



Nevada Commission for the Reconstruction of the V&T Railway (V&T Railway Commission)

Request for Proposal (RFP)

THIS IS NOT AN ORDER

ADVERTISED RFP V&T RAILWAY COMMISSION 2022-01

Polar Express Theatre Productions Services

ISSUE DATE: March 25, 2022

RFP SUBMISSION DUE: **April 13, 2022**

REPLY TO:

Allyson Bolton

18124 Wedge Pkwy, #156

Reno, NV 89511

(949) 292-8803

team@a-typical.com

1. **OVERVIEW**

The Nevada Commission for the Reconstruction of the V&T Railway (V&T RAILWAY COMMISSION) invites interested parties to submit proposals for **The POLAR EXPRESS THEATRE PRODUCTION SERVICES**.

Proposals shall be submitted in accordance with the Documents and Requirements as set forth in this formal "Request for Proposal" (RFP). The Contract that will result from this RFP will include the scope of work outlined in Section 4.1.

2. **BACKGROUND INFORMATION**

The purpose of this Request for Proposal is to provide The Nevada Commission for Reconstruction of the V&T Railway with The Polar Express theatre production services, including casting and on-board production as well as the option to include sound for The Polar Express train rides in the months of November and December each year departing from the Eastgate Depot to the North Pole and back. This contract works in conjunction with V&T Railway's Operational Team and Train Operational Team, ultimately reporting to V&T Railway Operations and The Nevada Commission for Reconstruction of the V&T Railway.

3. **PROCEDURE**

- 3.1. A Selection Committee will evaluate the proposals submitted. There is no guarantee that the V&T RAILWAY COMMISSION will select any of the proposals and any proposals shall be submitted at a proposer's sole risk and cost.
- 3.2. The Selection Committee may create a short list of qualified proposals and call for presentations or interviews of those on the short list to present further details and/or respond to questions. The presentations or interviews are anticipated to be held on **April 20, 2022**. It is the expectation that the vendor will bring the proposed staff to the presentation/interview.
- 3.3. The V&T RAILWAY COMMISSION reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether said proposal is selected.
- 3.4. During the evaluation, the Selection Committee reserves the right, where it may serve the V&T RAILWAY COMMISSION's best interest, to request additional information or clarification from the person, or to allow corrections of errors or omissions.
- 3.5. Submission of a proposal indicates acceptance by the person of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the resultant Contract(s) between V&T RAILWAY COMMISSION and the successful bidder.
- 3.6. The use of the term "person" herein refers to an individual, or a company or independent contractor/consultant firm with certified personnel doing business in the United States and duly registered in the State of Nevada, any of which will need to hold or obtain a business license from Carson City if they are selected as the successful vendor.
- 3.7. There is no expressed or implied intent or obligation for the V&T RAILWAY COMMISSION to reimburse responding persons for any expenses incurred in preparing proposals or any travel expenses during presentations/interviews in response to this RFP.
- 3.8. The V&T RAILWAY COMMISSION shall reserve the right to terminate any contract or agreement resultant from this solicitation and subsequent action for cause, including but not limited to inadequacy of performance.

- 3.9. The V&T RAILWAY COMMISSION reserves the right to reject any or all proposals and to award a contract to the proposer the V&T RAILWAY COMMISSION deems most qualified and whose award will accrue to the best interests of the V&T RAILWAY COMMISSION.
- 3.10 Until the receipt and opening of proposals, the proposers' principal contact with the V&T RAILWAY COMMISSION will be as listed below.

Allyson Bolton
18124 Wedge Pkwy, #156
Reno, NV 89511
(949) 292-8803
team@a-typical.com

- 3.11 All contacts regarding the proposal should be with the above-named individual only. Proposers contacting other V&T RAILWAY COMMISSION staff or V&T RAILWAY COMMISSION officials may be disqualified for doing so.

4. **SCOPE OF WORK**

4.1 The scope of work for Polar Express Theatre Production Services will cover the following:

- 4.1.1 **THEATER PRODUCTION:** Manage on-board theater experience for passengers of The Polar Express. This includes, but is not limited to, managing all cast and staff of the production. Maintain inventory and distribution of on-board giveaways such as hot chocolate, cookies, etc. Ensure that all passengers of The Polar Express Train Ride experience the magic of the holiday season by maintaining a positive, cooperative attitude by all directors and associated cast and staff. Ensure that all needs of directors, cast and staff are met within the parameters of the cost proposal.
- 4.1.2 **CASTING:** Manage all solicitation, auditioning, casting and rehearsals for cast necessary to produce a 3 to 4 car production of The Polar Express Train Ride.
- 4.1.3 **COSTUMING:** Secure all costuming and props necessary to produce a 3 to 4 car production of The Polar Express Train Ride.
- 4.1.4 **OPTIONAL – SOUND:** Set up and manage all on-board sound – working in coordination with Train Operational Team and Depot Operational Team.

