

ADDENDUM NO. 1

To All Proposers:

The following change is hereby made a part of RFP #009-18 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.

Addendum No. 1

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 the RFP confined to contractors from the region? If not, is there additional funding available for travel?

Answer: No, there are no geographic/local preferences. Only \$1,000 of travel money has to be claimed for grant purposes. Travel costs must adhere to the NEA's General Terms and Conditions (Attachment A in RFP). How much money is actually spent for travel is up to the consultant and comes from the milestone lump sum payouts.

2. I am a W/DBE. Is there specific paperwork I should be submitting?

Answer: There are no requirements for W/DBE paperwork at this time. However, please mention, at a minimum, the W/DBE status in your proposal.

3. The RFP is titled Arts and Cultural Master Plan for Truman Park to be replicable to other "arts and cultural projects", but the scope is outlining a Public Art Master Plan – please clarify which type of plan the City is seeking for this project.

Answer: We want the Plan to reflect the Community's input/requests for public art at the Park to include all of the arts; Performing, Visual and Literary. And the possibility of some "integrated" public art – even though the Park is nearly complete.

4. Regarding this statement...*"The format and documentation of this process is important, because although focused on the Truman Waterfront Park, needs to be replicable throughout the City of Key West for other arts and cultural projects"*.

- a. Please clarify what other projects are being referred to? To be replicable, the projects would need to be very similar – does this mean for other similar parks in Key West?

Answer: The process needs to be replicable for potential Public Art & Cultural projects in other public spaces on a smaller scale.

5. Can you provide the names of the artists selected for the Parks Vision Team?

Answer: The Parks Vision Team will have 10 people, 2 each appointed by the grant partners, but has not been formed yet. If the Team is complete before the RFP deadline we will release the names via Addendum.

6. There are two-line item summaries in the RFP – one on Page 8 and one on page 32 which do not align. Our questions regarding the budget are below.

a. Please clarify which budget the City would like the consultant to refer to for a response.

Answer: Both. Page 8 refers to the lump sum that the consultant will receive for reaching each milestone. Page 32 refers to specific grant budget items that must be included across the scope of the whole grant, coordinated and paid for by the consultant.

b. Regarding consultant travel, it seems the line item of \$1,000 will only accommodate a very local consultant or a very limited number of site visits. Is this correct? Or is the travel budget negotiable?

Answer: Only \$1,000 of travel money has to be claimed for grant purposes. How much money is actually spent for travel is up to the consultant and comes from the milestone lump sum payouts.

Page 8:

Project Administration \$ 10,000
Public Engagement \$ 20,000
EcoArt Workshop \$ 12,000
Arts & Culture Master Plan \$ 30,000
Public Art Performance \$ 3,000
TOTAL AWARD: \$ 75,000

Page 32:

Provided by Grant, For Consultant:

Art & Culture Master Plan: \$ 44,500 (Includes Process Document)
Park Arts Vision Team Stipends: \$ 14,000 (\$1,400 stipends x 10 people)
Cultural Partners: \$ 3,000 (\$1,500 stipends to 2 arts organizations)
EcoArt Workshop: \$ 10,000 (Includes participant travel)
Consultant Travel: \$ 1,000
Grand Opening: \$ 2,500
Total: \$ 75,000

7. If the City Commission award recommendations happen on August 7, 2018 as defined in the RFP, the timeline for the community engagement and surveying as listed in RFP (July-Sept) would need to be revised. Please advise on if the timeline can be revised.

Answer: The Community Engagement and Surveying should take ~3 months, so it is acceptable to revise the timeframe to (Aug-Oct).

8. Regarding Task B and this statement...*To be statistically significant at a 90% confidence level, requires input from at least 100 residents and 50 tourists; however, the for the purposes of this RFP, Consultant will target the 95% confidence level, obtaining input from 400 residents and 200 tourists.*

a. In order to be statistically significant, the research would require a random sample household survey. Qualitative research (community meetings, intercept surveys, interviews, etc) cannot be statistically significant, nor can it be measured as above. A random household survey would be approximately \$20,000. Alternatively, an open online survey and qualitative community engagement can be conducted with a certain number of residents and tourists, but would not be statistically significant. Please clarify what is required for the project.

Answer: We do not desire a random sample household survey. We want qualitative research that obtains input from at least 400 residents and 200 tourists. Although it won't be statistically random, the sampling strategy should be varied enough to establish a reasonable level of validity.

9. The RFP calls for the consultant to design the EcoWorkshop and a trip to South Florida for 10-15 people to see concepts in real life. Has the itinerary and places been defined for the visit? Can you please provide information on how the budget was developed? – (participants, transportation, lodging, etc) and what the specific responsibility of tasks would be for the consultant?

Answer: Specifics have not been defined, but must work within the budget of \$10,000. The City's Sustainability Coordinator has many ideas and South Florida contacts in mind, but will wait until the Consultant is selected to work with them on specifics.

10. The plan includes a call for a marketing plan – are you seeking a full marketing plan (which would be an additional cost for deliverable) or just recommendations for marketing?

Answer: Recommendations for marketing.

11. **Regarding Task E Public Art & Performance Demonstration Projects....** *The Consultant shall advise the City's Public Art Administrator in the bidding and procurement of at least \$50,000 of AIPP funded art and cultural installations with deliverables of public art installations and Ribbon Cutting and cultural demonstration for public art and NEA grant completion.*

- a. The current timeline is extremely narrow for bidding, procurement, and installation of public art and typically this step would come after the Public Art Master Plan for Truman Park is developed and approved. Please provide additional information on expectations of this task.

Answer: Hurricane Irma and other staffing issues put this project behind. NEA has advised that a short time extension may be possible depending on project status, but the City wishes to get as close as we can to completing our tasks. At the time when bids are accepted, we will have a firmer timeline from which to operate from.

- b. Are the various references to Ribbon Cutting and Grand Opening referring to the same event?

Answer: Yes.

- c. The NEA grant has many restrictions on the dollars and in review, would not cover a ribbon cutting ceremony. Is this expected to be part of another budget? Why would it be the responsibility of the consultant to organize a City ribbon cutting? Or would the consultant just be advising with the City on the event?

Answer: The Consultant would be advising on the cultural content of the City's ribbon cutting. The AIPP Board and City Staff will coordinate and fund the event.

12. Can you please share the AIPP board's review and selection process for procurement of public art?

The City of Key West's Art in Public Places guidelines can be found here:

http://www.cityofkeywest-fl.gov/egov/documents/1523642732_05375.pdf

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

Signature

Name of Business