

San Francisco War Memorial and Performing Arts Center
REQUEST FOR PROPOSAL
FOOD AND BEVERAGE CONCESSIONS AND CATERING AGREEMENT

QUESTIONS AND ANSWERS LOG

(Updated February 13, 2018)

Date	Question	Answer
01/17/18	How many people from each proposer company are permitted to attend the 2/5/18 Pre-Proposal Tour and Conference?	We have not set an attendance limit for each Proposer. However, we would appreciate being advised if you are attending and, if so, how many persons will be attending.
01/22/18	Is it possible to tell us a) the current wages for each position on the staffing level chart (exhibit G) and b) the dollar amount of the Union (local 2) monthly health care and pension costs for each position?	The War Memorial is not a party to the collective bargaining agreement between the current operator and the San Francisco Hotel and Restaurant Employees and Bartenders Union, Local 2. For information regarding the collective bargaining agreement between Local 2 and RA Center, LLC, we suggest you contact Local 2, specifically Lorraine Powell, Field Representative, at (415) 864-8770 Ext. 718, or FAX (415) 864-4158.
02/05/18	Does the Performing Arts Center provide parking on the premises for the Concessions and Catering Operator?	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.
02/05/18	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?	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.
02/12/18	In the event of early termination, will buyback protection of the unamortized value of the investment be provided (either by the successor operator or the City)?	The War Memorial's current agreement provides that in the event of early termination of the Agreement for any reason, except for a termination by the War Memorial as a result of default by Operator, War Memorial shall require any replacement or successor operator, as a condition precedent to its agreement with the War Memorial to pay Operator the unamortized value of the approved investment.

02/12/18	Will start-up expenses be subject to buyback protection based on an amortization schedule?	This will be subject to contract negotiations between the parties.
02/12/18	Has Possessory Interest tax been assessed to Patina by the County Assessor and if so what is the assessed value and amount of PI tax?	Answer pending.
02/12/18	Are Revit or CAD files available for the facilities?	CAD files are available for the Opera House and Veterans Building. Both CAD and Revit files are available for the Opera House kitchen. Davies Symphony Hall floor plans are available on CAD.
02/12/18	Section V.A.1 of RFP: Does this include equipment only or physical structure (floors, walls, ceiling, lighting)?	The acknowledgment of the premises in their "as-is, with all faults" condition applies to the physical structure, premises and City-Owned Equipment.
02/12/18	Section V.C of RFP: Does this include the kitchen ventilation system above the ceiling line? (Black metal, exhaust fans)	The War Memorial is responsible for maintenance and repairs of the kitchen ventilation system.
02/12/18	Section V.D of RFP: What is the current status of the existing grease trap and drain lines? Are there any issues that we need to be aware of?	Grease trap and drain lines are in good working order.
02/12/18	Exhibit M, Article 2 of RFP: When are we able to bring in a contractor and appropriate trade professionals to evaluate the property?	This can be scheduled at a time that will not disrupt scheduled performances or events. To schedule, please contact either: Elizabeth Murray: (415) 554-6306 Elizabeth.murray@sfgov.org Or Jennifer Norris: (415) 554-6308 Jennifer.norris@sfgov.org
02/12/18	Will our low voltage package rest on the clients LAN or will it be independent? Is there a set of plans showing current wiring plans for each facility?	Operator's package will be independent. There are no plans showing current wiring plans for each facility.
02/12/18	Are mood and material boards available for design coordination in each facility?	No.
02/12/18	Are there any signage restrictions in the facilities?	All signage must be approved in advance by the War Memorial and Performing Arts Center.
02/12/18	Would it be possible to obtain the total maintenance and repair expenses from the past two years?	Answer pending.
02/12/18	Would it be possible to give us the total sales from the C&M coffee concept at the Herbst Theatre from the past three years?	The Veterans Building Café (Patina's C&M) opened in February 2016. See RFP Exhibit C under "Other Concessions Sales and Activities" for total sales since 2/16.
02/12/18	What were the total of transactions from the Opera House Café (buffet service) in 2016 and 2017?	Covers for the Opera House Café, including the buffet and ala carte service were: 2016: 20,915 2017: 19,907
02/12/18	What are the present catering events in the books for 2018 and 2019?	See page 3.

