



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

April 22 , 2024

Please find the following addendum to the below mentioned RFP.

Addendum No.: 1

RFP No: 24-7-3

Project Name: Opportunity to Operate Children's Educational Center

RFP Due Date: Wednesday, May 1, 2024

QUESTIONS AND ANSWERS:

Question No. 1 Is the maintenance agreement with the Parish inclusive of maintaining the inside of the building? We are asking because some of the fixtures on the inside of the building are high cost to repair or replace. Having to incur interior costs could put an undue burden on the organization.

Answer No. 1 Please reference **PART II: Scope of Work/Services, General Terms and Condition-Repairs and Maintenance**. The Parish will allow the Tenant, at the Tenant's expense the right with the Parish's consent to redecorate, make improvements, and replace/trade of fixtures provided the same are made in a workmanlike manner and utilize good quality materials, provided that no damage to the premises is caused.



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Question No. 2 What is the cost to lease the space and what is included in that agreement? Are all utilities and government fees(taxes) included? We want to fully understand our obligations before any commitment is made

Answer No. 2 Tenant shall pay a monthly rental of \$3,000.00, for year one with an annual CPI increase for years two-five. Utilities are not included, Please reference Part II: Scope of Work/Services, General Terms, and Conditions-Utilities and Services.

Question No. 3 What are any expectations from the parish regarding hours of operation, charges for membership management of the pavilion, picnic tables and "party deck"? Understanding these details will help us understand what revenue we can generate to sustain the facility and how much would need to be grant funded. Also If the parish would be willing to take a percentage of memberships for a lower rental fees that may be a more viable option and establish a quality partnership as opposed to a tenant/landlord relationship.

Answer No. 3 Proposers shall include in their operational plan the scope of all of the desired specifications with innovative approaches for the programs/activity's operations. The surrounding property (pavilions, covered area with picnic tables, and party deck) is not part of the lease premises and the use thereof shall remain part of the common area of the Trace Kids Town. Tenant shall not sublease all or any part of these areas.

Question No. 4 What are the security protocols for the area? Being close to the trace and overpass we want to ensure a safe environment for the children who are in the area.



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Answer No. 4 Tenant shall be responsible, at its expense for any security protocols they deem necessary or appropriate for the leased building.

Question No. 5 What improvement could be made to the space? The current space and parking makes it barely wheelchair accessible, would the parish be willing to work with us to ensure the parking behind the building and walkway to that parking area are easier for special needs visitor

Answer No. 5 The Parish will allow the Tenant, at the Tenant's expense the right with the Parish's consent regarding the interior to redecorate, make improvements, and replace/trade of fixtures provided the same are made in a workmanlike manner and utilize good quality materials, provided that no damage to the premises is caused.

During the term of the lease, the Parish is not making any changes to the parking area, driveway, and footways for the use thereof.

Question No. 6 Would we be allowed to sublease? If for example another nonprofit wanted to specifically schedule space at the facility on a regular recurring basis would we be allowed to do that? We have other NPOS asking what we can do to share the space and we see this as a good option.

Answer No. 6 Please reference **PART II: Scope of Work/Services, General Terms, and Condition-Subleasing**.

Question No. 7 Will the interior of the space be cleared out and if so, to what extent?

a. Will any FFE be left behind?



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Answer No. 7 The Parish will prepare the readiness of the facility (including any schedule of work to be completed prior to tenant occupancy and other applicable deadlines to ensure space availability). Any information regarding FFE is not available at this time.

Question No. 8 Can we convert one room to classroom space?

Answer No. 8 Proposers shall include in their operational plan the scope of all of the desired specifications with innovative approaches for the programs/activity's operations.

Question No. 9 Can we schedule an official site visit?

Answer No. 9 To schedule an on-site visit, please contact Parish facility representative Angelica Rome, at amrome@stpgov.org, or 985-898-2792.

Question No. 10 There is no provision for rent being charged, so are we to assume that we can provide a proposal for operations, programming, repairs, and maintenance in lieu of rent?

Answer No. 10 Tenant shall pay a monthly rental of \$3,000.00, for year one with an annual CPI increase for years two-five.

Question No. 11 Are we allowed to have an outdoor community vegetable garden?

Answer No. 11 Proposers shall include in their operational plan the scope of all of the desired specifications with innovative approaches for the programs/activity's operations. Detailed specifications for an outdoor community vegetable garden are not required, but such information can help the Parish evaluate accommodation in the proximity of building /area.



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Question No. 12 Is there room for expansion of the existing buildings?

Answer No. 12 Any additional building/area expansion to the existing building would not be considered/accommodated at this time.

Question No. 13 Can we make improvements to the vacant space outdoors that aligns with programming we provide?

Answer No. 13 Proposers shall include in their operational plan the scope of all of the desired specifications with innovative approaches for the programs/activity's operations. Detailed specifications for improvements to the exterior area are not required, but such information can help the Parish evaluate accommodation in the proximity of the building's outdoor space.

The Parish reserves the right to reject any or all of the items in a proposal and reserves the right to negotiate with any proposer after all proposals are received.

End of Addendum # 1