



City of San Antonio

ADDENDUM III

SUBJECT: Request for Qualifications (RFQ) for Catering and Concessions for the Convention Center (RFQ 014-007, RFX # 6100003884), Scheduled to Open: August 29, 2014; Date of Issue: May 21, 2014

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: July 17, 2014

THIS NOTICE SHALL SERVE AS ADDENDUM NO. III TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

A. THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:

1. **Add:** RFQ Exhibit 15 Second Pre-Submittal Conference Sign-In Sheet, dated July 8, 2014 – posted as a separate document.
2. **Clarification:** Joint venture agreements can be submitted for review two weeks prior to the deadline for questions on August 15, 2014.
3. **Clarification:** Regarding RFQ Section 003 Background, paragraph 3, per this Addendum and Addendum 2, revised expansion area includes approx. 748,000 ft² of new construction and 40,000 ft² of renovated space.
4. **Clarification:** Regarding Addendum 2, Question # 28, there is currently a service tunnel that services the west side of the Convention Center, but it is slated to be demolished with the Convention Center expansion.
5. **Clarification:** Regarding Addendum 2, Question # 30, the kitchen currently on the west side of the Convention Center is slated to be demolished with the Convention Center expansion.
6. **Clarification:** Regarding Addendum 2, Question # 42, the existing footprint of the Convention Center will be extended 423' to the farthest point from the current Exhibit Hall D exterior wall after the Convention Center expansion.
7. **Clarification:** Regarding Addendum 2, Question # 59, the capacity of the Lonesome Dove room is approx. 250-300 people banquet-style and 500 people for a reception.

8. **Clarification:** Regarding Addendum 2, Question # 66, the standard operating hours of the main lobby area are 8:00 am to 5:00 pm, 7 days a week, based on event demands. Flexible hours are allowed with approval of the Convention Center general manager.
9. **Clarification:** Regarding Addendum 2, Question # 73, the tasting room is assigned to the caterer and can only be used in conjunction with tastings and other activities associated with the caterer and this contract unless otherwise approved by the Convention Center general manager.

B. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, SECOND PRE-SUBMITTAL CONFERENCE AND SITE VISIT:

Question 1: Regarding SBEDA subcontractor utilization, can a subcontractor be a part of more than one team to increase chances of being involved in the contract (i.e. joint venture with multiple companies for the RFQ)?

Response: Yes

Question 2: After entering into agreement as a subcontractor, is the prime contractor obligated to use the subcontractors/suppliers identified on RFQ Attachment E SBEDA Form (Subcontractor/Supplier Utilization Plan)?

Response: Yes. The Subcontractor/Supplier Utilization Plan becomes a binding part of the agreement between the City and the selected respondent.

Question 3: What are the evaluation criteria that will be used to award SBEDA points?

Response: See RFQ pgs. 11-12 for criteria associated with SBEDA points.

Question 4: Can the joint venture partnership documents be emailed or must hard copies be delivered? Who do we submit the joint venture partnership document to?

Response: Potential respondents wishing to submit joint venture agreements for advance review may do so via hard copies or email. Hard copies may be sent to: Alejandra Lopez, Assistant Director, Economic Development Department, City of San Antonio, P.O. Box 839966, San Antonio, TX 78205. Electronic versions may be emailed to alejandra.lopez@sanantonio.gov. Executed copies of joint venture agreements must also be included in proposals submitted to the City.

Question 5: With respect to the net revenue value of the contract – we seek further clarification. By way of example, if the gross revenue is \$18M and the City receives \$5,400,000 in blended commissions bringing the net revenue to roughly \$12,600,000 at 50%, a joint venture partner (or partners) must deliver \$6,300,000 in their products/goods/services to be eligible to receive all 20 evaluation preference points. Is this correct? If it is not, would you kindly provide an example that clarifies their participation?

Response: Evaluation preference points will be awarded based on the terms of the joint venture agreement.

Question 6: Using this same model as above, what is the dollar amount that must be dedicated to achieving the 20% SBE participation? And, is that participation based on the \$12,600,000?

Response: See response to Addendum 1, Question 10.

