



**RFP No. 17-14-11105
Event Planning and Production Services**

**Addendum No. 01
Thursday, April 20, 2017**

1. Please see Attachment No. 01 – Responses to all questions received.
2. Please see Attachment No. 02 - **“Revised”** ARTICLE III – SCOPE OF SERVICES, Section 3.02, page 17-18. OPTION “A” – Catering Services has been included.
3. Please see Attachment No. 03 - **“Revised”** ARTICLE IV – PROPOSAL FORM, Item F. OPTION “A”.
4. Please see Attachment No. 04 – JAA’s Small Business Commitment Flyer
5. Please see Attachment No. 05 – Three drawings (1st Floor Baggage Claim, 2nd Floor Courtyard, and 2nd Floor Ticketing)
6. The Proposal Due Date has changed to **Thursday, May 4, 2017 at 2:00 PM (local time).**

Please remember to acknowledge receipt of Addendum No. 01 on the “Revised” ARTICLE IV – PROPOSAL FORM, Item I.

The Question and Answer period closed Friday, April 14, 2017 at 5:00 PM (local time)

New Proposal Due Date is Thursday, May 4, 2017 at 2:00 PM (local time)



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**Thursday, April 20, 2017
Questions and Answers**

- Q1. Where is the power located in the courtyard and how much is available for our use?
R1. All columns have power in them...some have plugs. JAA electricians will be able to provide as much power as required working with the awarded respondent.
- Q2. What areas do we need to leave open to the public?
R2. Walkways around the center courtyard.
- Q3. Can we adhere, hang, or secure anything to the floors, ceiling, and/or columns?
R3. You can adhere, hang, or secure to any object, as long as there is no surface or physical damage to the objects. Damaged must be notated, reported to JAA staff, and repaired.
- Q4. What are the sound limitations for the event?
R4. Preference would be DJ with period music, played only after 9:00 pm. Soft background music must be light and not disturb terminal announcements.
- Q5. How early can we set up on event day?
R5. Terminal is a 24/7 facility. Awarded respondent can coordinate with JAX Operations to come in as early as necessary.
- Q6. Is this a drop-by event or will guests be attending for the entire length of the event?
R6. Guests are encouraged to attend for the entire length of the event.
- Q7. Who will the attendees be?
R7. Tenants, employees and community partners.
- Q8. Will the separate catering bid include food, beverage, alcohol, catering equipment, dinnerware, and staffing (i.e. servers, bartenders, maintenance staff, clean-up crew, etc)?
R8. JAA has revised the RFP, to include an "Option A" that requests up to two options for all-inclusive catering services if Respondent(s) want to package catering into their proposal. It is not required. "Option A" will be scored separately with 10 bonus points.
- Q9. Will there be valet or self-parking required for guests? Do we have the option of choosing our preference?
R9. Both parking options will be available at the expense of the guest.



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- Q10. Where will we be loading in?
R10. See Attachment No. 05 with drawings indicating 1st floor loading area with elevators to 2nd floor. Loading must be conducted at the south-side loading dock. The loading dock is accessible via Cole Flyer Road pass the Security Guard. Prior arrangements will be coordinated with our police department for access to the loading dock area. Once off-loaded, freight elevators transport to the second floor and courtyard is accessible via the vendor hallway. Staging against wall is available in vendor hallway. Vendor hallway must be passable for our tenants and no emergency doors can be blocked.
- Q11. Is there a limit on how many staff members we can have on-site for set, event, and strike?
R11. No.
- Q12. Is there a limit on how many trucks we can have on-site for set, event, and strike?
R12. Yes. Parking is only available in Economy Lot 3, so it will depend on the space at the time of the event. Trucks can off-load and stage in Economy Lot 3. The loading dock area must be operational at all times.
- Q13. Are there regulations on the size of the vehicle?
R13. No. Economy Lot 3 has no height restrictions.
- Q14. Can you provide a diagram with dimensions?
R14. Yes. Please see Attachment No. 05 – Three drawings. Respondent(s) can view space in person 24/7 as courtyard is a general public area in the terminal.
- Q15. Will there be programmed presentations during the event? What will be needed for the presentations (i.e. stage, audio, video)?
R15. Yes. Stage with screen, audio/visual is a requested element to show a video.
- Q16. Is there a budget range we should be working within?
R16. Not at this time
- Q17. Where is back of house? Green room for entertainment?
R17. Vendor hallway is the staging area, but must be kept neat and accessible to other tenants. There no need for a green room during this event.



