

FOOD AND BEVERAGE CONCESSIONS AGREEMENT
Pre-Proposal Meeting and Tour

Monday, February 5, 2018, at 1:00 p.m.
Veterans Building, Room 206

MINUTES

1. INTRODUCTIONS

- a. San Francisco War Memorial and Performing Arts Center
Elizabeth Murray, Managing Director
Jennifer Norris, Assistant Managing Director
Colleen Burke-Hill, Facilities Administrator
Rob Levin, Booking Administrator
- b. The Patina Group (current Concession Operator)
Joachim Splichal, Chef and Founder
Brian Crowell, General Manager, War Memorial and Performing Arts Center
- c. Attendees (see sign-in on page 3)

2. RFP SCHEDULE

<u>Action</u>	<u>Date</u>
RFP Advertised/Issued	01/10/18
Pre-Proposal Tour/Meeting	02/05/18
Submission of clarification requests deadline	02/16/18 at 5:00 p.m.
PROPOSAL SUBMISSION DEADLINE	03/28/18 at 5:00 p.m.
Selection Committee evaluation and ranking of proposals	03/29/18 – 04/20/18
Selection Committee oral interviews of three highest ranked proposers	04/23/18 – 5/04/18
War Memorial Board of Trustees consideration of Selection Committee recommendation	05/10/18
Final negotiation/drafting of Agreement	05/11/18 – 06/22/18
Agreement Executed	06/27/18
Preliminary Term of Agreement	07/02/18 – 07/31/18
Original Term of Agreement Begins	08/01/18

3. WAR MEMORIAL AND PERFORMING ARTS CENTER OVERVIEW

Elizabeth Murray provided historical information on the Performing Arts Center buildings and reviewed the scope and premises of the concessions and catering services offering.

4. RESIDENT LICENSEE COMMENTARY

Russell Kelban, Chief Marketing Director of the San Francisco Symphony, discussed 2016 Symphony research data showing the increasing importance of quality food and beverage offerings and service as part of the patron experience at Symphony and other cultural performances.

5. QUESTIONS RAISED AT PRE-PROPOSAL MEETING/TOUR

- 1) Does the Performing Arts Center provide parking on the premises for the Concessions and Catering Operator?

Response: The Performing Arts Center currently provides two parking spaces on the premises to the current Concessions and Catering Operator at no cost. This is not a contractual provision and is subject to parking availability.

- 2) Will the San Francisco Symphony's contract with a food and beverage provider for the Wattis Room in Davies Symphony Hall come up for bid during the term of the Agreement and, if so, will the War Memorial's selected operator be permitted to submit a bid for the Wattis Room contract?

Background and Response: The Wattis Room is a 1,700 square foot room in Davies Symphony Hall under the jurisdiction of the San Francisco Symphony. The Symphony currently has an agreement with McCalls Catering & Events to operate the room. Use of the Wattis Room includes pre-concert dining and intermission service for Symphony donors. The Symphony through its operator also rents the room for special events. The Symphony's current contract with McCalls Catering & Events expires on 9/30/18, and the Symphony has the option to extend the agreement for an additional year through 9/30/19. The War Memorial's selected operator would be permitted to submit a bid for the Wattis Room operation contract.

6. TOURS OF THE PREMISES

A tour was conducted of public and stage areas in the Veterans Building, Opera House, Davies Symphony Hall and Zellerbach Rehearsal Hall.

These Minutes will be relied upon as the approved record of matters discussed during the Pre-Proposal Meeting and Tour.

By: Elizabeth Murray, Managing Director
San Francisco War Memorial and Performing Arts Center

Date: February 5, 2018

Attachment: Pre-Proposal Meeting Sign-in of Attendees

Pre-Proposal Meeting and Tour – Sign-in of Attendees:

Joachim Splichal, Patina Restaurant Group
Wendy Powell, Patina Restaurant Group
Christian Muniz, Patina Restaurant Group
Ivan Petkov, Sodexo
Laurence McMillon, Sodexo
Martin LaPointe, Sodexo
Todd Andrews, Sodexo
Larry Alcorn, Sodexo
Mike Snew, Global Gourmet
David Ashley, Global Gourmet
Garo Eldemir, Global Gourmet
Ann-Marie, Best Beverage
Adam Light A&M Restaurants
Don Riccardi, Spectra