



## CLARK COUNTY

### RFP #908

#### EVENT TRAFFIC CONTROL & PARKING SERVICES for CLARK COUNTY EVENT CENTER

#### QUESTIONS and ANSWERS

UPDATED: DECEMBER 2, 2024

	QUESTION	ANSWER
1.	I noticed security/event staff is not mentioned in RFP 908. Is Event Staff/Security on a separate RFP?	You are correct, the Security services will be a separate RFP that we will be issuing next year.
2.	What is the approximate number of employees that are required?	The number of employees will vary based on number of cars expected and event timing. Typically, this is anywhere from 7 employees on small events to 17 employees and could be more during the Clark County Fair. The Event Manager will make arrangements prior to each event and will coordinate the event needs with the service provider.
3.	Is a contractor currently performing this task?	Yes, a contractor is currently in place through the end of the year.
4.	Does the Event Center have equipment, or would the contractor need to provide the equipment?	The Event Center owns a good quantity of candlesticks and traffic cones. If the contractor has other equipment that may be necessary to perform the services adequately, they should include that equipment and the rental cost in their proposal.
5.	On page 11, Paragraph IIC 4., the RFP document references "parking layouts." Can you clarify what that meant?	The lower lots, A through F, are painted with parking spaces. The upper grass lots are not. Over the years, the grass has worn into an obvious pattern and parking rows are established in Lots H through K. However, Lot G does not have any parking spaces that are designated or marked. The service provider will assist the Event Center staff in laying out the parking spaces in these grass lots prior to and during the Clark County Fair.
6.	Is the contractor expected to file permits?	The contractor will work with the staff at the Event Center to determine the need for traffic revisions on public roads and to determine if any permits are required. The permits can be filed by either the contractor or the Event Center staff.

7.	Should a rate sheet be submitted?	Yes, a rate sheet or cost estimate should be a part of the proposal.
8.	<b>Section 1B Item #1, Required Services and per response #6:</b> We understand that “permits can be filed either by the contractor or the Event Center staff.” Given this, should we include the cost of permit filing in our bid proposal or would expense always be covered/reimbursed by the Event Center staff?	Please include the cost of permit filing in your bid proposal.
9.	<b>Section 1B Item #2, FSMG Performed Work:</b> Understanding that FSMG will provide “provision of on-site storage area for the traffic equipment and provision of portable message boards”. As part of the bid, should we provide rental rates for additional equipment, and would our equipment be able to be stored in the on-site storage area at no charge to the traffic control services vendor for later use or should we plan on bringing the equipment and removing the equipment at the end of each event?	Arrangements can be made to store the equipment at no charge to the traffic control services vendor. However, the use of the equipment will depend upon the event specifics and the length of time between events will vary. For this reason, the vendor may choose to remove the equipment at the end of each event.
10.	In addition, is there a provision for annual equipment revisions during the initial 3-year term?	This can be negotiated with the selected traffic control services vendor.
11.	<b>Section 1B Item #6, Prevailing Wage:</b> Will an Intent to Pay Prevailing Wages need to be filed for each event or will one intent filed annually be sufficient?	The intent can be filed annually. However, a certified payroll will need to be filed after each event.
12.	<b>Section IIB, Item #2 Proposal:</b> The RFP asks for resumes. Are you looking for only the resume of the company president, resumes of the project team, or to what extent and level of detail?	The resumes of the project team are sufficient.
13.	<b>Section IIC, Item #4, Respondent’s Capabilities:</b> As a privately held company, we do not release financial information. Would a letter from our bank confirming that we possess the financial capacity and ability to successfully perform and meet the resource requirements fully for this RFP be sufficient? After contract award, we would be willing to share more financial information in person with the Review Committee.	Yes, a letter from your bank will be sufficient.
14.	<b>Section IIC, Item #6, Proposed Cost:</b> What is the description of the work and/or requirements to be done under General Parking Service?	General parking services could include, but is not limited to, crossing guards, parking lot patrols, and personnel to direct traffic in the parking lots.
15.	Is there a need to provide valet services also?	There is no need to provide valet parking services.

<b>16.</b>	<b>Section IIC, Item #6, Proposed Cost:</b> Understanding that contractor will need to avoid overtime, is there a minimum number of hours per event or will all events be 8 hours+ in duration?	The selected service provider can negotiate a minimum number of hours per event during the contract negotiations.
<b>17.</b>	<b>Section 11C, Item #6, Proposed Cost:</b> Does the Proposed have the ability to negotiate other possible items, ie. event cancellation policies, etc. with the Review Committee if selected?	Yes, the selected service provider can negotiate terms as a part of the contract negotiations.
<b>18.</b>	<b>Attachment A, Cover Sheet:</b> What are you requesting regarding Program Location?	The Program Location will be the location of the project at our address, 17402 NE Delfel Rd, Ridgefield, WA 98642.
<b>19.</b>	<b>General:</b> Is there a potential need or requirement for the traffic control services vendor to paint parking lines in the grass?	That is a potential service and proposers are welcome to include the cost of that service in their proposal.
<b>20.</b>	<b>General:</b> Given the number of events and the year-round schedule of events, how far in advance will the traffic control services provider be given the information to create TCPs for each event or estimated staffing requirements for their planning needs?	The advance notice varies by event, but we can usually communicate event specifics 30 – 45 days before each event. The selected service provider will have the opportunity to negotiate this timeline during the contract negotiations.

