



County of El Paso Purchasing Department
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ADDENDA 3

To: All Interested Vendors
From: Araceli Hernandez, Formal Bid/Buyer Sr.
Date: July 10, 2020
Subject: RFP 20-029 Events and Venue Feasibility Study for the Existing County Coliseum and Amphitheater

This addendum has been issued to notify vendors of the following modifications and questions:

Modifications:

- Ref. p. 19, Item 16. Contractor investigation; "Before submitting a bid/proposal, each contractor shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by the County upon which the contractor will rely. If the contractor receives an award as a result of its bid/proposal submission, failure to have made such investigations and examinations will in no way relieve the contractor from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

DUE TO THE CURRENT DISASTER DECLARATION

The County buildings remain closed to the public. There will be **no site visit required** before the RFP opens.

Questions:

1. Do you have an estimated budget for RFP Number 20-029: Events and Venue Feasibility Study for Existing County Coliseum and New Amphitheater?

Response: Budget is competitive and to be determined, pending RFP proposal review.

2. Do you have a preferred time frame and/or start and end date for this study?

Response: The start date to be upon award of contract and receipt of Notice to Proceed letter. Project duration anticipated 12-18 months.

3. Please provide the following information: Budget for this bid. We would also like to request the Incumbent vendor for these services as well as the contract and bid tabulations from previous bids for this service.

Response: The budget is contingent upon proposals. This is the first time the County has released an RFP of this nature, therefore, there are no contracts or bid tabulations from previous bids to share.

4. Do you feel that a major expansion or a new Coliseum is an option to be investigated for the County? Or just improve what you have?

Response: The Event and Venue Feasibility Study should result in the answer to this question via recommendations to the County.

5. What types of Coliseum improvements are under consideration? Are parking and site improvements of interest to the County on the Coliseum site?

Response: The Events and Venue Feasibility Study should result in recommendations to the county as to the best types of improvements and related amenities necessary to meet the needs and demand of the community and remain competitive within the region.

6. Would the amphitheater location in Ascarate Park possibly displace another facility at that site as an option? Or only in open land?

Response: This depends on the study outcome, and feasibility.

7. Please confirm that the Ascarate Park is not in scope for the project except as a potential site for the new amphitheater?

Response: Ascarate Park is not in the scope for this project only to be considered as a potential site.

8. Do you have a scale in mind for the new amphitheater? Do you see an amphitheater as a 1,500, 3,000 or 10,000 seat venue?

Response: The Event and Venue Feasibility Study should result in recommendations for the county as to the appropriate size and scale of any event facility that maintains regional competitiveness and the needs of the community.

9. What level of detail is desired for the conceptual building options?

Response: Preliminary detail, design, and conceptual building options are required.

10. Regarding the market study's determination of where the optimal location should be for the amphitheater, does the County want a site analysis of proposed alternative sites?

Response: On page 1 of the RFP specifications the following statement can be found:

"The County has recognized this area as a possible site for the County Amphitheater to expand event options in the region. While the study should consider this as a possible site, it is up to the market study to determine where the optimal location should be for the amphitheater."

11. What is the intended purpose of the City's proposed arena vs. the County's proposed amphitheater? Have the City and County collaborated on planning for these two new facilities?

Response: The market analysis phase of this project should address all regional facilities, current, and planned, as part of the development of recommendations. The scope of work indicates that all regional, large scale event facilities, including the proposed arena, should be taken into consideration, in determining if there is a demand, and if so, as to how much and what kind. Collaboration across the County is expected as part of the project from the development of the task force, to public input.

12. We note that the Coliseum is publicly owned and privately operated. Has there been any consideration of governance options after the contract with the non-profit operator expires? Would governance recommendations be of interest for the study?

Response: This RFP should be looked at as a first step in the improvement and redevelopment of the County Coliseum, and our intent to address the needs of the community and region as far as events and venues. Management of the site will be addressed after the results and recommendations from the completion of the Events and Venue Feasibility Study is complete, possibly through another RFP.

13. What is the project budget for this feasibility study?

Response: Budget is competitive and to be determined, pending RFP proposal review.

14. Does the County have a schedule or timeline in mind for the feasibility study? For the Coliseum improvements and amphitheater construction?

Response: The project should be complete within one year to 18 months upon award of the contract. Improvements and Constructions will be a separate project under separate time lines.

15. Is the County required to use Hotel Tax revenues to support the Coliseum? Is there an opportunity to increase it to help cover the amphitheater?

