



City of San Antonio

ADDENDUM II

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, CPM, CPPB
Procurement Administrator

DATE: July 7, 2014

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

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

- 1. Clarification:** In regards to the SBEDA Program terms for this specific solicitation, overall contract value and prime contract value are both Net Revenue, which is defined as Gross Receipts less Commission paid to City.
- 2. Clarification:** M/WBE companies participating through the M/WBE Joint Venture Program do not count toward SBE and M/WBE Subcontracting Programs participation goals and vice versa.
- 3. Clarification:** All subcontractors and suppliers performing Commercially Useful Function on the contract are considered subcontractors.
- 4. Add:** Exhibit 13, City of San Antonio SBEDA Program Presentation – posted as a separate document.
- 5. Add:** Exhibit 14, First Pre-Submittal Conference Sign-In Sheet, dated June 19, 2014 – posted as a separate document.

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

Question 1: Is there a way for small, minority and/or women-owned businesses to find prime contractors to partner with on this contract?

Response: Exhibit 14, First Pre-Submittal Conference Sign-In Sheet, dated June 19, 2014, has been attached with the names of attendees. Respondents can refer to this sheet for information about attendees

(i.e. prime contractors) that may be interested in potential partnership opportunities. A Second Pre-Submittal Conference will be held on July 8, 2014 and that sign-in sheet will be posted after that date.

Question 2: On Addendum 1, Question #10, the SBEDA subcontracting programs require at least 20% of the contract value be subcontracted to SBE firms and 14% to M/WBE firms. Does the city define prime contract value as the cost of products and services incurred by the prime contractor and its joint venture partner? What is the real value of the contract?

Response: Please refer to Addendum #1, Question 10 response and Addendum #2, Clarification 1.

Question 3: Can you provide 3 years of SBEDA numbers and if met the utilization or not?

Response: The SBEDA program eligibility and requirements have changed substantially between the existing contract and this RFQ and are not an accurate reflection of utilization for the participation levels established for this RFQ. For example, Minority/Women Business Enterprises (M/WBEs) must now also be certified as Small Business Enterprises (SBEs) to count toward a subcontracting goal; this was not previously the case.

Question 4: Regarding the Subcontractor/Supplier Utilization form and the purpose of including all subcontractor dollars and percentages versus just certified dollars and percentages. If the utilization percentages are not based on total procurement value, then why do you need total procurement value?

Response: The SBEDA Ordinance requires tracking of all certified and non-certified prime and subcontractor participation. Failure to document non-certified subcontracting participation may falsely over-represent prime contractor participation. Dollar values are not required on the Subcontractor/Supplier Utilization Plan for this particular solicitation. Individual subcontractor/supplier participation percentages are sufficient at this time.

Question 5: In the Prime's response, will the company have to show who they are using and at what percentage? Or, is that something that can be worked out after the actual contract is awarded? We are trying to line ourselves up with a team if possible and I'm not certain that unless I get a MOU (Memo of Understanding) or team agreement prior to the contract being awarded that I won't be guaranteed vendor participation as a subcontractor to the Prime. To clarify further, I'm referring to Attachments E & F on the RFQ where it includes information on "utilization plan" and "local preference identification form", respectively. I assume that this would mean that the Prime is to identify who would be on the team including subcontractors and joint ventures but I'm wondering if this is an actual requirement in the Prime's response. In other words, will they be required to show all the subcontractors they plan to use and the percentage (%) of utilization?

Response: All respondents must use RFQ Attachment E (Subcontractor/Supplier Utilization Plan) to demonstrate how the subcontracting goals established for this solicitation will be met. This Utilization Plan must include the names of the subcontractors/suppliers to be used and participation percentages for each subcontractor/supplier; actual dollar values may be omitted, at this time. Failure to document how the subcontracting goals will be met, or documentation of good faith efforts through submission of a SBEDA Subcontracting Waiver Request, will result in a response being deemed non-responsive.

The Local Preference Program form must be filled out by the Prime Respondent.

Question 6: Must M/WBEs be certified as both MBE and WBE, or do they only need to be certified as either one or the other?

Response: M/WBEs can be certified as either MBE or WBE, but do not have to be certified as both. However, the M/WBE must also be certified as an SBE. This applies to both the M/WBE subcontracting goal and the M/WBE joint venture preference points.

Question 7: Can a respondent count the use of suppliers to achieve the required subcontract goals.

Response: Yes, so long as the suppliers are providing goods that are commercially useful to the work associated with this contract.

Question 8: If we chose to create a joint venture in responding to this RFP, must the joint venture perform all food and beverage services?

Response: No, the joint venture may choose to subcontract a portion of the food and beverage services associated with this contract to attain the required subcontracting goals.

