

October 11, 2018

To: All Interested Respondents

Re: Facilities Management Services RFP

Addendum #3

This Addendum sets forth the Q&A for questions received by the CRDA website pursuant to section 1.5 of the RFP documents before the Q&A deadline of September 27, 2018 at 3:00 pm. Any questions received after the deadline will not be entertained.

Q1. For Submittal 7 can you confirm that a valid “Certificate of Employee Information Report” provided to our company as the result of a properly completed Employee Information Report (AA-302) is the proper document to coincide with checking the “first box,” which reads “I Have a Current NJ Affirmative Action Certificate”?

A1. Yes.

Q2. Will the CRDA accept a proposal with a term longer than the seven years (5 + 2) outlined in the RFP?

A2. Yes, as an additional option period.

Q3. Would the CRDA accept an amortization period equal to the maximum contract term of the agreement (including extension options) for a significant capital investment?

A3. Yes, the Authority would consider negotiating an amortization schedule for a significant capital investment.

Q4. Regarding the terms and conditions of the RFP, we would like to request that any termination provision is based on cause and not convenience.

A4. No, the Authority reserves the right to terminate the agreement without cause. Respondents may propose alternative notice periods for termination without cause.

Q5. Can you confirm that the “Ownership Disclosure Form” is not required as part of this RFP process?

A5. The information sought under the “Ownership Disclosure Form” is now incorporated into Submittal 8, Disclosure of Political Contributions.

Q6. Regarding Submittal 4 – Notice of Intent to Subtract Form and Submittal 5 – Subcontractor Utilization Form, can you provide clarification on what constitutes a subcontractor? Under our service model, when we contract third parties as an agent for the CRDA, we define these as service providers and not subcontractors. Please clarify whether or not these providers should be disclosed.

A6. To the fullest extent possible, the respondent should identify third parties that it intends to engage in support of its contractual obligations to the Authority. The Authority reserves the right to approve all third party vendors and service providers working in the facility(ies).

Q7. Minimum requirements (RFP Section 1.16)

XXXX is a new company, starting operations in 2015. While a new company, the XXXX senior corporate staff has over two hundred years of industry experience. Following are some of the key executives that will be involved with management services for the Atlantic City Convention Center, Historic Boardwalk Hall and West Hall. Will our staff’s extensive venue industry management experience be accepted as meeting the minimum requirements as stated in the RFP? **[Staff names and experience deleted]**

A7. As outlined in Section 4.3 of the solicitation, the Authority measures the experience of persons designated by the respondent as proposed management personnel. The Authority does not solely measure the number of years of corporate existence to determine whether the respondent satisfies the requirements of Section 1.16.

Q8. XXXX respectfully requests an extension of the proposal due date. To provide a complete and thorough response to the RFP more time is necessary.

Will the CRDA move the submittal date to two weeks after requested information has been provided?

A8. See Addendum 2

Q9. Please provide copies of the following information:

9-1 Financial Information:

1. Year-end financial statements for the past three years
2. Budget for the upcoming fiscal year, if approved

A9-1. The facilities do not have separate financial statements. See the following documents attached:

- Atlantic City Convention Center & Historic Boardwalk Hall Budget 2016.
- Atlantic City Convention Center & Historic Boardwalk Hall Budget 2017.
- Atlantic City Convention Center & Historic Boardwalk Hall Budget 2018.

9-2 Events

1. A complete event history for the past three years and future events scheduled (confirmed and tentative) for the upcoming three (3) years.
2. Sample event settlements for concerts, family shows, consumer shows, and major conventions
3. Rental Rate & Fee Schedule for each venue
4. Booking & Scheduling Policy for each venue
5. Current agreements with any event promoters or show producers

6. User/License Agreements - See information posted to website.

A9-2. See the following documents attached:

1. JWBH Projected Events and Attendance
ACCC Projected Events and Attendance
2. Sample Event Settlements
3. No documents. Such rates and fees are subject to negotiation.
4. JWBH Booking Policy
5. IMG Worldwide LLC Public-Private Partnership Agreement
6. License Agreement JWBH and ACCC

9-3 Staffing

1. Titles and salaries of all full-time employees
2. Organization chart
3. Copies of job descriptions for all full-time positions
4. A breakdown of annual part-time labor costs and hourly rates
5. Descriptions of current staff benefits (copies of handbook) including Health, Dental, Vision, Group life, Retirement/401K, and Vacation benefits

A9-3. See A9-1 above and AC Organizational Chart attached.