Response: HOT Revenue is contingent upon hotel occupancy and is used to support the coliseum and other tourist related properties owned by the County. HOT revenue will likely be used to support construction of an amphitheater, though possible to derive from general funds pending the will of the Commissioners Court. Any increase at this point would result from an increase in hotel occupancy as the rate is currently set, determined by the State.

16. The RFP references the proposed multi-purpose arena and related litigation is this project still ongoing with the potential to be revived and completed at some point in the future as a competitive venue or replacement for the Coliseum?

Response: The arena project is mentioned as a reminder that it should be considered as part of the overall regional market analysis when considering demand, and feasibility.

17. As we focus on the renovation/redevelopment of the Coliseum, what options are on the table? Is the goal to redevelop the Coliseum within the existing physical footprint, to explore options to add capacity to achieve the level referenced in the HKS report (or the capacity deemed supportable based on the current feasibility analysis), or would a complete demolition and redevelopment of a new venue on the existing Coliseum site be considered?

Response: It is the County's hope that the Events and Venue Feasibility study will result in answers to the above listed questions, in the form of recommendations to the County.

18. The RFP mentions a thorough site tour and inspection of the existing Coliseum, and references potential renovation/redevelopment options, but does not specifically request preliminary conceptual planning/design as part of this RFP. Are these services that would be desired by the County, and if so, should they be included as a separate, optional task within the scope proposal?

Response: Preliminary conceptual planning and design drawings should be included as part of Phase 5 and other Project Requirements.

19. Does the County have a fee budget set aside for the specific services outlined in the RFP? If so, please provide.

Response: Budget is competitive and to be determined, pending RFP proposal review.

20. Given the logistical challenges of the Coronavirus quarantine and lockdowns still in place in many regions, for the original hard copy submittal, would it be acceptable to utilize electronic signatures rather than actual wet signatures on the required forms and documents?

Response: The original hard copy submittal should have a wet signature; however, due to the current COVID-19 stay in place work order an electronic signature is acceptable.

21. Given the current challenges we are facing with COVID in our area, our offices remain closed for personnel. Would it be alright to submit electronically only, or are hard copies required? If it is required, we will still be able to submit but have a preference for online-only.

Response: DUE TO THE CURRENT DISASTER DECLARATION

Sealed bids must be **mailed** to the County Purchasing Department located at 800 East Overland Room 300, El Paso, Texas 79901 before 2:00 p.m., Thursday, July 9, 2020 to be opened at the County Purchasing Department. **No in-person submittals are allowed.** Vendors must mail via USPS or third-party carrier.

22. Will the consultant have access to data on recent Coliseum and Amphitheater attendees? If so, please describe the nature of available data.

Response: As part of the Market Analysis and Financial Feasibility phases of the Events and Venue Feasibility Study, consultant is expected to conduct research on amphitheaters and demand. County staff may assist with collection of data on the County Coliseum and connecting consultant with area stakeholders for access to information.

23. In addition to the Coliseum's historical financials, will the consultant also have access to historical financials for the County Amphitheater?

Response: The County does not currently own an amphitheater. The purpose of the study is to determine if there is a need or demand for an amphitheater or event type facility, and if so, as to how to approach the development of one.

24. Are the potential amphitheater users referenced in Phase II, Item D (P8 of the RFP) principally located in El Paso or might they come from Ciudad Juarez as well?

Response: Potential amphitheater users are likely to be local (El Paso/Ciudad Juarez), and regional.

25. The RFP suggests the County's primary objective for improvements is ultimately to increase hotel room nights. Is that the case? And if so, should the considerations go beyond improvements designed to attract and retain events and into other amenities that catalyze activity (additional development surrounding the arena)?

Response: The County's objective is to increase tourism through out of town travelers likely to increase hotel occupancy and to provide local residents with state of the art amenities that improve quality of life and well-being. The Market Study should provide feedback in the form of recommendations as to the types of improvements and amenities that should be included to not only attract and retain events, but also catalyze activity.

26. We are aware of the outdoor fields sports complex for sports tourism, does the study also include potential demand for indoor sports tourism at the arena?

Response: This study is to determine overall demand for event space, considering the regional market, existing, and future planned event venues.

27. P9 of the RFP suggests that the consultant is expected to host multiple public meetings regarding the amphitheater. Does the County have any expectation or suggestion of how many meetings might be necessary given previous experience with similar projects?

Response: To be determined based on the needs of the project as it unfolds. County Staff will assist with the development of a task force that will meet per the demands of the project.

28. Are these public meetings anticipated to be held in-person or virtually? Our firms have successfully hosted and administered virtual public meetings recently if desired.