Booked Catering Events 2018-2019

Date	Location	Event	Guest Count
01/02/18	Opera House	Reception	150
01/18/18	Opera House	Champagne Promenade	1,200
01/18/18	Opera House	Grand Benefactor Reception	150
01/19/18	Veterans Building Lobby	Arrivals Reception	700
01/25/18	Veterans Building Lobby	Conference Refreshments	250
01/27/18	Herbst Theatre Lower Lounge	Post-Performance Reception	80
02/03/18	Opera House	Reception	40
02/09/18	Opera House	Reception	150
02/10/18	Veterans Building Lobby	Conference Coffee Service	800
02/15/18	Opera House	Dinner	40
02/16/18	Davies Symphony Hall	Boxed Meal	49
02/22/18	Davies Symphony Hall	Reception	200
02/22/18	Herbst Theatre Lower Lounge	VIP Reception	200
02/27/18	Herbst Theatre Lower Lounge	Post-Performance Reception	100
03/06/18	Opera House	Reception	40
03/20/18	Davies Symphony Hall	Reception	150
04/11/18	Veterans Building Lobby	Post-Meeting Reception	200
04/16/18	Opera House	Dinner	300
04/17/18	Veterans Building Lobby	Conference Refreshments	700
04/19/18	Opera House	Reception	100
04/20/18	Opera House	Reception	40
04/22/18	Opera House	Reception	300
04/27/18	Herbst Theatre Lower Lounge	Reception	100
05/05/18	Veterans Building Lobby	Post-Graduation Reception	900
05/24/18	Herbst Theatre Lower Lounge	Post-Performance Reception	100
06/02/18	Veterans Building Lobby	Post-Graduation Reception	900
06/11/18	Veterans Building Lobby	Post-Graduation Reception	800
06/19/18	Opera House	Reception	75
06/26/18	Opera House	Reception	75
07/14/18	Opera House	Reception	75
07/15/18	Opera House	Reception	75
07/17/18	Davies Symphony Hall	All-Day Snacks & Meal	1,500
07/17/18	Davies Symphony Hall	Reception	1,500
07/21/18	Opera House	Reception	75
07/22/18	Opera House	Reception	75
08/04/18	Herbst Theatre Lower Lounge	VIP Reception	150
09/05/18	Davies Symphony Hall	Pre-Dinner Reception	800
09/05/18	Davies Symphony Hall	Champagne Promenade	2,500
09/07/18	Opera House	Pre-Dinner Reception	700
09/22/18	Veterans Building Lobby	Coffee/Water & Cash Lunch	800
11/14/18	Veterans Building Lobby	Conference Refreshments & Lunch	700
11/15/18	Veterans Building Lobby	Conference Refreshments & Lunch	700
12/00/18	Opera House	8 Nutcracker VIP Receptions	150 each
12/02/18	Davies Symphony Hall	2 VIP Receptions	150 each
01/16/19	Opera House	Champagne Promenade	1,200
01/16/19	Opera House	Grand Benefactor Reception	150
02/13/19	Herbst Theatre Lower Lounge	VIP Reception	200
03/00/19	Davies Symphony Hall	Reception	150

04/18/19	Opera House	Reception	300
05/05/19	Veterans Building Lobby	Post-Graduation Reception	900
06/08/19	Veterans Building Lobby	Post-Graduation Reception	900
06/12/19	Veterans Building Lobby	Post-Graduation Reception	800
07/00/19	Davies Symphony Hall	All Day Snacks & Meal	1,500
07/00/19	Davies Symphony Hall	Reception	1,500
07/06/19	Opera House	Reception	75
07/07/19	Opera House	Reception	75
07/13/19	Opera House	Reception	75
07/14/19	Opera House	Reception	75
09/04/19	Davies Symphony Hall	Pre-Dinner Reception	800
09/04/19	Davies Symphony Hall	Champagne Promenade	2,500
09/06/19	Opera House	Pre-Dinner Reception	700
12/00/19	Davies Symphony Hall	2 VIP Receptions	150 each
12/00/19	Opera House	8 Nutcracker VIP Receptions	150 each

Note: Herbst Theatre booking calendar is not yet open beyond 6/30/19.