

**REQUEST FOR PROPOSAL  
Tribeca Film Institutes (“TFI”) 2012 DRIVE IN**

**General Information**

The Drive-In, held annually during the Tribeca Film Festival since [2002], is a free and open to the public community calendar highlight. Every year, the Drive-In draws approximately 12,000 visitors to the esplanade of the World Financial Center over three nights for open-air screenings of new and classic films. This family-friendly series amplifies the film experience with live entertainment, games, popcorn, and unparalleled views of the Lower Manhattan sunset. Previous films and events include *The Birth of Big Air* featuring a BMX bike show hosted by Johnny Knoxville; *Big*, complete with fortune tellers and carnival activities; *Mad Hot Ballroom* with live ballroom dancing from the kids in the cast; *Thriller 25<sup>th</sup> Anniversary* celebration with director John Landis and a bevy of Michael Jackson impersonators; and a *Surf’s Up!* Screening, complete with luau and live penguins.

**TFI and the LMDC are seeking proposals for the 2012 Tribeca Film Institutes outdoor screening series title THE TRIBECA DRIVE IN.**

**Event dates are April 19-21**

**Event will take place behind the World Financial Center**

**Proposal should include the following:**

**Creative proposal of look and feel of event including but not limited to stages, screens, seating, signage, scenic etc.**

**Production proposal should include site layouts, equipment lists for film, video, audio and lighting, power plans, staffing plans, operational needs, union crews, permits & engineering plans.**

**Budget for a 3 day event with a one day tech/setup.**

**Note event is tax exempt.**

**Proposals must be received no later than 5:00PM EST, Monday February 27, 2012. Deliver all statements of qualifications and proposals to:**

**Abigail Bahret  
375 Greenwich Street  
New York, NY 10013**

**CONTRACT TERMS AND REQUIREMENTS**

Selected firm(s) will be required to enter into a formal contract with TFI. Contents of the proposal prepared by the selected firm(s), with any amendments approved by TFI, will become a part of the contract awarded as a result of this RFP process.

The selected firm(s) will be required to:

- Work with TFI staff and its consultants to provide master planning services to TFI on matter that may arise in connection with the project.
- Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.

- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on TFI request, to make such records available to TFI at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company or corporation without the prior consent and approval in writing of TFI.
- Comply with applicable laws governing projects initiated or supported by TFI or its funder, LMDC, including all applicable HUD requirements and regulations.
- TFI may select more than one firm that responds to this RFP for TFI's master planning services needs.
- TFI may terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the contractor at least thirty (30) days prior to such proposed termination date.

## **MISCELLANEOUS CONDITIONS**

### **A. Obligation Only on Formal Contract**

Issuance of this RFP and the submission of a response by any candidate firms or the acceptance of such response by TFI do not obligate TFI in any manner. Legal obligations will arise only on the execution of a formal contract by TFI and the firm(s) selected by TFI. Responses to this RFP will be prepared at the sole cost and expense of the candidate firms. No materials submitted with this RFP will be returned.

### **B. TFI Reservation of Rights**

TFI may (i) amend, modify, or withdraw this RFP, (ii) revise requirements of this RFP, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any respondent to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) cancel this RFP, in whole or in part, if TFI deems it in its best interest to do so. TFI may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

### **C. Nondiscrimination and Affirmative Action Policies**

It is the policy of the State of New York and TFI to comply with all federal, state and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that Minority and Women owned Business Enterprise ("M/WBEs"), Minority Group Members and women share in the economic opportunities generated by TFI's participation in projects or initiatives, and/or the use of LMDC funds. The selected firm shall be required to use its best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of each responding firm's equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation as subcontractors of M/WBEs, shall be included as part of the response to the RFP. The ESDC Affirmative Action Unit ("AAU") is available to assist you in identifying M/WBEs certified by the State of New York that can provide goods and services in connection with the contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.

## Reports

The selected respondent(s) will be working with TFI in conjunction with the Lower Manhattan Development Corporation. Therefore, the following documents (which are posted on the LMDC website – [www.renewnyc.com](http://www.renewnyc.com)) are required to be completed and submitted along with the proposal:

- 1) Attachment C-1 - Workforce employment utilization Report
- 2) Attachment C-2 - MBE/WBE Compliance Report
- 3) LMDC Standard Business Background Questionnaire
- 4) Exhibit A-7: Workforce Utilization Report for Section 3 Clause
- 5) Exhibit A-8: Workforce Utilization Report for Employees Impacted by September 11, 2001