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- Q18. Catering kitchen access (if needed for bartenders with water service/etc)?
R18. **Kitchens are not available. Caterer must provide a way to keep food cold and/or hot during event.**
- Q19. Will the stage and piano be removed?
R19. **Yes.**
- Q20. Will the plants be removed or can we move them around?
R20. **All current furnishings and plants can be removed. This will be coordinated with the awarded respondent.**
- Q21. Is there a preferred traffic pattern for travelers departing and arriving?
R21. **Yes. Around the outside of the columns there should be a walkway accessible to travelers.**
- Q22. Is the event space confined to the courtyard?
R22. **Yes.**
- Q23. Is the house lighting dimmable?
R23. **No. Courtyard area is not dimmable.**
- Q24. Is the Information Desk located just before the Courtyard available for use or is it considered off limits?
R24. **The Information Desk will be used as a "check-in" area and not available for other purposes.**
- Q25. Can you provide a layout of the courtyard with dimensions, including ceiling height?
R25. **Layouts provided in Attachment No. 05. It is in the best interest of the respondent to visit the area in person to make accurate measurements of all areas.**
- Q26. Is there rigging access in the ceiling above the courtyard?
R26. **Yes.**
- Q27. Would you consider the flow of the evening to be reception/flow or a more formal in seating?
R27. **Reception.**



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- Q28. Can you confirm if labor/staff is needed to support the catering and will be requested in a separate RFP?
- R28. **This has been included in the "Option A". Please see Revised Article III – Scope of Services, Attachment No. 02.**
- Q29. Are you planning to display video content at event?
- R29. **Yes**
- Q30. Where is catering setting up their 'back of house' or 'prep area'? Within courtyard or outside that area?
- R30. **Vendor hallway if necessary.**

The Question and Answer period closed Friday, April 14, 2017 at 5:00 PM (local time)

New Proposal Due Date is Thursday, May 4, 2017 at 2:00 PM (local time)

“REVISED” ARTICLE III – SCOPE OF SERVICES**3.01 GENERAL OVERVIEW**

JAA owns and operates the Jacksonville Airport System which consists of the Jacksonville International Airport serving the commercial passenger and air cargo aviation needs of Northeast Florida and Southeast Georgia; Jacksonville Executive Airport at Craig, serving corporate and general aviation; Herlong Recreational Airport, serving the recreational and sport flyer; and Cecil Airport, ideally suited for major aircraft maintenance, repair and overhaul.

The Jacksonville Aviation Authority will host a 50th Year Anniversary Celebration in 2018. The main celebration will be held in the Jacksonville International Airport Terminal center courtyard on Thursday, August 30, 2018 from 6:00 PM – 10:00 PM. The theme will feature and must highlight the history of the Jacksonville International Airport and the year 1968. The event is by invitation-only and will have an approximate attendance of 300 people.

JAA is seeking all-inclusive proposals from qualified companies to design, decorate, set up all electrical, video, sound/production equipment, and coordinate the music production.

This contract will include, but not be limited to the 50th Year Anniversary Event. This contract can be used to negotiate pricing for other miscellaneous events that may need addressing during the life of the contract.

