



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3883

ADDENDUM NO. 2

RFQ #19-003 Key West Amphitheater Management

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and a technical nature. The referenced Request for Qualifications (RFQ) package is hereby amended in accordance with the following items:

- Pre-bid meeting agenda and summary
- Sign-in sheet
- Answers to RFQ questions
- Truman Waterfront Park Phase 1B future site plan

All Proposers shall acknowledge receipt and acceptance of this Addendum by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business



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.

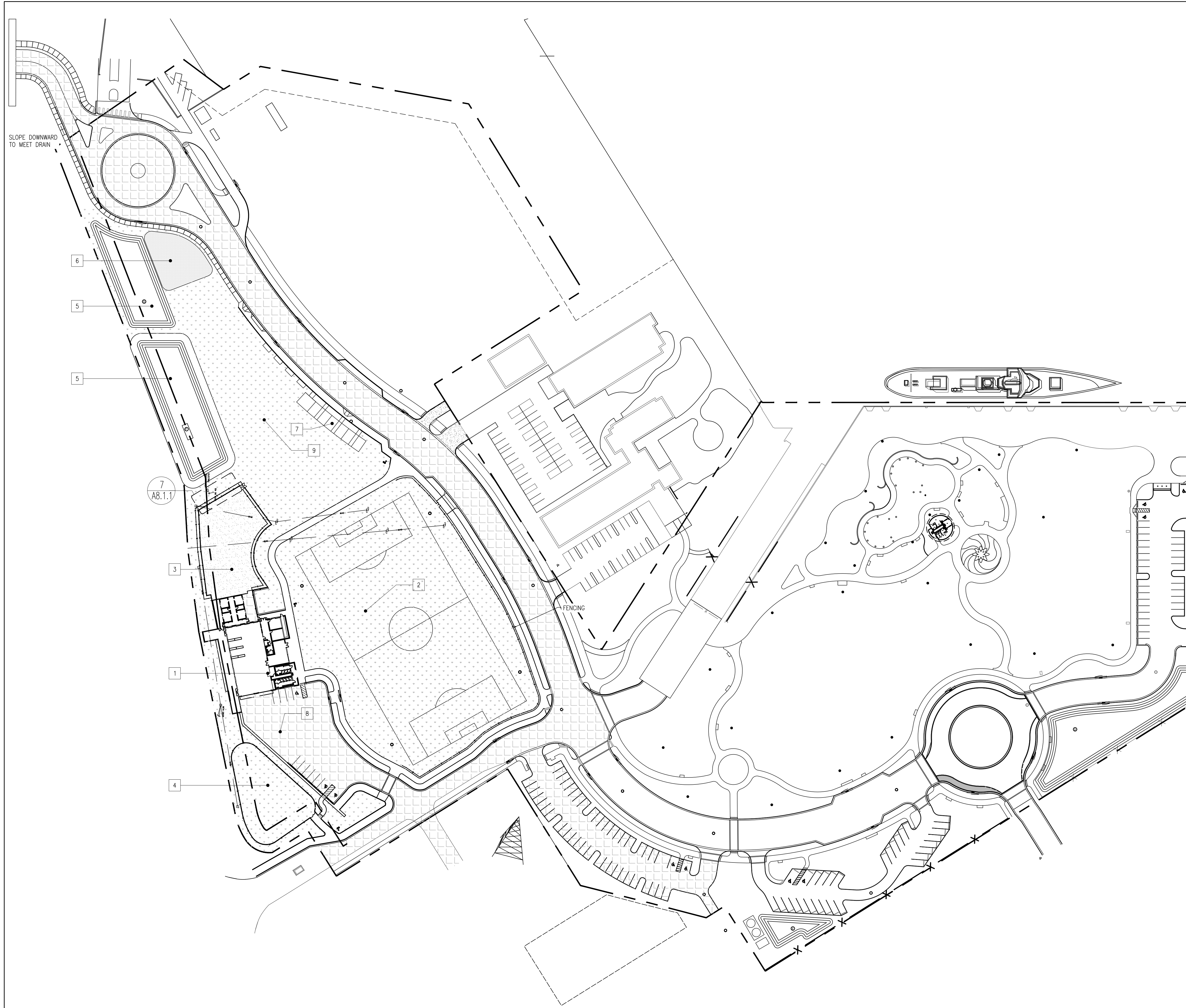
5. Term of Agreement

- 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

Answers to RFQ Questions:

