



THE CITY OF KEY WEST

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ADDENDUM NO. 1

RFP 006-018 Key West Amphitheater Venue Manager April 11, 2018 Pre-Proposal Meeting Questions and City Responses

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 Proposal (RFP) package is hereby amended in accordance with the following items:

1. Questions: Has the City contemplated obtaining an open liquor license for the Amphitheater facility to address the limitations currently in place which limit Event Organizers/Promoters to 3 per year?

CKW Response: As applicable to this RFP, the City has not considered obtaining an open liquor license. Expansion of liquor sales at events at the Amphitheater would require amending the current ordinance.

2. Question: Can the Venue Manager (VM) act as a promoter too?

CKW Response: The City's intent relative to the RFP was that the VM would facilitate the booking of events, not to act as a promoter.

3. Question: Would the City be interested in bearing some of the initial startup / marketing funds?

CKW Response: The City may consider initial year(s) marketing needs; scenarios should be included in proposer's presentation portion of the Proposal. Required costs to the City shall be included in the Cost Proposal section of the Proposal.

4. Question: Will the VM have the authority to approve or reject a promoter or event or will every event need to go to the City Commission for review and approval concerning alcohol and food sales, noise ordinance, etc.

CKW Response: At this time and relative to this RFP, events requesting the sale of alcohol will need to go in front of the City Commission for approval. There is a possibility to amend the ordinance in the future specific to the Amphitheater.

5. Question: If the VM books an event through a promoter and the promoter has paid the deposit for the event and the KW City Commission denies the request, will the City reimburse the promoter for the portion of deposit funds lost due to cancellation?

CKW Response: No. At this time the ordinance for Special Events on City property requires the request go in front of the City Commission for approval. There is a possibility to amend the ordinance in the future specific to the Amphitheater addressing the need for an accelerated approval process to mitigate potential loss of deposits.

6. Question: Will the VM have the ability to allow an event access to Truman Waterfront Park as well as the Key West Amphitheater?

CKW Response: The VM will coordinate events at the Amphitheater; however, should a promoter of an event request use of part of the Truman Waterfront Park, then such request could go through the Special Event process for use of City Property.

7. Question: What can the VM expect relative to “labor” provided by the City?

CKW Response: The promoter is responsible for all labor needed to run the event. City staff will provide standard day to day maintenance of the Amphitheater (pressure washing, landscape maintenance, general housekeeping, etc.).

8. Question: Will the naming rights of the Amphitheater need to go out for RFP and who receives the funds provided by the potential sponsor.

CKW Response: The naming rights of the Amphitheater would need to go out as an RFP and the City shall retain received funds for amphitheater and park maintenance.

9. Question: What if a company wanted to be the “Sponsor” for a specific event, would the VM retain any of those funds?

CKW Response: Arrangement with a special event sponsor could be structured to pay all or a portion to the VM. Such arrangement should be included in the Proposer’s Cost Proposal

10. Question: Would the naming rights funds go to just the Amphitheater or to the entire park?

CKW Response: See response to Item 8 above.

11. Question: On Page 2 it states “The Venue Manager will not act as a concert or event promoter...”. The question we have is can a promoter apply for the management position and host their own concerts at the venue as long as the venue remains an open venue to all promoters?

CKW Response: The City’s intent relative to the RFP was that the VM would facilitate the booking of events, not to act as a promoter. However, the RFP submittal process requests the proposer to provide plans and ideas for the use and management of the Amphitheater. Such plans (and associated savings to the City as presented in the Cost Proposal), may be incorporated into the Amphitheater management plan if found acceptable and in the best interest of the City as determined by the Ranking Committee.

12. Question: If the Venue Manager or company is the holder of a 6COP liquor or catering license, can they use such license for all events held at the amphitheater?
a. In the event the manager can hold either of these licenses, does the event organizer still need to go in front of city commissioners to get approval of the event or can this decision then be made by the management company? Also in this case, the management company would then negotiate terms with the event organizer in reference to revenue sharing.

CKW Response: The RFP submittal process requests the proposer to provide plans and ideas for the use and management of the Amphitheater. Such plans (and associated savings to the City as presented in the Cost Proposal), may be incorporated into the Amphitheater management plan if found acceptable and in the best interest of the City as determined by the Ranking Committee. However, such plan may require Ordinance revision or amending. Currently, all events requesting the sale of liquor at the Amphitheater require approval by the City Commission in advance of the event.

Meeting adjourned: 2:50 PM and attendees were allowed the opportunity to tour the Amphitheater.

Attachments: RFP 006-018 Pre-Proposal Meeting Sign in Sheet

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 with Attachment by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

Name of Business

Key West Amphitheater RFP 006-018

Proposal Opening: May2, 2018

<i>Bidders Name</i>	<i>Phone Number</i>	<i>Company</i>	<i>Email Address</i>
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