

CITY OF ST. HELENS



ADDENDUM NO. 1

REQUEST FOR PROPOSALS SPECIAL EVENT COORDINATION AND MANAGEMENT SERVICES

THE FOLLOWING CHANGES/ADDITIONS TO THE ABOVE REFERENCED SOLICITATION ARE ANNOUNCED:

This Addendum No. 1 modifies the Request for Proposals for Special Event Coordination and Management Services only to the extent indicated herein. All other areas not changed or otherwise modified by this Addendum No. 1 shall remain in full force and effect. This Addendum No. 1 is hereby made an integral part of the Request for Proposals issued on April 22, 2024. Proposers must be responsive to any requirements of this Addendum No. 1 as if the requirements were set forth in the Request for Proposals. Failure to do so may result in Proposal rejection. See the RFP regarding requests for clarification or change and protests of this Addendum, and the deadlines for the foregoing.

Receipt of this Addendum No. 1 is to be acknowledged in the space provided on the Proposer Information and Certification form supplied in the Request for Proposals. Failure to acknowledge receipt of this Addendum No. 1 may result in rejection of Proposal.

The Closing Date and Time remains: **May 22, 2024 at 4:00 PM Pacific Time**

CLARIFICATIONS/CHANGES

1. Section 2.2.1 (Owner Overview and Background) is modified as below to provide more accurate event costs.

The City of St. Helens is in Columbia County, Oregon. Located on the Columbia River approximately 30 miles north of Portland, the City serves an area of 5.3 square miles with a population of 14,560. The City's Tourism Program produces meaningful events and activities that draw visitors, fill hotel rooms, support local merchants, and improve community identity and

livability. To ensure sustainability, the program costs are expected to be fully recovered through event revenues and sponsorships. Sponsorships vary widely and often cover multiple events. The City's Tourism Program brings in annually around 70,000 visitors to the City. The program's signature events include 13 Nights on the River, 4th of July Celebration, Spirit of Halloweentown, Christmas Tree Lighting, and the Sand Island Sandcastle Competition. Other events include Science Circus in the Plaza, Mardi Gras Street Party, and Nightmare on 4th Street.

13 Nights on the River is a popular concert series which has been a Thursday night favorite in the Columbia View Park from June through Labor Day. The 2024 event will be held at McCormick Park due to ongoing construction at both the riverfront and downtown areas. The event entails live music and other entertainment along with food and other vendors to attract citizens and visitors to our community. The Total Budget (excluding management fee) for this event is approximately \$60,000 with an expectation of \$60,000 in sponsorships and event revenue.

The Independence Day celebration has been a long-standing tradition on the waterfront. The Total Budget (excluding management fee) this event is approximately \$30,000 with an expectation of \$15,000 in sponsorships and event revenue.

Spirit of Halloweentown has grown into an international event attracting tens of thousands of visitors to experience the magical place where Halloweentown was filmed in 1998. The event has expanded from a modest community celebration into a month-long program where the city transforms and embraces the Spirit of Halloweentown. Past activities have included celebrity visits, character actors, music, performances, meet and greet events, tractor rides, parking management, vendor management, city tours, haunted houses, a gift shop, and much more. The event provides the opportunity for community organizations and nonprofits to generate revenue to support community programs throughout the year while supporting local business and covering the expenses of operating the event. The Total Budget (excluding management fee) for this event is approximately \$1,200,000 with expectation that sponsorships and event revenue exceed the expenses.

The Christmas Tree Lighting Ceremony occurs annually on the evening the Christmas Ships visit in December. The City provides the ship captains' dinner, Santa and Mrs. Claus visit, amplified or live holiday music, free hot chocolate, and warming barrels along the waterfront. The Total Budget (excluding management fee) for this event is approximately \$4,000.

In 2021, the City held its first annual Sand Island Sandcastle Competition. The competition generally takes place in August and brings in award-winning sandcastle carvers from across the country to showcase their creations. There is no specific budget defined for this or other events the City's Tourism Program may include. The expectation is that event revenue will cover the expenses and may be subsidized by the revenue received from the Spirit of Halloweentown.

2. Attachment B (Insurance Requirements) to Attachment D (Sample Contract) is modified as below to provide the following insurance policies and coverage:

General Liability Insurance:

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000

Automobile liability insurance Combined Single Limit	\$2,000,000
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Workers' Compensation insurance per Oregon state statutes.

Contractor's general liability and automobile liability insurance must be evidenced by certificates from the insurers. The policies shall name the City, its officers, agents and employees, as additional insureds and shall provide the City with a thirty (30)-day notice of cancellation.

Workers' compensation insurance must be evidenced by a certificate from the insurer. The certificate need not name the City as an additional insured but must list the City as a certificate holder and provide a thirty (30)-day notice of cancellation to the City.

3. Attachment C (Terms of Compensation) to Attachment D (Sample Contract) is modified as below to remove the stated compensation amount, which shall be included in Proposer's Price Proposal.

City agrees to pay contractor \$_____ (_____Dollars) per year, paid in twelve monthly installments for and in consideration of the faithful performance of the services. Any reimbursable approved expenses shall be billed at cost without markup. The monthly installment shall be billed to the City through an invoice to the Finance Department for payment after approved signature from the City Administrator. At the end of each calendar year, the City will review revenue and expenditures within the tourism account. After accounting for all events in the calendar year, the City will determine the net revenue of the tourism program after all expenditures for the calendar year are accounted for. To encourage growth and advancement of the tourism program in St. Helens, Contractor shall be entitled to an incentive payment of five (5%) of the net revenue generated by the Events.