



## **The Woodlands Township**

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### **Waterway Holiday Decorations**

#### **Addendum 2**

**January 12, 2024**

**Contract Number: C-2024-0080**

Note: This Addendum shall be included as part of RFP submittal documents. Acknowledge receipt of this Addendum in the space provided in the RFP documents. Failure to do so may subject the Bidder to Disqualification.

1. To provide additional time for all prospective vendors the deadline for written questions has been changed **FROM** 4 pm on January 10, 2024, **TO January 24, 2024, at 4 pm.** Please submit all questions to Chris Nunes, Chief Operating Officer at [cnunes@thewoodlandstownship-tx.gov](mailto:cnunes@thewoodlandstownship-tx.gov).
2. Can I have a list of vendors who were at the pre-proposal meeting?
  - a. This has been posted on [www.thewoodlandstownship-tx.gov/bids](http://www.thewoodlandstownship-tx.gov/bids)
3. Do you know what kind of permits or licenses are needed?
  - a. We are not aware of permits that are required, however, if there are permits the prospective vendor would be required to secure and pay for these permits.
4. When will a decision be made about the selected vendor?
  - a. The goal is for The Woodlands Township Board of Directors to review the proposals at their February 28, 2024, meeting.
5. Any interest in making it cohesive with Market Street?
  - a. No.
6. Wi-Fi/Sound
  - a. Is there is a Wi-Fi network available in that area? One can be created for the decor to “talk” to each other and the sound system but if there’s an existing one, that would be helpful to know.
    - i. No.
  - b. Is there an existing sound system that can be used, or would all of that equipment need to be provided as part of the proposal?
    - i. There is an existing sound system that MAY be used at Waterway Square and NOT along The Waterway. There is a challenge with using this system as it is also used for fountain shows every 15 minutes.
7. Design Questions
  - a. Can lights be added to the tree trunks, or should they be left as they are? Can we add spheres to the tree branches?
    - i. No lights can be added to the trees with existing lights.
    - ii. “Ornaments” and other decor can be added to trees; however, they may not impact the function of the existing weight or damage/scar the trees.

- b. Can anything be added to the Waterway Square Christmas tree? It usually has a white fence; can that fence be decorated?
      - i. Nothing can be added to the Christmas tree.
      - ii. We are open to decorating/enhancing the fence with decorations.
    - c. There is a small stage at Waterway Square; can it be used for decorations, or does it have to be totally clear?
      - i. The stage can be decorated but the decorations must not interfere with the functionality of the stage.
    - d. Can you confirm if the Wall / Waterfall already has lights?
      - i. The Waterfall by Town Green Park/Riva Row Park has a lighting system.
    - e. Is it possible to decorate the green Lamp post?
      - i. Yes, but decorations shall not impede the illumination of the light.
- 8. Budget
  - a. Confirm that the budget for this project is \$200,000 per year.
    - i. Exhibit K, Section D identifies the budget for this project as \$200,000 per year.
  - b. \$1 million over five years, but only \$200,000 per year. If the vendor wants to go up front and entertain a lease agreement that is an option.
    - i. The Woodlands Township only approves a yearly budget, thus \$200,000 is allocated for this project in 2024. While \$200,000 is identified for this in 2025—2028, please note: “Any and all financial obligations of The Woodlands Township under a proposed contract are conditional as they relate to a yearly appropriation during the annual budget process.” (Section 4.1 of the RFP.)
- 9. Bid Tabulation
  - a. Regarding the Proposal Tabulation Form (Exhibit A)
    - i. Is there any other tabulation form for unit prices that we need to comply with?
      - 1. No.
    - ii. Do we need to include a unit price list spreadsheet, or just submit the proposal as Exhibit A for one unit price that includes all in one year's cost? Could you please provide more clarification on this matter?
      - 1. The Township requests unit prices in the following format
        - a. Description of lights/decor
        - b. Unit
        - c. Unit Prices. Please note all unit prices shall include install, maintenance, storage, etc.
      - 2. Unit prices will be used to value engineering proposal and add additional decorations if so desired.
- 10. Vendor Payments
  - a. How will payments, due dates, and amounts be structured?
    - i. Upon install the vendor shall bill The Woodlands Township for 50% of the total yearly price.
    - ii. Upon removal of the displays the vendor shall bill The Woodlands Township for the remaining 50% of the yearly price.

11. Options A/B

- a. Confirm one quote for both Option A and B.
  - i. Vendors are encouraged to submit a quote for either Option A and/or B. Please note that The Township only envisions making a recommendation for Option A or B, not both.
- b. If we only choose to apply for option A (Display- Waterway Square), is the budget \$200,000?
  - i. Yes

12. Existing lights/décor

- a. Confirm that we are leaving the existing décor (tree lights, snowflakes, doves); Are the Waterway trees still being done by others? (Yes until 2025. The lights remain 10 months of the year).
  - i. The Waterway Trees are done by others and are not part of this scope.
  - ii. The Township would encourage prospective vendors to identify how to incorporate these lights into the overall design.

13. Electrical Supply

- a. Vendor shall work to design a display that utilizes the existing electrical infrastructure, which may include running, at the vendor's cost, a separate distribution system from various transformers that The Woodlands Township owns. All costs for this shall be included in the proposal.
- b. The Woodlands Township has an on-call electrician which is preferred to be used for this project. All costs for this shall be included in the proposal.

14. Are you expecting us to incorporate the change-out percentage in the RFP? What percentage of it will be changed out per year? Should we change out 5% one year, and 5% another year,...?

- a. Section 9.2 identifies, among other items: "A percentage of the displays should be able to be changed out every year to provide a new experience."
  - i. Prospective vendors shall identify the percentage of the display that would be changed out on a yearly basis, i.e. 5%-100%.
  - ii. Different music, location/configuration of lights/décor, and patterns does not count towards the percentage of the display changed.
  - iii. Prospective vendors shall present the "change out" plan for review by The Woodlands Township, no later than April 1 each year for approval.

This Addendum must be Signed and Returned with your proposal.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company