



THE CITY OF KEY WEST

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ADDENDUM NO. 2

RFP 006-018 Key West Amphitheater Venue Manager Additional 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. What is the city's ability to take risk on shows (Co-promote and/or full risk)?

CKW Response: The City has no interest.

2. Can you provide a production guide or tech packet regarding the rigging and production options?

CKW Response: Certain information regarding rigging capacities, etc. will be furnished to the selected Venue Manager (VM). Production options are to be developed by the VM.

3. Can you share the proforma that was used to get approval for funding the project?

CKW Response: The RFP 006-018 Key West Amphitheater Venue Manager package is all that is to be furnished as part of this solicitation.

4. What is the total debt service amount on an annual basis?

CKW Response: The RFP 006-018 Key West Amphitheater Venue Manager package is all that is to be furnished as part of this solicitation.

5. Would the city consider a bid offering exclusive rights for management, F&B and corporate partnerships?

CKW Response: The City has requested that the Proposer provide a management program for the new Key West Amphitheater. The submitted proposal packages will be reviewed based on the ability of the Proposer to address the Scope of Services within the RFP package and present a comprehensive program that is in the best interest of the City.

6. What are the City's expectations for financial performance? For event content (i.e. types of events, how many concerts, cultural events, festivals, etc.)?

CKW Response: See response 5. above.

7. Can they share any service contract, including ticketing? Will the City consider a competitive bid process (run by the management) to award a new ticketing contract?

CKW Response: See response 5. above.

8. Does the City have a published rate card?

CKW Response: See response 3. above.

9. Can you provide an organizational chart for the venue?

CKW Response: See response 3. above.

10. Was there a feasibility study conducted for the venue?

CKW Response: See response 3. above.

11. What are the current venue rental fees being charged by the City for an event?

CKW Response: The City rental fees have ranged from \$500 to \$8,000 plus ticket surcharge rates of \$1 to \$2, depending on the scope and nature of the event. It is the intent of the City to have the selected VM develop a rate structure that addresses a full range of events ranging from small local activities to national acts.

12. What is the capacity of the venue parking lot and are there current parking fees for venue attendees.

CKW Response: The grass parking area located across from the new KW Amphitheater can accommodate approximately 150 vehicles. However, the City wants the VM to encourage the use of mass transit, biking, walking, for hire services, etc. to minimize the actual number of vehicles coming to the venue. This has been successfully done by promoters during the interim "final construction" period that the KW Amphitheater has been used.

13. Do you have a venue specifications document, including roof clearance, rigging capability, etc.?

CKW Response: This information will be furnished to the selected Venue Manager.

14. How many men's, women's, and handicap restrooms?

CKW Response: There is one restroom provided at the KW Amphitheater which has 3 women's (incl. 1 HC) toilets and 3 men's (incl. 1 HC) toilets/urinal with sinks.

15. What other structures are part of the venue, dressing rooms, showers, etc.?

CKW Response: There are no other permanent structures

16. What events have taken place at the venue and what kind of attendance has been achieved?

CKW Response: The proposers are to address the Scope of Services within the RFP package and present a comprehensive program that is in the best interest of the City. Past and future booked events should have no bearing on the RFP proposal.

17. What events are planned over the next several months?

CKW Response: See response to Item 16. above.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 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