Question 7: On page 12 of the RFQ is the comment that no evaluation points will be awarded for M/WBE participation as subcontractors. Please clarify.

Response: RFQ Section 012 Evaluation of Criteria states no Evaluation Preference Points will be awarded for: (1) Joint Ventures wherein the M/WBE Joint Venture partner is performing less than 10% of the overall contract value; or (2) for M/WBE participation as Subcontractors. As such, in order to count toward the M/WBE Joint Venture Program preference points, MWBE participation must be within the prime respondent joint venture structure and not at the subcontractor level.

Question 8: To comply with good faith efforts the SBEDA program suggests advertising to local trade organizations. Would you please identify which ones in San Antonio are typically engaged in this process? Similarly, would you please identify which regional/local newspapers offer wide, general circulation in the San Antonio Metropolitan Statistical Area (SAMSA)?

Response: Potential respondents are encouraged to advertise through area chambers of commerce, in particular, with those that focus on small, minority, and women business development. Some of the common regional/local newspapers include the San Antonio Express-News, La Prensa, The Hart Beat, and The Daily Commercial Recorder.

Question 9: May the prime contractor provide the initial capital investment for all participants in its joint venture partnership?

Response: Response is subject to respondent's Joint Venture Agreement.

Question 10: Are governmental and community relations management considered by SBEDA to be a commercially useful function?

Response: No

Question 11: On RFQ, pg. 16, it states "The appropriate form and content of Respondent's good faith documentation shall be in accordance with the SBEDA Ordinance as interpreted in the SBEDA policy and procedure manual." Please identify what this ordinance is.

Response: City of San Antonio Small Business Economic Development Advocacy (SBEDA) Ordinance <http://www.sanantonio.gov/SBO/SmallBusinessDevelopmentAdvocacyProgram.aspx>. Click on "Revised SBEDA Ordinance (Effective January 1, 2011)".

Question 12: On RFQ, pg. 17, please clarify the definition of MBE with particular respect to the comment regarding "except a joint venture" with respect to the following. If a joint venture member of the bidding team has an existing joint venture relationship that would offer commercially useful products/goods/services for services at the Center – may the joint venture partner include his/her existing joint venture entity as part of the joint venture team?

Response: Joint ventures are not eligible for MBE certification. Joint ventures participating within other joint ventures responding to this RFQ would not qualify for the M/WBE Joint Venture Program evaluation preference points.

Question 13: On RFQ, pg. 19, please confirm that the prime and joint venture partners may amend the percent allocations of commercially useful functions among the joint venture partners once a reasonable

time has elapsed from the start of services (for example after 24 months) knowing that no one partner receives less than 10% of the distributed work.

Response: Respondent will be held to the provisions and performance levels denoted in the submitted Joint Venture Agreement.

Question 14: Addendum 2, Question 10, notes that the Small Business Office will review each joint venture partnership to determine the percentages of the ownership. What does this mean?

Response: M/WBE Joint Venture Program evaluation preference points will be awarded based on review of executed joint venture agreements submitted with proposals.

Question 15: Can a subsidiary of a firm within the joint venture serve as a subcontractor?

Response: No

Question 16: May a member of the joint venture partnership also have a salaried management position on the hospitality team? And, if so, does this person's salary count towards their dollar commitment in the joint venture partnership? For example, if a WBE in the joint venture partnership has a \$1,000,000 guarantee as their portion of the partnership, and they also have an employment position on the hospitality management staff and earn a \$75,000 salary, does the \$75,000 salary contribute to the \$1,000,000 guarantee?

Response: Response is subject to respondent's Joint Venture Agreement.

Question 17: Will many other respondents be submitting as a joint venture?

Response: The method, structure and nature of solicitation response are at the sole discretion of the respondent.

Question 18: Between the Second Pre-Submittal Conference and the deadline for questions on August 15, how quickly will the responses be posted to the website for questions that are submitted by email? Will the responses be posted on a rolling basis?

Response: The City is aware that respondents require responses to questions in a timely manner and will be issuing responses as quickly as possible.

Question 19: If the contract commences October 1, 2015, when will the contract be awarded?

Response: City Council consideration is expected in November 2014.

Question 20: Why is there such a long period between contract award and commencement?

