

July 14, 2025

Addendum No. 1

RFP Number: 25-T037

**Title: Operator for the Texas & Pacific (T&P) Ballroom and Former Tavern Space**

This Addendum is issued to provide answers to the submitted questions. Answers are highlighted in RED.

1. If our company doesn't have three years of audited financials, is that an automatic disqualification? –No. Please provide unaudited financial statements for the past three years, if possible.
2. Could proposer's financials be released, if a public disclosure request is made? Yes, it is advisable to mark the financial information as confidential. The Attorney General in Texas will decide whether any information can be released. Proposers will have the opportunity to contest the release of financial information.
3. Can a company, pre-pay, 12 months of the agreed-upon Lease Rate and CAM, and not provide audited financials? If financials are not available, please provide unaudited financials.
4. Questions regarding the operation of the Ballroom Space: Would Trinity Metro guarantee 100 parking spaces be available after 5 pm daily, and from 7 am - 5 pm on days when the ballroom is booked?

Trinity Metro will consider the request for parking. It should be possible to provide 100 parking spaces after 5 PM. However, if the Ballroom is booked Monday through Friday from 7 AM to 5 PM, it is unlikely that 100 additional parking spaces will be available during that time at the Vickery Street parking lot. Weekends should not pose any issues.

Trinity Metro is committed to working with the proposer to maximize available parking. Additional parking may be available on the Lancaster side of the building, but negotiating with the parking provider in front of the building would be necessary. Additionally, Trinity Metro has a parking lot at the T&P station operated by Ace Parking, which may offer more parking options during the day and on weekends.

5. Are there any existing vendor relationships or service contracts (e.g., security, janitorial, AV) that must be maintained or used in the Ballroom? In addition to security, we have contracted Fort Worth Window Washers to clean the windows.

6. What is the minimum number of event bookings expected annually by Trinity Metro to consider the Ballroom space successful?

Last year, we hosted 15 events, while the previous year, we hosted 16 events. However, we ceased advertising on our website, did not attend bridal shows, and for nearly a year, we completely stopped booking any events. In earlier years, we typically hosted 10 to 15 events each month.

Trinity Metro's definition of success for the relationship is not solely based on the number of bookings. We intend to support the proposer as much as possible, so there is mutual benefit to each party.

7. Please provide a list of existing bookings for the Ballroom in 2025/2026 that must be honored. The following events are booked: 7/19/25, 9/4/25, 10/30/25, 11/20/25, 12/19/25, 3/21/26, 3/28/26, 4/25/26, 5/9/26, 9/19/26, 11/7/26, 11/21/26.
8. Will Trinity Metro assist with marketing the space initially, or is the selected operator solely responsible for building momentum? Yes, we intend to fully support marketing efforts for the space, including support from our marketing team.
9. How will ongoing communication with the Condo Association be managed? Will Trinity Metro provide a liaison? Yes – Trinity Metro will support this effort.
10. What are the approved operating hours for events in the Ballroom? Can you provide us with definitive hours of operations for events, load in & out and music levels? There is language in the condo's association rules about "Quiet Enjoyment". We don't want to book the ballroom for a wedding reception and be told after the fact, there amplified music or a DJ is not allowed.

Currently, DJs are used at the Ballroom for weddings and other events. Music is played at the events at nights and on weekends. Currently, load in is at 9 am, Sunday – Thursday, music must end at 10 pm, guests out by 10:30 pm, and load out should be finished by 11:30 pm. Friday & Saturday, music must end at 11 pm, guests out by 11:30, load out should be finished by 12:30 am.

11. Can you confirm the ballroom will be left as an unlicensed space in regard to the TABC permits? Trinity Metro does not possess or maintain any form of TABC permit. Trinity Metro will address this question with the selected proposer.
12. If our company doesn't require any Tenant Improvement and makes our own Capital Improvements to the Ballrooms, can we be reimbursed for the undepreciated balance if the lease is terminated in less than 10 years? Trinity Metro will discuss the lease duration and handling of capital improvement expenses with the selected proposer.
13. For the ballroom, are event utilities (power, water, trash) covered in the lease or billed separately? Currently, event utilities are not billed to the user of the Ballroom. The license fee for the event covers Trinity Metro's cost of operation. Currently, Security for events is provided by the tenant user of the Ballroom.
14. Are there any M/WBE Requirements for operating or capital improvements to the ballroom? There are no M/WME requirements for this project.

15. Where are the current chairs and tables stored? There is a storage area located behind the tavern space.
16. Who is responsible for the following areas?
- Roof/Ceiling – The Condo Association maintains the roof of the building, which is the responsibility of the Condo Association. Maintenance for the interior ceiling would be the responsibility of Trinity Metro.
- HVAC – Trinity Metro has the responsibility for any maintenance or replacement of the HVAC units in the former T&P Tavern Space and the Ballroom.
- Plumbing – Trinity Metro is responsible for the plumbing within the former T&P Tavern Space and the Ballroom.
17. Does the basement have HVAC? Yes – the HVAC is located in the basement and it serves the basement of the former T&P Tavern and other common areas of the building. This unit is owned and is the responsibility of the Condo Association.
18. Where is the grease trap located? – The former T&P Tavern has a 1,000-gallon subgrade grease trap that was installed in 2008, and it is located at the northeast corner of the building.
19. Who currently holds the Certificate of Occupancy (CO) for the event space? Will you want us to transfer the CO? – The Certificate of Occupancy (CO) was held by the former T&P Tavern; we do not believe the CO could be transferred. The CO number was T0811806, and it was dated 02/17/2009. The (CO) for the Ballroom was held by the Fort Worth Transportation Authority. The CO number was B9736502100; it was dated 11/30/1999. We will discuss the transfer with the winning proposer.

ALL TERMS OF THE REQUEST FOR PROPOSAL REMAIN THE SAME UNLESS CHANGED THROUGH A WRITTEN AMENDMENT TO THE REQUEST FOR PROPOSAL. NO ORAL CHANGES ARE BINDING. CHANGE REQUESTS MUST BE IN THE FORM OF A WRITTEN REQUEST TO BE ANSWERED IN A WRITTEN ADDENDUM.

RESPONDENTS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN FORM 1 IN THEIR PROPOSAL. FAILURE TO DO SO MAY INVALIDATE THE PROPOSAL

End of Addendum # 1