



**Park City Municipal Corporation**

**NOTICE  
REQUEST FOR PROPOSALS (NON-BID) FOR**

*Residential Traffic Management, Pedestrian Management and Personnel Operations during the  
Sundance Film Festival 2018, 2019, 2020*

**CONTACT:**

*Jenny Diersen, Special Event & Economic Development Program Manager  
[Jenny.diersen@parkcity.org](mailto:Jenny.diersen@parkcity.org)*

**PROPOSALS DUE:** Friday, December 8, 2017 by 5:00 p.m. MST.

**PROJECT NAME:** Residential Traffic Management, Pedestrian Management, and Personnel Operations during the Sundance Film Festival 2018, 2019, 2020

**RFP AVAILABLE:** Monday, November 27, 2017

**PROJECT LOCATION:** Various Locations throughout Park City – **Please see Attachment A**

**PROJECT DESCRIPTION:**

Park City Municipal Corporation seeks proposal from security management companies to provide residential traffic management to deter commercial traffic through Old Town residential areas, and complete pedestrian management services in coordination with the Park City Police Department to ensure the safety of pedestrians during Sundance Film Festival.

**PROJECT DEADLINES:**

**Complete Submissions** due by Friday, December 8, 2017, at 5:00 p.m. MST.

**Questions?** All questions shall be submitted in writing to Jenny Diersen, Special Event & Economic Development Program Manager, via email to: [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) by 5:00 p.m. MST on Wednesday, December 6, 2017. Responses will be returned and posted no later than Thursday, December 7, 2017 by 12:00 a.m. (midnight) MST.

OWNER: Park City Municipal Corporation  
445 Marsac Avenue  
P.O. Box 1480  
Park City, UT 84060

CONTACT: *Jenny Diersen* – Special Events & Economic Development  
Program Manager, [Jenny.diersen@parkcity.org](mailto:Jenny.diersen@parkcity.org)

**Park City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.**

**I. Introduction**

Residential Traffic Management, Pedestrian Management and Personnel Operations during Sundance Film Festival for 2018, 2019, 2020.

**II. Scope of Project**

Supplying personnel for management of traffic and pedestrians to assist Park City Municipal Corporation with the management of residential areas and pedestrian crossing areas in conjunction with the Sundance Film Festival.

**III. Funding**

Funding for this project comes from the General Fund. All submissions must include a proposed budget or fee schedule. The budgets or proposed fee schedule must include all costs, including performance of the services specific, but not limited to labor, storage of materials, transportation, a Park City business license, insurance requirements, uniforms, and equipment.

**IV. Content of Proposal**

**A Scope of Work is included in Exhibit A.** Proposals will be evaluated on the criteria listed below. Proposals shall be limited to no more than fifteen (15) numbered pages.

- Applicants must meet all Park City Municipal insurance requirements.
- Applicants must meet all Federal and State employer requirements.
- Applicants must include all expected equipment costs in bid.
- Applicants must include statement of what type of training employees receive.
- Applicants must include all overtime rates and miscellaneous costs in bid.
- Applicants must include all cost for personnel hourly rates.
- Applicants must include all costs and explanations of costs of any management or administrative fees.
- Applicants must include a summary of the training given to applicant employees.
- Applicant must include a statement of experience providing these services including the size of the other events.
- Applicants must include their ability to provide extra personnel if needed

- Safety vests, provided by applicant; approved by Park City Special Events Department, must be worn by applicant's employees at all times while on duty.
- Applicant must supply lighted wands/batons for each employee on duty; approved by the Park City Special Events Department.
- A 2-hour mandatory pre-event training meeting is required for all pedestrian management personnel hired by applicant with Park City Municipal staff paid as regular time to management personnel.

Park City Municipal Corporation reserves the right to reject any and all proposals for any reason. Proposals lacking required information will not be considered. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to UCA §63G-2-309, as amended. The award of contract is subject to approval by City Council.

Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

**Price may not be the sole deciding factor.**

## V. Selection Process

The selection committee includes the following representatives:

Selection Committee Members:

City staff representatives from the following departments: Special Events, Parking Services, Transportation Planning and Police.