- Quarterly Financials will be acceptable in lieu of monthly
- 40 single side page limit to include resumes, letters of reference, etc.
- City Manager will have authority to approve events, normally within 24 hours of request. City Commission approval will not be required.
- Normal “curfew” for the facility is 11:00 P.M.
- Amphitheater Manager responsible for “website” maintenance.
- The City has received a TDC grant for new security fence running parallel to the park road and additional structural supports for sound system. Work to be completed during 2019.
- Amphitheater Management responsible for noise ordinance compliance. Noise levels measured at the Park property line (e.g., adjacent to TAMPOA, Shipyard Condos). There have been no exceedances of noise limits during events held to date. A minimum of 60 days between approved noise exemptions is required.
- City of Key West currently manages the Amphitheater facility. An operating/marketing budget has not been established, although facility maintenance costs are included in the Truman Waterfront Park budget account.
- An addendum will be issued following the meeting to include facility specification sheet and Truman Park Phase 1B site plan. The Phase 1B area will be under construction commencing October 2019 with an anticipated 18-month construction period. This area will not be available for Amphitheater Management use during construction.
- The City Attorney will draft an ordinance permitting alcohol consumption on Amphitheater grounds.
- Additional RFQ questions will be turned around as quickly as possible.
- Annual operating budget will be dependent on contract negotiation.
- There is no commissary on-site.
- City intends to pass an ordinance that allows alcohol sales on-site.



GENERAL NOTES

1. NEW FENCING AND SITE LIGHT POLES THROUGHOUT TO MATCH EXISTING ALREADY PRESENT AT THE TRUMAN WATERFRONT PARK DEVELOPMENT.
2. HORSE STABLE FENCING TO BE TWO-FOLD
-EXTERIOR FENCELINE MATCHING EXISTING
-OFFSET 2' INWARDS TO BE BARN FENCING FOR HORSE SEPARATION FROM PUBLIC CONTACT

CODED NOTES

- | | |
|---|--|
| 1 | PUBLIC WORKS BUILDING W/ BATHROOMS, CONCESSIONS STAND, HORSE STABLES |
| 2 | SOCCER FIELD |
| 3 | HORSE RUN |
| 4 | DOG PARK |
| 5 | EXISTING RETENTION POND |
| 6 | FRUIT TREE GROVE |
| 7 | EXISTING PARKING TO REMAIN |
| 8 | NEW PARKING LOT/STAGING AREA |
| 9 | NEW GRASS FIELD |

ARCHITECT:
K2M DESIGN
 Architecture, Engineering,
 Interior Design,
 Asset Management,
 Specialty Consulting

Key Largo, FL
 Key West, FL
 Marathon, FL

URL: www.k2mdesign.com
 PROF. REG. AA26001059

Building Relationships
 Based on Trust and Results

Cleveland | Columbus | Indianapolis | Key Largo | Key West | Marathon | Charlotte | Baltimore | Bentonville

Seal:

 Steven S. Grasley, FL License #73110
 Expiration Date 02/28/2019
 COA # 30945

Consultants:
 STRUCTURAL ENGINEER:
 Meridian Engineering LLC
 CIVIL ENGINEER:
 Perez Engineering &
 Development
 IRRIGATION:
 Blue Island Lighting & Irrigation
 Inc.

Submissions:
 DATE PHASE
 2018.06.14 - SD Submittal Set
 2018.06.15 - HARB Submittal Set
 2018.06.18 - City Review Set
 2018.10.23 - 90% Review Set

TRUMAN WATERFRONT 1B
 CITY OF KEY WEST
 WATERFRONT PARK
CITY OF KEY WEST
 1300 White Street, Key West, FL, 33040

PLOTTED: 10/17/2018 9:36 AM
 Drawing Size | Project #:
 24x36 | 18070
 Drawn By: | Checked By:
 BK | AA

Title:
PROPOSED ARCHITECTURAL SITE PLAN

Sheet Number:
A1.1.1
 Date: October 23, 2018
 ©2018 by K2M Design, Inc.

1 **PROPOSED ARCHITECTURAL SITE PLAN FOR REFERENCE ONLY - NOT FOR BIDDING**
 SCALE: 1/64" = 1'-0"

s:\2018\18070 - City of Key West - Truman Waterfront 1B\CD\Drawings\A1.1.1.dwg, 10/17/2018 9:36 AM, scale: 1/64" = 1'-0", paper: study