



## METROPOLITAN PIER AND EXPOSITION AUTHORITY

### REQUEST FOR PROPOSALS (RFP) #2018-18-M FOOD SERVICE CONSULTANT

#### ADDENDUM NO. 2

September 26, 2018

This Addendum No. 2 consists of four (4) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposers must acknowledge receipt of this Addendum No. 2 in their RFP submittal in Required Form A, Form of Transmittal Letter.

**Item #1:** Deadline for proposal submissions has been extended to Monday October 15, 2018 by 12:00 pm CST.

**Item # 2:** Proposers' questions and/or requests and the MPEA's responses are provided below.

	<b>Proposer's Question:</b>	<b>MPEA's Response:</b>
1.	Do the consulting services covered under the RFP apply to the Arie Crown Theater, Energy Center & Corporate Center?	The services cover the McCormick Place Campus, including the North, South, East, and West Buildings, the Corporate Center, and the Wintrust Arena. The Arie Crown Theater is part of the East building and part of the scope. No food is served at the Energy Center.
2.	The RFP addresses risks or deficiencies in the existing services. Are there specific risks or deficiencies the MPEA is concerned with?	MPEA is looking to the Consultant to help identify risks and deficiencies and provide recommendations to mitigate and address them. In addition, we are seeking the required expertise to move the business toward food service industry best practices.
3.	What are the primary operational concerns that MPEA would like to see addressed with Savor?	See #2
4.	What are the primary financial concerns that MPEA would like to see addressed with Savor?	In addition to proposing improvements to the operating budget, MPEA would like the Consultant to assist with determining the appropriate levels of smallwares inventory, repairs and maintenance and, type and timing of capital projects needed (overall reserve fund spending).
5.	Is the MPEA currently meeting to review the food service manager performance on a monthly basis or will these be new meetings?	Yes, MPEA staff meets with food service manager regarding financial and operational performance on a monthly basis. Additional meetings are scheduled as needed throughout the month.
6.	Will there be an MPEA committee dedicated to food service?	Currently no. Open to consideration of all recommendations which will enhance the food service operation.
7.	How many individuals from MPEA are anticipated to attend these meetings on a monthly basis?	Currently, the monthly financial and operational review meetings are attended by approximately 5 MPEA staff.

8.	What roles from the MPEA are anticipated to attend these meetings on a monthly basis?	The monthly financial and operational review meetings may be attended by the CEO, CFO, COO, Chief Security Officer, Controller, Assistant Controller and representatives of the Food Service manager.
9.	Will the MPEA staff be able to schedule these meetings on the same set day and time for scheduling purposes?	The monthly financial and operational review meetings are typically scheduled between the 10th and 15th day of each month. Additional meetings may be scheduled later in the month.
10.	Does the MPEA require all meetings be in person or is the MPEA open to variety of in person, conference calls and video calls?	Generally, on site meetings are preferred with MPEA and SAVOR representatives. Occasional remote meetings can be accommodated if the meeting agenda is not hindered.
11.	<p>Will there be a requirement for the consultant to attend any MPEA board meetings? If so, how often?</p> <p><u>Related Question:</u> Please confirm the meeting requirements including the monthly meeting – will the Consultant be required to be at the public meeting in addition to the working meetings during any given month.</p>	Periodically, 1 -2 times per year.
12.	Should the flat monthly fee incorporate all anticipated travel expenses?	Yes. All travel and administrative expenses will be the responsibility of the consultant.
13.	We envision the initial gear up and assessment will require more time than ongoing steady state review of business. Should we structure the fee so it is the same each month or should the fee relate to anticipated workload?	See #17 Below and attached revised required form F.
14.	Can you provide required forms A through I in Word document form?	<p>See separately attached WORD versions of the requested documents</p> <p>Altering this format in any way, may render a proposal non-responsive and ineligible for consideration.</p>
15.	Will any state RFP requirements be applicable to the foodservice provider selection process that the consultant will oversee?	MPEA will manage the RFP process for the new foodservice provider in accordance with applicable laws. Consultant is asked to advise on the new scope, assist in the RFP process, and transition to new contract.
16.	For existing subcontracted foodservice outlets such as McDonalds and Jamba Juice, on what date does their current lease expire? Will MPEA seek advice from consultant on continuation of these subcontracted operations?	MPEA will provide detailed information regarding subcontracted foodservice outlets upon selection of a Consultant. Yes, MPEA will seek advice from the consultant regarding proposed revisions to the subcontracts including continuation of operations.
17.	<p>With the requirements associated with the development of the RFP and the management of the RFP process for the Food Service Manager, should this cost be averaged in the proposed monthly fee across the first three years of the contract?</p> <p><u>Related Question:</u></p>	<p>[Also see #12 and #13 above about fee]</p> <p>Please use revised pricing form. Proposers may propose a different fee for each month of the base contract term, including any escalation. However the flat monthly fee must be all-inclusive.</p>

