

City of Key West  
RFP # 003-19 Public Art for City Hall  
ADDENDUM NO. 1

October 26, 2018

To All Proposers:

The following comments are made as a part of RFP #003-19 as fully as completely as if the same were fully set forth therein. The following is a list of addenda that shall govern all other contract documents to the extent specified.

The following revision is hereby made a part of the Contract Documents as fully as completely as if the same were fully set forth therein:

1. Is there any flexibility regarding the location for the artwork on the exterior grounds? Also, is there a high-resolution photo available of the front landscaped area?

**Answer:** Yes, there is some flexibility on the exterior but the preferred and approved spaces are those included in the RFP. The building is in an historic district and the foliage that exists on the property is well established. Permission would have to be granted to change any existing plantings. See 2 photos below\* of the United and Seminary St. corner.

2. Can the artwork incorporate light (electrical needed) for the front lobby and walkway walls?

**Answer:** Yes – but the installation costs should be detailed in your budget summary.

3. Are there weight bearing considerations for the Front Lobby and Walkway Walls?

**Answer:** The walls are standard dry wall therefore, normal hanging installation should be considered and planned for in the proposer's budget.

4. Is there electric to the exterior sites; the Butterfly Garden and the United and Seminary corner? Are there height restrictions?

**Answer:** No electric but there are street lights.

**Answer:** Any proposed artwork would need to follow HARC guidelines as to scale in the surrounding neighborhood.

5. We make large sculptural pieces out of stainless steel and LED lights with a kinetic component? Is there a place for sculptural work?

**Answer:** Yes, please see targeted spaces and photos on pages 5-8 of the RFP.

City of Key West  
RFP # 003-19 Public Art for City Hall  
ADDENDUM NO. 2

October 29, 2018

To All Proposers:

The following comments are made as a part of RFP #003-19 as fully as completely as if the same were fully set forth therein. The following is a list of addenda that shall govern all other contract documents to the extent specified.

The following revision is hereby made a part of the Contract Documents as fully as completely as if the same were fully set forth therein:

1. Is there any flexibility regarding the location for the artwork on the exterior grounds? Also, is there a high-resolution photo available of the front landscaped area?

**Answer:** Yes, there is some flexibility on the exterior but the preferred and approved spaces are those included in the RFP. The building is in an historic district and the foliage that exists on the property is well established. Permission would have to be granted to change any existing plantings. **See 2 photos below\* of the United and Seminary St. corner.**





City of Key West  
RFP # 003-19 Public Art for City Hall  
ADDENDUM NO. 3

November 19, 2018

To All Proposers:

The following comments are made as a part of RFP #003-19 as fully as completely as if the same were fully set forth therein. The following is a list of addenda that shall govern all other contract documents to the extent specified.

The following revision is hereby made a part of the Contract Documents as fully as completely as if the same were fully set forth therein:

1. For this RFP, I do not see any requirements to send images of past work. Can you confirm this?  
[It is not necessary to send samples of previous but you may include if you respect the page limit.](#)
2. The exterior retaining wall site, is this referring to the walls in front of the planters?  
[It's actually the wall behind" the planters. And if artwork is selected for those walls the planters will be moved.](#)
3. One of your affidavit forms requires a Florida Notary. As I am out of state (Indiana), can a Notary near me to notarize that form?  
[Please notarize all paperwork by a NOTARY in your own State.](#)
4. And if the answer is yes to the above question, then in your request you require \$300,000 liability insurance from an insurance company with offices in Florida if my proposal is chosen. Can you recommend an agency to get quotes, so that expense can be included in the proposal?  
[We are not permitted to recommend an insurance agency – you need to do your own research on google.](#)
5. Specifically what state licenses are required?  
[You will required to obtain a City of Key West occupational business license.](#)
6. I usually mount my creations to a stone or concrete base. Would the ground at the Butterfly Garden be prepared before I add my base, or am I responsible for that?  
[The Butterfly Garden ground is currently "prepared "as it has a pathway, landscaping and mulch. You are responsible for "digging a hole, and creating your own base."](#)
7. Mention was made in the contract that you may be open to other sites in the City for placement of public art. I was also interested in the Ft. Zachary Park in the Key West Harbor. Is that in your jurisdiction?  
[This RFP is specifically for City Hall, additional RFP's will be released for other City of Key West sites.](#)
8. Public Records is mentioned frequently in the contract. What specifically does it include? It's not really clear.  
[Can you be more specific? The City of Key West does business in the Sunshine – all meetings and information are posted on the City's website.](#)
9. No mention is made of payment schedules to the artist. [Each contract will be negotiated on a case by case basis depending on the scope of work and specific budget.](#)