for promotion and audience outreach?**

The Trust handles all social media and other promotion for the events.