	<p>The RFP states that each firm should submit a “flat monthly fee” to the MPEA for the Scope of Work defined in the RFP for the term of the contract, which is initially up to 3 years in length. Can the “flat monthly fee” be proposed in two (2) different amounts for the initial contract term? For example, can the consultant propose a flat monthly fee of \$5,000/mo. for the first 6 months of the contract and \$2,000/mo. for the remaining 30 months of the contract? Or does it have to be one set monthly fee for all 36 months?</p>	
<p><b>18.</b></p>	<p>Will MPEA have any office area available for use when Consultant is on-site at MPEA offices?</p> <p><u>Related Question:</u> Can parking be made available for parking needs of the Consultant while at MPEA offices or working on site?</p> <p>For on-site visits, are discounted rooms available at one of the adjoining hotels?</p>	<p>MPEA will provide working space. Since space is limited, office space may be granted as available.</p> <p>MPEA will make parking space available to the Consultant when working on site. However, during periods of heavy parking demand, the Consultant may have to pay full price or a reduced rate for parking space.</p> <p>MPEA will work with Consultant and MPEA hotels to provide the best available room rates.</p>
<p><b>19.</b></p>	<p>What areas and percentages been assigned to the proposal evaluation process?</p> <p><u>Related Question:</u> We were unable to tell from the Evaluation Criteria listed on page 11 of the RFP how much weight would be given to meeting the MBE/WBE requirement, can that be shared?</p>	<p>The Evaluation Criteria is listed under Section V. – RFP Evaluation beginning on page 11 of the RFP. The percentages are not shared at this time.</p> <p>See answer to #20 below regarding MBE/WBE compliance.</p>
<p><b>20.</b></p>	<p>Is the MBE / WBE a goal or a requirement?</p> <p>A. Will additional weight be given to proposals with additional participation for either certification groups?</p> <p>B. Lastly, are both groups weight the same?</p> <p><u>Related Question:</u> Would MPEA consider waiving the entire MBE/WBE requirement for this RFP due to the specialized expertise required of the bidder?</p> <p>A. If no to above, Would MPEA consider waiving part of the MBE/WBE requirement or reducing the percentage required for this RFP due to the specialized expertise require of the bidder?</p> <p>B. If no to above, If a firm is unable to identify a qualified MBE and a WBE teaming partner do they have to go through the relief/reduction</p>	<p>The Authority has established the Contract Specific Goals of 25% MBE and 5% WBE. These goals shall apply to the contract, unless Bidder or Proposer requests an appropriate waiver at the time of the submission of the Bid or Proposal and such request is granted in writing by the Authority.</p> <p>Proposers that are unable to meet the goals set forth in Section IV above must request a waiver or reduction at time of Proposal submission and demonstrate Good Faith Efforts pursuant to Section VIII(b).</p> <p>Proposals may be rejected as non-responsive if Proposals do not include a detailed MBE or WBE commitment or a request for a waiver accompanied by evidence of Good Faith Efforts.</p>

	of WBE/MBE goal/Good Faith Effort process outlined in the RFP documents in order to be considered responsive to the RFP?	
21.	Do you have foodservice layouts for the production kitchens?	These layouts will be provided to the successful proposer and are not required for proposal submission.
22.	Are the branded concepts operating under the Food Service Manager part of this scope?	Yes, MPEA would like the Consultant to understand the contract/agreement between the food service manager and the brands represented at MPEA and communicate any concerns or recommended improvements to MPEA staff.
23.	Do you have examples a branded concept contract to help understand the relationship between the Food Service Manager and hence the MPEA?	These will be provided to the successful proposer.  The Food Service Manager provides all the staffing and has franchise agreements with Starbucks and other "branded concepts". The Food Service Manager manages licensees such as McDonald's and Connie's in accordance with the management agreement posted on the website.
24.	As a privately held firm we do not share our financials, would MPEA consider waiving this requirement or providing an alternate option to bidders?	MPEA requires financial information in order to assess the proposer's financial stability. If provided, your private financial statements will be handled confidentially by the MPEA professional(s) responsible for the financial review, with no further internal or public disclosure. If you do not wish to provide financial statements, please provide any alternative financial documentation that you deem adequate for the financial assessment.
25.	On page 7 of the RFP it states that the Scope of Services are for "various aspects of Foodservice at McCormick Place" can you confirm the scope is limited to "The McCormick Place Complex "MPC" that comprises four buildings: the South, West, North and the Lakeside Center, as well as the Arie Crown Theater, The Energy Center and the Corporate Center" as identified on page 5 of the RFP. Other facilities were mentioned on page 5, but they were not identified as included in the "McCormick Place Complex."	See answer to #1.