Response: With the anticipated opening of the Convention Center expansion in Spring 2016 and the challenges associated with opening new facility space, the City has provided for lead time to help ensure a smooth extension of food service into the expansion area.

Question 21: Are service fees commissionable?

Response: No

Question 22: With regard to the financial information requested (i.e. audited financial statements, etc.), are there evaluation points associated with this information?

Response: No, not specifically, but the financial information is reviewed and considered by the evaluation committee in the overall Experience, Background, Qualifications portion of the evaluation criteria.

Question 23: What are the criteria for awarding points for Experience, Background, Qualifications and Proposed Plan? Is it arbitrary?

Response: Points will be awarded by evaluation committee members based on responses to RFQ Attachment A, Part Two, Experience, Background, Qualifications and RFQ Attachment A, Part Three, Proposed Plan.

Question 24: Will the evaluation score sheets be made available to the presenters to see and evaluate their respective scores?

Response: Upon completion of the evaluation process, respondents will receive a notification letter indicating the recommended respondent, the anticipated City Council agenda date, and a review of the RFQ process. In addition, a score summary that reveals the breakdown of all respondents' scores will be included when posted for City Council consideration. Finally, respondents may obtain the individual evaluation score sheets through an Open Records Request after the contract has been awarded by City Council.

Question 25: Does the respondent with the highest cumulative evaluation points receive the contract award recommendation?

Response: Yes

Question 26: Where can RFQ Exhibit 14 First Pre-Submittal Conference Sign-In Sheet be obtained?

Response: All RFQ documents can be obtained online at <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>.

Question 27: Are sign-in sheets of pre-submittal conference attendees posted online?

Response: Yes, at <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>.

Question 28: Can potential respondents receive verification that no unions are involved?

Response: The City can verify that foodservice employees are not currently represented by a union agreement. The City cannot guarantee of any future actions of the workers.

Question 29: Can you provide a little more elaboration on the planned Hemisfair Park area and vision after the Convention Center expansion is completed, specifically what may happen to the area where the current portion of the Convention Center sits?

Response: The western portion of the Convention Center to be demolished comprises primarily a civic park concept according to the Hemisfair Park Area Redevelopment Corporation (HPARC). For more information on the development of Hemisfair Park, you can visit <http://www.hemisfair.org/>.

Question 30: Will civic park be considered part of Hemisfair Park or the Convention Center?

Response: Hemisfair Park

Question 31: Are there any plans for the Tower of Americas?

Response: The City is not aware of any plans for the Tower of Americas at this time. The Tower of Americas is not part of this contract.

Question 32: How far out does the previous contract extend into the planned park area?

Response: The current contract does not extend into the Hemisfair Park area.

Question 33: Is there any outdoor or green space that is part of the Convention Center?

Response: No

Question 34: Who is the ballroom's main competitor in San Antonio?

Response: All of the major hotels, including the Grand Hyatt, JW Marriott and Marriott River Center.

Question 34: Are events held in the space outside near UNAM?

Response: Yes. That area is known as Plaza Mexico.

Question 35: Is the current beverage contract with Pepsi exclusive?

Response: Yes

Question 36: Is there composting onsite or otherwise and can the caterer choose to do so?

Response: Not currently, but caterer can by choice.

Question 37: Who operates El Puente and all concession areas?

Response: The current caterer operates all food and beverage concessions, including El Puente.

Question 38: Can you provide the current concessions menus?

Response: See RFQ Exhibit 11 Existing Menus

Question 39: What are the fire marshal's occupancy limits for the Lila Cockrell Theatre?

Response: Total occupant load is 5,285. Total house seating capacity is 2,417 (including 100 additional temporary seats.)

Question 40: Are both Lila Cockrell Theatre concession stands identical in terms of selling same products, alcohol, access to water, etc?

Response: The concession stands and bars may vary the menu based on events and demographics. Both stands do not have to serve identical menus.

Question 41: How many concession stands are in each exhibit hall?

Response:

Exhibit Hall	No.
A	2
B	1
C	2
D	1

Question 42: How often are the exhibit hall concession stands used annually?

Response: On average, 20-25 times per year. The most used concession stand is in Exhibit Hall C.

