

METROPOLITAN PIER AND EXPOSITION AUTHORITY



REQUEST FOR PROPOSALS #2024-18-M
PURCHASING AGENT – HYATT REGENCY McCORMICK PLACE
RENOVATION OF GUESTROOMS & CORRIDORS

ADDENDUM NO. (1)

May 1, 2024

This Addendum No. 1 consists of three (3) pages and has the following information to be incorporated into the Request for Proposals (RFP). Proposer must acknowledge receipt of this Addendum No. 1 in their RFP submittal in Required Form A, Form of Transmittal Letter.

Item #1: Proposers’ questions and/or requests and the MPEA’s responses are provided below.

Item #2: Required Form I – Special Conditions Regarding Minority and Women-Owned Business Plan is posted to the website → [untitled \(mpea.com\)](http://untitled(mpea.com))

	Proposers’ Question:	MPEA’s Response:
1.	<p><u>Model Room (related questions):</u></p> <p>a. Will the model rooms be two rooms with the same design scheme, or is the intent to model two of the prototypical Hyatt Regency design schemes, one in each room?</p> <p>b. The schedule date provided alongside the Phase I (2) model rooms construction is Q2 2025. Please advise if this is the anticipated construction completion date or start date so we can build an accurate FF&E schedule along with our deliverables.</p> <p>c. Will the Hyatt Regency guestroom prototype package require any additional level of customization (outside of adapting to existing conditions)?</p>	<p>a. The two model rooms will be the completed custom design developed by the Design Team. They may include different options of selected materials / vendors, and be updated based on review.</p> <p>b. Additional input from the Design Team, Purchasing Agent, and CMAR is needed to confirm the construction schedule of the model rooms. The intent is to complete them as soon as possible, Q2, 2025 at the latest. A proposed schedule is requested from the PA team as part of this RFP.</p> <p>c. This is described and discussed in the RFP. All Hyatt Regency rooms are a custom design, unique to each location, within budget constraints.</p>
2.	<p><u>Budget (related questions):</u></p> <p>a. Do you have an estimated separate budget you are holding for the (2) model rooms FF&E (+OS&E if applicable)? Is this budget included or excluded in the \$30M overall budget number provided?</p> <p>b. Does the approximate FF&E budget of \$30M include costs for freight, warehouse, and installation?</p> <p>c. Are you able to share the estimated FF&E cost/key for the (1202) std. guestrooms vs. the (56) various suites + different room types?</p>	<p>a. The FF&E budget for the model rooms is not split out. It is included in the overall FF&E budget. OS&E is not part of the scope for the PA.</p> <p>b. Yes.</p> <p>c. Not at this time. Will be shared with the successful team.</p>
3.	<p>Will the guestroom FF&E be fully prototypical, or will there be some custom FF&E items in the rooms?</p>	<p>This is described and discussed in the RFP. All Hyatt Regency rooms are a custom design, unique to each location. All FF&E will be custom.</p>
4.	<p>Will new mattresses / sofa sleeper mattresses be part of RFP #2024-18-M?</p>	<p>Yes.</p>
5.	<p>Is there an official mattress spec to follow / can we offer an alternative?</p>	<p>Yes and yes.</p>
6.	<p>Is this Hyatt Regency an Avendra account?</p>	<p>Yes, the HRMP is an Avendra account. All FF&E items are to be bid to multiple vendors.</p>
7.	<p>Will the agent be responsible for warehousing and installation?</p>	<p>The PA will be responsible for any required warehousing for FF&E items. Installation responsibilities will be split between the PA and the CMAR. Refer to the draft Differentiation Matrix. To be confirmed.</p>

8.	Will you be purchasing the drapery sheers + also bidding the fabrication / installation?	The Purchasing Agent will be responsible for this.
9.	Are you able to share a quantity matrix/breakdown of all (1202) std. guestrooms (king vs. qq breakdown) vs. the (56) suites? Within the (56) suites, how many different rooms and/or bays per suite types (TBD # of 1-bedroom, TBD # of 2-bedroom, TBD # of 3 bedrooms, etc.). If you're able to provide the most up to date documentation including square footage and/or floor plans for the different room types, specifically the suites.	This information is in the existing drawings. Room matrix for South Tower – Package 2, ARR-005. Room matrix for North Tower – Package 1, A-006. For reference only. To be verified.
10.	Based on the information provided, we are under the assumption all (1202) guestrooms have the same design scheme throughout. Furthermore, we assume based on the RFP, the (56) suites will all follow the same uniform design scheme as the standard rooms with minor finish and fabric upgrades to elevate the spaces. These elevated upgrades will be uniform throughout all suites, or will there be different design upgrades/palettes for different suite types? Please advise.	Correct, the standard guest rooms will have the same design with potential minor variation in art design and adaptations to existing configurations. Each Suite type will be unique, but substantially similar, with variations in art design.
11.	The RFP states the awarded procurement agent will carry the LVT at entry in our scope. Is the expectation for PA brought onboard to procure the LVT for the model rooms in addition to the production rollout, or just all production?	This is described and discussed in the RFP. The PA/CMAR will procure materials and items for the model rooms similar to the two phases of construction. Differentiation matrix to be finalized with PA, based on budget and cost.
12.	Furthermore, we noticed while reviewing the differentiation document the vanity top and base with faucet connections is included in PA's scope of work. Will the GC be procuring the actual plumbing component and PA would be procuring the vanity tops and bases only or is the expectation for the PA to procure plumbing fixtures as well?	The CMAR will procure the plumbing components of the sink vanity if needed.
13.	Within the Guest elevator lobbies scope of work within the differentiation document, it's mentioned PA will be procuring "FFE" for these areas. Will all guest elevators lobbies/floors follow a uniform design scheme, or will certain floors have different design schemes we should account for within our proposal?	FF&E for the elevator lobbies will be substantially the same on all floors.
14.	For the guestrooms + suites, if you'd like PA to procure the OS&E package (i.e. per the RFP "kitchen supplies in applicable suites" or bullet point 4.11 "Entertainment Package" within the diff doc provided), are you able to share a further breakdown/differentiation document of this scope of work, so we have a better understanding of the level of purchasing involved?	The OS&E is not in the scope of the PA. Differentiation matrix to be finalized with PA, based on budget and cost. The Entertainment Package is part of FF&E.
15.	We will assume the only signage items we are to purchase are included in the diff doc provided which includes evacuation signage, in addition to wayfinding and room number sign package only.	The CMAR will be purchasing all signage. It is not in the PA scope.
16.	Phase II + Phase III construction dates are tracking about a year apart per the schedule milestone dates provided. That said, is the desired scenario to deliver all goods at once to	TBD in coordination with the selected PA.

	<p>the warehouse prior to the Phase II installation and/or order + deliver goods per phase II + per phase III separately? We are happy to provide our recommendations once onboarded and discuss in greater detail to pro's and con's of each based on our experience, though wanted to ask if there was a desired preference during the Q+A.</p>	
17.	<p>Our off-site coordination fees include having a representative on-site to assist as needing during the model room install and review. Knowing this, how many additional site visits would you like to include in our fees as the RFP does not specify?</p>	<p>As required to ensure the product delivery and installation is meeting the schedule and quality requirements and to participate in the punch list process.</p>