Finalist may be invited to interview with members of the Selection Committee. The Selection Committee will recommend one final Service Provider. Proposals will be evaluated based on Section VII below. The Selection Committee's recommendation and award of contract are subject to City Council approval. Applicants must submit one (1) electronic submission and one (1) hard copy of the proposal, not to exceed fifteen (15) pages.

<u>Project Title</u>	Sundance Film Festival Residential Traffic and Pedestrian Management
<u>Project Location</u>	Park City, Utah - Main Street & Heber Ave & various other locations as required

Send Proposals to: Jenny Diersen  
[jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org)  
Special Events Department  
Park City Municipal Corporation  
445 Marsac Avenue  
P.O. Box 1480  
Park City, UT 84060

All questions are required to be made in writing to the above designated party by: \_\_\_\_\_ . Any questions that are submitted and deemed applicable to all applicants will be posted on the Park City website with the answer by: \_\_\_\_\_ . The questions and answers can be found at [www.parkcity.org](http://www.parkcity.org) under the RFP section.

### Timeline

The schedule is contingent upon the City's project schedule and may be changed at any time.

The selection process will proceed on the following schedule:

A. A pre-submission meeting will be held at 12:00 p.m. MST on Wednesday, December 6, 2017. Service Providers who are interested in attending or participating, must RSVP to [Jenny Diersen](mailto:jenny.diersen@parkcity.org), no later than Monday, December 4, 2017, by 5:00 p.m. MST. The pre-submission meeting is optional and not mandatory. The pre-submission meeting is subject to change based on the coordination of the City staff that needs to be present.

B. One (1) electronic and one (1) hard copy proposal will be received by Park City by 5:00 p.m. MST on Friday, December 8, 2017, at the Special Events Office, Attention: Jenny Diersen, Special Event & Economic Development Program Manager, located at 445 Marsac Avenue, Park City, Utah 84060. An electronic copy must also be submitted to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) as a single PDF by 5:00 p.m. MST on Friday, December 8, 2017. Electronic submission cannot exceed eight (8) megabytes to the email address. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Proposals lacking required information will not be considered.

C. A selection committee comprised of City staff, as described in Section V, will review all submitted RFPs. The selection committee will meet on the week of December 11.

D. The selection committee may find it necessary to conduct interviews. All interviews for selection process will be conducted no later than Wednesday, December 13.

E. Award of the contract is subject to approval by City Council. It is anticipated that City Council will vote on the contract award by Thursday, December 14, 2017.

## VII. Submission of Proposals

All Service Providers responding to the RFP must submit complete responses to the information requested in this section and must note any exceptions to any information contained in the RFP. Applicants shall present information in a clear and concise manner following the format listed below. Proposals lacking required information will not be considered.

### A. Proposal

**1. Cover Page:** List the Service Provider's name and company if applicable, project name, contact information, including but not limited to: Email, phone number, and mailing address. Additional Information may also include web address or other contact information.

**2. Proposal:** Describe your proposal for the project. Explain the proposed budget, schedule, process, and method. Explain how your background relates to the scope of the project as outlined in this proposal. The proposal should include a project scope to be included as Exhibit "A" in the Service Provider Agreement if awarded the project. **The description must state the length of time the proposal is valid.**

**3. Budget:** Project costs will be considered during selection. All submissions must include a proposed budget or fee schedule. The budgets or proposed fee schedule must include all costs, including performance of the services specific, but not limited to labor, storage of materials, transportation, parking, insurance, Park City business license, uniforms and equipment.

### B. Statement of Qualifications

**1. Bio.** Information and brief resume(s) on the Service Provider.

**2. References.** Three (3) professional references (particularly if you have completed any similar projects). Please provide names and contact information for references.

Interested individuals and/or firms must submit their Proposal and Statement of Qualifications by 5:00 p.m. MST, Friday, December 8, 2017.

