



Delaware Department of Natural Resources and Environmental Control
Division of Parks and Recreation
89 Kings Hwy
Dover, DE 19901

November 1, 2018

TO: ALL OFFERORS

FROM: PATRICIA TANNER
PARALEGAL III

SUBJECT: REQUEST FOR PROPOSAL – ADDENDUM
NO.: NAT18003-BELLEVUE HALL
FACILITY MANAGEMENT FOR EVENTS, CATERING OR FOOD SERVICES
AT BELLEVUE HALL

ADDENDUM #1

The purpose of this addendum is to answer questions that were submitted.

Our goal is to award in the best interest of the State of Delaware and to the vendor that best meets the terms, conditions and specifications of the request for proposal. Bids are evaluated and scored to determine award.

1. Describe impact fees.
 - a. Per the RFP, any “impact” fees levied by New Castle County Delaware related to structural, design, increased/decreased population resulting from this Contract, parking, roadway traffic, utilities, etc. shall be the responsibility of the Awarded Vendor and the Division shall “pass” these costs through an invoice with appropriate support documentation. An impact fee example could include the charge for Equivalent Dwelling Unit (EDU) charge from a municipal water and sewer connection.

2. Historically, how many events are held annually?
 - a. In 2017, the most recent year with complete date, a total of thirty-seven (37) events were hosted at Bellevue Hall. To date in 2018, a total of fifty-three (53) events were hosted at Bellevue Hall.

3. How many weddings?
 - a. In 2017, the most recent year with complete date, a total of nine wedding events were hosted at Bellevue Hall. To date in 2018, a total of fifteen wedding events were hosted at Bellevue Hall.
4. Can a foreign company bid on an RFP?
 - a. No. No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration.
5. What was the attendance of the largest venue?
 - a. The Division is not clear on the question as it's related to "venue". The "venue" or site occupancy specifications are listed in the RFP and should be adhered to unless capital improvements are completed to increase occupancy per Fire Marshall Standards.
6. With what bank does DNREC already have a relationship?
 - a. The State of Delaware does not feel that this information is pertinent to this Request for Proposal as this property is not financed in any way. The Vendor is responsible for researching and securing financing, if appropriate.
7. Can capital improvement monies act as annual contract flat fee or percent of the gross payment? Page 57
 - a. No, all flat fees and percent of gross shall be paid by the Vendor as stated in the RFP. There are no credits for fees paid to the Division.
8. Are we expected to pay the entire utility bills (electric, water, heat) keeping in mind it may be a year and a half to first wedding and even though 300,000 people pass through there every year and are using it for 25 plus functions? Page 58
 - a. Yes. Please note that overall park attendance does not reflect use of Bellevue Hall. The Vendor will have sole use of the site with exception to the Division's minimum of 25 uses (based on availability) annually will be scheduled with the Vendor at no fees to the Division.
9. Clarify if city sewer or septic system? Page 58
 - a. Sewer service is provided by New Castle County.
10. Describe waste water disposal? Page 59
 - a. Wastewater from the facility is fed to a high-capacity grinder pit that carries it to a New Castle County sewer main.

11. Are we to clean the facility daily, even if we do not have a function? page 62
 - a. No. You will be expected to clean after your function and as needed. The facility shall be kept in pristine condition. Per the RFP, Vendor shall provide regular cleaning after Vendor scheduled events. The Division will charge the Vendor \$200/hr. for any excessive cleaning required by the Division for Vendor's failure to clean properly. The Division reserves the sole right to determine cleanliness of site. Cleaning may include, but is not limited to: periodic wall scrubs, window cleaning, and power washing.

12. Catering future parties requires state to show the property after peoples work hours and on weekends. Are you expecting us to be there from 9:00 A.M. to 5:00 P.M. daily? Page 62.
 - a. No. The State has no intention of "showing" the property when it's the Vendor's responsibility to run the operation. Per the RFP, The Vendor shall provide for an **on-site presence at all times on the property during posted and advertised operating hours and any business activities outside of operating hours must be relative to the operation's needs. At no time shall the property be without a physical customer service contact during operating hours and all phone systems shall be monitored and attended to daily.** Under no circumstances shall customers contact the Vendor and not receive responsiveness to inquiries and booking/activity requests past a forty-eight (48) hour period.

