



**VIRGIN ISLANDS PORT AUTHORITY
REQUEST FOR PROPOSALS**

TO PROVIDE RESTAURANT SERVICE

**HENRY E. ROHLSSEN AIRPORT TERMINAL
ST. CROIX, UNITED STATES VIRGIN ISLANDS**

ADDENDUM #1

***QUESTIONS AND ANSWERS
AUGUST 25, 2017***



SECTION IV: PROPOSED LEASED AREA

A. A. LEASEHOLD SPACE

The proposed leased area consists of 696.5 approximately square feet for a restaurant area, kitchen, storage and utilities. The offeror will be required to purchase all equipment, and furnishings required, including additional HVAC unit(s) and lighting to finish the build-out.

- Does the space not have AC at all currently?
- Is there additional pictures of the full space and kitchen or is there an opportunity to schedule a viewing?

(a) The space currently has AC, but any renovation of the space may include adding or repairing duct work, etc. Such additional cost will be at the Tenant's expense.

(b) There are no additional pictures, but another meeting can be schedule for you to view the space during the week of August 28, 2017.

A. B. MINIMUM ANNUAL RENT

1. Minimum Annual Rent. The desired minimum annual rent is \$30.00 per square foot per annum.

- Clarify/Confirm rental price per month. $\$30 \times 676 \text{ square ft.} = \$20,910$ is that per year or per month and is it paid monthly?

The desired minimum annual rent of \$30.00/sq. ft. would be \$20,895 annually to be

paid in monthly installments of \$1,741.25. As noted, the \$30.00/sq. ft. is desired rent, however, Offeror may propose another amount. The area is 696.5 square feet.

2. Percentage Rent. In addition to the Minimum Annual Rent, the Authority desires that the Restaurant Operator also pay a percentage rent of gross sales. Such rent may be the 'greater of' or may be in addition to the Minimum Annual Rent.

- **Clarify what this is? It says in addition to minimum annual rent. It also says the greater of. Confusing and how is it paid?**

If it is to be the greater of a percentage rent or minimum 'monthly' rent, if sales

for Jan 20XX were \$25,000 and percentage rent is 10% then rent would be \$2,500.

Tenant would have paid \$1,741.25 in Jan 20XX and would then pay additional

monies of \$758.75 during Feb 20XX. If the percentage rent is to be additional,

an additional \$2,500 would be paid in Feb 20XX.

3. Minimum Annual Rent Escalation. The Minimum Annual Rent shall be subject to periodic rent escalation by the increase in the Consumer Price Index as published by the Bureau of Labor Statistics, U.S. Department of Labor or as negotiated. Such increase, however, shall not be less than 5%, nor shall the first increase occur later than the 3rd anniversary of the execution date of the agreement.

4. Construction Rent. The Authority will negotiate such rate if desired by the Operator. This rate will be considered for the proposed construction/rehabilitation period.

- **Does this mean that we can negotiate a reduced rent while we prepare to open during construction? if so what options are they, how flexible is the Port Authority. What would be considered reasonable.**

The rent during the construction period is negotiable and VIPA plans to be flexible,

especially depending on the level of investment by the Tenant. The construction

rent could be 50% or \$870.62, with the other 50% delayed and paid in later months,

etc.

A. UTILITIES

The Authority will provide electricity and water of which such cost will be included in the Rent. The Restaurant Operator is responsible for utilities to include telephone, sewer, grease removal & disposal, gas, waste disposal, cable and/or any other type utilities required for such restaurant operations. The tenant is responsible for electric, natural gas, any communication services, and the additional garbage pickups of the existing dumpster. Restaurant Operator is responsible for all on-premises janitorial and maintenance services, including the routine service of any installed HVAC unit, fan hood system, and sanitary sewer system including grease trap.

- **1st line states the authority will provide electricity and water and cost is included in the rent. Then mid paragraph it states tenant is responsible for electric. Please clarify.**

The Virgin Islands Port Authority is responsible for electricity. Any costs for additional electrical work for the Leased Premises shall be paid for by the Tenant.

SECTION V: SCOPE

A. A. MINIMUM QUALIFICATIONS

To be eligible for consideration for this RFP, the respondent must meet the following minimum qualifications.

- • Five (5) years of experience in providing food and beverage services;
 - • No outstanding judgements or bankruptcies within the past three (3) years;
 - • Have or be able to obtain all applicable operating licenses, including food and beverage preparation and sale licenses, and liquor license (s), if liquor is to be served;
 - • Sufficient number of trained and licensed personnel for prompt, courteous service;
 - • Ability to provide and maintain accurate records of receipts/revenue;
 - • Ability to obtain security badge for all employees, as required by the Transportation Security Administration (TSA); and
 - • Be financially able with sufficient resources to finance, develop, equip and operate the restaurant.
-
- **What about start up and new businesses? Do we not qualify simply based on this?**
 - **What is the cost of airport badges and parking for employees?**

Should an interested party not have the minimum qualifications, a specific letter

requesting a waiver, along supporting documentation should be submitted. If a

start-up business has a business plan that has been vetted and approved by a small business support organization the Virgin Islands Port Authority may consider its proposal.

Parking rates are \$50.00/monthly per employee or \$2.00/day. Attached is a listing of the airport badge fees and procedures for obtaining a badge.

Table of Contents Sections:

- A. A. Proposal Content**
- B. B. Experience and Capacity of Responder and Qualifications of Personnel**
- C. C. Financial Projections**
- D. D. Credit References**
- E. E. Operational References**
- F. F. Financial Statements**
- G. G. Physical Requirements**
- H. H. Guaranteed Revenue to Authority**
- I. I. Marketing and Promotions Plan**

The above is what is stated as the proposal table of contents but in pages 10-12 of 38 it lists

- D. Insurance**
- E. Business References**
- F. Operational References**
- G. Financial Statements**
- H. Physical Requirements**
- I. Guaranteed revenue to the authority**
- j. Marketing and Promotions Plan**

To ensure that submitted proposal is sent in the correct format please clarify which one of the two is the desired layout.

Please use the format under A. Proposal Content on Pages 9 and 10 of 37.

With regard to D. Insurance also see Section V. - Scope - (F) Insurance. Lastly,

business references to include credit references are to be submitted on Attachment F

of the Bid Forms to Be Submitted.