Question 43: Is there any other access (rear or otherwise) into the exhibit hall concession stands?

Response: No

Question 44: Can you provide detailed plans for all the concession stands?

Response: Detailed plans will be provided to the selected respondent.

Question 45: What is the average available amperage in the concession stands?

Response: The available amperage is standard 110 amps.

Question 46: What are the footprints of the Convention Center and surrounding areas (i.e. Hemisfair Park)?

Response: After the Convention Center expansion, the Convention Center footprint will be approx. 1,650,000 ft² within a Hemisfair park of approx. 91.503 acres.

Question 47: How much of the west side of the Convention Center will remain after the Convention Center expansion? How much is being demolished?

Response: There is approx. 437,000 ft² being demolished, with approx. 47,000 ft² remaining.

Question 48: Will the three exterior river terraces planned for the Convention Center expansion be interconnected between the exterior and interior?

Response: Yes. They will be connected via elevator and staircase.

Question 49: Will the exterior river terraces planned for the Convention Center expansion be included in the areas licensed for alcohol consumption and sales?

Response: Yes

Question 50: Will El Puente and the surrounding area remain after the Convention Center expansion?

Response: Yes

Question 51: After the Convention Center expansion, will the exterior have as much usable terrace space as it does currently?

Response: Yes

Question 52: Are Exhibit Halls A and B being demolished with the Convention Center expansion?

Response: Yes

Question 53: Can you provide design documents for the Main Kitchen after the Convention Center expansion, including what work is being performed and what equipment is being furnished?

Response: Detailed plans will be provided to the selected respondent.

Question 54: Will the Main Kitchen be located between the old and new ballrooms after the Convention Center expansion?

Response: Yes

Question 55: Will the Lila Café be open year round?

Response: Yes

Question 56: What will be the size of the new river patio after the Convention Center expansion?

Response: The patio adjacent to the Confluence of Civilizations Mural on the River Level is approx. 2,400 ft².

Question 57: Will the river patio area be shaded after the Convention Center expansion?

Response: Yes, the patio adjacent to the Confluence of Civilizations Mural on the River Level will be shaded.

Question 58: Will there be refrigerated storage in the loading dock area?

Response: Yes, there will be 460 ft² of refrigerated storage.

Question 59: Will the caterer have storage in the loading dock area?

Response: After the Convention Center expansion, the proposed loading dock storage area is 750 ft².

Question 60: Are specific dock spaces assigned to the caterer close to the kitchen and, if so, how many?

Response: No

Question 61: What is the current small wares inventory?

Response: The current caterer has approx. 50-60,000 total smallwares, with silverware alone constituting approx. 20,000 pieces.

Question 62: What is the current place setting inventory?

Response: The current caterer has approx. 8,000 place settings.

Question 63: Is there an outstanding or existing food service equipment buyout requirement, and does this include smallwares?

Response: No, there is no equipment buyout requirement. The current caterer owns all the smallwares. The new caterer will be required to invest in new smallwares.

Question 64: Are the portable offerings (i.e. concession stands) owned by the current vendor or the city?

Response: The current caterer does setup and operate temporary bars and concessions as necessary, but they have no portable concession stands. The City owns all food service equipment and the current caterer owns all smallwares.

Question 65: How many portable concession stands does the current caterer have to service Convention Center events?

Response: The current caterer has no portable concession stands.

Question 66: Is all the concession stand equipment present in each stand currently?

Response: Yes, however, some equipment is portable and may be transported around the facility as necessary.

Question 67: Does the Concourse Level café have refrigeration?

Response: The current Mural Café does have refrigeration. The proposed Market Café on Street Level will have 960 ft² of refrigerated storage.

Question 68: Who owns the structure/façade and smallwares for El Puente?

Response: The City owns the structure and food service equipment, and the current caterer owns the smallwares.

Question 69: What is the inventory of 66" round aluminum tables currently used in public spaces?

Response: 1,100

Question 70: Does the current caterer have access to the City's tables or do they utilize their own?

Response: The City provides tables, chairs and setup, and the caterer is responsible for dressing and decoration. The caterer also has their own inventory of 6' and 8' tables.