13. Will you be able to speak about plowing considering we rarely have a winter wedding? Page 60
 - a. Per the RFP, Vendor shall be responsible for plowing in Bellevue Hall parking lot. Vendor shall be responsible for the shoveling and treatment of Bellevue Hall and surrounded grounds, sidewalks and parking spaces included in Vendor's Contract. If the Vendor determines to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.

14. What type of wiring is in the building?
 - a. Electrical upgrade is unknown overall. The electrical service to the kitchen was upgraded in the early 1990s and there have been periodic upgrades as repairs have been required. There is a combination of functioning and non-functioning modern, Romex and knob-and-tube wiring throughout the facility.

15. What is the year built?
 - a. In 1855, a three-story Gothic Revival Castle with octagonal corners was built. From 1928-1931 the castle was remodeled which then became a two and a half story Classical Revival style mansion to replicate Montpelier (James Madison's plantation estate house in VA), and is known today as Bellevue Hall.
 - b. Mount Pleasant School was built in 1830.

16. Will you able to speak about landscaping? Page 60,
 - a. As indicated on page 63, the vendor is responsible for maintaining landscaping beds located immediately adjacent to the facility, around all entranceways and walls, including the Bellevue Hall parking lot, but excluding the Bellevue Formal Garden and main entrance gate. The Division will mow and trim lawn areas around the facility and maintain the Bellevue Formal Garden. All renovations or changes to landscaping maintained by the vendor must be reviewed and approved by the Division prior to installation.

17. Are you expecting a mandatory concession stand? Page 64
 - a. Per the RFP, the Vendor shall publicly display in a conspicuous place at the concession area a neat and legible sign listing rates, prices and charges for all products and services. This will be determined for applicability depending on Vendor proposals received. If a daily concession is proposed, then yes, this would apply.

18. Does necessary equipment including, but not limited to, a hood exhaust system mean mandatory hood system? Page 64
 - a. Per the RFP, Vendor is responsible, at their expense, for installing necessary equipment including but not limited to a Hood Exhaust system. Vendor is responsible for the repairs and/or maintenance of all systems annually or earlier if requested by the Division and for the install and oversight of the Fire Suppression System at Bellevue Hall. Required equipment is dependent upon Vendors proposal and business offering.

19. Is the fire suppression system only for the hood, or is it for the building? Page 64
 - a. As would be required based on your proposal and the Fire Marshal's requirements. Vendor would be responsible for installation and maintaining.

20. Expand on Division site 25 uses.
 - a. The Vendor will have sole use of the site with exception to the Division's minimum of 25 uses (based on availability) annually will be scheduled with the Vendor at no fees to the Division.

21. Is site listed on the National Register of Historic Places?
 - a. No. However, Division requires that any and all improvements (as approved by Division) will be in keeping with the historical aesthetics of the property.

22. Who handles the process for permits?
 - a. Per the RFP, all necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the Vendor at its own expense.

23. Explain Assignability.
- a. For example, an assignable contract has a provision permitting the holder to convey his or her rights and obligations to another person before the contract expires. This Contract shall not be assigned. You are permitted to subcontract. Additionally, see page 24 for Joint Venture information relative to this RFP.
24. Fee Schedule for public. Can awarded vendor increase prices?
- a. Yes. Vendor must submit the price adjustment in writing for approval by Division.
25. Describe Prevailing Wage.
- a. Per State of Delaware laws and regulations for Prevailing Wage, The prevailing wage law, 29 Del.C. §6960, is enforced by the Department of Labor and states that the specifications for every contract or aggregate of contracts relating to a public works project in excess of \$500,000 for new construction (including painting and decorating) or \$45,000 for alteration, repair, renovation, rehabilitation, demolition or reconstruction (including painting and decorating of building or works) to which this State or any subdivision thereof is a party and for which the State appropriated any part of the funds and which requires or involves the employment of mechanics and/or laborers shall contain a provision stating the minimum wages to be paid various classes of laborers and mechanics which shall be based upon the wages that will be determined by the Delaware Department of Labor, Division of Industrial Affairs, to be prevailing in the county in which the work is to be performed.
 - b. Prevailing Wage is applicable to this contract dependent upon the Vendors proposal and meeting the criteria set by the Department of Labor.
26. Is a certificate of occupancy required?
- a. Yes.
27. Can we start work before April 1, 2019?
- a. No. The contract shall commence on April 1, 2019. If the Vendor determines to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.
28. What are the Profit and Loss Statements for the last 5 years or what is available at this time to be made public?
- a. The Division does not have Profit and Loss Statements.
29. If a vendor bids on all of the properties (Bellevue Hall, Judge Morris Estate, Blue Ball Barn, and Cauffiel Estate) and were to be awarded more than one property, would vendor have the opportunity to decline one offer?
- a. Yes. Please note that per the RFP, The Division is interested in Vendor's providing responses to all of the following current Requests for Proposals: NAT18007-BLUE BALL BARN, NAT18003-BELLEVUE HALL, NAT18006-