Key project participants include the following:

1. PROJECT OWNER: Barbara Halverstadt, Director of Marketing
2. PROJECT MANAGER: Greg Willis, Marketing Program Manager

3.02 SCOPE OF SERVICES

The successful Respondent shall develop and work with JAA to implement their proposal for the 50th Year Anniversary Celebration to be held in the Jacksonville International Airport Terminal center courtyard on Thursday, August 30, 2018 from 6:00 PM – 10:00 PM. Respondent will complete the scope of services below with assistance, direction and feedback from JAA Marketing key project participants listed above.

- A. Design a creative approach for featuring the history of the Jacksonville International Airport through decorating elements, layout, use of video/audio, and music.
- B. Provide and set up all decorating elements such as drapery, furniture, tables, props, etc.,
- C. Provide and set up all video/audio/lighting elements and equipment.
- D. Assign one (1) dedicated staff representative to communicate with JAA Marketing staff for the execution of this project. Staff member should be accessible during set up period on evening of event to facilitate on-site support and quality execution.
- E. Facilitate the music production after final selection of proposed options.
- F. Adhere to all project timelines as negotiated with awarded proposer.

- a. **OPTION “A” – Catering Services – JAA is requesting for respondent(s) to propose as an option to the contract scope of services the coordination of all-inclusive catering services for approx. 300 people from 7-9pm. See details on “REVISED” Proposal Form.**

3.03 CONTRACT

A copy of the Contract that will be executed between JAA and the successful Respondent is included as part of this RFP, **Exhibit D**. Respondent shall submit all noted exceptions to the Contract with its submittal.

3.04 PLANNING/PERFORMANCE MEETINGS

The Respondent's dedicated staff representative assigned to project will be required to attend 50th Anniversary Planning Committee meetings via teleconference or in-person to provide any updates to JAA on scope of services outlined in RFP. The intention of these meetings is to provide a forum for JAA and the Respondent to identify areas of concern so they can be resolved in a timely manner. Meetings will be communicated in advance to provide adequate time to review agenda and address scheduling concerns.

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“REVISED” ARTICLE IV – PROPOSAL FORM

Respondent's Name: _____

CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED

RESPONDENT SHALL SUBMIT ONE (1) ORIGINAL COPY (CLEARLY MARKED “ORIGINAL”), ONE (1) USB FLASH DRIVE OR COMPACT DISK (“CD”) AND THREE (3) COPIES (EACH CLEARLY MARKED “COPY”). ENVELOPE ONE SHOULD BE LABELED “ORIGINAL AND FLASH DRIVE” AND ENVELOPE TWO SHOULD BE LABELED “COPIES”.

The following checklist is provided for convenience. The Respondent is responsible for carefully reviewing the submittal requirements in the RFP and submits all information requested.

A. MANDATORY REQUIREMENTS – PASS OR FAIL

1. Submit documentation and acknowledge on copy letterhead that Respondent has a minimum of ten (10) years primary experience in providing event planning and production services for large events similar in size and scope of referenced project in this RFP immediately prior to the date of the Proposal Opening.
2. Respondent must have an established local office in the Jacksonville area and must submit Local Business Verification Form, **Exhibit B**.

B. EXPERIENCE AND QUALIFICATIONS (Maximum 35 points)

Submit a concise narrative which details the following:

- Provide overview of your top three (3) corporate experiences with projects of similar size and scope within the last 10 years.
- Respondent's staff experience leading project of similar size and scope. Highlight representative to be assigned to project as lead representative as well as all staff members that will make a significant contribution to the project.
- Respondent's experience in successful management and coordination of resources for a similar projects of similar size and scope. Provide specific detail of available resources.

C. PROJECT APPROACH AND CAPABILITIES (Maximum 40 points)

- Present your design concept for the JIA Center Courtyard, decorating approach and resources, electrical, video, sound, and stage production equipment necessary to complete all technical aspects of your design. Include brief details on three (3) recommendations for local music production ideas that will align with theme of the event. Incorporation of JAA supplied historical materials is encouraged.
- Highlight any technical capabilities that exist within the respondent's regular staff and resources, and the extent that the respondent must rely on the services of outside technical/resource assistance.
- Methods used to control the quality of all deliverables, and to assure that all applicable Federal, State and or Local regulations, codes or ordinances are satisfied. Impact to traveling public in terminal are minimally affected by set up and design of JIA Center Courtyard.