Question 9: If the subcontracting goals are met through the portion (services, concessions, and/or supplies) of the contract attributed to the M/WBE joint venture partner, will the total partnership percentage for the M/WBE partner still qualify for the preference points?

Response: Subcontracting goals should not be achieved solely through the work/contract value associated with the M/WBE joint venture partner(s). Subcontractors/suppliers should have agreements with the joint venture established for purposes of the contract, not with a specific joint venture partner(s). In this specific situation, since only the M/WBE joint venture partner participation is being utilized to meet the subcontracting goals, the percentage of contract (services, concessions, and/or supplies) subcontracted directly from the M/WBE joint venture partner portion of the contract would be subtracted from its participation percentage; and thus joint venture preference points would be awarded on this net value.

Question 10: Should the percentage of ownership within the joint venture be consistent with the financial investment, sweat equity, and responsibility each member has? Can a higher level of sweat equity or higher level of financial responsibility for certain expenses compensate for a lower level of financial investment in regards to the percentage of ownership by a M/WBE partner?

Response: The SBO will review each joint venture agreement to determine the ownership percentages. Respondents choosing to create joint venture partnerships with M/WBE for purposes of the preference points available are encouraged to review pp. 11-12 of the RFP for details regarding joint venture agreement requirements.

Question 11: Are subcontractors expected to have their own separate employees, equipment, and supplies, or can they 'borrow' employees, equipment and supplies from the prime?

Response: Subcontractors are expected to perform their subcontracted work associated with this contract through their own resources and staff.

Question 12: This contract has traditionally included a goal for African American business participation. Why does this solicitation not include a specific goal for African American business participation?

Response: SBEDA Ordinance # 2010-07-27-0531 does not allow for the application of contract-specific subcontracting goals for African American business participation on individual professional services

contracts. The Ordinance did establish an annual aspirational goal for overall African American business participation on professional services contracts; for FY 2014 this goal is two percent (2%).

Question 13: Who is responsible for all aspects of food service delivery, including food service arrangements, special needs, etc.?

Response: Per the RFQ, the caterer is responsible for all food service operations, sales, service and management.

Question 14: The incumbent's promotional material indicates that as part of its scope of services as F&B provider to the Convention Center it offers "planning, catering, transportation, entertainment and themed décor." Does the Center currently receive commission on any of these ancillary sales and, if yes, what are the commission percentages per category?

Response: Yes, depending on the service and whether it's in conjunction with the event being held in the convention center. The current contract defines Other Services as including, but not limited to, floral, decorations, rental and entertainment, but excluding meeting planning and transportation services. The incumbent pays the same commission on the Gross Receipts of these Other Services as on food and beverage catering services, which is currently: 27% for annual Gross Receipts < \$13M; 24.85% for annual Gross Receipts > \$13M, but < \$15M; and 23.1% for annual Gross Receipts > \$15M.

Question 15: Who is responsible for concession sales at concessions stands and portables?

Response: Caterer

Question 16: Can permanent concession stands be augmented with portables and other food service equipment, and can portable concessions equipment and such be placed as necessary?

Response: Yes, as necessary, as long as it doesn't impede facility ingress/egress.

Question 17: Who owns the Mural Café concessions equipment on the Concourse Level in front of 213A?

Response: City of San Antonio

Question 18: How old are the coolers in the exhibit hall concession stands?

Response: The coolers vary in age.

Question 19: Who owns the chafing dishes?

Response: The current caterer owns all small wares and place settings.

Question 20: Does all the coffee production occur in the kitchens?

Response: No, some coffee production occurs in the permanent concession stands, including El Puente and Pour Favor.

Question 21: What is the current small wares inventory?

Response: This response will be provided at a later date.

Question 22: What is the current place setting inventory?

Response: This response will be provided at a later date.

Question 23: Who is the manufacturer of the wood harvest tables (i.e. rolling drink service tables) used in the room used for the First Pre-Submittal Conference?

Response: Those tables were produced by the current caterer.

Question 24: What new food service equipment is being provided for the convention center expansion and what are the specifications?

Response: See Addendum II Attachment B – Expansion Food Service Equipment Specification

Question 25: Can you provide a list of all current and future City and contractor-owned equipment?

Response: See response to question 16 above, as well as RFQ Exhibit 10 – Current Equipment and Addendum II Attachment B – Expansion Food Service Equipment Specification. The current contractor owns only their office equipment.

Question 26: What is the average number of people served per event?

Response: Approx. 800 – 2,000 depending on the meal/function.

Question 27: Does the current contractor use any kind of conveyor system for mass plating service?

Response: No

Question 28: Is there a service corridor on the west side of the convention center?

Response: Yes, there is a service tunnel, but it only services the west side.