5. **DURATION OF SERVICE**

The resulting contract(s) from this RFP shall be for an initial contract term effective upon approval by the V&T RAILWAY COMMISSION, anticipated to be **May 25, 2022**, through December 31, 2026. Options will be exercised only if agreed upon by both parties and in the best interests of the V&T RAILWAY COMMISSION.

6. **SUBMITTAL INSTRUCTIONS**

- 6.1 A copy of this RFP may be requested from the V&T RAILWAY COMMISSION Chair at the address below, electronically at dpeterson@visitcarsoncity.com or by telephone at 775-283-7681.

- 6.2 All proposals must be **received** by the V&T RAILWAY COMMISSION no later than 2:00 p.m., **April 13, 2022**. Submit proposal in a **sealed envelope**, labeled **Submittal for RFP V&T RAILWAY COMMISSION 2022-01** to one of the following:

Mail/Delivery To:

Allyson Bolton
18124 Wedge Pkwy, #156
Reno, NV 89511
(949) 292-8803
team@a-typical.com

- 6.3 Submissions must include a master copy (so marked) of the Proposal and one electronic copy (Adobe Acrobat format) saved onto a PC readable medium (flash drive), to include a title page showing the RFP subject; the firm's name, address, telephone number and email address of a contact person. The Proposal must be received on or before the date and time set forth in Section 6.2 of this RFP. Proposals shall be clear, straightforward, and not exceed 30 single-sided pages or 15 double-sided pages in length not including company brochures. Company brochures may be provided.

Final Date for Submittal of Questions: Questions regarding this RFP will be accepted through 12:00 p.m. on Friday, **April 8, 2022**. Questions shall be submitted in writing via e-mail or mail to:

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- 6.4 **LATE PROPOSALS WILL NOT BE ACCEPTED.** Prospective proposers are responsible for ensuring their proposals arrive on or before the designated time and date to the address provided in Section 6.2.
- 6.5 All questions in the questionnaire must be completed. All requested documents must be provided.

7. EVALUATION AND AWARD PROCESS

- 7.1 The V&T RAILWAY COMMISSION shall use its best judgment in conducting a comparative assessment of the proposals.
- 7.2 The V&T RAILWAY COMMISSION shall select a finalist which possess the ability to service the V&T RAILWAY COMMISSION's needs based on the recommendation of the Selection Committee.
- 7.3 Notifications will be sent to all persons submitting proposals after the contract(s) have been awarded by the V&T RAILWAY COMMISSION.
- 7.4 The V&T RAILWAY COMMISSION reserves the right to terminate the contract(s) with at least 30 days prior written notice, or to terminate with cause at any time.
- 7.5 No oral explanation regarding the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract(s). If any person contemplating

submitting a bid for the contract(s) is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, the person may submit to the V&T RAILWAY COMMISSION a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The V&T RAILWAY COMMISSION will not be responsible for any other explanation or interpretations of the proposed documents.

- 7.6 The V&T RAILWAY COMMISSION reserves the right to reject all bids and to waive any informality in bids.

RECOMMENDATION FOR AWARD will be made based on the evaluation results of the Selection Committee.

FINAL SELECTION will be made by the V&T RAILWAY COMMISSION anticipated to be **April 27, 2022**. Should it become necessary to reschedule the date set for award, notice will be provided to those finalists selected. In all instances, a decision rendered by the V&T RAILWAY COMMISSION shall be deemed final.

Anticipated Schedule:

Release RFP	March 25, 2022
Submittal of Questions	April 6, 2022 by 12:00 pm
Response to Questions	April 8, 2022 by 5:00 pm
RFP Submittal Deadline	April 13, 2022 by 2:00 pm
Firms Notified of Short List	April 15, 2022
Presentations/Interviews	April 20, 2022
V&T RAILWAY COMMISSION Issues Contract	May 26, 2022

8. RFP REQUIREMENTS

- 8.1 Respondents should submit any information which documents successful and reliable experience in past performance like those of the requirements of this proposal.

9. REQUIRED INFORMATION

The factors listed in this section will weigh heavily into the V&T RAILWAY COMMISSION's decision-making process on this RFP. These evaluation requirements are minimum requirements.

9.1 A Statement of Project Understanding

- a. Describe your experience with theatre production services, including but not limited to casting and production; and sound, if applicable.

9.2 Key Personnel Information:

- a. Identify the personnel you plan to assign to the project. Provide a brief resume for these individuals detailing the experience, qualifications, and certifications they possess.

