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January 10, 2018

REQUEST FOR PROPOSAL
GOLF COURSE FOOD AND BEVERAGE CONCESSIONS
(CON-G17-007)

QUESTIONS & ANSWERS

1. Question: Regarding RFP Exhibit L, Capital Investment Form, what is the meaning of "In-House Fees"?

Answer: The cost for any architectural or engineer services performed by employees of the proposing entity.

2. Question: What are the requirements for contractors in regard to the Good Food Purchasing Program? (RFP states "All menus must comply with the Los Angeles Food Policy Council's Good Food Purchasing Guidelines".

Answer: The guidelines are detailed in Exhibit G of the RFP.

3. Question: Are contractors to sign the Good Food Purchasing Program pledge and commit to abide by the guidelines throughout the term of the contract?

Answer: Under Revision September 2017, signature is no longer required to pledge adherence.

4. Question: What is the impact of the Good Food Purchasing Program points system as the contract progresses?

Answer: To assist concessionaires to participate at varying levels and to up their Good Food Purchasing over time.

5. Question: Under the Good Food Purchasing Program, are contractors required to complete and provide the Data Collection Plan as included in the exhibit documents?



Answer: RAP reserves the right to request data and reports as necessary.

6. Question: How do Good Food Purchasing guidelines impact the purpose of prepared foods such as breads, tortillas, pasta, frozen vegetables, cheeses and other dairy products aside from milk?

Answer: Please see Exhibit G of the RFP.

7. Question: If a proposing entity wishes to propose on more than one package location, can they submit one set of documents that speak to their qualifications; then submit financial proposals for each of the packages regarding financial offer and capital improvements?

Answer: Proposers may propose on more than one package, but only need submit one set of Compliance Documents (Exhibit D) per proposing entity.

8. Question: Is one person or company currently operating all the golf course restaurants and cafes involved in this RFP?

Answer: No, the restaurants and cafes have different operators, except Griffith, Sepulveda, and Hansen Dam which are currently run by the same operator.

9. Question: What has been the term for each of the concession agreements?

Answer: Concession agreements for the locations under this RFP have varied – from one to five years.

10. Question: How much capital has each of the concessionaires invested to date on each of the facilities and what have they done?

Answer: There have not been any reported capital investments by operators in the last five years.

11. Question: Can we get copies of the existing concession agreements?

Answer: Copies of Concession Agreements will be posted on LABAVN.

12. Question: What is the City's budget for the capital improvements needed at each of the facilities or is the City's expectation that the concessionaire will pay for all capital improvements and purchasing of any additional FF&E needed to operate each venue?

Answer: The successful proposers are expected to cover all expenses relating to the required and suggested capital improvements including purchasing of additional FF&E.

13. Question: Are the capital investment projects subject to Prevailing Wage?

Answer: Please see RFP Exhibit D, Section F.

14. Question: What processes does the City have in place to make sure the permitting process and construction can be done in a timely manner?

Answer: Permitting and construction are responsibilities of the awarded proposer. The City does not have expedited processes for projects related to this RFP. All proposers should be working with qualified planners and architects and include with their proposal a realistic timeline to complete any proposed capital improvement.

15. Question: Is the rent inclusive of all utility costs such as electricity, water, sewage, etc.?

Answer: No, all utility charges are the responsibility of the Concessionaire.

16. Question: Is the concessionaire responsible for all housekeeping for the clubhouse, halfway house (if applicable), and bathrooms on the course?

Answer: Please refer to RFP Exhibit C (Sample/Draft Agreement), Section 10. (Maintenance of Premises).

17. Question: Who is responsible for the repair and maintenance of plumbing (internal such as bathroom fixtures and toilets and external of building), HVAC, grease traps, fire suppression, kitchen equipment, etc.?

Answer: Please refer to RFP Exhibit C (Sample/Draft Agreement), Section 10. (Maintenance of Premises) and Section 5 (Operating Responsibilities), Letter I (Maintenance of Equipment).

