



TRANSBAY JOINT POWERS AUTHORITY

REQUEST FOR QUALIFICATIONS No. 22-05 Programming Partners for Salesforce Park

QUESTIONS & ANSWERS

The following questions were received related to the above-referenced RFP. Some questions have been paraphrased to improve readability and/or to consolidate questions submitted by multiple respondents on the same topic:

1. *Are the performances paid? Airline tickets, transportation, hotels?*

Answer: Yes, park programmers are expected to be compensated by the TJPA either on an hourly (time and materials) or lump sum per project basis. Under this procurement, the TJPA is seeking to prequalify programmers for seasonal and/or recurring performances (e.g., every Wednesday over the lunch hour). The TJPA expects the compensation to any one Respondent for a course or program to be less than \$10,000 over the course of a year, depending on the activity and its frequency; exceptional proposals that exceed this amount may, however, be considered. See RFQ Section 1.1.

This RFQ is not seeking proposals for private events or proposals for one-time, larger-scale public events. Inquiries about these types of proposals should be directed to: info@tjpa.org

2. *I submitted an RFQ previously and I'm wondering if I have to submit it again? I noticed an RFQ was sent out yesterday, so I wasn't sure if I have to re-apply or not?*

Answer: No, entities that were pre-qualified to provide park programming under last year's TJPA RFQ 21-05 (September 1, 2021) automatically remain on the TJPA's bench of pre-qualified park programmers and do **not** need to respond to this RFQ to remain pre-qualified.

But entities that were previously pre-qualified to provide one type of programming (e.g., bird watching) but would also like to be pre-qualified for additional types of programming (e.g., garden tours) must respond to this RFQ with information specific to the new type of proposed programming. See RFQ Section 1.1.

3. *We would like to know if we want to program a film screening as part of our response, does the facility provide a screen, speakers, mixing board, lights and A/V personnel or would we need to provide those to be paid out of the \$10,000 fee?*

Answer: Respondent's proposal must identify any equipment that the TJPA would be expected to provide. But note that TJPA is a park and transit operator (not a dedicated theater or performance venue) so it has very limited scope of equipment to provide park programmers. See RFQ Section 3.

Respondent's proposal must identify any anticipated out of pocket costs or reimbursable expenses and estimated budget, to the extent Respondent would need to purchase or rent equipment to deliver the programming. Respondent generally would be expected to secure any equipment required for its programming and pay for any associated costs out of its total fee. See RFQ Section 3.

Please note that there is **no** pre-set fee paid to park programmers. Rather, Respondents must provide their proposed fee structure for the conceptual proposal. Respondent's description of the fee is not considered a final proposal, but instead a summary basis for the TJPA to assess the feasibility/viability of Respondent's concept and the basis to negotiate a future agreement. See RFQ Section 1.1.

4. *I have 2 different activities I would like to propose to the TJPA; do I need to fill out 2 separate applications for these activities?*

Answer: Yes, to the extent that a Respondent is proposing two different types of activities, they should submit separate applications for each type of activity.

5. *Can you please let me know if I need to submit insurance documents now or later?*

Answer: No, Respondents do **not** need to submit insurance documentation with their application in response to the RFQ. Instead, Respondents would be required to address insurance requirements later, as a condition of entering a contract with TJPA. See RFQ Section 5.

6. *I read about the information required, with the page limits and necessity to submit PDFs. My question is whether there is an online portal to which these must be uploaded, or whether we create the required documents and email them to you. Please clarify for me.*

Answer: Respondents must submit a complete PDF application via email to RFP@tjpa.org. See RFQ Section 3.