Please submit one (1) set of the Proposal and Statement of Qualifications. Provide your projected budget as an attachment to your Proposal and Statement of Qualifications. To be considered, one (1) proposal must be received at the Park City Special Events Office, Attention: Jenny Diersen, Special Event & Economic Development Program Manager, 445 Marsac Avenue, 3<sup>rd</sup> Floor, P.O. Box 1480, Park City, UT 84060 by 5:00 p.m. MST, Friday, December 8, 2017,

### AND

One (1) electronic copy must be submitted. In this instance, all electronic proposals should be saved as a single PDF and may not include any additional attachments. Electronic submission cannot exceed eight (8) megabytes to the email address. If files are larger than the maximum size allowed, they may be submitted through a private Dropbox™ account directly to

[jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) and cannot be submitted to any other parties. It is the sole responsibility of the applicant to ensure the success of the electronic submission is completed prior to the deadline as stated above. Electronic proposals with additional support documents or materials will not be accepted. The electronic submissions must be received at [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) by 5:00 p.m. MST, Friday, December 8, 2017.

Limit the response to fifteen (15) pages of written material including any visual material such as sketches, photographs, etc. Please be concise. The page count does not include index, dividers, or separation sheets that contain no information, or short-form resumes of team individuals. Please do not place proposals in binders or binding products - you may staple or paperclip. Submit all proposals in one envelope or package.

**Proposals must be mailed or hand-delivered AND submitted electronically to**

Park City Municipal Corporation

Attn: Jenny Diersen, Special Event & Economic Development Program Manager

Request for Proposal Residential Traffic Management, Pedestrian Management and Personnel Operations for the Sundance Film Festival

445 Marsac Avenue, Special Events Office- 3<sup>rd</sup> Floor, Park City, UT 84060

P.O. Box 1480, Park City, UT 84060

**AND**

via [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org).

The envelope/package must indicate the Service Provider(s) making the submittal and be addressed as stated above. When submitting electronically, please include the project name as stated for this RFP in the subject line.

Faxed proposals will not be accepted.

All costs related to the preparation of the proposals and any related activities are the sole responsibility of the Service Provider. The City assumes no liability for any costs incurred by offerers throughout the entire selection process.

**Requests for Additional Information**

Any questions concerning the submittal or the project shall be sent in written form via email inquiry to the attention of Jenny Diersen, at Park City Municipal Corporation, at [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) by 5:00 p.m. MST on Wednesday, December 6, 2017. Responses will be returned and posted by 12:00 a.m. (midnight) MST on Thursday, December 7, 2017.

**VIII. Park City Municipal Standard Service Provider/Professional Services Agreement**

The selected service provider will be required to enter into the City's standard Standard Service Provider/Professional Services Agreement in a form to be approved by the City Attorney's Office. Service providers are advised to thoroughly read the attached sample agreement attached hereto as Exhibit "B", as the selected Service Provider will be required to comply with its requirements.

The selected Service Provider is required to have or be able to obtain a Park City business license and Tax ID number.

**If the Service Provider takes exception to any term or condition set forth in this proposal and/or the sample Professional Service Provider Agreement and any of its exhibits and attachments, said exceptions must be clearly identified in the response to this RFP. Exceptions or deviations to any of the terms and conditions must be submitted in a separate document accompanying proposal identified as "Exceptions." Such exceptions shall be considered in the evaluation and the award processes. The City shall be the sole determiner of the acceptability of any exception.**

Park City Municipal Corporation reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of any cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City. All submittals shall be public records in accordance with government records regulations ("GRAMA") unless otherwise designated by the applicant pursuant to Utah Code Section 63G-2-308, as amended. Award of contract is subject to approval by City Council.

It is Park City policy, subject to federal, State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

**The nature and extent of requested changes to our standard contract (i.e. unwillingness to comply with our insurance/indemnity provision) counts against the bidder. Any contract changes must be requested and approved by the City Attorney's Office before awarding the contract.**

#### **IX. Insurance Requirements**

A minimum commercial general liability insurance policy naming the City as additionally insured will be required in the amount of Two Million Dollars (\$2,000,000.00) per occurrence/Four Million Dollars (\$4,000,000.00) aggregate, as well as auto liability insurance in the amount of Two Million Dollars (\$2,000,000) for owned and non-owned auto, and proof of worker's compensation & employer liability coverage at \$500,000 per accident, \$500,000 disease – each employee, and \$500,000 disease is required. All insurance shall be reviewed and approved by the Park City Attorney's Office.

The Service Provider will provide, maintain and will require all subcontractors to provide and maintain, insurance to cover claims for damages for personal injury, bodily injury (including wrongful death), and property damage. The coverage will provide protection for all operations by the Service Provider or any subcontractor or by anyone directly or indirectly employed by either of them.

