



**City of Tacoma
Tacoma Venue and Events**

**Management of Performing Arts Venues
RFP Specification No. PF21-0466F**

QUESTIONS and ANSWERS

All interested parties had the opportunity to submit questions in writing by email to Tad Carlson by 3:00 pm on April 20, 2021. All interested parties had the opportunity to participate in a virtual pre-bid conference and submit questions in person at 9:00 am on April 16, 2021. All interested parties had the opportunity to participate in a live tour of the Performing Arts Venues and submit questions in person at 9:00 am on April 22, 2021. The answers to all questions received are provided below and posted to the City's website at www.TacomaPurchasing.org: Navigate to *Current Contracting Opportunities / Services*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Written Submittal Questions

- Question 1:** The deadline to submit on page 3 says 11:00 a.m. on 5/11 and then on page 13 it says 3:00 p.m. on 5/11. Which is it?
- Answer 1:** The deadline to submit is 11:00am on May 11, 2021. Please see Addendum 4 as published on the City of Tacoma's [Services Solicitations](#) website for this correction.
- Question 2:** What kind of "preliminary results" will be posted within two hours of the proposal submittal deadline?
- Answer 2:** As soon as possible after 1pm on the submittal due date, preliminary results posted will include only name, city, and state of each respondent to the RFP. Please see Addendum 4 as published on the City of Tacoma's [Services Solicitations](#) website for this updated information.
- Question 3:** Recognizing that the City of Tacoma has multiple goals for its various venues, which is the primary goal for its theaters: 1.) Financial return (vis-à-vis "minimizing the annual management fee or other financial contribution"), or 2.) Community engagement and equitable access?
- Answer 3:** The goals of the RFP and subsequent management agreement are listed in section 3 of the RFP. None are primary to the others and all will be

considered in the context of the weighting structure provided in Section 12 of the RFP.

Question 4: Of the required criteria stated in the RFP, which are the bedrock, fundamental, immovable terms?

Answer 4: Section 2 of the RFP provides the minimum requirements for proposal consideration.

Question 5: Will it be expected that the awarded manager agrees to waive credit card fees for RAOs as Tacoma Arts Live has been committed to doing so in the previous management agreement?

Answer 5: Please refer to section 12.2.1 of the RFP regarding the rates and charges for Resident Arts Organizations. The city will consider all proposals. All proposals will be considered in the context of the weighting structure provided in Section 12 of the RFP.

Question 6: In the evaluation rubric for potential managers, there is 5 out of 100% weight given to equity in contracting. However, there is no reflection in the evaluation rubric of an organization's ability to provide equitable or education access. How will these goals be prioritized and reflected in the Qualifications and Program Approach categories? If so, how or with what weight?

Answer 6: Please refer to section 12.2.1 of the RFP regarding the strategy for community arts education. The city will consider all proposals. All proposals will be considered in the context of the weighting structure provided in Section 12 of the RFP.

Question 7: This RFP requires the awarded manager to act as a fundraising partner on behalf of the City of Tacoma to access private investment towards the sustainability of the venues. How is this possible for an entity that is not a registered non-profit and to which donations are not allowed as a taxable donation for the donor?

Answer 7: Please refer to the primary goals of a management agreement as specified in section 3 of the RFP. The city will consider all proposals. All

proposals will be considered in the context of the weighting structure provided in Section 12 of the RFP.

Question 8: Page 11, Section 6.1 – Please clarify. What sort of question(s) asked would be confidential? If we inadvertently ask a question that should be confidential, will we be alerted so that we may rephrase the question (or at least be provided with the context as to why there will not be a shared response)?

Answer 8: Please refer to section 6 of the RFP. Only questions marked as confidential by the potential bidder will be considered confidential.

Question 9: On page 13, item 12, the content to be submitted states, “represents 100% of the possible scoring criteria.” However in section 10 (page 12), the RFP states that City of Tacoma may determine additional scoring criteria after applications have been reviewed. How will it be made clear and transparent to the management candidates to know the scoring criteria so that they may put forth their strongest proposal in this case?

Answer 9: All applicants selected for an interview/presentation will be directly updated with any additional scoring criteria, should any be developed. Any additional scoring criteria shall also be published as an addendum to the RFP.

Question 10: Can you further define what you mean by “quality entertainment clients” (per reference on page 15, 12.2.1 Program Approach)?

Answer 10: “Quality Entertainment Clients” would be those that meet the stated goals of a management agreement as specified in Section 3 of the RFP. Specifically, those that ensure financial sustainability of the venues while providing an active and diverse mix of event programming types that create a vibrant entertainment and cultural hub in the heart of Tacoma.

Question 11: On page 18, section 12. Prevailing Wage Information:

i) The included link to the prevailing rates of pay document does not appear to cover stage hands (it does call out stage riggers, but not lighting, sound, etc.) What are the rates for those?

ii) Additionally, this section indicates that the rates of pay for these individuals should be set for 10 years. How can this be done if the potential manager is setting rates based on the linked document which will shift with inflation while also striving to reduce the financial obligation of the City of Tacoma?

Answer 11: i) The included link provides for all state mandated prevailing wage rates. Positions not included on that list are not subject to the state's prevailing wage requirements.

