

IMPORTANT NOTICES

Notice 1 - On Saturday November 28th at noon, The University of Connecticut will host Syracuse University in a Big East football game at Rentschler Field. Interested respondents can request 2 (two) tickets for the game, allowing an opportunity to see the facility in action. Respondents should contact Anthony Lazzaro if interested and tickets will be made available at the will call window near Gate B.

Notice 2 – It has been brought to our attention that Volume II of the RFP contained an incorrect submission deadline of November 18, 2009. The revised deadline for the submission of proposals for Volume I and Volume II of the RFP is Monday, December 7, 2009.

RFP QUESTIONS AND ANSWERS

Question 1 - If we are bidding on all elements, would the committee like us to separate all elements pertaining to the Convention Center and separate all elements of Rentschler Field, or would separating the Convention Center and Rentschler Field components suffice?

Answer 1 - It is our intention to evaluate the various services separately, before assessing the benefits of combined proposals. While we understand that the individual elements will likely contain information included within the remaining elements, we ask that proposers submit individual elements for each service of the RFP.

Question 2 - How many event days did the Convention Center have in 2008?

Answer 2 – The event days, event descriptions and number of attendees for 2007-2011 are contained in the Convention Center Event Schedule, which is located on the CCEDA Web site along with the RFP.

Question 3 - Can you please more clearly define sponsorship opportunities as they pertain to the Convention Center?

Answer 3 – The Convention Center manager is expected to develop a program for the sale of signage, print advertising on tickets, branding rights, pouring rights, and other promotion tie-ins and trade-outs. The manager shall assist CCEDA in developing a strategy for the sale of building naming rights, including discreet components of the facility. Please note, however, that sponsorship opportunities must not result in the loss of the tax exempt status of the bonds used to finance the Convention Center.

Question 4 - Who holds the parking contract with the Convention Center?

Answer 4 – LAZ Parking Ltd.

Question 5 - What are the short, medium, and long-term commitments/bookings in the Convention Center?

Answer 5 – The commitments/bookings for the Convention Center through 2011 are contained in the Convention Center Event Schedule, which is located on the CCEDA Web site along with the RFP.

Question 6 - What synergies exist between the Marriott Hotel and the Convention Center?

Answer 6 – The Marriott Hotel at Adriaen’s Landing is owned by Adriaen’s Landing Hotel, LLC (the “Hotel”), an affiliate of the Waterford Group, L.L.C. Any synergies that may be a product of a relationship with the Hotel would necessarily be dependent upon the nature of any future agreement(s) between the Convention Center manager and the Hotel manager.

Question 7 - What are the rules/regulations regarding lodging relationships when an event comes to the Convention Center?

Answer 7 – Currently, there are no rules or regulations regarding lodging for events at the Convention Center. The event and any required lodging are negotiated in good faith on a case-by-case basis.

Question 8 - Does the Convention Center have any preexisting contracts with meeting planners or outside booking agencies?

Answer 8 – CCEDA currently has a contract with the Greater Hartford Convention and Visitors Bureau to provide marketing and to generate leads for the Convention Center.

Question 9 - What is CCEDA’s policy on “at-risk” events?

Answer 9 – CCEDA does not have a written policy on “at-risk” events. Decisions on such events are made on a case-by-case basis.

Question 10 – Regarding RFP Volume I section B, the GHCVB’s functions include various functions such as lead generation for hospitality business, convention services, housing services, in addition to Convention Center Sales and Marketing. Does the RFP for the Convention Center Sales and Marketing include all of the duties currently performed by the GHCVB or just the Designated Marketing Agent services?

Answer 10 – No. The services being solicited under this RFP are those of the Designated Marketing Agent for the Convention Center only.

Question 11 – Is there an existing Sales and Marketing Agreement relevant to the current relationship with the GHCVB?

Answer 11 – Yes. CCEDA has posted the current agreement with the GHCVB on its Web site along with the RFP.

Question 12 – Regarding RFP Volume II, Exhibit H, we are unclear if this form is to be completed at this time, and also unclear with respect to the information to be completed. Specifically, the form states “_____ has received, reviewed and agrees to Addenda _____ if successful ...” We are unclear what is being referred to.

Answer 12 – This form does not need to be completed at the time of submission. A revised form will be negotiated with the selected proposer.

Question 13 – Exhibit H indicates that if successful, the selected proposer agrees to the attached Food and Beverage Operation Agreement in its present form. Is this a requirement?

Answer 13 – No. The sample contract is meant to be a guideline. During the course of negotiations, the Authority is willing to additions, deletions, or modifications.

Question 14 – Regarding RFP Volume II, Exhibit M, is there an expectation that Schedules (1-6) and Appendices (A-C), included as part of the sample Food & Beverage Contract Agreement that is meant to be a guideline, are to be completed at the time of submission?