18. Question: Will the City be maintaining all of the common areas including dedicated ceremony site if applicable?

Answer: Please refer to RFP Exhibit C (Sample/Draft Agreement), Section 10. (Maintenance of Premises).

19. Question: The Rancho Park description speaks to the addition of a banquet facility. Is there an existing banquet room on the property that is in need of remodeling and renovations or does the City envision a new banquet room to be built? If so, is the City building it and when, or is the City expecting the concessionaire to design and build?

Answer: At Rancho Park, there is an existing bar/lounge/meeting room that can be used for small banquets, but no grand banquet room currently exists. The City does not plan to build a new banquet room. However proposals are welcome to utilize/reconfigure the locker rooms and former pro shop into banquet space and terrace; as part of the utilization the starter office and window may be relocated by the awarded proposer. If areas are reconfigured to banquet space, the space may become part of the restaurant concession premises under maintenance and operation by the awarded proposer.

20. Question: What are the specifications to the City's Golf Management and Reservation System that each respective Restaurant and Café's point of sale system must communicate with?

Answer: The Point of Sale System of the respective Golf Restaurant and Cafe must establish, in collaboration with the City, a financial data export interface to the City's Golf Management and Reservations System whereby the financial data provides any and all the customer payment transactions and details for all products and services sold.

21. Question: Regarding Griffith Park Complex, are drawings available showing the floor plan of the Clubhouse?

Answer: There are no as-built floor plans available. Proposers will need to conduct their own inspection of the facility. Please contact stanley.woo@lacity.org to make an appointment.

22. When was the air conditioner unit installed at Los Feliz Café and when was the last time any major maintenance or inspection was conducted on this unit?

Answer: Specific installation date of the air conditioner is unknown. However, it was prior to 2008. In June 2016 the current operator reported an electrical repair and service was made.

23. Does the historical society need to approve any structural changes made to the Los Feliz location? Is the building designated as a historical landmark?

Answer: For Los Feliz Café, modification improvement guidelines are the following:

- Obtain permits and approvals from the Department of Building and Safety (DBS).
- Contingent by DBS, obtain permits and approvals from City Planning, Cultural Heritage.

- Contingent by DBS, obtain permits and approvals from the Department of Cultural Affairs.
- Research and obtain, if required, a categorical exemption for the California Environmental Quality Act (CEQA).

24. Question: Are there any restrictions on the hours of operation for the Los Feliz location?

Answer: The Griffith Park swing gates are typically locked by private park security beginning at 10:00 p.m. including the Los Feliz parking lot.

It is possible for the Department of Recreation and Parks (RAP) to permit daily, patrons and Concessionaire staff at Los Feliz Golf Café until 10:30 p.m.; and 11:30 p.m. for special events approved by RAP.

Park ordinance: 63.44 B-14 LAMC (Amended by Ord. No. 164,209, Eff. 1/8/89.)

(a) No person shall enter, remain, stay or loiter in any park between the hours of 10:30 p.m. and 5:00 a.m. of the following day. On any public park or recreational facility subject to this section, the supervising employee at such site may extend the 10:30 p.m. closing time for up to one and one-half hours to accommodate any departmentally approved event, except for Griffith Park, for which the supervising employee at such site may extend the 10:30 p.m. closing time for up to only one hour to accommodate any departmentally approved event.

Note: As far as the gate being locked that is usually handled by security services, RAP may allow the concessionaire to have the last employee out secure and lock the gate. This site does not have a supervising RAP employee once the golf area closes.

25. Question: RFP Section VII (Experiences and References) states, "Proposers for packages 1, 2, and 6 must have at least three years of experience in the last five years actively operating and managing a similar business generating annual sales of at least \$1 Million." If a proposing entity is owned by multiple partners does experience and sales from a business owned by one of the principal partners of the company qualify to meet this requirement?

Answer: If partners make-up the proposing entity for this RFP, then annual sales from each of their respective restaurant businesses may be combined as the overall proposer's experience to satisfy the \$1 Million per year sales as required by the RFP.