



ADDENDUM IV

SUBJECT: Annual Contract for Martin Luther King (MLK) Main Stage (RFCSP 24-131, 6100018216),
Scheduled to Close: September 10, 2024; Date of Issue: August 02, 2024

FROM: Charisma Esparza
Procurement Manager

DATE: September 9, 2024

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV - TO THE ABOVE REFERENCED
REQUEST FOR COMPETITIVE SEALED PROPOSALS**

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

- 1. The bid opening is hereby extended to September 16, 2024 at 11:00 a.m. Central Time.**
- 2. ADD:** Pre-Submittal Conference Sign In Sheet, this document will be posted as a separate file in SAEPS.
- 3. REVISED:** Section 004 Specifications / Scope of Services, Item 4.4.4. Category 4: Main Stage, (gg.) Recording Cameras has been updated to read as follows: Provide recording of at least six (6) recording cameras and one (1) switch feed on hard drive for future editing;
- 4. ADD:** Section 004 Specifications / Scope of Services, Item Section 4.4.6 – Category 6: Barricades, (e) . The City’s Parks Dept will deliver the barricades and the contractor will setup and breakdown the barricades, as directed by the MLK commission. The contractor should coordinate with the City’s Parks Dept on the delivery and pickup of these barricades.
- 5. REVISED:** Section 004 Specifications / Scope of Services, Item 4.4.4 Category 4: Main Stage, (ii). Outdoor Video Screen and (jj). An alternative size for a 24L’ wide screen would be acceptable. This Section (ii) has been revised to read; Provide a 24’L X 24’ H outdoor video display on the backdrop; Section (jj). has been revised to read; Provide at a minimum two (2) outdoor video display screens with measurements of 24’L X 24’H digital and HD. The proposed screen size should be included in your proposal.
- 6. REVISED:** Section 004 Specifications / Scope of Services, Item 4.4.7 Category 7: Vendor Booth (a). has been revised to include contractor shall provide up to 70 vendor booths, in a 8 ft x 8 ft configuration or higher, with floor and overhead covering, to be used by approximately 40 food vendors and 30 information vendors.
- 7. REVISED:** Section 004 Specifications / Scope of Services, Item 4.4.4 Category 4: Main Stage, (u) On-Site Weather Monitoring Station has been revised to include; Contractor has the option to stay overnight to monitor their equipment and shall provide a stage cover over to prevent ice buildup on stage in the event of bad weather. The cover shall be removed prior to starting the event, upon MLK direction. Refer to Price Schedule to include cost in proposal.

8. **UPDATED:** Attachment B - Price Schedule has been updated to include lines for stage cover for inclement weather to prevent ice, an MLK Academy Generator, MLK Plaza Generator, and lines for banners quantities for ten(10) banners and twenty (20) banners.
9. **REVISED:** Section 009 - Attachments Exhibit name changed to Exhibit 11 – Layout Guide Only - Vendor Booths and Food Trucks. Exhibit 11 shall only be used as a guide for booths, and food trucks layout. The schematic should be based on the information provided during the site visit at Pittman Sullivan park.
10. **REVISED:** Section 4.4.4 Category 4 Main Stage (I) MLK Banners. Has been revised to include; Contractors should provide both the requested banners and backdrops and the manpower to put up and take down those respective banners and backdrops, as directed by the MLK commission
11. **REVISED:** Section 4.4.4. Category 4: Main Stage, (gg.) Recording Cameras has been revised to read. Provide recording of at least six (6) cameras and one (1) switched feed on hard drive for future editing;
- 12 **REVISED:** Section 4.4.4 Category 4 Main Stage (II) Live Stream MLK March. Has been revised to include; We anticipate needing five cameras to be place in Pittman Sullivan Park, five cameras place along the march route, and three floating cameras for live capture of march participant along the march route and at the main event location