CAUFFIEL ESTATE, and NAT18005-JUDGE MORRIS ESTATE. While these RFP's will be evaluated and scored individually, if Vendor's submit proposals for all or multiple sites, the Division reserves the right to award all sites to one Vendor if it is in the best interest of the Division and the State of Delaware. If Vendor turns down award, this could impact the full award offered.

30. 2017 Revenue – How many events were performed in order to arrive at this revenue?
- a. In 2017, the most recent year with complete date, a total of thirty-seven (37) events were hosted at Bellevue Hall. To date in 2018, a total of fifty-three (38) events were hosted at Bellevue Hall.
31. What were the time frames that these events were held?
- a. Past events at Bellevue Hall were hosted between the hours of 8:00 A.M. and 11:30 P.M.
- b. For 2017 events:
- January: 1
 - February: 2
 - March: 2
 - April: 2
 - May: 4
 - June: 5
 - July: 5
 - August: 3
 - September: 5
 - October: 3
 - November: 2
 - December: 3
- c. For 2018 events:
- January: 2
 - February: 3
 - March: 0
 - April: 3
 - May: 4
 - June: 7
 - July: 4
 - August: 4
 - September: 4
 - October: 3
 - November: 2
 - December: 2

32. For upcoming events already booked, is the new vendor privy to any revenues from those bookings?
- a. The Division charges rates based on fees provided in the RFP. For any pre-booked events (2 per the RFP), the Division will defer all rental fees to the awarded Vendor.
33. For upcoming events already booked, how will expenses be handled (shared) to the owner of those bookings?
- a. The Division charges rates based on fees provided in the RFP. For any pre-booked events (2 per the RFP), the Division will defer all rental fees to the awarded Vendor.
34. Once Divisions events are given to vendor, is that schedule negotiable?
- a. The Vendor will have sole use of the site with exception to the Division's minimum of 25 uses (**based on availability**) annually will be scheduled with the Vendor at no fees to the Division.
35. Can the Division provide us with an average cost per month on utilities, taxes, supplies and any other shared expenses?
- a. Current trash service costs are \$107.82 per month. Over the last twelve months, combined electric and natural gas costs averaged \$1,057.00 per month. The facility's water supply is not metered separately from other park facilities in the vicinity, so an average cost for water and sewer could not be determined.
36. Is it possible to exclude renovations from certain parts of the facility that are not deemed necessary for vendor to carry out its functions?
- a. The Division is by no means suggesting ways for a business to make improvements. Vendor should propose what improvements they want to make, if any, and how their business will operate at the site.
37. Is it possible to post any information that was required on previous renovations? (i.e., lead paint removal, mold remediation, structural issues)
- a. The roof has been repaired. The sewer lift station was upgraded in 2013. All construction costs will be the responsibility of the Vendor and must be in accordance with the guidelines provided by the Secretary of Interiors Standards for the Treatment of Historical Properties and in consultation with appropriate park staff. If the Vendor determines it would like to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.
38. When were the last inspections done and were there any items that were addressed that needed to be taken care of?
- a. The area has not been inspected. The roof has been repaired. If mold remediation is required, then Division will ensure remediation is completed.

