



Edwin M. Lee, Mayor
Philip A. Ginsburg, General Manager

Pre-Bidders Conference Question and Answers

Please note, only answers in writing are deemed final.

What: Prebidders Conference

Date: August 4, 2011

Time: 11am

Where: Marina Green Kiosk

Attendees:

Jill Mozono

Ike Shehadeh

Isaac Lieber

Steven Decker

Alix Khalaj

Bruce McLellan

Staff gave an overview of the Marina Green Kiosk (the "Kiosk") building, description of area and anticipated visitorship to the surrounding area on an annual basis. Staff also gave an overview of the published Request for Proposal (RFP), the RFP process, evaluation and selection, and timeline for selection of a vendor to operate the food and beverage concession at the Kiosk. Staff also announced that the RFP due date has been extended to September 30th, 2011 to better understand how the America's Cup events of 2012 and 2013 will affect the Marina Kiosk concession. All responses to this RFP are now due by 5pm on September 30th, 2011 and all questions must be submitted in writing by September 16th, 2011 by 5pm to Cassandra.Costello@sfgov.org.

Below is a list of questions that were asked at the Pre-Bidders Conference:

Q1) Who is responsible for garbage service, utilities and phone?

A1) Lessee is responsible for providing receptacles for and disposing of all garbage, recycling and comptables. Lessee is also responsible for picking up garbage within a 150 foot radius from Kiosk and Kiosk Plaza. City is responsible for paying utilities at the current service levels in Kiosk. Lessee responsible for paying for, maintaining, and securing any phone service. City reserves the right to meter and charge for all electricity usage.

Q2) Is the equipment inside the Kiosk for use of Lessee?

A2) The equipment that is currently inside the Kiosk belongs to the current Lessee.

Q3) Is there any storage available off site?

A3) The only storage offered through this RFP is inside the Kiosk. It is the responsibility of the Lessee to obtain storage elsewhere, if needed.

Q4) Can we bring in a van each day with back up supplies and park it in the public parking lot for the day to refuel the Kiosk?

A4) The lot is public. Lessee can park a vehicle in the lot but would have to abide by any signage and applicable parking provisions.

Q5) Is there water on site?

A5) Yes, there is water on site and it is potable.

Q6) Is the \$5,000 deposit in addition to the Minimum Annual Guarantee?

A6) Yes.

Q7) Can we put tables and chairs in areas other than the Kiosk Plaza?

A7) The premises as advertised in the RFP consists of only the Kiosk and the Kiosk Plaza. The Department is open to proposals for creative use of space but may not be able to allow use of space other than the Kiosk and Kiosk Plaza as part of this opportunity. All such proposals are subject to approval by the General Manager.

Q8) How long is the lease opportunity for?

A8) As stated in the RFP, the lease opportunity for this site is for five (5) years.

Q9) Are there any additional fees besides the base rent, percentage rent and \$5,000 deposit?

A9) Lessee would also be responsible for any applicable Department of Public Health fees or other fees required from other agencies as part of their food and beverage operation.

Q10) Can the current Lessee bid on this RFP opportunity?

A10) Yes.

Q11) What happens at the end of the five year lease to the Lessee?

A11) Subject to the approval of the Recreation and Park Commission, The Recreation and Park Department (the "Department") would release a RFP for the concession opportunity in order to select a vendor to continue the operation of a food and beverage concession at this site.

Q12) Who's tables and chair are currently on the Kiosk Plaza?

A12) The tables and chairs on the Kiosk Plaza are the property of the current Lessee.

Q13) Can we add tables, chairs, and umbrellas,?

A13) Yes, tables, chairs, and umbrellas will be allowed although all proposed items are subject to approval by the General Manager of the Department.

Q14) Can we put up windscreens?

A14) All proposed items are subject to approval by the General Manager.

Q15) What is the rent?

A15) The RFP is structured so that the respondent proposes to pay the Department the greater of a minimum annual guarantee or a percentage rent of gross sales less sales tax.

Q16) Is the percentage rent calculated on an annual or monthly basis?

A17) Monthly.

Q18) Is there assigned parking for staff?

A18) No. There is no assigned or reserved parking for staff of the Kiosk although there is a public parking lot 200 feet away.

Q19) Is there an advantage to having experience in running a business of this nature?

