

**HOUSTON DOWNTOWN MANAGEMENT DISTRICT
REQUEST FOR PROPOSALS
HOLIDAY DÉCOR PROGRAM**

ADDENDUM 01

Contractor for the
2024 Holiday Décor Program for the
Houston Downtown Management District

ISSUE DATE: THURSDAY, MAY 16, 2024

ADDENDUM 01 ISSUE DATE: TUESDAY, JUNE 4, 2024

PROPOSAL DUE: FRIDAY, JUNE 7, 2024

Responses to additional queries submitted to the Downtown District by 5:00 PM May 31, 2024, per the RFP guidelines, are attached and incorporated as Addendum 01.

Question:

What are your insurance requirements?

Answer:

The Contractor shall maintain in effect certain insurance coverage and shall furnish certificates of insurance, in duplicate form, before beginning its performance under this Agreement. All policies except Worker's Compensation and must name Houston Downtown Management District ("District"), the City of Houston ("City"), Downtown Redevelopment Authority ("Authority"), City of Houston Tax Increment Reinvestment Zone Number Three ("TIRZ"), Central Houston, Inc., and Central Houston Civic Improvement, Inc. as an additional insured. All liability policies must be issued by a Company with a Certificate of Authority from the State Department of Insurance to conduct insurance business in Texas or a rating of at least B+ + and a financial size of Class VII or better according to the current year's Best's Key Rating Guide, Property- Casualty United States. The Contractor shall maintain the following insurance coverage's in the following amounts:

1. Commercial General Liability insurance including Contractual Liability insurance: \$1,000,000 per occurrence; \$2,000,000 aggregate
2. Workers' Compensation including Broad Form All States endorsement: Statutory amount

3. Employer's Liability coverage with a limit of not less than \$500,000 each employee for Occupational Disease; \$500,000 policy limit for Occupational Disease; and Employer's Liability of \$500,000 each accident.

4. Automobile Liability insurance: \$1,000,000 combined single limit per occurrence

Insurance policies must require on their face, or by endorsement, that the insurance carrier waives any rights of subrogation against the District, the City, the Authority, the TIRZ, Central Houston, Inc. and Central Houston Civic Improvement, Inc. and that it shall give prior written notice to the District, the City, the Authority, the TIRZ, Central Houston, Inc. and Central Houston Civic Improvement, Inc. before they may be canceled, materially changed, or non-renewed per standard ISO Acord form wording and the policy provisions. If the Contractor does not comply with this requirement, the Authority, at its own sole discretion, may:

1. immediately suspend the Contractor from any further performance under this Agreement and begin procedures to terminate for or default, or
2. purchase the required insurance with Authority funds and deduct the cost of the premiums from amounts due to the Contractor under this Agreement.

Question:

Can the due date for the RFP be pushed back to a later date?

Answer:

The due date cannot be pushed back and will remain Friday, June 7, 2024 by 5:00 P.M. due to future deadlines for board budget approval.

Question:

Can vendors that did not make the site visit still respond to the RFP?

Answer:

The site visit for prospective contractors on Wednesday, May 29 was not mandatory and any interested contractors who were unable to attend are still encouraged to submit a proposal for consideration.

Question:

We are looking to have further discussion on expectations before we design anything. There will also need to be some type of agreement in place before we can provide suggestions, such as an LOI.

Answer:

We do realize that designing our holiday décor installation “on spec” is a big ask, so we are not requiring a full-blown customized solution for the purpose of this RFP. However, the selected vendor must provide enough information for us to understand the type of solution you are proposing (2D vs 3D projection? Kinetic light show? Lights synchronized to music?) where you would advise these installations be focused, and a general estimate of costs. Help us understand how you would allocate our budget. Tell us whether you would partner with another firm to provide some element that you are not providing but believe is necessary to achieve the desired result. Demonstrating your firm’s creativity in past projects and helping us understand the costs to produce those is also important.