## **X. Preparation of Proposals**

A. Failure to Read. Failure to Read the Request for Proposal and these instructions will be at the offerors own risk.

B. Cost of Developing Proposals. All costs related to the preparation of the proposals and any related activities are the sole responsibility of the offerors. The City assumes no liability for any costs incurred by offerors throughout the entire selection process.

## **XI. Proposal Information**

A. Equal Opportunity. The City will make every effort to ensure that all applicants are treated fairly and equally throughout the entire advertisement, review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

B. Proposal Ownership. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned to the applicant.

C. Rejection of Proposals. The City reserves the right to reject any or all proposals received. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

D. No proposal shall be accepted from, or contract awarded to, any person, firm or corporation that is in arrears to the City, upon debt or contract or that is a defaulter, as surety or otherwise, upon any obligation to the City, or that may be deemed irresponsible or unreliable by the City. Applicants may be required to submit satisfactory evidence that they have the necessary financial resources to perform and complete the work outlined in this RFP.

E. Park City Municipal Corporation's policy is, subject to federal, State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

F. If bidder utilizes third parties for completing RFP requirements, list what portion of the RFP will be completed by third parties and the name, if known, of the third party.

## EXHIBIT "A"

### SCOPE OF SERVICES

A successful applicant will provide personnel to assist with residential traffic, pedestrian management and personnel operations implemented by Park City Municipal Corporation during the Sundance Film Festival on the schedule attached for 2018, 2019 and 2020. Locations and their expected coverage are reflected in the sample schedule below.

A successful Applicant will:

- *Applicants must meet all Park City Municipal insurance requirements.*
- *Applicants must meet all Federal and State employer requirements.*
- *Applicants must include all expected equipment costs in bid.*
- *Applicants must include all overtime rates and miscellaneous costs in bid.*
- *Applicants must include all cost for personnel hourly rates.*
- *Applicants must include all costs and explanations of costs of any management or administrative fees.*
- *Safety vests, provided by applicant, approved by Park City Special Events must be worn by applicants employees at all times while on duty.*
- *Applicant must supply lighted wands/batons for each employee on duty; approved by Park City Special Events.*
- *A 2-hour mandatory pre-event training meeting is required for all pedestrian management personnel hired by applicant with Park City Municipal staff paid as regular time to management personnel.*

YEAR	EVENT DATES
2018	Jan. 18 through 27
2019	Jan. 24 through Feb. 2
2020	Jan. 23 through Feb. 1

Residential Traffic Management SAMPLE Schedule – First Thursday, Friday, Saturday and Sunday; Second Friday and Saturday ( 6 days)			
Location	Number of Employees	Hours	Shift Time
<b>Traffic Management Positions</b>			
Marsac & Hillside Road	1	3:00 p.m. to 10:00 p.m.	7 hours
Hillside & King Road	1	3:00 p.m. to 10:00 p.m.	7 hours
Empire & Silver King Road	1	3:00 p.m. to 10:00 p.m.	7 hours
Empire & 14 <sup>th</sup> Street	1	3:00 p.m. to 10:00 p.m.	7 hours
Empire & Manor Way	1	3:00 p.m. to 10:00 p.m.	7 hours
Lowell & Manor Way	1	3:00 p.m. to 10:00 p.m.	7 hours
<b>Supervisor &amp; Other Positions</b>			
Supervisor / Admin position	1	2:00 p.m. to 11:00 p.m.	9 hours
Rover Positions	2	3:00 p.m. to 10:00 p.m.	14 hours
<b>Total Hours &amp; Employees</b>	<b>9</b>		<b>65 Hours x 6 days = 390 Hours</b>

Traffic Taxi Management Schedule – First Thursday through second Saturday (10 days)			
Location	Number of Employees	Hours	Shift Time
<b>Traffic Management Positions</b>			
Taxi Staging Areas on Main Street	6	11:00 a.m. to 12:00 a.m.	78 hours

Supervisor & Other Positions			
Total Hours & Employees	6		78 Hours x 10 days = 780 Hours