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

- Question 1: Can a copy of the Pre-submittal Presentation and attendees be provided?
 Response: The Pre-submittal Presentation in posted in the solicitation in the City SAEPS system. The Pre-submittal sign has been attached in SAEPS.
- Question 2: Per Section 4.4.2, Category 2: Pre-March program. Please confirm that a video display screen (and associated equipment) is NOT required at this location.
 Response: No display screen is required for this category.
- Question 3: Per Section 4.4.4, Category 4: Main Stage (b) and (p). Is a stage size of 40ft x 40 ft x 6ft acceptable to conform to and fit under the roof structure specified? A roof structure with a 44ft x 44ft outside dimension has a 40ft x 40ft inside dimension, and any stage wider that will not properly fit between the support legs for the roof. A 40ft x 40ft has been the “standard” size for the MLK stage for the past several years and will provide sufficient space for all anticipated activities and performers.
 Response: No, we are seeking a concert stage with a stage roof that measures at least 44ft x 44ft outside truss dimensions. The stage and stage roof can be bigger but it cannot be smaller.
- Question 4: Per Section 4.4.4, Category 4: Main Stage (I) MLK Banner. Is the contractor required to provide the MLK banners and backdrops or are you requesting the contractor provide physical support for the placement of the banners and backdrops that are provided by the Commission or others?
 Response: Yes, contractors should provide both the requested banners and backdrops and the manpower to put up and take down those respective banners and backdrops, as directed by the MLK commission. See Revised # 10 above.
- Question 5: Per Section 4.4.4, Category 4: Main Stage, (o). Is an alternative means of support for the MKL backdrop panels (and the upstage center video screen) acceptable for the

separate scaffold backdrop support structure specified? Can an alternative be provided as long as; the support structure area is attached to (or adjacent to) the rear of the roof and the total width is at approximately 100ft?

Response: No, we are specifically asking for a 120ft x 28ft x 10ft scaffolds to support backdrop frame and positioning of panels

Question 6: Per Section 4.4.4, Category 4: Main Stage, (jj). Please confirm that a video screen (16ft x 9ft minimum size) is to be added and included adjacent to the loud speakers at the “delay sound location” (at the corner of the fence around the baseball field that is closest to the rear of the YMCA building). This conforms with the ending location of the underground conduits that are mentioned in Section 4.4.5.g.

Response: For Category 4. Subsection 4.4.4.jj, we are asking for a minimum of two (2) large outdoor HD digital display to be placed on both sides of the main stage (one on the left and one on the right). Additional displays can be added to other locations, including the YMCA building and at the corner of the baseball field, at the discretion of the contractor, and should be included in the contractors proposed plan for bid consideration.

Question 7: Per Section 4.4.4, Category 4: Main Stage, (ii). The size of the video screen that is to be placed in the backdrop appears to be oversized for this location. Can a screen that is approximately 23ft wide x 14ft high be used at this location in order to fit above the stage and under the roof?

Response: Yes, an alternative backdrop screen size of approximately 23ft wide x 14ft high to be used to fit above the stage and under the roof would be acceptable. The proposed size should be stated in your proposal.

Question 8: Per Section 4.4.4, Category 4: Main Stage, (jj). The size of the video screens that are to be placed beside the stage appears to be oversized for these locations and would require extra support structure and added expense. Are screens that are approximately 23ft wide x 14ft high are acceptable for these locations?

Response: Yes, an alternative screen size of 23ft wide x 14ft high screen would be acceptable. The proposed screen size should be stated in proposal.

Question 9: Per Section 4.4.4, Category 4: Main Stage, (pp). This section mentions “Provide personnel to hang install, operate and remove all necessary lighting for daylight boost to aid video operations”. Does include all the required lighting equipment?

Response: Yes

Question 10: Restriction of Communications – Exceptions page 5 reads Respondents may also respond to requests by the Staff Contact Person for best and final offers (BAFO), which do allow Respondents to change their proposals.” Please confirm that all bidders will be given equal opportunity to provide “best and final offers and the opportunity to change their proposal”.

Response: All respondents shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. See also Section 003 – instructions for Respondents, Evaluation Criteria: City may also request information from respondents at any time prior to final approval of a selected respondent or seek best and final offers from at respondents deemed reasonably qualified for award.

