

ADDENDUM 1

RFQ 2016-0016



VENUE COMMITTEE CONSULTANT

The Town of Hilton Head Island, South Carolina

RFQ 2016-0016:

The Town is issuing this addendum in response to questions submitted by vendors. Listed below are the questions and the Town's response. Please acknowledge receipt of this addendum in your response.

1. What is the budget for the project?

Town Council budgeted \$200,000 for use by the Venue Committee. However, there are other tasks that the Venue Committee is doing that will require part of this (surveys, conceptual designs, etc.). We do not have a set amount for this RFQ consultant; the final price will be negotiated with the firm chosen for contract discussions.

2. Is the 90 day timeframe fixed?

Proposed work plans should reflect a 90 day period for executing all tasks. Should during the course of the contract there be circumstances that warrant additional time that can be a subject for discussion.

3. What survey is being conducted by the Venue Committee?

Several surveys are being done within the next few months. The Town has contracted with a local statistician to conduct surveys of both the general public/business groups. This will include permanent residents, second-home owners and tourists as well businesses – all in Hilton Head Island, Bluffton and Beaufort. The statistician is assisting the Venue Committee with drafting the questions for the randomized survey. This survey will concentrate on

current and future demand of art, cultural, history and entertainment events in the County; the willingness of residents to pay and travel to events; the annual frequency of current residential use; and estimation of possible future demand based on a hypothetical improvement of the existing arts portfolio. This survey will also include focus group discussions and information gathered at festivals. The second survey will be specifically to the arts, culture, history and entertainment organizations and involve information about their physical needs, financial revenues, operational organization, and requests/needs for future facilities. The results from both surveys will be made available to the consultant receiving the contract for this RFQ.

4. Who is the designated architect firm in Objective 2?

The Town has FWA Group, a local architectural/land planning firm with experience in designing arts facilities, contracted under an on-call arrangement for any service the Town might need for certain public projects. This firm will be charged to coordinate with the consultant receiving the contract for this RFQ to provide the schematic design of a possible arts venue(s). This work will be very conceptual in nature, and the RFQ consultant could give their direction and expertise to achieve this schematic design. If specific additional skills and expertise are needed to complete the work in a way to allow adequate financial data about the building to be developed, the need additional architectural assistance can be addressed.

5. Will the Venue Committee provide specific sites for a possible venue location(s)?

Yes. The Committee is currently working with Town staff and local realtors to identify Town-owned properties or other commercial areas that could potentially fulfill an arts venue location(s). The consultant receiving the contract for this RFQ will assist in evaluating the reasonableness of those possible sites and recommend additional ones if such properties are identified.

6. Is the Venue Committee amenable to a proposed work plan that rearranges tasks while still meeting the overall objectives?

The Committee is looking for the consultant to assist in defining and arranging tasks that will get the Committee to the best possible solution for the Town, community, and arts, cultural, history and entertainment organizations. This is one of the most important values that the Committee is looking for from the consultant. The final work plan, schedule and fee will be negotiated with the most qualified firm.

7. To what extent should this process address the venue needs of individual artists?

This can be included if it helps to justify the value of a venue or venues to the entire community but is not the highest priority. The degree to which this type of venue will work

will depend on whether it has a positive effect on economic and quality of life impact, financials, and other elements of the project.

- 8. We understand that a public survey effort is in progress and the results will be used by the consultant. Does the committee have any specific guidelines or expectations for the consultant to conduct additional community engagement?**

This is not expected, but since the consultant is being asked to review the quality and effectiveness of the results of our surveys, we are open to the possibility that we may need additional information. We would expect the Venue Committee to be able to gather such information. In addition, we have a Public Relations/Communications firm who is actively involved in the process and who will be arranging additional community engagements such as "Art & Coffee" talks; therefore, other means of gaining public opinion will also be available.

- 9. The first task under Objective 3 requires the consultant to provide the cost details to plan and construct the facility/facilities. Would an order of magnitude capital cost estimate suffice, or is the committee looking for an actual cost estimate?**

We wish to develop a very basic conceptual design based on the size of the structure and the general cost of site work that will be required depending on the location. If this is not possible, then document the specific steps and data that would be required to provide such an estimate.