Pedestrian Management Schedule SAMPLE		All locations and times Subject to Change
<b>First Thursday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-12:00am	2
Main Street/Heber Avenue Intersection	11:00am-12:00am	5
7th Street and Main Intersection	11:00am-12:00am	3
5th Street and Main	11:00am-12:00am	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>13 Hrs. per position per day/ 234 man-hours per day</b>	<b>20</b>
<b>First Friday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-12:00am	2
Main Street/Heber Avenue Intersection	11:00am-12:00am	5
7th Street and Main Intersection	11:00am-12:00am	3
5th Street and Main	11:00am-12:00am	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>13 Hrs. per position per day/ 234 man-hours per day</b>	<b>20</b>
<b>First Saturday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>

Swede Alley at base of Transit Center stairs	11:00am-12:00am	2
Main Street/Heber Avenue Intersection	11:00am-12:00am	5
7th Street and Main Intersection	11:00am-12:00am	3
5th Street and Main	11:00am-12:00am	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>13 Hrs. per position per day/ 234 man-hours per day</b>	<b>20</b>
<b>First Sunday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-12:00am	2
Main Street/Heber Avenue Intersection	11:00am-12:00am	5
7th Street and Main Intersection	11:00am-12:00am	3
5th Street and Main	11:00am-12:00am	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>13 Hrs. per position per day/ 234 man-hours per day</b>	<b>20</b>
<b>First Monday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-10:00pm	2
Main Street/Heber Avenue Intersection	11:00am-10:00pm	5
7th Street and Main Intersection	11:00am-10:00pm	3
5th Street and Main	11:00am-10:00pm	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1

<b>Total Hours &amp; Employees</b>	<b>11 to 13 Hrs. per position per day/ 221 man-hours per day</b>	<b>20</b>
<b>First Tuesday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-10:00pm	2
Main Street/Heber Avenue Intersection	11:00am-10:00pm	5
7th Street and Main Intersection	11:00am-10:00pm	3
5th Street and Main	11:00am-10:00pm	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>11 to 13 Hrs. per position per day/ 221 man-hours per day</b>	<b>20</b>
<b>First Wednesday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-10:00pm	2
Main Street/Heber Avenue Intersection	11:00am-10:00pm	5
7th Street and Main Intersection	11:00am-10:00pm	3
5th Street and Main	11:00am-10:00pm	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>11 to 13 Hrs. per position per day/ 221 man-hours per day</b>	<b>20</b>
<b>Second Thursday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-10:00pm	2
Main Street/Heber Avenue Intersection	11:00am-10:00pm	5
7th Street and Main	11:00am-10:00pm	3

Intersection		
5th Street and Main	11:00am-10:00pm	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>11 to 13 Hrs. per position per day/ 221 man-hours per day</b>	<b>20</b>
<b>Second Friday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-10:00pm	2
Main Street/Heber Avenue Intersection	11:00am-10:00pm	5
7th Street and Main Intersection	11:00am-10:00pm	3
5th Street and Main	11:00am-10:00pm	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1
<b>Total Hours &amp; Employees</b>	<b>11 to 13 Hrs. per position per day/ 221 man-hours per day</b>	<b>20</b>
<b>Second Saturday of Festival</b>		
<b>Location</b>	<b>Hours</b>	<b>Number of Employees</b>
Swede Alley at base of Transit Center stairs	11:00am-10:00pm	2
Main Street/Heber Avenue Intersection	11:00am-10:00pm	5
7th Street and Main Intersection	11:00am-10:00pm	3
5th Street and Main	11:00am-10:00pm	3
Theatre District	11:00am – 12:00am	4
Library Theatre	11:00am – 12:00am	2
Supervisor / Admin position	11:00am-12:00am	1

*Required Work Schedule (Cont.):*

Total Hours & Employees	11 to 13 Hrs. per position per day/ 221 man-hours per day	20
Total Hours	Thur - Sun 936 Hrs. Mon - Sat 1,326 Hrs. Total - 2,262 Hours	

**EXHIBIT "B"**

PAYMENT SCHEDULE FOR "EXTRA" WORK

Any additional personnel, equipment or costs required to perform project will be included into bid.

If additional personnel or equipment are requested by Park City, the costs will be pre-approved by the Park City Special Events Department, which costs shall not exceed the amount allowed under the finalized Scope of Services.

**EXHIBIT "C"**

DRAFT Service Provider/Professional Services Agreement