

## Questions & Answers

### Request for Quotes for Technical Assistance for Antioch Downtown Merchant Association

**Q: When and where will the recording of the bid walkthrough meeting be uploaded?**

A: The recording of the bid walkthrough is not being shared, however the slide deck and Q&A are posted on the city website here: <https://www.antiochca.gov/rfps/>

**Q: The RFQ did not reference a specific budget. Is there an allocated budget respondents should be aware of?**

A: We do not have a budget allocation for this. Generally our process for receiving bids is as follows the following thresholds:

1. \$25k and under require a department head approval
2. \$25k - \$50k require a city manager approval
3. \$50k and above requires a city council approval

**Q: The RFQ did not reference a specific contract term. Can you provide any clarity on the length of this contract?**

A: We do not have a specific contract term. Proposals should indicate the term needed to meet outcomes. We are looking for a term that is prompt while also realistic and outcomes oriented. We don't want expediency to remove quality. That said, downtown merchants would like to see it soon.

**Q: The RFQ references "guidance of a downtown business association." Can you provide clarification as to whether this indicated the respondent would be managing the merchant's association long-term, or if there is another plan for long-term management of the association?**

A: We are looking for a vendor who will help organize our downtown merchants to form a business association that is in line with their shared goals. The association structure, once formed, should outline a plan for long term sustainability. The vendor should create a self-governing structure independent of the city or the vendor.

**Q: Would the downtown merchant's association need to become a 501c3? / Will the city support the creation of BIDs or PBIDs? / What might long term funding for the association look like?**

A: There are many potential governance and funding structures for a business association. We are looking for a vendor who will help identify recommended models that fit based on where merchants want to be in the future. The merchant's long-term vision should determine the association structure. There can also be iteration over time. In other cities we have seen businesses start with an association, and once they are organized that opens the door for other structures and funding models.

**Q: Do you anticipate any Council involvement as part of this process?**

A: Council gets involved as projects grow in size and investment. Right now, this project is at idea stage – that's why we have requested quotes. Once proposals are received and evaluated, we will have a better sense of council involvement.

**Q: Will there be a sample insurance for this project?**

A: The insurance requirements are in the RFQ under Exhibit 2, Section 4. You do not need to have the insurance requirements met in order to bid; they will be necessary for the vendor that moves to the contracting stage.

**Q: When will the vendor be selected?**

A: The timing will depend on how many bids we receive, whether we do interviews, whether the recommended vendor needs approval from the City Manager or City Council, etc.

**Q: Are you planning to fund one entity, or are you looking for a collaboration of multiple entities?**

A: One entity.

**Q: How many businesses are located in the service area?**

A: We have approximately 35 businesses with registered licenses stating they are located in the boundary of the downtown.

**Q: For each business, what is the name, industry (sector/cluster), size of business (number of employees), years in business?**

A: Much of the data we have is via a business license application which we do not have permission to share with outside entities. Here is a link to our [BluDot Open](#) which businesses have opted into in order to share their information.

**Q: Would the City-owned Marina properties be part of the Downtown Merchant Association? Could you please provide information on the tenants?**

A: Yes, the Marina is part of the service area. Smith's Landing is a local business that is part of this effort. The Marina building is vacant, therefore we do not know who will occupy it.

**Q: Would Amports, who operates docks for car delivery near downtown, be part of the district?**

A: Amports is not part of the service area. The service area boundaries are shown in the map in Exhibit A of the RFQ.

**Q: Will the City of Antioch be a contributor to the Association?**

A: Right now, the city's only contribution to this effort will be hiring a vendor who will help organize our downtown merchants to form a business association that is in line with their shared goals. The association structure, once formed, should outline a plan for long term sustainability. The vendor should create a self-governing structure independent of the city or the vendor.

**Q: Has the Antioch Police Department added any extra patrols in the downtown area?**

A: You can find information on the Antioch Police Department [here](#).