

### **Additional Information:**

1. It is the Town's expectation that the fees from all Community Center paying events, e.g., Sunday Church, resident and nonresident events, etc., would go to the business partner as part of their normal revenue stream from managing the facility.
2. As part of the contract negotiations, the Town will request the business partner to provide their input on improvements to the Community Center that would be required to effectively manage the facility.

### **2-11-2021 Q&A**

Q1: What are the hours of the church for Sunday? How many people typically show up each week?

A: The Church uses and occupies the facility from 6 am to 10 am. During season the attendance is 70 - 80. During the summer attendance is 30-50.

Q2: Does the church bring in outside food and beverage for their service?

A; Yes, church staff brings in donuts and coffee. Coffee is made on site.

Q3: How much of a notice do we have to have a church if we need a Sunday?

A: The Town would propose you provide the church with no less than a full two weeks' notice. However, it would probably be advisable to clear the date with the church prior to booking your Sunday event. The Town would expect these Sunday events that conflict with church use of the community center to occur on a limited basis.

Q4: Does the church have the dates they are not using for 2021 and 2022?

A: Typically, the church uses and occupies the community center every Sunday. Due to covid-19 restrictions church services are not taking place; however, the church continues to hold its reservation for every Sunday.

Q5: How many stickers does the business partner get to park there during the week to meet potential clients?

A: We believe there will be more than ample parking during the week for the business partner to conduct their operation. The specific logistics will need to be discussed and agreed upon, but we do not foresee any problem with providing sufficient parking for the business partner during the week or the weekend to conduct their normal business activities.

Q6: Is there a curfew on parking at the beach especially if we are setting up for the next day?

A: There is no curfew for the business partner to use the beach parking lot, however the existing noise ordinance would need to be followed. The beach itself is closed from dusk to dawn.

Q7: What is the earliest that the parking lot is available for parking for a day function?

A: There is no curfew for the business partner to use the beach parking lot, however the

existing noise ordinance would need to be followed. In addition, event guests could begin parking at any time. Note as stated above, the beach opens at dawn.

Q8: Are there cameras in the parking lot?

A: There are no cameras in the parking lot.

Q9: Is it necessary to get a deposit if there is only one business partner running the building?

A: The business partner can handle the financial arrangement of events as they see fit. The only limitation is to maintain the existing resident rental fee schedule. The Town will expect a contract security deposit for each operating year.

Q10: Is there a place we can add a trailer to leave so we can put our equipment in being that storage is limited?

A: There is currently no space available for a trailer or any other type of storage facility. Space is very limited in the Town.

Q11: Do we have anything on the books as of today for the next two years?

A: There currently are no non-civic group events on the calendar. The civic group use which is similar to the black-out analysis completed in the RFP. There is a new community group activity, Yoga classes, which are held three mornings (Monday/Thursday/Saturday) at either 8:30AM or 9:00 AM. They are held on the grass outside the lower level. If a scheduled Yoga class conflicts with a business partner event then the Town expects that the Yoga class can be easily rescheduled. The Yoga classes are not directly associated with a formal civic group and typically only 10 – 15 persons attend.

Q12: Is the city responsible for gas, electricity, water, sewage and any other utilities?

A: The 2019 calendar year spend for telephone, electricity, and water was approximately \$20,000. The majority of this was to maintain the building and support civic group usage. We will need to determine the best formula for the Town and the Business Partner to allocated utility costs appropriately between the two parties. Our intent is to have the Town responsible for utility usage that supports civic group use of the Community Center.

Q13: How many tables and chairs currently are in the building for the use of the business partner?

A: Currently stored in the building are 160 chairs 14 – 6ft round tables 15 – 6ft rectangular tables and 5 card tables all of which would be available to the business partner.

Q14: Can a resident bring in a non-licensed caterer to serve food in the building?

A: Residents who employ a caterer must use a licensed and insured caterer to serve food in the building. However, residents may also bring their own food into the Community Center. The final contract can indemnify the business partner when residents bring in their own food.

Q15: Are the residents allowed to bring their own alcohol in the building?

A: When a resident rents the Community Center and provides appropriate event insurance,

they are allowed to bring their own alcohol into the building. Such alcohol is only for their use and cannot be sold.

Q16: And if they are allowed to bring in Alcohol who's responsible for making sure they have insurance?

A: Currently, the Town requires them to obtain and provide evidence of appropriate event insurance that includes liability coverage.

Q17: Who will have access to the building besides the business partner?

A: The Town will provide access via physical key to the business partner. In addition, physical keys will be maintained by Town Hall, the Fire Department, and the Palm Beach Sheriff's Office.

Q18: Is the resident responsible for the insurance if they're bringing their own outside food and beverage?

A: The Town requires residents to obtain and provide evidence of event insurance that includes liability coverage.

Q19: I understand that all vendors must have proper insurance. Is that Standard for the residence also?

A: Yes, the Town requires an individual renting the Community Center to obtain event insurance including liability coverage.

Q20: The policy of most business partners is deposits are nonrefundable?

A: The Town's current procedure is to refund resident deposits if the event is cancelled more than 30 days in advance, otherwise the deposit is nonrefundable. We understand the financial impact a cancelled event could have on the business partner and therefore are willing to discuss this issue as part of the contract negotiations.

Q21: In the proposal that you sent you're giving the client 90 days the right to cancel and give back a full deposit, that cannot work being that were blocking dates a year in advance and it's very difficult to sell a wedding with a 90 day notice or less to cancel the date. Are you OK with that?

A: The existing Town contracts were included in the RFP as examples of what to expect with the caveat that changes would be required when the Community Center is managed by the business partner. The Town is agreeable to revised language to address the point you have raised.

