



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Key West Amphitheater Management RFQ 19-003

Pre-Submittal Meeting Agenda

11:00 AM – January 30, 2019

1. Introductions:

- a. Attendee Introductions; Sign-in Sheet – **Mandatory** Pre-Proposal Meeting

2. Request for Proposal critical milestones:

- a. Deadline for Inquiries: February 11, 2019
- b. Final Addenda Issued via DemandStar: February 14, 2019
- c. Proposals Due By: February 20, 2019 – 3:00 PM

3. Project Description:

- a. It is the intent of this RFQ to identify an independent Venue Manager that will organize and manage use of the Amphitheater for financially self-sustaining Events. Refer to Section B for services to be provided.
- b. Venue Management shall be at no direct cost to the City of Key West.

4. Instruction to Proposers / Proposal

- a. The firm or individual who is chosen shall provide services that involve expertise in amphitheater venue management, operation and promotion. The City will consider qualifications that include a broad range of business, financial, and organizational structures and relevant experience in event and facilities management.
- b. Format proposal consistent with Section C.13 Response Content.
- c. Proposals shall be limited to 20 double sided (40 single sided) pages not including PART 2 / FORMS & AFFIDAVITS.
- d. Cone of Silence in effect. All questions **in writing** to Steve McAlearney at smcalearney@cityofkeywest-fl.gov.

5. Term of Agreement

- a. See Appendix A of RFQ for Sample Contract. Proposed contract duration of two (2) years, that may be extended for up to two (2) additional two (2) year terms.
- b. City Management will negotiate final contract and financial arrangements to be negotiated with the highest ranked firm.
- c. Clearly state Proposer requested amendments to the Agreement.

6. Questions/Comments/Site Visit