D. PROPOSED PRICING (Maximum 20 points)

- Proposals must include a detailed proposed pricing sheet to support pricing listed below, based on the full execution of the Respondent’s proposed design concept to include all scope of services.
1. All Inclusive Decorating Elements: \$_____
 2. All Inclusive Video/Audio/Lighting Equipment Elements: \$_____
 3. Labor for Set-Up and Break Down: \$_____
 4. Music production: Option 1: \$_____
 - Option 2: \$_____
 - Option 3: \$_____
 5. Delivery & Pickup Fee: \$_____
 6. _____% of Price proposal due as deposit (if necessary, and indicate time when deposit will be due)

E. REFERENCES (Maximum 5 points)

Submit three (3) references for which Respondent has provided similar scope of services for event with similar attendance within the past ten (10) years. References shall be submitted on the Reference Questionnaire, **Exhibit E**.

F. OPTION “A” – BONUS POINTS (Maximum 10 points)

CATERING SERVICES (List up to Two (2) Recommendations)

Please propose two (2) recommendations for local catering services for 300 people. Heavy finger foods can be served (max, 5 servers) and buffet style setup for self-service from 7:00pm -9:00pm.

- i. Fruit / Cheese Table
- ii. Hor d’oeuvres – submit menu recommendations
- iii. Desserts – submit menu recommendations
- iv. Beverages (water, tea, soda). Cash bar/bartender availability for (basic and premium spirits)
- v. Service Staff (set up, service during event and clean up)
- vi. Provide all plates, forks, napkins, glassware
- vii. Include menus of top choices at \$15 per person.

<u>Name of Caterer</u>	<u>1.</u>	<u>2.</u>
<u>Food Cost</u>	\$	\$
<u>Beverage Cost</u>	\$	\$
<u>Service Cost</u>	\$	\$
<u>Set up/Clean Up</u>	\$	\$
<u>Total</u>	\$	\$
<u>Additional Notes</u>		

G. Submit executed Conflict of Interest Certificate, **Exhibit A**

H. Include SBE Forms, **Exhibit C**

I. Addendum Acknowledgement, if applicable

Acknowledgment of the following Addenda is hereby made:

Addenda No. _____ Date: _____ Respondent’s Initial: _____

Addenda No. _____ Date: _____ Respondent's Initial: _____
Addenda No. _____ Date: _____ Respondent's Initial: _____

J. Drug-Free Workplace Program Certification:

- a. _____ Yes, we have a Drug-Free Workplace Program
- b. _____ No, we do not have a Drug-Free Workplace Program

K. Acknowledgement Respondent will accept a Purchase Order and invoice JAA:

Respondent's Initial: _____

L. Acknowledgement of ACH Payment acceptance is hereby made:

Respondent's Initial: _____

M. Acknowledgement of Indemnification and Insurance requirements is hereby made:

Respondent's Initial: _____

N. Acknowledgement and Acceptance of the JAA Contract is hereby made:

Respondent's Initial: _____

In the event JAA's Contract is not acceptable, Respondent must submit a written request to have any and all contract provisions or requirements herein addressed pursuant to section 1.06 above.

O. Proposer Certification and Signature:

By submitting this Proposal, the Respondent certifies that the Respondent has read and reviewed all of the documents pertaining to this solicitation, that the person signing below is an authorized representative of the Company, that the Respondent is legally authorized to do business in the State of Florida, and that the Respondent maintains in active status all appropriate license required for the work.

FAILURE TO SIGN YOUR PROPOSAL WILL CONSTITUTE A MATERIAL IRREGULARITY AND WILL RESULT IN REJECTION OF THE PROPOSAL.

