



# City Council Memorandum

*City of Arts & Innovation*

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 28, 2025

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARD: 1

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH PLANTATION PRODUCTIONS, INC., OF RIVERSIDE, CALIFORNIA, FROM RFP NO. 2457 TO PROVIDE LOGISTICAL AND TECHNICAL SUPPORT FOR THE BOX AT THE FOX ENTERTAINMENT PLAZA IN AN AMOUNT OF \$180,000, FOR AN INITIAL TERM THROUGH JUNE 30, 2027, WITH AN OPTION TO EXTEND FOR ONE ADDITIONAL TWO-YEAR TERM

## **ISSUE:**

Approve the Professional Consultant Services Agreement with Plantation Productions, Inc., of Riverside, California, from RFP No. 2457 to provide logistical and technical support for The Box at the Fox Entertainment Plaza in an amount not to exceed \$180,000, for an initial term through June 30, 2027, with an option to extend for one additional two-year term.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Consultant Services Agreement with Plantation Productions, Inc., of Riverside, California, to provide logistical and technical support for The Box at the Fox Entertainment Plaza for an initial term through June 30, 2027, in the amount of \$180,000, with an option to extend for one additional two-year term; and
2. Authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement and all Amendments with Plantation Productions, Inc., of Riverside, California, including making minor and non-substantive changes, subject to availability of funds.

## **BACKGROUND:**

The Box at the Fox Entertainment Plaza (The Box) opened in 2013 as a community theater that features approximately 200 seats with flexibility to re-configure the seating. The theater is used by youth and adult community and professional theaters, tribute bands, opera, concerts, premieres, and for meeting space and conferences. Shows have ranged from one-day move-in/move-outs to multi-week performances. The city uses contracted professional services to meet the logistical and technical needs of events and production organizers using The Box.

## **DISCUSSION:**

Since the opening of The Box in 2013, community theater groups, schools, music groups, dance troops and film festivals have rented the venue. On average, each rental may include several rental days for auditions, rehearsals, load-in/out, and performance days.

Request for Proposals (RFP) 2457 was posted on the City's online bidding system, PlanetBids, on February 25, 2025, seeking prospective bidders to provide operational and management services for The Box. A total of four hundred and forty-six (446) prospective vendors were notified. A total of twenty-one (21) prospective bidders registered for the RFP.

A non-mandatory pre-proposal meeting was held on March 13, 2025, with two (2) vendors in attendance. RFP No. 2457 closed on March 25, 2025, with a total of three (3) responses. Two (2) responses were found to be responsive and responsible. One (1) was found to be unresponsive due to not providing the hourly rate as detailed by the bid specifications. Under the guidance of the Purchasing Division, a selection committee of three City staff members reviewed and scored the proposals based on qualifications, experience, references, and approach and methodology. The evaluation criteria, total points, and rankings for the evaluation are summarized below.

### **Round 1**

| <b>Evaluation Criteria</b>            |     |
|---------------------------------------|-----|
| Qualifications                        | 35% |
| Pricing                               | 25% |
| Experience (Projects of Similar Size) | 20% |
| Professional References               | 10% |
| Approach and Methodology              | 10% |

### **Evaluation Results**

| <b>Vendor</b>               | <b>Location</b>   | <b>Total Hourly Cost</b> | <b>Total Points</b> | <b>Rank</b> |
|-----------------------------|-------------------|--------------------------|---------------------|-------------|
| Plantation Productions, Inc | Riverside, CA     | \$385.00                 | 834                 | 1           |
| My Emerald Hands, LLC       | San Diego, CA     | \$252.00                 | 698                 | 2           |
| *Big Bear Concert Techs     | Big Bear City, CA | \$265,000.00             | N/A                 | N/A         |

\*Nonresponsive due to failure to provide the required hourly rates as specified in the RFP documents.

Upon review of all proposals, Plantation Productions, Inc. received the highest rating based on the criteria outlined in the RFP.

Purchasing Resolution 24101, Section 508 Awards states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications."

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101, Section 508 (c).

## **FISCAL IMPACT:**

The fiscal impact of the agreement is \$180,000 over the two-year term. The current fiscal year amount of \$90,000 is budgeted and available in the Entertainment Fund, The Box, Professional Services account number 5241020-421000. Funding for the second year of the agreement will be included in the Department's submission during budget development for the upcoming FYs 2026-2028 Biennial Budget.

|                                           |                                                                     |
|-------------------------------------------|---------------------------------------------------------------------|
| Prepared by:                              | Margery Haupt, Deputy Director                                      |
| Approved by:                              | Pamela M. Galera, Parks, Recreation and Community Services Director |
| Certified as to<br>availability of funds: | Kristie Thomas, Finance Director/Assistant Chief Financial Officer  |
| Approved by:                              | Kris Martinez, Assistant City Manager                               |
| Approved as to form:                      | Rebecca McKee-Reimbold, Interim City Attorney                       |

### Attachments:

1. Professional Consultant Services Agreement with Plantation Productions, Inc.
2. RFP Award Recommendation