



Office of the Vice President
and Chief Financial Officer
Procurement Services
<https://procurement.ufl.edu/>

971 Elmore Drive
PO Box 115250
Gainesville, FL 32611-5250
(352) 392-1331 Fax 352-392-8837

October 23, 2018

ADDENDUM #1 to the University of Florida ITN19NH-118 Food Service Master Plan Consultant scheduled to be opened on **October 30, 2018 3:00 PM** at the University of Florida, Elmore Hall Conference Room, Radio Road, Gainesville, Florida.

This addendum shall be considered part of the Contract Documents for the above mentioned **ITN19NH-108** as though it had been issued at the same time and incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original document, this addendum shall govern and take precedence. All other terms, conditions, and regulations will apply.

This addendum consists of:

- Responses to technical questions and inquires submitted prior to October 16, 2018.
- Additional information on Gator Dining can be found at <https://gator dining.com/>
- Change in opening date
 - **This ITN is now scheduled to open on Thursday, November 1 at 3pm**

Sincerely,

Nicola Heredia, Associate Director
Procurement Services

Please acknowledge receipt of Addendum #1 by signing below, and returning this addendum with your proposal. Failure to include addendum with your proposal may result in rejection.

Signature

Company Name

Company Address

City/State/Zip

Responses to questions submitted for UF's ITN Florida ITN19NH-108 Food Service Master Plan Consultant

General Questions

Q1. ITN section **4.1, Proposal Format Organization, Tab 4** – “Provide a sample of a dining services masterplan report and recommendations. The sample should demonstrate how guiding principles have been incorporated into the plan development, how the recommendations tie into current trends in dining services and address how they may tie into the UF campus culture.”

To respond fully to this request, it would necessitate the sharing of a comprehensive dining services master plan, or at least the most important and substantial portions of such a plan. This conflicts with our agreements with client institutions, pertaining to confidentiality and ownership of documents and materials developed through a planning process.

As in ITN section **6.14, Ownership of Documents**, which reads: “All drawings, maps, sketches, documents, records, programs, data base, reports and other data developed or purchased, under this Agreement for or at the University’s expense shall be and remain the University’s property, without restriction, reservation or qualifications”, so too do our consulting agreements with client institutions identify all project-related deliverables to be their property.

ITN section **6.28, Intellectual Property**, also establishes that “works created pursuant to this contract are works made for hire, and all rights and privileges attendant to the Works belong exclusively to the University.” This applies, as well, in our contracts with clients.

Question: What consideration will the University give to the notes above in relation to the request of Tab 4 of the ITN?

A1. The University does not expect proposers to violate previous confidentiality agreements. Proposers should provide whatever information it can provide to satisfy Section 4.1, Tab 4, and/or state it is unable to provide information due to confidentiality agreement restrictions.

Q2. Please clarify. **Tab 6** – an excerpt reads: “...provide details of your approach including evidence of achieving the desired outcomes in the following areas: information gathering; marketing; master plan execution; opportunities for user review, input and feedback; and final reporting.” Each of the areas noted pertains to the master planning process and its outcomes **except** “marketing”.

Question: In what context is “marketing” being referred to here? The marketing of Dining Services as part of the master plan? Or, the consultant’s “marketing” of the master plan research activities in order to gain user and constituent input? Or, something else?

A2. “Marketing” as used in Tab 6 refers to marketing of the master plan research activities in order to gain comprehensive user and constituent input.

Q3. Please clarify. **Tab 7** – an excerpt reads: “...provide evidence of achieving “best value” for University and its users, through *creative marketing*...”

Question: Again, does “marketing” here apply to an element of the dining services master plan **or** the consultant’s “marketing” of the master planning process while it’s underway? Please clarify the references to “marketing” under both Tabs 6 and 7.

A3. Under tab 7, we are looking for information as to how the consultant will offer service(s) ‘above and beyond’ what we are asking for in the proposal. “Creative marketing” as used in Tab 7 refers to

ideas/actions the consultant may offer that would be a clear “value add” to the planning process. Marketing as used in Tab 6 and Tab 7 is planning process focused.