Question 71: Is the City looking into investing into more tables in the future?

Response: Yes

Question 72: Is there a requirement for menu boards?

Response: Yes. Digital menu boards are preferred, but not required.

Question 73: Who owns the current point-of-sale servers, and if the current caterer, are they removing them from the premises?

Response: The caterer operates and maintains their own point-of-sale system, and, yes, they will remove it if necessary.

Questions 74 - 91:

74. How much contract/temporary labor does the current caterer utilize?
75. What point-of-sale system is currently used for concessions, portables, vending and premium/clubs, including make, model, number of terminals, and when system was purchased?
76. What are the make, model, configuration and age of the current point-of-sale servers?
77. Where are the point-of-sale servers located in the Convention Center?
78. Who builds and maintains the current point-of-sale servers?
79. Are the current point-of-sale servers on a domain, and who manages access?
80. For the current point-of-sale system, what applications are used for operating system updates, antivirus and backups?
81. For the current point-of-sale system, what is the backup methodology and how are the backups stored?
82. What systems are currently being used for email, purchasing, payroll/time & attendance, and group sales (banquets)?
83. How many computers does caterer currently use, and what are the make, model, configuration, and age?
84. What operating system do caterer's computers currently use?
85. Are the current caterer's computers on a domain?
86. What default applications are loaded on the current caterer's computers?
87. Does the current caterer use any specialized applications on its computers and, if so, which ones?
88. For applications on the current caterer's computers, who maintains application licensing compliance?
89. How many printers does the current caterer use, and what are the make, model, configuration, and age?
90. How are the current caterer's printers connected to their computers (i.e. network, local USB/parallel)?
91. How are the current caterer's computers tied into the point-of-sale network?

Response: The information requested regarding the current caterer is not relevant. Please provide your best offer based on the requirements of the RFQ.

Questions 92 - 97:

92. What is the number of computers required?
93. What is the number of laptops required?
94. What is the number of printers required?

95. What is the number of time clocks required?
96. Reserve?
97. Is there a requirement for Bypass?

Response: The City does not have this information and does not require Bypass or any specific quantities of these specific types of equipment.

Question 98: What is the network infrastructure, including make and model of firewalls, VLANs, LAN/WAN, etc?

Response: The primary network infrastructure of the existing building is 62.5U multimode fiber, supporting a 1 gigabit Cisco-switched LAN. After the Convention Center expansion, the network infrastructure will be copper with CAT6 cable. The IT equipment for the expansion has not yet been specified.

Question 99: How is internet access provided to concession stand points-of-sale and concessionaire management systems?

Response: Smart City Networks provides a connection between El Puente, Pour Favor, Mural Café, and the Main Kitchen using an internal (layer 2) VLAN. All of the other concession stands are connected via a Cisco LRE system, which runs across the facility copper telephone infrastructure. For pop-up concessions and bars, the current caterer uses cellular credit card terminals or a Smart City Networks-provided private WLAN that also connects to the Main Kitchen. After the Convention Center expansion, the internet will be provided via CAT6.

Question 100: Will the caterer utilize the City's phone system?

Response: No. The current caterer has their own telephone switch.

Question 101: Are phones located in each concession stand, kitchen, pantry, vending space, etc.?

Response: No. There is copper infrastructure for this, but there are currently no phones in the existing concession stands. After the Convention Center expansion, phones can be utilized in each area through the CAT6 outlets.

Question 102: For the current point-of-sale system, is wireless access used for portable point-of-sale locations and, if so, how is wireless SSID configured to work with points-of-sale?

Response: Yes we currently have a non-internet wireless VLAN configured for the POS system. SSID is not broadcasted encryption. WPA2 bandwidth: none – layer 2 only.

Question 103: If wireless access is used for portable point-of-sale locations, is wireless used for other services (i.e. ticketing, broadcast television, press, public) and, if so, what is the VLAN and SSID infrastructure?

Response: No

Question 104: Are there any Convention Center systems the caterer will need to use or access?

Response: No

Question 105: What Convention Center resources do the current caterer's computers share (i.e. ticketing, banquets, shared drives, shared calendars)?

Response: None



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division