- Question 11: Wreath laying ceremony – Can you provide additional details on the Video display Truck for this ceremony? I assumed the cameras would come with that. How many cameras will be supplied and/or required for this event?
- Response: All equipment's, including the video display truck and cameras, should be supplied by the contractor. The number of cameras should be listed in your proposal. See Section 4.4.1 Category 1: Wreath Laying Ceremony letter (g) added to the RFCSP.
- Question 12: Pre-March Program - The RFCSP requires providing a sound system for 100,000 people but does not mention any video wall requirements. Will video support be needed at the pre-march venue? If so, how many cameras are needed and what's basic size of a video wall?
- Response: The anticipated audience for the Pre-March Program is 1,000 people. Video support will not be needed at this pre-march venue.
- Question 13: Youth Event- How many cameras are needed for the Youth Event?
- Response: We anticipate needing three cameras for the live video display of speech and musical performance.
- Question 14: Main- Stage - The contractor provides the screens for the Main Stage and the ability to scroll through sponsors name and live stream the march on the screens. How many total 4K cameras are needed for this setup, including the requirement for a floating camera?
- Response: We anticipate needing five cameras to be place in Pittman Sullivan Park, five cameras place along the march route, and three floating cameras for live capture of march participant along the march route and at the main event location. See Revised # 12 above
- Question 15: What's size of video wall is required for the Wreath Laying Ceremony?
- Response: Refer to Section 4.4.1 Category 1: Wreath Laying Ceremony (b). We are seeking a video screen size of at least 16ft wide x 9ft high
- Question 16: Did the Main Stage site location change from prior years?
- Response: Yes, the Main Stage location has moved from the prior street location to the left side of the parking lot midpoint in center in front of the baseball field facing the YMCA.
- Question 17: The scope of the PA system and photos is overall an older version. Can this support 100,000 people?
- Response: No, the PA supports approximately 300,000 people at the March and only for this location here at Main Stage.
- Question 18: Does the PA need to reach the bus stop area?
- Response: Yes, some people participating in the MLK March event will come by the via bus stop for food booths and other. There will be approximately 40 food booths and 30 information booths.
- Question 19: Are the tents 3rd Party rented out?
- Response: Yes, and Tents are needed for VIPs attending the event.
- Question 20: Section 4.4.4. Category 4: Main Stage, (ff.) Production Trailer states 10 cameras and 5 recording. Please clarify what is needed for consistency in proposals? Is it 5 recording cameras and one switch feed?

Response: See Section 4.4.4. Category 4: Main Stage, (gg.) Recording Cameras updated to read at least 6 recording cameras and one switch feed.

Question 21: Can you clarify Section 4.4.6 – Category 6: Barricades, delivery and setup on Barricades? Who will deliver and do we just set them up?

Response: The City's Parks Dept will deliver the barricades and the contractor will setup and breakdown the barricades, as directed by the MLK commission. The contractor should coordinate with the City's Parks Dept on the delivery and pickup of these barricades.

Question 22: If Kamala Harris wins the upcoming Presidential election will this change the number of video boards?

Response: Currently it is unknown. If a change is needed then we will issue a change order for the additional video boards.

Question 23: Is this livestream on the City Account?

Response: Historically it has not been live-streamed, but I will reach out to Sinclair and/or possibly setup a MLK acct;

Question 24: Electrical: In the past there was a live display video and sound by the fence and the by light pole close to the via bus stop. Are we doing that again? We don't have one on the field. How will MLK Commission accommodate a display video to the field to overcome noise and loudness from machinery?

Response: This has not been an issue in the past. The sound and video display is large enough to be viewed in the field. MLK prefers running electrical up to the fence by via bus stop to encourage people to come in and make purchases from vendors.

Question 25: Section 4.4.4 Category 4: Main Stage (ii). Outdoor Video Screen and (jj). The screen size in the specification of 36' wide is overkill to the prior 24' screen and lot more expensive. Can we bid a 24' screen?

Response: Yes, an alternative size for a 24L' wide screen would be acceptable. The proposed screen size should be included in your proposal. See Revised # 5 above.

Question 26: Can we do a display video screen by the street and provide a schematic and plan proposed in the specifications in the RFCSP?

Response: No, please work with specifications in the RFCSP and site tour discussions.

Question 27: Can you confirm the numbers of banners needed, is it 20?

Response: Refer to Section 4.4.4 Category: 4 Main Stage. (l) MLK Banners which states 10 to 20 banners. It depends on the number of sponsors. The Price Schedule has been changed to reflect a line for 10 banners and 20 banners. See Revised # 8 above.

Question 28: Does the City have backup banners and panels? Do you still want it? What size are the banners?

Response: We will use MLK recently purchased banners. Please see the attached for specifications.

- Main Stage Mesh Back-drop Artwork/Design (196 X 372)
- Pre-March Mesh Banner Artwork/Design (240 X 120)
- (2) Main Stage Photo Ops Expo Fabric Artwork/Design (96 X 120)
- Main Stage Mesh Banner Artwork/Design (36 X 400)

Question 29: What day is the election?