9-4 Third Party & Labor Agreements

1. Current agreements with the labor unions listed on page 5 and 6 of the RFP

2. Third party service agreements (for example: ticketing services, audio/visual services, housekeeping, merchandising, first aid/EMT, parking services, etc.)

A9-4. Respondents may make an appointment to inspect such agreements by contacting the CRDA staff person identified in Section 1.5 of the RFP.

9-5 Sponsorship & Advertising

1. Details of any current commercial rights agreement (advertising and sponsorships)
2. List and description of unsold advertising inventory
3. Sponsors with exclusivity included in their agreements
4. What are the naming rights opportunities related to the facilities? Please include specific areas of the facilities (e.g. box office)?

A9-5. See the following attached documents:

- Service Providers
- List of Exclusive Advertisers and Inventory

As to naming rights, the Authority would consider any and all such opportunities.

9-6 Other Information

1. Capital improvement budgets and if there is a capital reserve fund. If there is a reserve fund, what is the current balance and how is it replenished?
2. Details of the current capital improvement projects and confirmed/scheduled capital improvement projects not listed on the CRDA website

3. Briefly summarize the current relationship with the CVB and how they assist in marketing and bringing business to the facilities. Is there a dedicated annual marketing budget for the venues?
4. Are services provided by the city that are not included in the buildings operating budget

A9-6. 1. 2018 Capital Improvement Expenditure Budget attached

2. Five Year Capital Improvement Plan attached

3. MeetAC, Inc Public-Private Sales and Marketing Agreement attached.

4. No.

Q10. Thank you for providing the historical data for FY's 2016 and 2017. Could you also provide the 2018 budget and forecast for both Boardwalk Hall and the Atlantic City Convention Center?

A10. See A9-1 above.

Q11. Please provide a breakout of events, attendance, and income by event category for the Convention Center and Boardwalk Hall

A11. See A9-1 above.

Q12. Please provide current parking information including parking rates and number of spaces available at the venues

A12. Parking rates are event driven. Parking spaces available are as follows:

JWBH: Lower East 180; Lower West 230

ACCC: Public 990; Sheraton 330; NJ Transit 76

Q13. Please provide the current sponsorship inventory and sponsorship revenue breakout for the past 3 Fiscal Years for both venues

A13. See A9-1 above.

Q14. Please provide the currents with sub-contractors:

- a. Ticketmaster
- b. Smart Cities and
- c. PSAV

A14. Respondents may make an appointment to inspect such agreements by contacting the CRDA staff person identified in Section 1.5 of the RFP.

Q15. Please provide a current organizational chart for the venues

A15. See A9-3.

Q16. Please provide a breakout of salaries, hourly rates and related expenses for all employees

A16. See A9-1.

Q17. Please provide copies of the Settlement/Show Invoices for:

- 10 most Recent Concerts
- 5 most recent Family Shows
- 5 most recent non-tenant Sporting Events.

A17. See A9-2.

Q18. Please provide copies of any volume agreements with national concert promoters and casinos

A18. Presently, these agreements have expired.

Q19. Provide a list of completed capital projects as well as projects that are in progress

A19. See A9-6.

Q20. Are there any plans for a sports team tenant to occupy Boardwalk Hall?

A20. No current plans.

Q21. Please provide copies of existing collective bargaining agreements for the venues

A21. See A9-4.

The respondent is responsible to ensure that any changes necessitated by Addenda are accounted for and incorporated into the respondent's response to the RFP. All instructions, terms and conditions of the Contract Documents shall remain unchanged, unless expressly modified by the Authority.