Q22: Are the residents allowed to bring outside licensed catering?

A: Yes, residents are allowed to use outside licensed caterers other than the business partner.

Q23: Will the business partner get a chance to match the offer if it's fair and reasonable?

A: The selection of the caterer by a resident is at the sole discretion and decision of the resident.

Q24: Can we put a kitchen lock on?

A: Since there will be very limited access to the building, we currently do not see the need for a kitchen lock.

Q25: Will the city plan on putting in a dishwasher?

A: Yes, the Town will provide all necessary, standard, and customary kitchen appliances. The installation of a commercial grade dishwasher is possible and will be discussed as part of the contract negotiations. The Town would prefer not to install such an appliance but if it is an important consideration to the business partner then the Town will consider this request.

Q26: What are the normal routine operating expenses?

A: Normal routine operating expenses include the business partner's portion of utilities, pest control, janitorial supplies, and other similar types of expenses.

Q27: Who is responsible for the elevator, the air conditioner and the roof?

A: The Town is responsible for all of the above mentioned items.

Q28: Will the business partner have access to the refrigerator and freezer during the whole week?

A: The business partner will have access to the facility on a 24 hour and 7 day basis. The smaller of the two refrigerators is a civic group appliance. We expect the business partner will only employ the larger double door refrigerator. If this presents a material concern then we are willing to discuss it during the contract negotiations.

Q29: During the first year who is responsible for fixing the equipment?

A: The Town is responsible for fixing all equipment subject to normal wear and tear.

Q30: Can we remove the tables from downstairs for an event and then move them back afterwards?

A: Conceptually the outdoor patio tables and attached benches can be removed for an event and then replaced afterwards. However, the issue is where can they be moved to and stored. Since space is limited, they would need to be moved to the outer edge of the downstairs area. Some version of that approach should be agreeable to the Town.

Q31: Is the city responsible for the downstairs upkeep of the bathrooms, as well as their cleanliness due to the public being able to use that area?

A: Yes, the Town is responsible for the maintenance of the downstairs bathrooms. Bathrooms are cleaned each morning.

Q32: Is there Wi-Fi in the building?

A: Not currently, but the Town will consider providing Wi-Fi as part of the contract with the business partner if this is a critical requirement on the part of the business partner.

Q33: During the first year of the contract who is responsible for power washing the grounds or any touch up paint on the outside?

A: The Town is responsible for all exterior maintenance of the facility and the grounds.

## **2-23-2021 Q&A**

Q34: What were the 2019 & 2020 costs the town paid for insurance, utilities, cleaning & routine maintenance?

A: The Town paid on average \$45,000 to \$50,000 in 2018 thru 2020 for cleaning, telephone, electric, water, maintenance (building, equipment, and grounds), janitorial supplies, and other miscellaneous categories. We would expect the majority of these expenses to remain the Town's responsibility on an ongoing basis.

Q35: Have any resident events been reserved for 2021, 2022 or 2023?

A: See Q&A #11 above.

Q36: When residents currently book the Center, do they do all the setup, break down themselves or do they use Town resources?

A: See Q&A #37 below.

Q37: What do you include in the \$400 facility rental fee for residents? i.e. chairs, tables & set up? Any other staffing or services?

A: Included in the \$400 resident facility rental fee is the facility, existing chair and tables, the kitchen and bathrooms. Included in the rental fee is the setup and tear down of the tables and chairs by the business partner. The resident also is responsible to pay \$185 for the post event cleanup. The resident is required to provide a schematic of the table and chair setup to ensure compliance with fire codes.

Q38: Do POA, Seaside or Rotary Club use any town personnel/staff when using the Center? Do they do everything themselves or do they use any Town staff for setup & breakdown?

A: It is the Town's intent that during normal Town Department of Public Works (DPW) business hours, 8:00 AM – 3:30PM, the DPW is responsible for the setup, breakdown, and cleaning of civic group events. Generally, DPW cleans up after the civic groups which sometimes is the next day. Any cleaning by the outside company has been paid for by the Town. We will need to come up with an agreed upon process on how to handle the civic groups after hours.

Q39: What was the Center's gross event revenue in 2019? What was the profit?

A: For FY2017-FY2019 the average revenue was \$25,437, the average operating costs were \$42,684, and the average capital improvements were \$25,536. As noted above and in the RFP, under the new management company scenario, the management company would receive all of the revenue, the Town and the business partner would share in the operating costs on an agreed upon basis, and the Town would be responsible for capital improvements.

Q40: Do you currently have any restrictions on residents or civic groups bringing in their own food?

A: There are numerous Q&A above that address this question and related questions as well.

Q41: Does the Town carry hurricane insurance and what is covered? What (if any) responsibility would the Business Partner have in case of a natural disaster/hurricane/pandemic?

A: The Town is insured for the Community Center building and Town owned personal property. The Business Partner would need to have insurance coverage for their personal/business property in addition to liability and workers' compensation as described in the RFP. The Business Partner may also want to carry business interruption insurance as the Town would not cover this exposure.

Q42: What does the Town carry for liability insurance for any private workers that are on the property? And for guests?

A: We are still researching the answer to this question and will do our best to address it back to you on a timely basis if possible. We do know that the Business Partner will need to maintain general liability, workers' compensation, and coverage for their personal property. They will need to name the Town as an additional insured.

Q43: Have any wedding ceremonies been performed on the beach in 2020 or 2019? Is it possible to have a simple live performance or mics for the ceremony?

A: Wedding ceremonies can be performed on the beach provided they follow the beach rules and regulations. Any sound system on the beach would need to be cordless and follow the beach noise ordinance requirements. But yes we would expect the business partner to market the Community Center as a beach wedding destination venue.