Question 29: What is the purpose of the connector walkway above the lobby?

Response: The walkway is a back-of-house service corridor used for transporting equipment.

Question 30: Are there kitchens on the east and west sides of the convention center?

Response: Yes, currently. See Addendum I Attachment A – Drawings.

Question 31: What is the size of the current ballrooms?

Response:

Ballroom	ft²	Dimensions	To Be Demolished
A	28,306	186'x159'	Yes
B	21,220	187'x119'	Yes
C	39,576	179'x132'	No

Question 32: Are there permanent food service or concession stands in all of the exhibit halls?

Response: Yes

Question 33: Is the existing Main Kitchen on the Ballroom Level being refurbished?

Response: The majority of the mechanical, electrical, plumbing, lighting, ceiling and floor will remain. The existing kitchen floor will be resealed and the southern portion of the kitchen will be extended to relocate convection ovens and the baking area.

Question 34: Is storage available for the caterer's subcontractors?

Response: Storage for subcontractors has to be allotted by the caterer from space within the caterer's assigned areas in the convention center.

Question 35: When will the convention center expansion be complete?

Response: The convention center expansion will be complete in Spring 2016, with demolition of part of the existing west facility and renovation of the remaining portion to be complete in Fall 2016.

Question 36: Will the main lobby entrance remain in the same location after the convention center expansion?

Response: See Addendum I Attachment A – Drawings. No, the main lobby entrance to the convention center will move east to the other side of the Grand Hyatt Hotel. There will be an improved entrance into the current lobby at the completion of the project.

Question 37: Is parking included in the convention center expansion?

Response: No

Question 38: Will the Main Kitchen continue to remain on the Ballroom Level after the convention center expansion?

Response: See Addendum I Attachment A – Drawings. The Main Kitchen will continue to be located on the east side of the Ballroom Level, and it will be enlarged and renovated.

Question 39: What is the total expanded ft^2 and kitchen ft^2 after the convention center expansion?

Response: See Addendum I Attachment A – Drawings. There will be approx. 748,000 gross ft^2 of total new space. There will be approx. 22,805 gross ft^2 of total kitchen space, between the Market Café Kitchen (9,810 gross ft^2) on Street Level and the Main Kitchen (12,995 gross ft^2) on Ballroom Level.

Question 40: What is the size of the Main Kitchen before and after the convention center expansion?

Response: See Addendum I Attachment A – Drawings. The ft^2 in Addendum I Attachment A – Drawings represents gross ft^2 . The current kitchen is approx. 7,154 net ft^2 , or 57'x125'. The future kitchen will be approx. 12,201 net ft^2 , or 58'x149', with an additional area approx. 3,400 ft^2 , or 50'x68'.

Question 41: Will there be concession stands in the exhibit halls after the convention center expansion?

Response: See Addendum I Attachment A – Drawings. Remaining exhibit halls C and D will retain concession stands, but the new exhibit halls will not have concession stands.

Question 42: How much will the existing footprint of the convention center extend as a result of the expansion?

Response: Approx. 423'

Question 43: How much of the 1968 facility will be demolished with the convention center expansion?

Response: Approx. 437,000 ft²

Question 44: What is the size of the new ballroom after the convention center expansion?

Response: Approx. 54,000 ft²

Question 45: What is the size of the catering offices after the convention center expansion?

Response: See Addendum I Attachment A – Drawings. Approx. 4,085 gross ft², as distributed as follows:

<u>Street Level (gross ft²)</u>	
Main Lobby	2,376
Concourse	<u>100</u>
Total	2,476

<u>Ballroom Level (gross ft²)</u>	
Main Kitchen	915
Main Kitchen	<u>694</u>
Total	1,609

Question 46: Do all ballrooms have Main Kitchen access?

Response: Current Ballrooms A and B, which will be demolished with the convention center expansion, do not. Current Ballroom C, which will remain, does and will have access to the Main Kitchen, as will the new ballroom.

Question 47: What are the back-of-house service areas after the convention center expansion?

Response: See Addendum I Attachment A – Drawings.

Question 48: Will the El Puente and Pour Favor public concessions outlets in the Lobby Bridge remain after the convention center expansion?

Response: El Puente will remain, but Pour Favor will be removed.

Question 49: Are there any outdoor cafés or restaurants requiring service?

Response: Yes, after the convention center expansion, there will be one outdoor café.

Question 50: While the RFQ points out the POS and seating per hospitality area, will the current configurations for the Lila Cafe and the Market Café allow for inclusion of more than one F&B concept?

Response: These areas weren't designed to accommodate various food and beverage concepts, but there may be opportunities to do so.

Question 51: What is the space allocation for the sundry store, and where it is located in the convention center?