Respondent Name: _____

Authorized Agent's Signature: _____ Date: _____

Printed Name: _____ Email: _____

Title: _____

Respondent is a: Corporation Partnership Individual

Federal Identification Number: _____

Remittance Address: _____

Telephone Number: _____ Fax Number: _____

JAA's SMALL BUSINESS COMMITMENT



JAA
Jacksonville
Aviation
Authority

Statement of Commitment Small Business Enterprise (SBE) Program

JAA's SBE Program endeavors to create greater access for SBE's to participate as primes as well as subcontractors on non-federally funded projects, contracts and purchases. JAA gives reciprocity to firms currently certified with the City of Jacksonville's Small & Emerging Business (JSEB) Program.

CURRENT PROJECT

RFP 17-14-11105: EVENT PLANNING AND PRODUCTION SERVICES

PROJECT GOAL

The SBE goal for this project is **10%** to be performed by SBE firms properly certified at the time of bid, which firms must possess JSEB certification in the specific area(s) or scope(s) of work for which they are being proposed for the above-referenced project.

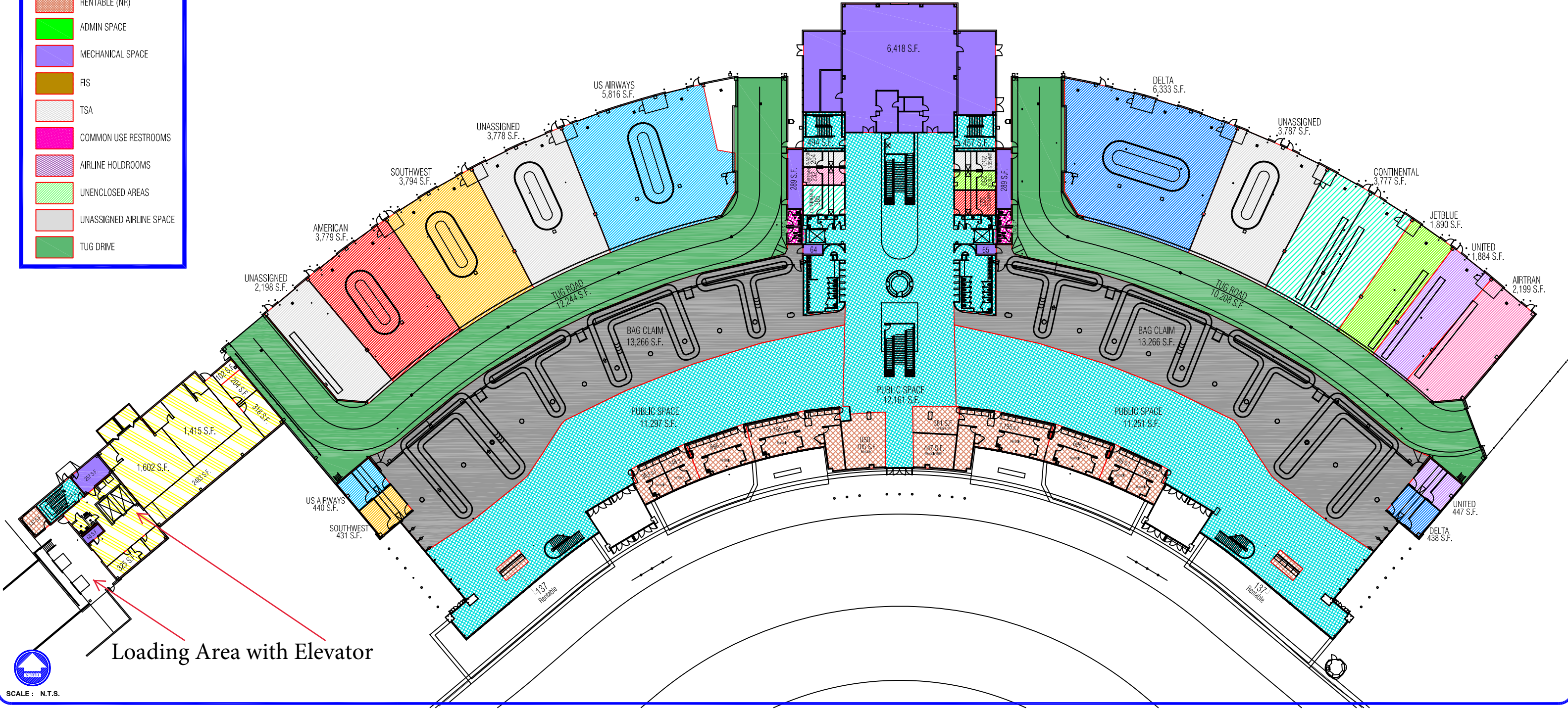
ADDITIONAL INFORMATION

For more information, please contact **Evelyn Burton** at evelyn.burton@flyjacksonville.com or call 904.741.3667. Firms desiring to participate as a Small Business Enterprise (SBE) on JAA projects or contracts must be duly certified by the City of Jacksonville and be listed in the JSEB Directory of firms, access to which may be obtained by visiting: <http://cojapps.coj.net/jseb/default.aspx>.

Current DBE firms certified by the Florida Unified Certification Program (UCP) are eligible to participate on this JAA contract as long as the DBE entity is listed in the UCP DBE Directory of firms, access to which may be obtained by visiting: <http://www3b.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory/CustomSearch.aspx>.

LEGEND

- CONCESSION
- CONCESSION (NR)
- PUBLIC
- NON PUBLIC
- RENTABLE
- RENTABLE (NR)
- ADMIN SPACE
- MECHANICAL SPACE
- FIS
- TSA
- COMMON USE RESTROOMS
- AIRLINE HOLDROOMS
- UNENCLOSED AREAS
- UNASSIGNED AIRLINE SPACE
- TUG DRIVE



