

**ADDENDUM NO. 1**

**RFQ, Production Services for Firehouse Arts Center Performances**

This addendum is hereby made a part of the Request for Qualifications (RFQ). It shall be the responsibility of the prospective consultant to inform any affected sub-consultant of the content of this addendum.

The RFQ documents are modified/clarified as follows:

**1.01 Refer** to the Cover Page and the Request for Qualifications:

*Replace deadline information to:*

All proposals must be received by April 8, 2024, by 2:00 p.m., PST

**1.02 Refer** to the Scope section in first bulleted section:

*Replace third and fourth sub-bullet points:*

- Show sales should generate ticket sales reflective of 65% of seat capacity. Incentives for the contractor could include a bonus per show if a show generates ticket sales reflective of 75% seat capacity. The incentive details will be negotiated with the selected contractor.

**1.03 Revise** Service Schedule:

*Replace Service Schedule:*

- Questions Deadline April 1, 2024, by 2:00 p.m.
- Response Submittal Deadline April 8, 2024, by 2:00 p.m.
- Virtual Interviews April 12, 2024
- Notification of Selection April 17, 2024
- City Council Reviews May 21, 2024
- Commencement of Services and Bookings May 22, 2024
- Bookings Completed (January-June 2025 Season) September 1, 2024

*Clarification:*

- Contractor(s) will book shows that will be presented January – June 2025.

**1.04 Refer** to Submittal of Response Section:

*Replace #4 with:*

All proposals must be received by April 8, 2024, 2:00 p.m. PST

*Replace #8 with:*

All questions relating to this RFQ shall be presented in writing no later than April 1, 2024, 2:00 p.m. PST to expediate the review, process questions and provide response.

Submit question to:

- a. Zack Reda, Management Analyst: [zreda@cityofpleasantonca.gov](mailto:zreda@cityofpleasantonca.gov)

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b. cc: Rachel Prater, Recreation Manager: [rprater@cityofpleasantonca.gov](mailto:rprater@cityofpleasantonca.gov)

**1.05 Refer** to Selection/Evaluation Process:

Clarification that more than one contractor may be selected.

All other items of the RFQ remain unchanged. Acknowledgement and a signed copy of this Addendum shall be included in the RFQ submission.

\_\_\_\_\_  
Rachel Prater  
Recreation Manager, Civic Arts & Special Events

**ACKNOWLEDGED:**

\_\_\_\_\_  
Company

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

END OF ADDENDUM NO. 1