July 27, 2018

Dear Interested Parties:

Subject: RFQ 11821Q Yakima Central Plaza Management

Clarification Addendum No. 1 and Due Date Extension

The following questions have been received from an Interested Party (IP), in reference to the above Request for Qualifications (RFQ).

This clarification does not change anything in the RFQ, rather, it is offered to give all IP’s the same information to prepare their responses accordingly:

**Question**: What are ticket surcharges based upon? For example, if the Downtown Association of Yakima (DAY) was not the manager and DAY did Roots & Vines at The Plaza, would the plaza management agency ask for a percentage of our ticket sales?

***Answer****: To be determined. The City is open to a discussion about additional surcharges of ticket sales.*

**Clarification**: The Main Street Tax Credit is a designated fund for the designated Main Street program in the City. By RCW, those funds can only be used by the Main Street program. Whether they come from the City claiming a Utility Tax Credit or a private business claiming a B & O Tax Credit, they flow directly into the designated Main Street's budget. They would not be direct, available revenue for the Plaza. If there is need for further clarification on the Main Street Tax Credit, DAY is happy to answer any questions.

**Question**: We need greater clarification on the fee structure. Are the fees the Interested Party would charge the event organizations included in the revenue collection that the RFQ states would fully go to the IP in the initial period or will they go to the City right from the beginning?

***Answer****: The City is unclear on your question, but is interpreting your question as: “Is the City collecting any revenues from event organizers in the initial period?” The answer is “No”, we do not expect to do so. The only revenues the City wants to collect in the initial period is those to recover costs to operate, period. We are interested in a revenue share structure for future years.*

*“Are all fees, surcharges, etc. imposed by the IP going to the IP only?” The answer is “Yes”, in the initial period we understand that profitability for the IP is important. Again, the City only wants to recover costs.*

**Question**: Why is there a sliding scale of low, mid and high on the fees for the same event?

***Answer****: The final fees scheduled will be adopted by Council. The three scenarios (low, mid and high) are just for analysis.*

**Question**: Many of the events listed are DAY events. If DAY were the Manager of the Plaza, would DAY charge itself the fee or would the fee be waived?

***Answer****: It Day is the IP, then it can decide a policy for its events.*

**Question**: Rate setting is stated as a City Council prerogative. Can this be further explained? Will the specific fees for specific events come under scrutiny by the Council?

***Answer****: Like a public utility, the Plaza is a public asset. We understand that the operator must make a profit and cover costs. The fees should be conducive to both goals and are set the city’s legislative body- the Council.*

**Additionally, the due date of the responses has been extended one week to 5:00PM, August 8, 2018.**

If you have any questions please call me at (509) 576-6695.

Sincerely,

Sue Ownby

Sue Ownby, Purchasing Manager

City of Yakima