

**ADDENDUM NO.   1**

RFP NUMBER:   171864  

RFP TITLE:   RFP for Waterfront Events Management  

DEPARTMENT:   Open Spaces  

COMMODITY:   Events Management Services  

DATE OF ADDENDUM:   July 6, 2018  

RFP DUE DATE:   July 10, 2018  

RFP DUE TIME:   4:00 p.m., e.s.t.  

**REASON: ANSWERS TO QUESTIONS**

(SIGNED): \_\_\_\_\_ (DATE): \_\_\_\_\_

(COMPANY): \_\_\_\_\_

**Sign one (1) copy of this page only and return it with your proposal**; or fax to 423-643-7244 Attn: D Keylon; or mail to Purchasing Dept., Attn: D Keylon, 101 E. 11th Street, Suite G-13, Chattanooga, TN 37402.

**Retain a copy for your file.**

## Addendum 1

### Questions and Answers for RFP 171864 Waterfront Events Management

**Question:** How often are city / board meetings held?

**Answer:** Waterfront Events Committee & City Special Events Committee meets monthly. Additional meeting maybe called as required.

**Question:** How are requests for space/venues submitted?

**Answer:** Currently requests are made through the 311 call center. The City has invested in an online reservation system that will be implemented soon. It is in the final stages of development.

**Question:** How often are “ticketed” events held? (those managed by the city or management company)

**Answer:** Last year the management company reported 33 events. Eleven (11) of those events were City-Endorsed Events that included an Autism Walk, Head of the Hooch, Chattanooga Head Race, 3 Sisters, Ironman’s, and others. Majority of the events are held between March and November. The summary report did not include which events were ticketed vs non-ticketed.

**Question:** Page 5 refers to “billing/collections”. Will this require the management company to “front” any funds?

**Answer:** No, it refers to offering services for those listed items for an additional fee to the event organizer/sponsor.

**Question:** Page 5 also states “evaluate if the proposed event is beneficial to the residents and businesses of the City of Chattanooga”

- Are there written expectations or qualifications that assist in this determination?

**Answer:** At this time, the evaluation is subjective and the management company would present ticket sale data, hotel booking data, concession sales, or similar data to the committee for evaluation. We are looking to create a more robust, less subjective economic impact analysis procedure. We recommend the RFQ respondents address how they could provide economic impact analysis data to City. Internally we have started some initial discussions around the following: 1) Economic Impact; 2) Participation; 3) Longevity; 4) Destination Event; 5) Cultural/Community Significance; 6) Single Day vs. Multi-Day or Seasonal Event. We would expect the management company to work with us to create a meaningful evaluation system to report the benefit to the City.

**Question:** What are the city's payment terms as it relates to service vendors?

**Answer:** The City's Terms and Conditions are posted at [www.chattanooga.gov](http://www.chattanooga.gov), then Purchasing Department, then Standard Terms and Conditions.

These are the terms and conditions which will apply to this contract. Payment terms are covered.

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

If you do not agree, you must state your exception(s) with your proposal. Exceptions may negatively impact your proposal evaluation and/or ability to enter into contract with the City of Chattanooga.

**END**