

**Q&A MATRIX FOR REQUEST FOR PROPOSALS (RFP C3003)**  
**Event Planning and Production Services**

Please see below answers to questions submitted in response to RFP 3003/Event Planning and Production Services:

	<b>Question</b>	<b>Answer</b>
<b>1</b>	Is there a pre-selected firm who will be handling outreach for event attendance and support? If yes, who is the firm(s) and will the event planning firm selected for this RFP be working in conjunction with them in any way? Please describe, if yes.	Outreach for event attendance will be handled fully in-house by the Construction Authority.
<b>2</b>	For this RFP, are there any forms that we need to complete along with the proposal submittal? We did notice a letter is requested to be submitted with Part 3, a price sheet for Part 4, and bill rate sheet (as requested in the Evaluation section). Are there any other forms or documents we need to submit with this RFP?	All required forms and documents are listed in the RFP.
<b>3</b>	What event firm did the Foothill Gold Line Construction Authority use for the D Street Railroad Crossing – Track Completion Ceremony in June 2023?	BuzzHive Creative.