Response: The sundry kiosk will be located in the Market Café area.

Question 52: Will the Lila Cockrell Theatre remain after the convention center expansion?

Response: Yes

Question 53: In addition to the two permanent concession stands in the Lila Cockrell Theatre, are there portable concessions and bars utilized/allowed?

Response: Yes, as necessary.

Question 54: How many events does the Lila Cockrell Theatre host annually?

Response: FY 11-12 – 19; FY 12-13 – 17; FY 13-14 – 18

Question 55: Does the Lila Cockrell Theatre host any Broadway shows?

Response: There are none currently scheduled.

Question 56: What is the total seating for the Lila Cockrell Theatre?

Response: 2,319

Question 57: Is the Lila Cockrell Theatre utilized for food and beverage functions?

Response: Yes, on a case-by-case basis, dependent upon event requirements.

Question 58: Are public ticketed events held in the Lila Cockrell Theatre?

Response: Yes

Question 59: What is the capacity of the Lonesome Dove room?

Response: Approx. 250-300 people banquet-style

Question 60: What types of events have been held in the Lonesome Dove room?

Response: Primarily receptions and banquets

Question 61: Does the convention center host events on the River Level near the Lonesome Dove room?

Response: Yes, in the Grotto area.

Question 62: Who owns the furniture and fixtures in the Lonesome Dove room?

Response: City of San Antonio

Question 63: Is there a warming kitchen, or any food service area, associated with the Lonesome Dove room?

Response: Yes, there is a warming kitchen behind the room.

Question 64: Are the lights in the Lonesome Dove room dimmable?

Response: Yes

Question 65: How many simultaneous events can occur in the convention center, and what is the size of those events?

Response: Four events can occur simultaneously, but only two occur on average. Average attendance is 3,000 – 4,000.

Question 66: What are the operating hours of the main lobby area?

Response: The main lobby operating hours vary based on event demands.

Question 67: Does the lobby area only serve event attendees of the convention center?

Response: Though the lobby is usually open to the public it mainly serves event attendees of the convention center.

Question 68: Is there a pantry associated with the Executive Boardroom?

Response: Yes, located within the room.

Question 69: Do the air walls in Bridge Hall open?

Response: Yes

Question 70: Who is responsible for janitorial services for the convention center?

Response: City of San Antonio (convention center) staff

Question 71: Who is responsible for cleaning and maintaining the kitchen, and areas in and around concession stands?

Response: Per the RFQ, the caterer is responsible for maintaining all assigned areas and equipment, including concession stands, kitchens and offices.

Question 72: Who is responsible for event set up in the Convention Center?

Response: City of San Antonio (convention center) staff

Question 73: Can the tasting room be used for any other purposes or activities?

Response: 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.

Question 74: Can you provide information regarding the City's sustainability program, including recycling, compostables, etc?

Response: See Addendum II Attachment C – HBGCC Sustainability Program

Question 75: Are there any existing sponsorship for soda, coffee, etc?

Response: There is currently a beverage agreement with Pepsi.

Question 76: What is the term of any current beverage agreements?

Response: The contract with Pepsi is currently on 90-day extensions and has extension options through November 22, 2014.

Question 77: Can you provide copies of the health certificates for the kitchen, coolers, etc?

Response: Food establishment inspections for the convention center can be obtained online at <http://www.sanantonio.gov/Health/FoodLicensing/FoodEstablishmentInspections.aspx>.

Question 78: Is there any additional hotel development planned or currently occurring?

Response: No

Question 79: What is the percentage of full-time City employees who speak Spanish as their primary language?

Response: The City of San Antonio does not have this information.

Question 80: What is UNAM?

Response: UNAM is the Universidad Nacional Autónoma de México, which is adjacent to the Convention Center in HemisFair Park.

Question 81: Is there a list of artists/art in the building?

Response: See Addendum II Attachment A – Convention Center Artwork.

Question 82: Who are San Antonio's "sister" cities?

Response: San Antonio currently has nine Sister Cities and two Friendship Cities as follows:

Sister Cities

Monterrey, Nuevo Leon, Mexico (Est. 1953, first Mexican city to have a US Sister City)

Guadalajara, Jalisco, Mexico (Est. 1974)
Las Palmas, Canary Islands, Spain (Est. 1975)
Gwangju, South Korea (Est. 1981)
Kaohsiung, Taiwan, ROC (Est. 1981)
Santa Cruz de Tenerife, Canary Islands, Spain (Est. 1983)
Kumamoto, Japan (Est. 1987)
Chennai, Tamil Nadu, India (Est. 2008)
Wuxi, Jiangsu Province, China (Est. 2012)

Friendship Cities

Tel Aviv, Israel (Est. 2011)
Suzhou, China (Est. 2010)



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