JACKSONVILLE INTERNATIONAL AIRPORT
1ST FLOOR BAGGAGE CLAIM AREA
 2010 RATES & CHARGES LAYOUTS

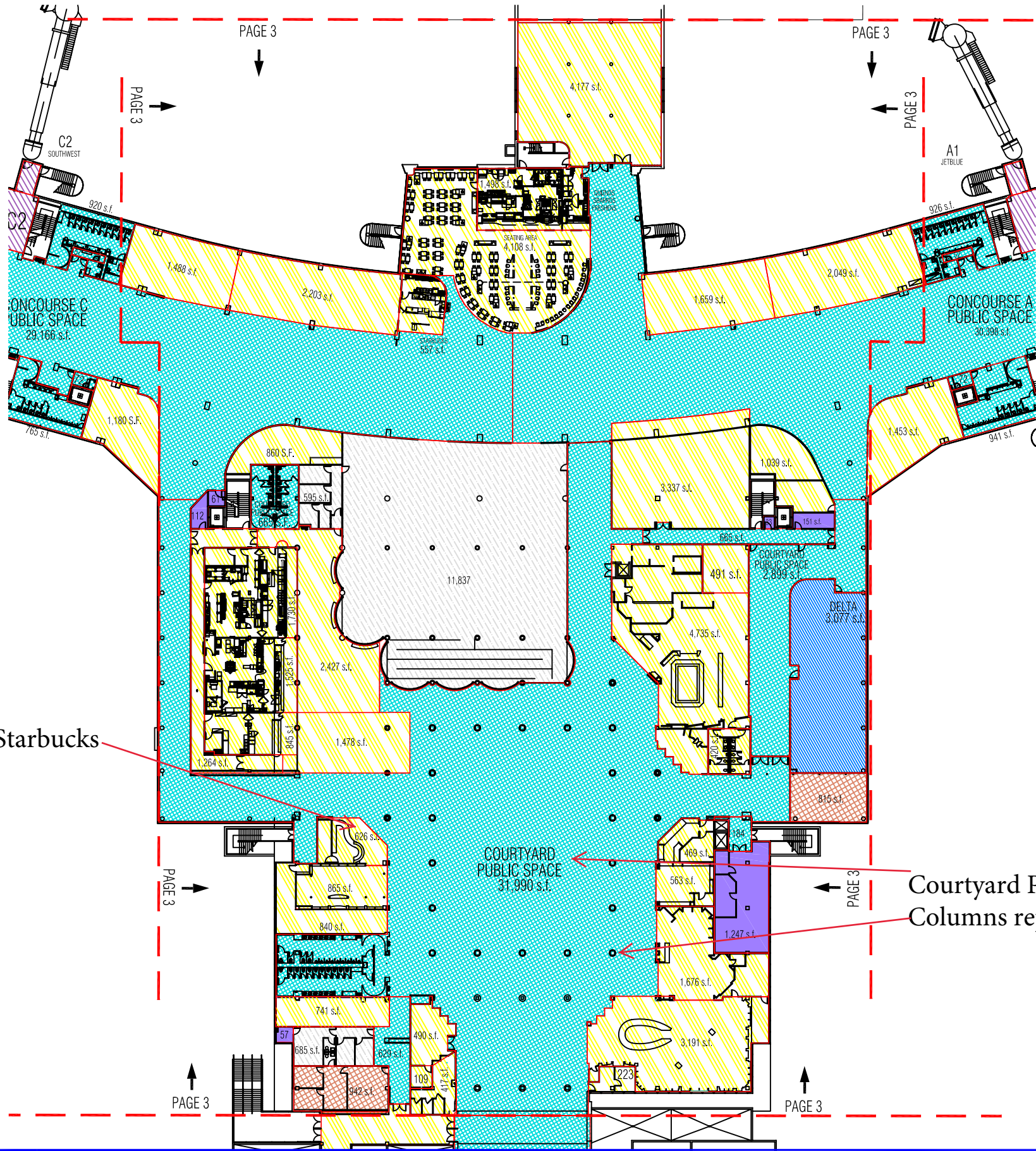
BAGGAGE CLAIM

DRAFT FOR DISCUSSION PURPOSES ONLY
 7-6-09



LEGEND

- CONCESSION
- CONCESSION (NR)
- PUBLIC
- NON PUBLIC
- RENTABLE
- RENTABLE (NR)
- ADMIN SPACE
- MECHANICAL SPACE
- FIS
- TSA
- COMMON USE RESTROOMS
- AIRLINE HOLDROOMS
- UNENCLOSED AREAS
- UNASSIGNED AIRLINE SPACE



Power source near Starbucks

Courtyard Public Space 31,990 s.f.
Columns represented by small circles



SCALE: N.T.S.

