39. On the 3rd floor, in the area of water damage, there appeared to me mold? Has this area been inspected/addressed and is there a plan to have it remediated?
- a. The area has not been inspected. The roof has been repaired. If mold remediation is required, then Division will ensure remediation is completed.
40. When were the mechanical items last updated and inspected? Are the warranties expressed or implied going forward? (i.e., heating, air conditioning, etc.)
- a. The alarm, fire and HVAC systems are inspected annually, and the HVAC system is cleaned and tuned annually. The existing systems do not carry any warranties.
41. What are the hours that the facility will be made available to carry out renovations?
- a. Vendor should include all proposed "Phase I & II" that include renovation plans to include hours. The Division is willing to negotiate this with the Vendor to provide adequate time to accomplish improvements, while meeting the park quiet/closed hours.
42. Will the vendor be responsible to have someone available onsite during times that Division has events?
- a. It would depend on the event and if the Division required the Vendors services/presence. The Vendor will be notified and this can be negotiated with the Division when the schedule is presented for those activities.
43. If Division has an event and is in need of food or other items provided by vendor, will Division be required to first come to vendor to supply those needs?
- a. The Division will defer to the awarded Vendor for food services on site, as would be logistically beneficial with Public Health licensing, etc. If the Division requests to utilize an alternate Vendor, this would be discussed and negotiated with the awarded Vendor.
44. For the trash removal and dumpster, is this cleanup the responsibility of vendor even during weeks that the Division has events and vendor may not?
- a. The Division will be responsible for cleaning and trash removal for Division events, unless the Vendor is contracted to provide services. Division activities and events will be scheduled and negotiated with the Vendor prior to events.
 - b. Additionally, per the RFP, the Vendor shall provide trash cans inside the operation area for the public's use and will be responsible for depositing the trash in a Vendor-provided dumpster at the end of each day, conforming with all rules and regulations pertaining to sanitation and safety as written the Delaware Food Code and administered by the Delaware Division of Public Health.

- c. The Division shall provide a location for a Vendor-provided dumpster. Vendor must ensure that dumpster area is kept clean and that dumpster is serviced/trash removed consistently to ensure that odors and debris are managed and are acceptable for park standards.
 - d. The Vendor shall patrol for litter and trash in and around Bellevue Hall area multiple times daily and as-needed to ensure that the State Park remains in pristine condition. Failure to keep Bellevue Hall area in an optimal state of cleanliness shall be considered a significant performance deficiency under this Contract.
45. Is it the responsibility of the vendor to make sure all doors and entrances are secure on the off hours that events occur, even if the events are the Divisions?
- a. If Vendor is providing contracted services to the Division, Vendor will be responsible. If not, the Division will be responsible.
 - b. Per the RFP, The Vendor shall be responsible for security of the building; its equipment, software and any credit card services while contracting with the Division.
 - The Division will provide the Awarded Vendor keys to the building. The Division will retain master keys for inspections and emergency access.
 - The Vendor shall provide the Division with security access codes to Bellevue Hall.
46. Snow removal – if it snows on a weekend or off hours that there are no events, is it the vendors responsibility to remove snow?
- a. Per the RFP, Vendor shall be responsible for plowing in Bellevue Hall parking lot. Vendor shall be responsible for the shoveling and treatment of Bellevue Hall and surrounded grounds, sidewalks and parking spaces included in Vendor's Contract. If the Vendor determines to take exception to this term in the RFP, please utilize the Attachment 3, Exception Form.
47. What are average snow removal costs?
- a. The cost for removal will be determined by Vendor's contractor. This is not applicable to Division, as Division takes care of snow removal internally.
48. What are the average grounds costs to maintain said area?
- a. The Division will mow and landscape the property. The Division does not outsource this service.
49. Division currently has grounds maintenance. If vendor does not exclude this care, are vendors required to use Divisions grounds people or are they allowed to contract outside vendors?
- a. The Division will mow and landscape the property.

50. Are alterations available to be done between parking area and drop area of front doors?
 - a. Vendor should propose what improvements they want to make, if any, and how their business will operate at the site.

51. Are permanent stakes/anchors available to be made for tent connections?
 - a. There are currently no permanent tent anchors on site. There are eyebolt connections installed on the surface of the brick patio in the front of the mansion, but their weight rating and level of past use as tent anchor points is unknown.

52. Who is responsible for holiday décor during the seasons?
 - a. Vendor and park staff will work together on decisions regarding decorating that match the aesthetics of the property.

53. If renovations/capital investments made over the threshold of reimbursement, how is the reimbursement given? (i.e., all at once, over a period of time, offset by revenues?)
 - a. Per page 5 of the RFP, this is a cost share, not a reimbursement. The Division will create a purchase order and pay for partial elements of an approved capital improvement.

54. Can a permanent structure, such as a tent, be put on the tennis court site?
 - a. Yes.