



ADDENDUM NUMBER ONE
FOR THE
MOUNTAIN BIKE/GRAVEL EVENT

DATE OF ADDENDUM: September 30, 2024

TO ALL BIDDERS BIDDING ON THE ABOVE PROJECT:

The following addendum shall be made part of the Project Specifications and Contract Documents. All other provisions of the Contract Documents remain unchanged. The Bidder shall acknowledge receipt of this Addendum by signing below and returning this form with the bid package. The contents of this Addendum shall be given full consideration in the preparation of the Bid.

Request for Information

Question: For the proposals you are soliciting, are you looking for a management company to build an event and run it for the city?

Response: Yes, event organizers are responsible for all event details, logistics, planning services and expenses related to the event.

Question: Is this a for-profit event or will the proceeds be for a charity?

Response: That is up to the event promoter.

Question: How much autonomy and creativity will be given to the event manager? What is your long-term outlook for it?

Response: Full autonomy and creativity will be given to the Event promoter. The City wishes to only participate in a supportive or collaborative manner. The long-term outlook of this RFP is to expand the mountain bike event offerings in the City of Prescott. Our goal is to become the premier mountain biking destination for the State of Arizona, with events, festivals, and trails that cater to every type of rider. Welcoming both adult and youth events, races and multi-faceted experiences.

Question: Is there a target return on investment for the project?

Response: The City of Prescott would like to achieve an estimated economic impact of \$500,000 per each day of the event, annually. Total Economic Impact is calculated by an economist of the city's choosing factoring number of visitors, length of stay and average daily spend.

Question: Do you have a target amount you want to invest in this project?

Response: The City of Prescott Office of Tourism will factor the needs of each event individually and contribute based on a sliding scale of economic impact based on the event's history, and economic impact received by the City of Prescott.

Question: How many hotels are in the city? How many STR? Campgrounds?

Response: There are 1,580 hotel rooms and 800 Short Term Rentals in Prescott City Limits. Prescott Valley & Chino Valley have additional rooms and short-term rentals to supplement events with a large demand. The city promises to seek regional cooperation to ensure as many rooms as possible for the event. There are 11 campgrounds in the [Prescott National Forest \(https://www.fs.usda.gov/activity/prescott/recreation/camping-cabins/?recid=67155&actid=29\)](https://www.fs.usda.gov/activity/prescott/recreation/camping-cabins/?recid=67155&actid=29). The City of Prescott also has 34 sites available at [Watson Lake Park \(https://prescott-az.gov/rec-services/facility-rentals/campsite-rentals/\)](https://prescott-az.gov/rec-services/facility-rentals/campsite-rentals/). Supplemental camping options include: [Group Camping in the Prescott National Forest \(https://www.fs.usda.gov/activity/prescott/recreation/camping-cabins/?recid=67155&actid=33\)](https://www.fs.usda.gov/activity/prescott/recreation/camping-cabins/?recid=67155&actid=33) and [RV Camping \(https://www.fs.usda.gov/activity/prescott/recreation/camping-cabins/?recid=67155&actid=31\)](https://www.fs.usda.gov/activity/prescott/recreation/camping-cabins/?recid=67155&actid=31), plus dispersed camping throughout the Prescott National Forest.

Question: Are there any campgrounds managed by the city?

Response: We have 34 camping spots at Watson Lake. If an event was large enough, the city would consider opening up temporary camping at Pioneer Park.

Question: Do you have a list of city owned parks and campgrounds? A map would be better.

Response: Yes, a list of all city parks can be found on the [city's website \(https://prescott-az.gov/rec-services/recreation-areas-prescott/\)](https://prescott-az.gov/rec-services/recreation-areas-prescott/). See "Additional Information" for map.

Question: What is the largest event space?

Response: The largest indoor event space in Prescott is the Prescott Resort. However, the city can also accommodate large groups at the Prescott Rodeo Grounds and/or Watson Lake. Additionally, facility rentals are possible through our partners such as Friendly Pines Camp, Chapel Rock, Mortimer Farms, and the Findlay Toyota Center.

Question: Do you have image assets for Prescott?

Response: Yes, the City of Prescott has hundreds of stills, b-roll, and social media content that would be made available to the event promoters.

Question: Where are e bikes allowed? anywhere on the trails?

Response: Yes, all of the City trails allow e-bikes.

Question: Do you have a map of the parking lot sizes at city parks?

Response: See "Additional Information" for map.

Question: How does the city work with the Chamber of Commerce? Do you have a contact there?

Response: Yes, the City of Prescott frequently works with the Prescott Chamber of Commerce. Our direct contact is the President and CEO; Sheri Heiney.

Question: Do you have partner hotels?

Response: The City of Prescott has a close working relationship with all the hotel partners in Prescott. We are a non-member based DMO (Destination Marketing Organization) and work with each property equally.

Question: What events are on the books for 2025 already in Sep and October?

Response:

1. The third weekend of September is typically the PIAM Festival, Prescott Indian Art Market
2. The last weekend of September is the All-Corvette Car Show & Harvest Festival.
3. The First Week of October is typically the Prescott Artist Studio Tour
4. The Whiskey Row Marathon occurs the first weekend of October.
5. The Plein Air Art Festival typically occurs the second weekend of October.
 - The Corvette Show and the Marathon will have the biggest demand on hotel rooms.

Question: What events are on the square downtown?

Response: The events on the square are managed by Yavapai County and their team is the best point of contact for events.

web.CourthouseEvents@yavapaiaz.gov. You can view the 2024 Calendar [here](https://www.yavapaiaz.gov/County-Government/Courthouse-Plaza-Events) (<https://www.yavapaiaz.gov/County-Government/Courthouse-Plaza-Events>).

Question: Who is the best contact for the Forest Service?

Response: Jason Williams, jason.a.williams@usda.gov

Question: When is phase two of Bean peaks scheduled to be completed?

Response: Summer of 2025

Question: What assets does the city own for events? Who owns the stage/ audio/ lights that were in the square over the weekend?

Response: The city does not currently own any assets that can be used for special events.

Question: Is there are target date or time of year for the event to occur?

Response: No, we are open to recommendations and preferences from the event promoter.

Question: Are you looking for the proposal to specify either a Gravel Bike or a Mountain Bike event, our could it provide the option for either, or events that combine both disciplines? For example, could we propose a gravel bike event on one weekend and a mountain bike event the next weekend?

Response: The City has no preference on event disciplines. We welcome proposals for each individual discipline or a combined event.

Question: Can we specify in the proposal specific tasks and resources that would be provided by the city, and not by our own staff?

Response: Yes, please outline the event details to the best of your ability. City Staff needs to fully understand what the proposal would entail.

- END -

City of Prescott Tourism Department



John Heiney, Community Outreach Director

9/30/22

Date

Acknowledgement: (must be signed and turned in with the bid documents)

Company Name

Signature of Company Official

Date