Response: Public meetings can be held in person and/or virtually. Once the project has been awarded, and a task force identified, public meeting plans and coordination may take place.

29. Should accommodations be made to host public meetings in both English and Spanish?

Response: Yes.

30. Are subcontractors subject to the same technical requirements as the prime? (i.e. submission of the El Paso County Code of Ethics Training Affidavit, insurance requirements)?

Response: The primary responding vendor (consultant) is the only firm that is required to complete the Ethics training.

31. Ref. p. 7 Paragraph 4. "The County has recognized this area as a possible site for the County Amphitheater to expand event options in the region. While the study should consider this as a possible site, it is up to the market study to determine where the optimal location should be for the amphitheater..." Has the County determined other potential site locations for the Amphitheater and in as much established the number of potential sites that are to be evaluated by the Consultant?

Response: No. It is up to the consultant to suggest alternative sites. However, staff and task force may offer some assistance with identifying of available space for consideration and possible evaluation.

32. Ref. p. 8 Phase I Item B. "County Coliseum - The CONSULTANT must tour the facility, perform a thorough site inspection and familiarize themselves with the surrounding area." Is it expected that the Consultant perform a Facilities Conditions Evaluation of the Coliseum, including building systems, envelope, site improvements, etc.?

Response: Yes, upon award of contract, Consultant should plan to tour the facility, and conduct a thorough Facilities Conditions Evaluation of the Coliseum.

33. Ref. p. 9 Phase II Market Analysis, Item I.; "The consultant must project the economic impact of any recommendations as they pertain to the County Coliseum and/or the proposed County Amphitheater." Can clarification be provided as to whether the impact is being defined as the financial impact on County government or is impact defined as how the economy will be stimulated?

Response: Both impact on County government finances and public economic stimulation should be included.

34. Ref. p. 9 Phase III Financial Feasibility, Item C: County Amphitheater –" The CONSULTANT must provide an estimated amount for start-up capital to construct an amphitheater". Can you please expand on this? Do you expect the consultant to provide a budget for schematic design services?

Response: Consultant should plan to include an estimate of any anticipated expenditures the County can expect related to future Coliseum redevelopment and new construction. This estimate and menu of expenditures will serve as a guiding document in the budgeting and planning of the construction, engineering, amenities, etc.

35. Ref. p. 11 Evaluation Criteria: "Selected offeror(s) may be required to make on-site oral and visual presentations or demonstrations at the request of the County. The County will schedule the time and location for any presentations. Costs and equipment for such presentations are the responsibility of the offeror." Can a presentation be provided online if an onsite visit is not possible due to the current pandemic?

Response: Yes. COVID-19 precautions and guidelines are of utmost importance and flexibility with regards to public meetings and the safety of all parties involved should be taken in account.

36. What is the expectation regarding translation services for surveys, community meetings, interviews, etc. Does the County have a translator on staff or a preferred vendor for this service?

Response: The County can assist with translation services during public meetings. Translations for documents such as invitations to public meetings will be the responsibility of the vendor.

37. Have any programming plans, use cases, design concepts, or operational plans for the amphitheater project been developed already?

Response: No.

38. Approximately when does the county hope to put the prospective new venues into active service?

Response: To be determined. This study should be viewed as a first step in the overall planning and budgeting for future restoration and new construction of County events venues.

39. Are there any drawings or specifications of the current Coliseum that we could access in advance of submitting the bid?

Response: Drawings and plans can be made available upon award of the contract for completion of the project.

40. The RFP mentions ongoing improvements/development and a masterplan for the park. Has this master plan been completed and was the amphitheater identified as one of the assets to be developed? Is it possible to get access to that master plan document in advance of submitting the bid?

Response: The County Parks Masterplan is currently underway, however not complete yet. At this point it is in the early stages of information gathering from community focus groups. Although there is not currently a complete document to share, the task force and County staff will assist with collaboration and cross pollination of both projects in avoiding any contradictory plans.

41. Does this project need to include a physical evaluation (safety, engineering, etc.) of the current Coliseum building, or should the project focus entirely on aspects of a renovation that would expand/change potential services to the community for that facility?

Response: While safety and engineering should be included in part of overall projection estimations, the study should focus on event venue demand. In depth safety and engineering will be addressed during a future phase of this overall project to improve and expand County-owned event venues.

42. Is there a particular body (committee, board, etc.) that the consulting team will be interfacing with throughout the process?

Response: Yes. County Staff will assist the consultant with the development of a project taskforce.