9.3 Project Approach

- a. Identify how you will approach the task of initiating and fully implementing these services and identify the equipment and resources your firm will provide for the project.

9.4 Cost Proposal for Basic & Special Services

- a. Complete the attached “Cost Proposal Form” and include it with your response to the RFP.

10. EVALUATION CRITERIA:

Having determined that a proposal meets the basic requirements, the Selection Committee will then evaluate it with respect to each of the following elements (a total of 100 points possible):

10.1 Qualifications (Maximum 40 points). The Selection Committee will consider:

- length of time in business,
- past performances,
- apparent capabilities to perform well in the execution of its obligations under a contract as evidenced by an individual or a corporation’s or firm’s leadership and management personnel,
- size of organization,
- project manager,
- support staff, and
- any other pertinent information submitted by the proposer.

10.2 Personnel (Maximum 15 points). The Selection Committee will consider the staffing method of providing coverage proposed in the response. The Selection Committee will also consider the level of capabilities of the individual or personnel and their ability to communicate effectively and timely.

10.3 Capacity (Maximum 15 points). The Selection Committee will review the proposal for its completeness and evaluate how the proposer will approach the task of initiating and fully implementing these services including identification of the equipment and resources the proposer will provide. The demonstration of assurance of performance as to quality and efficiency will be weighted when scoring.

10.4 Cost Proposal (Maximum 30 points). The cost proposal for full performance in meeting the requirements of the RFP will be of major consideration under this category. The Selection Committee may also refer to the line-item information that has been provided.

10.5 In-Person Presentation Evaluation Criteria (a total of 100 points possible):

- a) Did the presenting person prove expertise in theatre production services? (Maximum 50 points)
- b) Did the presenting person adequately identify the personnel and equipment necessary to provide the Polar Express theatre production services? (Maximum 30 points)
- c) How well did the presenting person address evaluators’ questions? (Maximum 20 points)

11. OBJECTION BY UNSUCCESSFUL PROPOSER:

- 11.1 Any unsuccessful proposer may file an objection to the V&T RAILWAY COMMISSION regarding the selection made by the Selection Committee by following the procedure outlined in paragraph below. Information on the results of the Selection Committee's aggregate evaluation may be obtained upon request and will be emailed to each respondent.
- 11.2 Any objection shall be written and submitted to the V&T RAILWAY COMMISSION Board of Directors c/o Nevada Commission for the Reconstruction of the V&T Railway at the address identified in Section 6.3 within five (5) calendar days after a recommendation to award a contract has been posted to the V&T RAILWAY COMMISSION Website. The V&T RAILWAY COMMISSION Selection Committee will stay any award actions until after the V&T RAILWAY COMMISSION Selection Committee has responded in writing to the protest. If the appellant is not satisfied with the response, appellant may then protest to the V&T RAILWAY COMMISSION Board of Directors, who will render a final decision. No protests will be heard by the V&T RAILWAY COMMISSION unless the proposer has followed the appeal process. The V&T RAILWAY COMMISSION is not liable for any costs, expenses, attorney's fees, and loss of income or other damages sustained by the appellant in the process.

12. LIST OF REQUIRED DOCUMENTS

- 12.1 Nevada Business License
- 12.2 Proof of Insurance Coverage
- 12.3 Organizational chart, if the proposer is a company or firm
- 12.4 Resume Form: Complete a resume form, including, for corporations or firms, one form for each person employed by or contracted with your company or firm which will assist with the completion of the scope of work for this RFP.
- 12.5 Cost Proposal Form

13. COST PROPOSAL

- 13.1 The cost proposal shall not be marked "confidential". Only information that is deemed proprietary per NRS 333.020(5)(a) may be marked as "confidential".
- 13.2 Proposers shall provide one (1) PDF Cost Form.

14. WITHDRAWAL OF PROPOSALS:

Proposals may be withdrawn at any time upon written notice to the V&T RAILWAY COMMISSION.

15. CONFIDENTIAL INFORMATION:

Any information deemed confidential or proprietary should be clearly identified by the proposer as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise, the information shall be considered a public record. Information of data submitted with this proposal will not be returned.

16. CONTRACT TERMINATION:

The V&T RAILWAY COMMISSION reserves the right to terminate the contract if the Consultant does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:

- 16.1 Failure to provide sufficient personnel as identified in the response to the RFP.
- 16.2 Failure to provide the key personnel as identified in the response to the RFP.
- 16.3 Substitution of key personnel without prior approval of the V&T RAILWAY COMMISSION.

17. INSURANCE REQUIREMENTS/HOLD HARMLESS CLAUSE:

Proposer's attention is directed to the insurance requirements as delineated in Exhibit A. It is highly recommended that proposers confer with their insurance carriers or brokers to determine in advance of proposal submission the availability of insurance certificates and endorsements as prescribed and provided herein. If a proposer fails to comply strictly with the insurance requirements, the proposal may be disqualified.