Answer 11: ii) The requirement to set rates of pay for the duration of the contract references that rates of pay must match the then current prevailing wage rates for the duration of the contract. Please see Addendum 4 to the RFP for further clarification regarding prevailing wage requirements.

Pre-Bid Virtual Conference Questions

Question 1: As there is a CBA between the current operator with IATSE Locals will the selected manager be expected to negotiate with these unions?

Answer 1: Yes. The current CBA expires June 30, 2021 and the selected manager will be expected to negotiate any agreement after that time.

Question 2: Could you elaborate on the presence of the school in the Theater on the Square?

Answer 2: School of the Arts is located in Downtown Tacoma and rents space in Theater on the Square. The City of Tacoma strongly supports education in our community, including the School of the Arts. We would like to understand how a potential bidder would work with all education groups, including School of the Arts, specifically any potential discounts or rate adjustments available to these groups.

Question 3: Will this presentation be available to all of us to view this again in the future?

Answer 3: The presentation has been recorded with the exception of a short period technical difficulties during the presentation on the venues' technical capabilities. The presentation is posted on the City of Tacoma's [Services Solicitations](#) website.

Question 4: Please provide more information about the three studios.

Answer 4: There are three rehearsal studios built into the space between the Pantages Theater and Theater on the Square. They are sprung floor dance type studio. One has mirrors along the wall, the others are larger. A complete usage calendar for the 2018-2019 season can be found in Exhibit H2 of the RFP.

Question 5: Assuming there are current agreements with the Resident Arts Organizations, would those be grandfathered in to the successful bidder.

Answer 5: Any current agreements with Resident Arts Organizations would need to be honored by the successful bidder. Most agreements are year to year and are available for renegotiation. The City of Tacoma is very supportive of the Resident Arts Organizations and would want to understand how you would work to make them successful as well. A copy of the Resident Arts Organization defining characteristics & benefits is included as Exhibit B1 of the RFP.

Question 6: Does Theater on the Square have time in its calendar for mounting new shows that would also be able to rehearse in the studios?

Answer 6: A complete usage calendar for the 2018-2019 season can be found in Exhibit H2 of the RFP. The city will consider all proposals regarding prioritization and usage of each venue and space. All proposals will be considered in the context of the weighting structure provided in Section 12 of the RFP.

In-Person Venue Tour Questions

Question 1: Is there a tenant in the Rialto Theater, and do they pay reduced rates?

Answer 1: The Rialto Theater is used by multiple Resident Arts Organizations, but there is no formal tenant. The Resident Arts Organizations pay a rental fee reduced by 35% from the commercial rate. A copy of the Resident Arts Organization defining characteristics & benefits is included as Exhibit B1 of the RFP.

Question 2: Is there one crew that works all of the events at the Theaters and the Tacoma Dome?

Answer 2: For day to day operations, Tacoma Venues and Events does not typically provide maintenance, engineering, or custodial staff to support the Theaters. This support is currently being provided due to the pandemic closure. The Tacoma Dome is an open-house for stage hand work and does not provide crew to the theater venues. The current performing arts venue manager has an existing agreement with two local IATSE labor unions. This crew works in all of the theater venues.

Question 3: If Tacoma Arts Live is not the successful bidder, would the successful bidder be expected to work with only Tacoma Arts Live for the presentation of events?

Answer 3: Any successful bidder would be expected to work with all community arts organizations and any other potential presenting organizations for the presentation of events in the theater venues.

Question 4: Do any community arts organizations other than Tacoma Arts Live receive funding support from the City?

Answer 4: Several community arts organizations receive funding through the Tacoma Creates program. More information is available through the [Tacoma Creates website](#).

Question 5: How long has Tacoma Arts Live been involved in the Theater Venues, and why was an RFP issued?

Answer 5: Tacoma Arts Live has been involved with the venues since 1983. An RFP for Management of the Performing Arts Venues was issued to enable the city to consider all potential management and financial models to ensure an active and vibrant calendar for all theaters as well as the financial sustainability of the venues.

Question 6: What is the City's total overall financial contribution to the theaters each year and what's the general breakdown of this contribution?

Answer 6: Under the current management agreement, The City of Tacoma contributes just over \$1,500,000 per year. \$821,000 is provided in management fees, in-kind rent, and performance incentives. \$180,000 is provided in other expenses such as utilities, insurance, and assessments. \$500,000 is contributed to Capital Expenses. The City has provided an additional \$7,000,000 in Capital funding over the past six years.

Question 7: Is there a contact available for the School of the Arts?

Answer 7: Contacts can be found through the [School of the Arts Website](#).

Question 8: Is there a contact available for Pierce Transit regarding the Plaza by the Theater on the Square?

Answer 8: Pierce Transit can be contacted through Janine Robinson, JaRobinson@piercetransit.org.

Question 9: What are the monthly utility costs for each space?

Answer 9: Approximate costs when not in full operation are detailed in the table below.

	General	Rialto	Pantages	Theater on the Square
Chem Aqua (Boiler Water Treatment)	\$399	-	-	-
Sybis (Electronic Key System)	\$64	-	-	-
PSE (Gas)	-	\$560	\$2,150	Included in Pantages
TPU (Electric, Water, Waste, Recycling)	-	\$1,250	\$4,500	\$1,100