JACKSONVILLE INTERNATIONAL AIRPORT
 2ND FLOOR COURTYARD AREA
 2010 RATES & CHARGES LAYOUTS

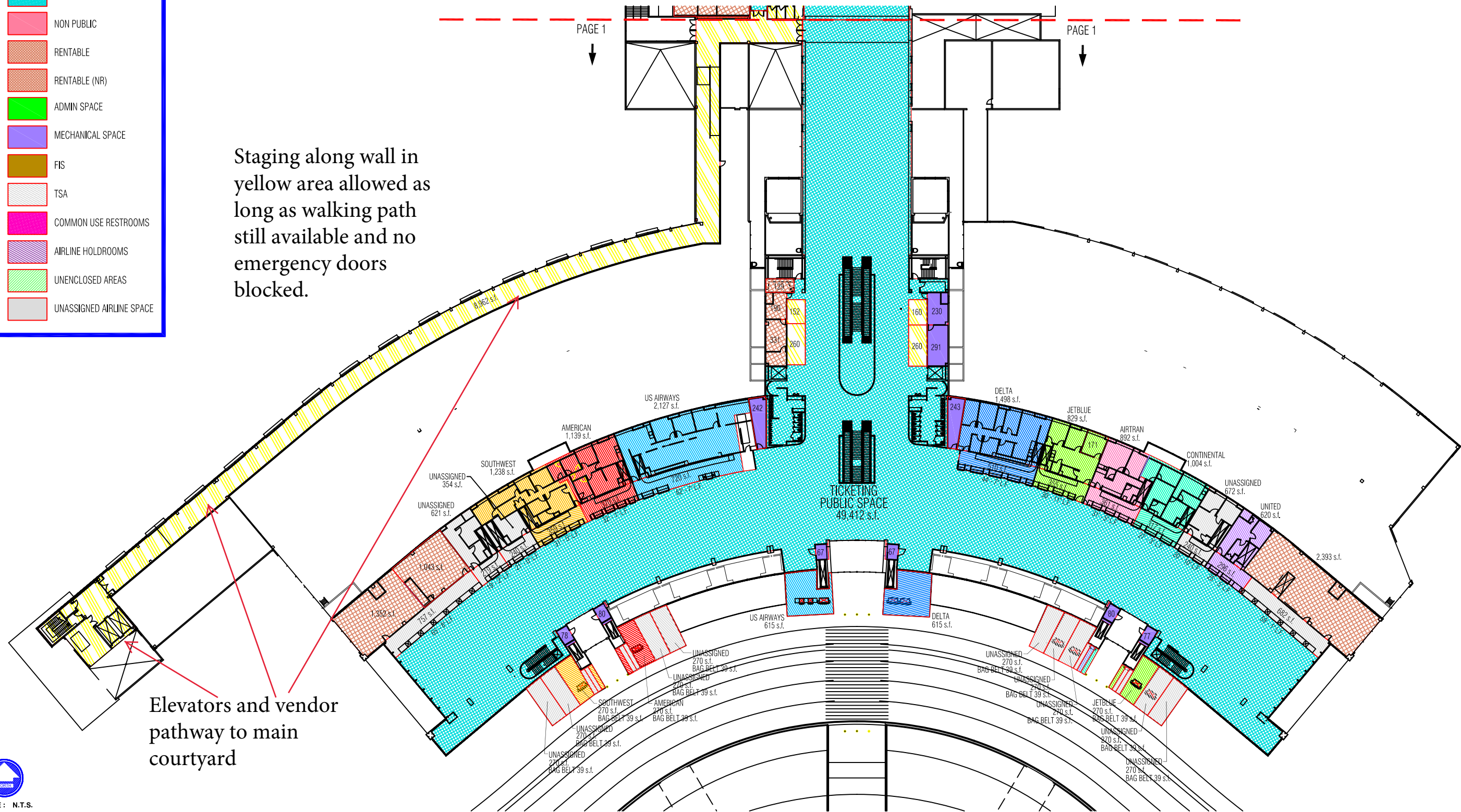
COURTYARD

DRAFT FOR DISCUSSION PURPOSES ONLY
7-6-09

LEGEND

-  CONCESSION
-  CONCESSION (NR)
-  PUBLIC
-  NON PUBLIC
-  RENTABLE
-  RENTABLE (NR)
-  ADMIN SPACE
-  MECHANICAL SPACE
-  FIS
-  TSA
-  COMMON USE RESTROOMS
-  AIRLINE HOLDROOMS
-  UNENCLOSED AREAS
-  UNASSIGNED AIRLINE SPACE

Staging along wall in yellow area allowed as long as walking path still available and no emergency doors blocked.



Elevators and vendor pathway to main courtyard



SCALE: N.T.S.

JACKSONVILLE INTERNATIONAL AIRPORT
 2ND FLOOR TICKETING AREA
 2010 RATES & CHARGES LAYOUTS

TICKETING

DRAFT FOR DISCUSSION PURPOSES ONLY
 7-6-09

Sheet Number:
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