18. FUNDING OUT CLAUSE:

Proposers shall be aware that any contract(s) resulting from this RFP shall be subject to cancellation without penalty in the event that V&T RAILWAY COMMISSION's funding authority fails to obligate funds requisite for its continued operations.

19. STATUS OF SUCCESSFUL PROPOSERS:

The successful proposer will be an "Independent Contractor" and shall not be entitled to any of the rights, privileges, benefits, and emoluments of either an officer or employee of the V&T RAILWAY COMMISSION.

20. COMPLIANCE WITH IMMIGRATION AND NATURALIZATION LAWS:

Successful proposer shall always be in compliance with immigration and naturalization laws regarding the eligibility of their employees or subcontractors to work in the United States.

21. OPEN MEETING LAW:

Proposers shall be aware that NRS Chapter 241 provides that public business shall be conducted in an open meeting. Any resultant award may be defended against any challenge by the Carson City District Attorney's Office.

22. ATTACHMENTS:

- a. Cost Proposal Form
- b. Polar Express Theatre Production Services Evaluation Form
- c. Sample Contract

END OF DOCUMENT

COST PROPOSAL

Cost Proposal of _____(hereinafter called "PROPOSER"), organized and existing under the laws of the State of _____doing business as _____* To the Nevada Commission for the Reconstruction of the V & T Railway (hereinafter called "OWNER").

In compliance with your Request for Proposals, PROPOSER will perform all the SERVICES Identified in the Request for Proposals for the **POLAR EXPRESS THEATRE PRODUCTION SERVICES** in strict accordance with the Provisions and Requirements contained therein at the prices stated below.

By submission of this COST PROPOSAL, PROPOSER certifies, and in the case of a joint PROPOSAL each party thereto certifies as to his own organization, that this PROPOSAL has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this PROPOSAL with any other PROPOSER or with any competitor.

* Insert "a corporation", "a partnership", "an additional" as applicable.

COST PROPOSAL

PROPOSER agrees to perform all the work described in the Request for Proposal for the following prices:

NOTE: Proposals shall include sales tax and all other applicable taxes and fees.

V&T RAILWAY COMMISSION POLAR EXPRESS THEATRE PRODUCTION SERVICES CONTRACT - COST PROPOSAL

<u>SERVICES</u>					
ITEM	DESCRIPTION	UNIT (Day, Night, Month, Hour, Each, Case, Pack, Pair)	ESTIMATED QUANTITY	UNIT PRICE	PRICE
1	Performers/Cast				
2	Director				
3	Director's Assistant/Stage Manager				
4	Sound Designer/Manager				
5	Sound Assistant/Operator				
6	Santa Recruiter/Trainer				
7	North Pole Manager				
8	North Pole Elves				
Production Supplies (Please provide detailed list/cost for each of the lines below)					
9	Office Supplies - Paper, Ink				
10	Data Graphics - Copying & Collating of Song Lyric Sheets, Choreography Cues & Scripts				
11	Depot Cast - Food, Drinks, Plates, Bowls, Cups, etc.				
12	North Pole Cast - Food, Drinks, Plates, Bowls, Cups, etc.				
13	Props, Costumes				
14	Sound Equipment (If Needed)				
TOTAL PRICE: \$				_____	

Respectfully submitted:

Signature

Address

Title

Date

(SEAL-if PROPOSAL is by a corporation)

Attest _____

DRAFT

V&T RAILWAY COMMISSION
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Criteria	Max (Points)	Score (Points)	Revised Score (Points)	Notes
10.1 Experience Describe your experience with theatre production services, including but not limited to sound, casting and production. Provide references to past performance.	40			
10.2 Personnel Identify the personnel you plan to assign to the project. Provide a brief resume for these individuals detailing the experience, training completed, and the qualifications they possess.	15			
10.3 Capacity Identify how you will approach the task of initiating and fully implementing these services and identify the equipment and resources your company will provide.	15			
10.4 Cost Proposal Complete the attached "Cost Proposal Form" and include it with your response to the RFP.	30			
Subtotal (Maximum 100 points)	100			

V&T RAILWAY COMMISSION
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10.5	In-Person Presentation Evaluation Criteria (a total of 100 points possible):		
a)	Did the presenting person prove expertise in theatre production services?	50	
b)	Did the presenting person adequately identify the personnel and equipment necessary to provide the Polar Express theatre production services?	30	
c)	How well did the presenting person address evaluators' questions?	20	
<i>In-Person Subtotal (Maximum 100 points)</i>		100	
<i>Grand Total</i>		200	

Evaluator Initials: