

**CITY OF CHICAGO - DEPARTMENT OF PROCUREMENT SERVICES**  
**ADDENDUM NO. 2**  
**FOR**  
**REQUEST FOR PROPOSAL ("RFP")**  
**FOR OPERATION OF CONCESSIONS ON THE CHICAGO RIVERWALK**  
**Specification No. 329656**

Required for use by:  
**CITY OF CHICAGO**  
(Department of Fleet and Facility Management )



This Addendum is distributed by:

**CITY OF CHICAGO**  
**Department of Procurement Services**

**Respondent must acknowledge receipt of this Addendum No. 2 in the Cover Letter of its Proposal and should complete and return the attached Acknowledgment by email to [edward.anderson@cityofchicago.org](mailto:edward.anderson@cityofchicago.org) Attn: EDWARD ANDERSON, Senior Procurement Specialist (312) 744-6118**

The information contained in this Addendum No.2 is incorporated by reference into the original Request for Proposal (RFP) issued on January 5, 2017

**RAHM EMANUEL**  
**MAYOR**

**JAMIE L. RHEE**  
**CHIEF PROCUREMENT OFFICER**

**JUNE 22, 2017**

**ADDENDUM NO. 2**

**FOR**

**REQUEST FOR PROPOSALS (“RFP”) OPERATION OF CONCESSIONS ON THE CHICAGO RIVERWALK**

**SPECIFICATION NO. 329656**

**For which Tier Two Proposals are scheduled to be received no later than 4:00 p.m., Central Time on July 7, 2017 (pursuant to the Request for Proposals advertised January 5, 2017) in the Department of Fleet and Facility Management, 30 N. LaSalle Street, Suite 300, Chicago, Illinois 60602.**

**The following questions/answers will be incorporated in the above-referenced RFP. All other provisions and requirements as originally set forth remain in full force and are binding.**

**RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER LETTER OF ITS PROPOSAL AND SHOULD COMPLETE AND RETURN THE ATTACHED ACKNOWLEDGEMENT BY EMAIL TO EDWARD.ANDERSON@CITYOFCHICAGO.ORG**

If your proposal was deemed Qualified or Good, you have been invited to submit a Tier 2 proposal. A pre-submittal conference for Tier 2 has been scheduled for Tuesday, June 27, 2017, 10:00 A.M., 30 North LaSalle Street, Suite 2D, Chicago, Illinois 60602, to answer questions you may have. No further questions will be entertained after 11 a.m. on June 27, 2017. Below are questions received to date and the Department's response.

Deadline for Tier 2 submissions is extended to 4:00 p.m. on Friday, July 7, 2017, Department of Fleet and Facility Management, 30 North LaSalle, Suite 300, Chicago, Illinois 60602. Proposals submitted after 4 pm will not be accepted.

1. **What was basis for the Qualified Good as opposed to excellent – what was lacking in our Tier 1 proposal? Were others rated as excellent?**

Please see section VII. Evaluating Proposal on page 24 of the RFP which outlines the evaluation process followed by the Evaluation Committee. A debrief can be scheduled at the conclusion of the procurement process. No additional information on proposal review can be provided while the procurement process is active.

2. **Who else was invited to bid on "45 East" and "31-33 East"**

This information cannot be shared while the procurement process is active.

3. **Is there electronic drawings of these 2 spaces? If not electronic, is there hard copy?**

PDF's of the Locations are available at: <https://www.chicagoriverwalk.us/concession-handbook>

4. **Is it possible to have an architect do a walkthrough of both spaces?**

Site visits can be scheduled as part of Tier 3. Architectural drawings are not required at this point.

5. **Just to be clear – all buildout and elevator on 31-33 east space would be responsibility of tenant?**

The City has limited resources available for Capital Improvements. Site improvements as part of the for concession operations proposal and/or other public amenities for the Location would be well received.

6. **Is kayak rental area on upper level of 31-33 space part of what is included in that space?**

The kayak rental concession is part of the 2016 License Agreement which ends at the end of the 2017 Season. They will be activating the space for the 2017 Season.

7. **We received a Tier 2 invite to submit a Site Specific Development Plan for 233 East Riverwalk as well as 31-35 East Riverwalk South. Neither of these were listed in our Tier 1 submission so**

**I assume that the locations we asked for originally are not viable options for us in the Tier 2 submission.**

The Evaluation Committee would like you to consider a submission for 233 East Riverwalk and 31-35 East Riverwalk. The EC liked the conceptual ideas of your proposal. Your proposal included experience constructing new space into successful bar and restaurants throughout the City of Chicago. Based on the concept of your proposal and experience designing and constructing space, the EC would like you to consider both locations and provide a rendering of how your operations would look and feel for both 233 East Riverwalk and 31-35 East Riverwalk as they are very different spaces. Both locations will require significant capital improvements to function at their highest capacity.

- 8. We referenced the Chicago Riverwalk Concession Program Handbook and can see that 233 East Riverwalk falls in the Esplanade District, however I don't see any specific site plans, square footage information, or architectural drawings for this address as can be found for the other locations. Do you have additional site information that you can share with us regarding this location?**

The existing vendor at 233 East Riverwalk is Cyrano's. They have operated from a trailer for the past several years. A more permanent structure that could operate into the fall and possibly winter would be ideal.

- 9. The 31-35 East Riverwalk space says it has 6,113 SF of interior area with an additional 1,700 SF of exterior area. Considering how large this is, we are wondering if the space is divisible. Would we be able to submit for only part of this space or does the city require that the full space be occupied by one tenant?**

The space is divisible. Propose for ideal footprint for your operations. Please also note for 31-35 East, the upper plaza in Heald Square with the Financiers of the American Revolution and the decorative fountain are location could also be an exterior seating area and included in your proposal as well.

- 10. 6.3.2 and 6.3.3 require many site specific details and we need them to accurately fulfill the capital improvement costs and revenue projections as set forth in section 6.3.4. We only have the square footage of 31-35 East but not the layout and there is no access. We also need the exact footprint of the 233 East parcel as it currently blends in with the rest of the Riverwalk. We cannot proceed with our architect on developing a plan without this information. Is there an FAR requirement for 233? Is there a means of ascertaining current utility access? We have been unable to find public access to this information.**

31-35 East Riverwalk is currently being used as existing vendor storage space. Capital improvements may at a minimum include; a new electrical panel, HVAC systems, plumbing, carpentry. There is a kiosk in the Upper Plaza that was original intended to house an elevator, installation of an elevator could be a possible improvement, which would allow activation of the Upper Wacker and Wabash plaza space. Please note, there is also a fountain in the upper plaza, that will be maintained by the City. Site visits can be provided during Tier 3.

233 East is currently operated by Cyrano's Riverwalk Café. There is not an exact footprint that would constrain your design, however the design cannot interfere with the pedestrian path. Please review the existing space between the Columbus bridge house and the driveway access to the east. A permanent structure could be built within this location. Please note, this location is adjacent to an active tour boat vendor and their boats tie-up along the seawall. There is an existing restroom facility which has been permitted by the Department of Buildings, however, this restroom has only been available to Cyrano's customers, so the City cannot confirm that the restroom meets City of Chicago Building code requirements.

Site plans provided for the Proposal incorporated the Wacker Drive archways and arcades which do not exist at either of these alternate locations.

The EC would like to request your team provide a rendering of how you would operate your proposed concession at either of these Locations. Detailed architectural drawings are not be required for Tier 2 because of the alternate location being suggested. Detailed construction costs are not required, but an estimate of the cost for construction and proposed site improvements is required. If you have a preference of one site over another and only want to submit a Tier 2 proposal for one of the alternate locations, please be specific about which site you decline and explain the reasons for the declination in your cover letter.

With regard to revenue projections, please consider your menu offerings and prices. Additionally, please refer to page 4-5 of the RFP to see past vendor revenues as a comparison with your proposed build-out.

There are no FAR requirements. Utilities information is described above. Detailed utility connections are not required for Tier 2 as an alternate location is being provided.

- 11. The EC listed 8 proposal specific questions for us to answer. #6 "How would the inclusion of extensive capital improvements impact the compensation schedule?" We are unclear on this. Do you want us to list a compensation plan for us to recoup our capital investment in light of the scope of work required to operate concessions in comparison with the more conventional cove spaces? Or is the city willing to participate in capital improvements that will enhance the Riverwalk? The rent percentage and fees seem straightforward so we're asking for clarification here regarding the compensation schedule.**

Your Tier 2 proposal should include a compensation plan, which may include a recoupment of your capital investment.

Please look at Exhibit 4 – Schedule of Compensation and if necessary based upon the upfront capital costs to prepare the Location, show how your proposed compensation to the City is impacted?

The City has limited resources available for Capital Improvements.

- 12. Elaborate on what would constitute "more" permanent? Also, does this tie in to the question above? If a *permanent* structure were to be built, assuming it was acceptable, we would obviously be unable to move it, therefore said structure would become de facto city property which we are then building and leasing. Is the city willing to entertain erecting a**

**permanent structure based on our proposal for 233 East Riverwalk or stating that it is ideal for us to build one simply more conducive to longevity than the current configuration?**

The existing structure at 233 is a food trailer surrounded by a build-out. The existing trailer will be moved away. The EC would like to have a more permanent structure constructed at 233 that would be tie-ed into the utilities and possibly operate year round. Vendors further to the east have used storage containers that look more permanent than a trailer on wheels. The City has limited funds for the capital construction required to build a structure. The EC is request Respondent propose a site development plan that could be financed within the available license terms available, 3 years with 2 year extension or 10 years with two possible 5 year extensions. As for your question – “Is the city willing to entertain erecting a permanent structure based on our proposal for 233 East Riverwalk or stating that it is ideal for us to build one simply more conducive to longevity than the current configuration”, the city is willing to entertain either of these options so long as they are built and financed by the successful vendor.

**13. Were the pop up kiosk designs acceptable?**

You can include additional design information on the pop up kiosks as part of your Tier 2 submission, including specific dimensions, size and materials, etc., for the structure. If there are specific kiosk items included in the Tier 1 submission that are required, please state what they are. The City of Chicago reserves the right to discuss appearance, design and placement of kiosks throughout the term of the License Agreement.

**14. Are both the Pedalboats and Cycleboats presented in Tier 1 acceptable? The request for the site development plan included these topics but I just want to confirm.**

With regards to the Pedalboats, there were safety concerns with their involvement on the Chicago Riverwalk. The Cycleboat includes a licensed captain would be onboard. You can include additional revenues expected from each operation. Please justify why these aspects of the concession operation are essential to success. Please also provide significant information on safety protocols for the operations of this aspect of the concession.

**15. The request was to base operations for Frost Gelato at 151-155 West Riverwalk. Are there any other sites specifically available that might also be able to be considered? Perhaps The Cove?**

The EC is requested a site plan for 151-155 West Riverwalk. If you decline the opportunity at that location please state the reasons for the declination. Please also state that you understand that there may not be any other Riverwalk locations available for the operation of your concession.

**16. Can you clarify what documentation is needed for the Tier 2 submission about the MBE and WBE firms that will provide services and do construction that we outlined in Tier 1 and now in more detail in Tier 2? Do we need to include C-1 and/or D-1 forms for the Tier 2 proposal? Or is that not needed until Tier 3?**

C-1 and D-1 forms are not required for the Tier 2 submittal. We encourage you to provide a list of potential contractors that you would use who are MBE and WBE certified.

17. **If one of our vendors/suppliers is MBE and WBE, do we classify them as both, or only one?**

Cannot be both. Only MBE or WBE may be selected.

18. **Do you have drawings, measurements, or a layout for us to use for our detailed site plan for 45 E Riverwalk?**

Please use the layout included in the RFP or page 11 of the concessions program handbook which can be found at:

[https://docs.wixstatic.com/ugd/fe0a28\\_dd6c5cd59f83446fa67b4d3aaad465ac.pdf](https://docs.wixstatic.com/ugd/fe0a28_dd6c5cd59f83446fa67b4d3aaad465ac.pdf)

Detailed architectural drawings are not required for Tier 2 because of the alternate location being suggested. Detailed construction costs are not required, but an estimate of the cost for construction and proposed site improvements is required. If you have a preference of one site over another and only want to submit a Tier 2 proposal for one locations, please be specific about which site you decline and explain the reasons for the declination in your cover letter.

June 22, 2017

Addendum No. 2

to

**REQUEST FOR PROPOSALS (RFP) FOR OPERATION OF CONCESSIONS ON THE  
CHICAGO RIVERWALK**

**SPECIFICATION NO. 329656**

Required by:



**CITY OF CHICAGO  
Department of Fleet and Facility Management**

Consisting of Sections 1 - 4 including this Acknowledgment.

**SECTION 4: ADDENDUM RECEIPT ACKNOWLEDGMENT**

I hereby acknowledge receipt of Addendum No.2 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Individual (Type or Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Business Telephone Number

**Complete and Return this Acknowledgment by email to:  
edward.anderson@cityofchicago.org**