Response: November 5, 2024 is the inaugural ceremony next president getting sworn into office.

Question 30: Do you have a specific CAD/Diagram for stage and booths etc.?

Response: No, we have a simple diagram for stage and booths to be used as a guide for contractors to submit their respective layout. Please refer to Section 4.4.4; Main Stage (w) CAD Drawings/Site Plans and Section 009- Attachments, Exhibit 4- CAD drawing of Pittman – Sullivan and Exhibit 11 – Layout – Guide Only Vendor Booths and Food Trucks as a guide.

Question 31: What will the booth layout look like?

Response: It should look similar to Exhibit 11 Layout -Guide Only. The MLK will work with the contractor on final layout. We recommend no long tunnels need breaks for people to access in the event of an emergency. See response to question 51.

Question 32: What do we do about weather? Last time no one could access because of the ice.

Response: Contact City or MLK designee to consider covering stage so there's no ice buildup. A line has been added to the Price Schedule to include cover for stage. Refer to Revised # 7 above.

Question 33: The contract use to say in the event of weather the contractor would still get paid. Can we add language?

Response: Contractor's will be reasonably reimbursed for services provided. At this point, we have no plans to make that change.

Question 34: Due to the weather can someone stay overnight to cover contractor equipment and stage?

Response Refer to Section 4.4.4 – Category 4 Main Stage (u) On Site Weather Monitoring Station. Yes, See Revised # 7 Above.

Question 35: MLK Plaza – Is this area blocked off and where is the video wall?

Response The only area blocked off is the corner of MLK . The video wall is in front of the statue.

Question 36: What size is the video wall at the MLK Plaza?

Response: The bottom of screen is 6' high.

Question 37: How many cameras are in this MLK Plaza area?

Response Two cameras are proposed.

Question 38: Can you ensure maintenance is done on the electrical plugs to ensure there is power?

Response We cannot guaranty that electrical plugs are functional on day of event, so we recommend having a generator available to ensure power availability

Question 39: What kind of mics are needed?

Response: Wired mics are preferred with wind blockers.

Question 40: How much seating does this area accommodate?

Response: There's seating for 100 people for 1.5 hours.

Question 41: Are there any barricades here and who will set them up?

Response: There are some barricades here. Refer to ADD: # 4 above. Section on Barricades

Question 42: MLK Academy – Where does the march start?

Response: The march starts at the MLK Academy.

Question 43: Is there power access in the closed Academy? An option would be to turn on a generator.

Response: Best option is to use a generator. A line will be added to Attached B- Price Schedule for MLK Academy Generator.

Question 44: The second option is to backup Stage to Rose property across the street and use her power. Is this still an option?

Response: Yes, our backup plan will be on the grounds of Greater Faith Institutional Church 3514 MLK Drive 78220

Question 45: When is the stage delivered?

Response: The stage is expected to be delivered on Sunday.

Question 46: Do you want a band and MC for this event at this location or will it be removed? The bands/MC needs a different setup.

Response: No, a band/MC is not part of this solicitation.

Question 47: How high do you want the scaffolding platform is it 5' X 7'?

Response: Keep size to specifications. See Section 4.4.2 Category 2: Pre-March Program and Section 4.4.3 Category 3: Youth Event.

Question 48: Please confirm that RFCSP EXHIBIT 8 (published on page 65) showing the stage located on Iowa Street) is inaccurate and will be withdrawn.

Response: Exhibit 8 is just a guide as discussed in detail at site tour due to changes to prior event layout.

Question 49: Please provide a layout drawing of the area that accurately reflects the intended location of the stage, booths, food trucks, etc. to eliminate the confusion.

Response: We do not have an updated schematic to provide. See response to Question 31. Contractors should use the previously provided 2024 schematic (e.g. Exhibit 4- CAD drawing of Pittman – Sullivan and Exhibit 11) as a guide only to develop respondents own rendering/proposed layout. The schematic should be based on the information provided during the site visit at Pittman Sullivan Park and will be used as part of the respective contractors proposal scoring. As a reminder, as mentioned in the site visit, the main stage will be on the parking lot (next to the baseball arena) of Pittman Sullivan park, at the corner of Iowa Street and S. Palmetto Street, with the stage facing the YMCA. (Note: The entire Pittman-Sullivan Park can be used in the proposed schematic/layout.) See Revised # 9 above.



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