



Leon County

Board of County Commissioners

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Purchasing Division
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(850) 606-1600

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May 16, 2013

RE: Request for Proposals for the Professional Management and Operational Service for the Capital City Amphitheater at Cascades Park for All Ticketed, Regional Concerts
RFP No: BC-05-23-13-38
Opening Date: Thursday, May 30, 2013 at 2:30 p.m. Eastern Time

ADDENDUM #1

Dear Vendor:

This letter serves as Addendum #1 for the above referenced project.

1. Section II., C., Schedule of Events, Table 1, has been revised to change the opening date and time to Thursday, May 30, 2013, no later than 2:30 p.m. Eastern Time.
2. Section IV., A. Company Background and Expertise, is hereby revised to add the following paragraph after item #6.:

NOTE: Resumes submitted as part of this section are not included in the three page limit.

3. Questions submitted by vendors are answered in the attachment to this addendum for your consideration.
4. The following Exhibits have been added to this solicitation for vendor reference. These exhibits may be located and downloaded from the County Purchasing Website at <http://www.leoncountyfl.gov/purchasing/plans&specs>.
 - Exhibit 1 – Draft Park Event Map
 - Exhibit 2 – Lighting Truss and Stage Details
 - Exhibit 3 – Stage and Structure Lighting
 - Exhibit 4 – Stage Audio
 - Exhibit 5 – Stage Sound & Lighting Power Detail
 - Exhibit 6 – Backstage Electric Details
 - Exhibit 7 – Electrical Conduit & Panel Locations
 - Exhibit 8 – Picture of LD Shade Truss

NOTE: The exhibits that show the lighting designs are for the house system, while Exhibit 8 is a drawing of the proposed truss system that will be available to handle additional light and sound requirements.

Acknowledgment of this addendum is required as part of your bid submittal. Failure to acknowledge this addendum may result in rejection of your bid. Should you have any questions, feel free to call me at (850) 606-1600.

Sincerely,

Shelly Kelley, PMP
Purchasing Director

Enc.

Answers to Vendor Submitted Questions
RFP BC-05-23-13-38

Question #1: Is there any requirement that we give notice of intent to respond to this RFP?

Answer: No.

Question #2: While I have operated in Tallahassee under "The Moon" for 28 years, and promoted many shows under the name "Scott Carswell Presents", I am not using The Moon entity for this response. I have formed a new LLC for this response. Will the fact that this new entity, Scott Carswell Presents LLC, does not have a history, other than myself as the owner, deduct from my bid points? In other words, if I used an existing Company that is 28 years old to make this proposal, would it add points?

Answer: The Purchasing Division cannot speak on the behalf of the evaluators for this solicitation. However, it would be anticipated that both the company experience and the experience of the partners/staff of a company would be considered during the evaluation.

Question #3: If this new LLC were used, would it make any difference if the amount invested in the LLC on the first financial statements were \$1,000 or \$100,000? Would points be added for more money being invested in this new entity for this proposal?

Answer: The Purchasing Division cannot speak on the behalf of the evaluators for this solicitation. It is recommended that the vendors put themselves in the place of an evaluator and then prepare their proposal accordingly.

Question #4: Insurance – I have spoken to my insurance agent, and he sees nothing that he needs to sign or provide for the response, only policies once a selection is made if we are successful. Would the proposal be accepted if I signed page 26 noting that the insurance as required of the Operator would be provide, or does our Insurance Agent have to sign this page 26?

Answer: Correct. The vendor may sign the insurance form. The successful vendor will need to provide copies of the insurance prior to contract execution.

Question #5: You have a limit of 3 pages under section IV, A. Are the resumes of the Management team members included in this 3-page limit, or are they considered additional pages?

Answer: Resumes will not be considered a part of the current 3 page limitation. Please see the addendum for changes to the solicitation specifications.

Question #6: Can you provide any additional information on the scope of section IV, B, 1, a, where you ask for a five-year operational financial forecast? Example: As we do not know what the permanent sound and lighting package will be for the stage, are we to assume that each act will require all equipment to be rented and removed per show?

Answer: The 5-year financial projections should be viewed as a long-standing partnership between the county, city and selected firm; amphitheater maintenance and repairs should be considered.

Assume that the house lighting and sound system will not be adequate for touring groups; the permanent rigging to be installed will be able to accommodate most touring group requirements; the electric installed should be adequate to handle most touring group requirements; local production companies may be required to assist with equipment needs if the traveling group is not totally self-contained. Please see the additional exhibits uploaded to www.leoncountyfl.gov/purchasing/plans&specs as part of this addendum.

Question #7: Is the entire park going to be restricted to "ticket holders" only for the 10 ticketed events? If not, can you provide a drawing of what parts would be open to persons that do not have tickets?

Answer: Please refer to Exhibit 2 – Draft Park Layout for Regional Ticketed Concerts. This exhibit contains a draft drawing where it is expected that the temporary fencing will be installed for the regional ticketed concerts; people outside the fence will be able to hear the music but probably not be able to see the stage.

Question #8: What is the City's pricing on required services (such as security, etc.) for the ticketed events? Also, will the vendors have the ability to sell VIP parking spaces in nearby areas/lots?

Answer: Leon County has contacted the city pertaining to gathering the City's price list for services at ticketed events and has requested the contact information at the state to discuss the possibility of selling VIP parking spaces in the state-owned lot nearest the amphitheater. At the time of this publication, this information is not yet available.
