



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

March 18, 2021

ADDENDUM #2

RFP No.: 0421

Receipt Date: March 31, 2021

TO PROVIDE MANAGEMENT SERVICES FOR THE JEFFERSON PERFORMING ARTS CENTER (JPAC)

REVISIONS, CHANGES AND ADDITIONS:

Sections **1.3 Goals and Objectives**, **1.4 Proposer Minimum Requirements**, and **2.7.2 Qualifications and Experience** have been updated;

Remove:

1.3 Goals and Objectives

Firm must be experienced at providing systems similar in nature and complexity to the project outlined in this request for proposal.

Proposers submitting responses to this RFP must have at least ten (10) years of experience in managing facilities similar in size and scope to the Jefferson Performing Arts Center.

Proposers must provide a minimum of five (5) references, with current contact information, for projects of similar scope and size completed within the last two years.

And Replace With:

1.3 Goals and Objectives

Firm must be experienced at providing systems similar in nature and complexity to the project outlined in this request for proposal.

Proposers submitting responses to this RFP must have at least ten (10) years of experience in managing performing arts facilities.

Proposers must provide a minimum of five (5) references, with current contact information, for projects of similar scope and size completed within the last ten years.

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Remove:

1.4 Proposer Minimum Requirements

To be considered under this RFP, Firm must be experienced at providing management services similar in nature and complexity to the project outlined in this Request for Proposal and meet the following criteria by providing written documentation validating the following:

- a) Minimum five (5) years' experience in the business of successful management of stand-alone performing arts venues of comparable or greater size and functionality in markets at least equivalent to the population of Jefferson Parish.
- b) Minimum ten (10) years' experience as the sole and exclusive provider of facility management services in successful management and operations of stand-alone performing arts venues of comparable or greater size and functionality in markets at least equivalent to the population of Jefferson Parish.
- c) Current management services of five (5) stand-alone performing arts venues of comparable or greater size and functionality in markets at least equivalent to the population of Jefferson Parish.
- d) Proposer must be properly licensed to perform all services identified within this RFP.
- e) Proposers must provide a minimum of five (5) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past two years). Contact person(s), addresses and telephone numbers for each reference shall be included.

And Replace With:

1.4 Proposer Minimum Requirements

To be considered under this RFP, Firm and/or member(s) of Firm's senior staff must be experienced at providing management services similar in nature and complexity to the project outlined in this Request for Proposal and meet the following criteria by providing written documentation validating the following:

- a) Minimum five (5) years' experience in the business of successful management of stand-alone performing arts venues.
- b) Minimum ten (10) years' experience as the sole and exclusive provider of facility management services in successful management and operations of stand-alone performing arts venues.
- c) Current management services of stand-alone performing arts venues.

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- d) Proposer must be properly licensed to perform all services identified within this RFP.
- e) Proposers must provide a minimum of five (5) references (governmental and/or private), for whom equal or larger scope of services are either currently being provided or have been provided in recent past (department to define recent past but not to exceed past ten (10) years). Contact person(s), addresses and telephone numbers for each reference shall be included.

Remove:

2.7.2 Qualifications and Experience

To be considered under this RFP, the respondent must meet the minimum requirements by providing written documentation validating the following:

Proposers must submit documentation that demonstrates the proposing firm has at least ten (10) years' experience as the sole and exclusive provider of facility management services in successful management and operations of stand-alone performing arts venues of comparable or greater size and functionality in markets at least equivalent to the population of Jefferson Parish.

References of at least five (5) comparable facilities for which the respondent and/or its proposed management team currently provide management services or have provided such services within the last three (3) years. Additionally, provide detailed information on the type of facility, annual attendance and scope of services provided. Include name, title, address, telephone, facsimile number and e-mail address of the client contact or contract administrator.

And Replace With:

2.7.2 Qualifications and Experience

To be considered under this RFP, the respondent must meet the minimum requirements by providing written documentation validating the following:

- A. Proposers must submit documentation that demonstrates the proposing firm and/or members of its senior staff has at least ten (10) years' experience as the sole and exclusive provider of facility management services in successful management and operations of stand-alone performing arts venues.
- D. References of at least five (5) comparable facilities for which the respondent and/or its proposed management team currently provide management services or have provided such services within the last ten (10) years. Additionally, provide detailed information on the type of facility, annual attendance and scope of services provided. Include name, title, address, telephone, facsimile number and e-mail address of the client contact or contract administrator.

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PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department

RFP SUBMISSION:

Proposer must acknowledge all addenda on the signature page. Proposer acknowledges receipt of this addendum on the signature page by entering the number that has been assigned to this addendum.

This addendum is a part of the contract documents and modifies the original RFP documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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