A19) The minimum qualifications as stated in this RFP require, "Five years of experience in fully managing a business of the nature of this opportunity, with a background in food service, catering, retail services, or similar field." Therefore, it is a requirement to have experience running a business of this nature.

Q20) Can we add ventilation to the Kiosk?

A20) The Department is open to proposals for capital improvements at the Kiosk that would serve to enhance this concession opportunity. All such proposed capital improvements such as ventilation to the Kiosk would be subject to applicable permits, codes and laws and final approval of any proposal will be subject to the General Manager. In addition, the City shall not be responsible for any costs associated with proposed improvements to the site.

Q21) How does the current Lessee make hot dogs?

A21) The Department believes that they boil their hot dogs.

Q22) Can we increase the electrical capacity?

A22) The current electrical capacity is 48 amps (60 amp main, code use of up to 48 amps). Increasing the electrical capacity is possible. All costs for electrical improvements shall be incurred by the Lessee. All electrical improvements shall become property of the City.

Q23) Can we build a storage shack and place it on park property?

A23) No.

Q24) What is the café to the west of the Kiosk?

A24) The café to the west of the Kiosk is the Crissy Field Center Café.

Q25) What kind of cash register is needed?

A25) Lessee shall use cash registers which segregate sales by categories and shall have separate function keys with non re-settable daily sequential transaction numbers and non-re-settable daily cumulative sales totals

Q26) The RFP states that the City has the right to restrict or prohibit the Lessee's operations during special events. This was not in the previous RFP. Is this a new clause?

A26) This is a mistake in the RFP and an amendment to this RFP will be made to correct this error. Lessee will be able to operate during any and all special events permitted at the Marina Green.

Q27) Can we bring in our own food truck and park it in front of the Kiosk?

A27) No.

Q28) Can we put out a grill or other cooking facility onto the Kiosk Plaza or sidewalk area?

A28) The Department would be open to proposals for expanded cooking services. All proposals are subject to approval by the General Manager. In addition, anything proposed outside of the premises offered as part of this RFP opportunity will not be evaluated and scored by the selection panel. All proposed cooking uses would be subject to any and all applicable permits including permits from the Department of Public Health.

Q29) Can we use the counter space on top of the entry door for food preparation and service?

A29) The Department is open to proposals for expanded service options. All proposals are subject to approval by the General Manager and any and all applicable permits including approval and permits from the Department of Public Health.

Q30) Will City pay for capital improvements? If Lessee makes capital improvements, will they be reimbursed by City?

A30) Lessee would be responsible for costs associated with any desired capital improvements. All capital improvements are subject to approval by the General Manager.

Q31) Can the minimum hours and days of operation be modified?

A31) Minimum hours and days of operation may be modified due to inclement weather and during winter months. All such modifications are subject to approval by the General Manager.

Q32) What is the schedule of the current food trucks and are there any other plans for additional food offerings in the area that you are aware of?

A32) The Department has received a proposal from a Vietnamese street food truck that is proposing to operate on Scott Street at Marina Boulevard. Days and hours of operation are to be determined. The Twirl and Dip Soft Serve truck is no longer operating at the Marina Green.

The Department also has a RFP posted on their website for the operation of a restaurant at the Degaussing Station at the Marina Green located about ½ mile from the Kiosk. The Department anticipates a Lessee to occupy and begin operation of the restaurant no sooner than a year from now. In addition, the Department will relocate any food trucks to an alternate site once the restaurant at the Degaussing Station location opens.

Q33) Is there a grease trap in the Kiosk?

A33) No.

Q34) Is the vendor responsible for the upkeep and maintenance of the bathrooms?

A34) No. The Recreation and Park Department maintains the public restrooms at the Marina Green.

Q35) Is the gas line usable?

A35) Yes.

Q36) Who is responsible for installing and paying for any increased electrical supply?

A36) The Lessee would be responsible for any electrical upgrades at the Kiosk. All electrical improvements will become property of the City.

Q37) How many bids have come in?

A37) All responses are confidential until a lease is signed with the selected vendor.

Q38) Is there a daily breakdown of sales from the current concessionaire?

A38) No. The Department only has the monthly sales as shown in the RFP.

Q39) Some windows at the Kiosk are always closed which gives the impression that the Kiosk is closed. Can the windows be opened?

A39) All of the windows at the Kiosk but one can be opened.