Answer 14 – Schedules (1-6) and Appendices (A-C) do **not** need to be completed at the time of submission. They will be completed as components of the final management agreement during negotiations with the selected proposer.

Question 15 – Please provide more information about what is expected from the proposer for the Sample Food & Beverage Contract Agreement Schedules 1-6.

Answer 15 – Please see Answer 14 above.

Question 16 – Is it the intention that the sample management agreement as presented will be executed or would another agreement be used?

Answer 16 – The sample contract is meant to be guideline. During the course of negotiations, the Authority is willing to additions, deletions, or modifications.

Question 17 – Regarding RFP Volume II, Section 4.0, This section appears to outline qualifications and requirements that were included as Submittal Requirements in Volume I but not clearly specified in Volume II. Is the intention that these items are submitted as requirements for Volume II?

Answer 17 – The selected criteria will be as outlined in section 4.0. Some of the information will be gleaned from the answers to Exhibits I & J, as well as, other information provided in the submissions. However, proposers are strongly encouraged to submit supplemental information with the headings of: qualifications, organization chart, management plan, and operational services. Said information should illustrate proposer’s experience, expertise and capabilities as outlined in section 4.0 of RFP Volume II.

Question 18 – Regarding RFP Volume II, please provide additional information and clarification regarding Exhibit J. Is this Exhibit not applicable if proposer does not intend to subcontract food and beverage?

Answer 18 – Exhibit J does **not** need to be completed and submitted with the proposal prior to the December 7 deadline; however, Proposer must include a section addressing the financial terms of the proposal, including a fixed management fee and an alternative fee schedule that is in compliance with IRS Revenue Procedure 97-13.

Question 19 – Regarding RFP Volume I, Exhibit A, Submittal Sheet, does “State Affidavits refer to State Exhibits A-G? Please clarify the submittal requirement.

Answer 19 – Yes, the State affidavits referenced in the Submittal Sheet are in fact the State Exhibits B-G. Exhibits B, C, D, and G need to be completed at the time of submission. Prior to the execution of the negotiated agreement, the selected respondent shall be required to complete Exhibits E and F.

Question 20 – Regarding RFP Volume II, Exhibit H does appear to reference Organization Profile as noted on Submittal Sheet, please clarify.

Answer 20 – Yes, the Submittal Sheet contains a typographical error. The Organizational Profile information is actually contained in Exhibit I.

Question 21 – Regarding RFP Volume II, Exhibit I, please clarify submittal requirement of said Exhibit I.

Answer 21 – Exhibit I should be completed and submitted with the proposal prior to the revised deadline.

Question 22 – Regarding RFP Volume II, Appendix B and Appendix C, has no information, please clarify submittal requirements.

Answer 22 – Appendices A-F do **not** need to be completed at submitted with the remainder of the proposal. They will be negotiated and attached to the final contract with chosen proposer.

Question 23 – Regarding RFP Volume I, section B CTCC Sales and Marketing, "The Manager will be responsible for booking and scheduling ALL events held at the CTCC" . This is beyond our normal scope and just want to make sure this is the expectation.

Answer 23 – The Convention Center Building Manager will be responsible for booking and scheduling ALL events held at the CTCC, not the Sales and Marketing Manager.

Question 24 – Regarding RFP Volume I, section B CTCC Sales and Marketing, would contractual agreements with the CT Expo Center and the XL Center be a conflict of interest?

Answer 24 – The “Conflict of Interest” section of the RFP requires proposers to disclose all possible relationships that may present a conflict of interest with the Convention Center for booking events. Proposers should present a plan for addressing such conflicts with their proposals.

Question 25 – Regarding RFP Volume I, section B CTCC Sales and Marketing, what is the difference between the first two bullets? Should the word "facility" actually be "facilitate"? In the third bullet, should the "capitol improvements budgets" be in the Sales and Marketing RFP?

Answer 25 – Yes, the word “facility” should actually read “facilitate.” Secondly, the term “capital improvement budgets” may be ignored.

Question 26 – Regarding RFP Volume I, section B CTCC Sales and Marketing, "Fixed Management Fee" - Is this where we put the dollar amount we feel is necessary to do the job ? Also, shouldn't the contract commence on July, 1,2010 ?

Answer 26 – Yes, in accordance with paragraph 9, please provide your fees to provide the services outlined in this section of the RFP. Yes, the resulting contract shall commence on July 1, 2010.

Question 27 – Regarding RFP Volume I, section B CTCC Sales and Marketing, does the currently used "Breeze Sales System" belong to CCEDA or to CTCC management ?

Answer 27 – The Breeze Sales System belongs to CCEDA.

Question 28 - Is the "Sales and Marketing Agent" responsible for the Event Service Managers?

Answer 28 – No.