Q4. Insurance requirements – ITN section **6.26, Insurance Requirements**, cites insurance coverages that are required to be held by the consultant engaged through this ITN process. These include general liability insurance, worker’s compensation, and automobile liability. Our management consulting practice is sometimes, but rarely, required by client institutions (public and private colleges and universities) to carry professional errors and omissions liability insurance. To date, our firm, due to the nature of the work we do, has never been required by a client institution to carry the three types of coverages cited in section 6.26. These do not apply to the activities, role and project outcomes required of the management consultant engaged to develop the food services master plan. *Question:* Is the University amenable to waiving the substantial, and costly, insurance requirements of the consultant for this project?

A4. The Universities standard requirements are as shown in the ITN document. On a case by case basis a determination to waive a specific requirement may be made, but that would be after an analysis of the risks and benefits to the University.

Q5. Please confirm – we understand the University expects consultants’ proposals to include the following submittals:

- Hard copy: 1 (one) original and 9 (nine) copies.
- Electronic copy: 4 (four) copies on flash drives.

Does the University want three copies of our response saved to ONE (1) USB drive or three (3) copies saved individually on separate USB drives. Please advise.

A5. As stated in section 4.1.1 one (1) original and nine (9) copies in hard copy form and three (3) electronic copies on three separate USB drives.

Q6. To what extent, if any, should this master planning activity consider and factor in the current contractor arrangement for Gator Dining – management by an outside entity? That is, should the current contractor’s input to the master planning process be expected? Should the potential for the dining contractor, whether the current company or a successor, to make capital investment(s) in future facility renovations and/or construction be assumed as part of the model-building and ultimate Gator Dining master plan? Please advise on how the consultant should account for contracted management of Gator Dining in the master planning process.

A6. The current contractor, Aramark, is aware of the master planning process and has committed to cooperate by providing information and feedback as requested. The University is not dissatisfied with the current contractor arrangement. Unencumbered fresh thinking is encouraged and expected for this master planning process. Even though the University is not considering switching to a self-operated arrangement at this time, that in no way should influence final recommendations that will emanate from the master planning process.

Q7. Please confirm – 5th bullet item under **1.2 Scope of Work, Deliverables** reads: “Evaluate operational and financial performance to determine course of actions needed to optimize operational efficiencies...”

In order for the consultant to conduct such an evaluation, it will require considerable interface and information gathering with the current management contractor for Gator Dining. Please confirm it is the

University's expectation that the consultant will be afforded complete access to the contractor's on-campus management staff and to pertinent operating and financial data needed for this project.

A7. The consultant will have access to Aramark's on-campus management staff through Business Services. Consultant will be provided pertinent operating and financial data as needed.

Q8. ITN section **4.1, Proposal Format Organization, Tab 8** reads: "Please provide a cost proposal to complete the scope of work under this ITN."

Question: Should the cost proposal address only consulting fees or should it also include estimated project expenses (e.g., costs of travel, express document delivery, etc.)?

A8. The cost proposal should include all expected costs, but breakdown the travel expenditures etc

Q9. The ITN describes the need for a comprehensive food service master plan for the University that includes "recommendations for capital and operational strategies necessary to achieve highest performance levels".

Question: What form or types of plans reflecting recommendations for the facilities and physical plant of Gator Dining are expected as part of the consultant's deliverables? That is, are schematic or conceptual architectural plans and foodservice facility equipment plans required? Or, conversely, are the consultant's deliverables expected to describe facility recommendations (renovation or new construction) only in narrative, scale, approximate cost, and impact on financial performance of Gator Dining?

A9. Schematic or conceptual architectural plans and food service facility equipment plans are not required as part of this master planning project. The consultant's deliverable is expected to describe facility recommendations (renovation or new construction) in narrative, scale, approximate cost, and impact on financial performance.

Q10. Is campus vending being considered as part of this project?

A10. No.

Q11. Page 12: Section 4.1.3 Bindings & Markings – We assume this is standard language should there be multiple proposals submitted in response of an RFP. For this submission, the University requests Original and Copies. Do you want each copy marked "Copy 1", "Copy 2", etc.? The original copy will just be marked Original.

A11. There should be one original copy marked "Original" and the others should be marked "Copy 1", "Copy 2" etc

Q12. Regarding the timeline: When does the University anticipate the award date and start date for this project as this will impact the timeline milestones outlined in the ITN on page 6 as will UF's academic calendar and holidays? By what date is the University expecting the final report?

A12. Anticipated Award Date – December 2018
Anticipated Project Start Date – January 2019
Spring Classes Begin – January 7, 2019
MLK, Jr Holiday – January 21, 2019
Spring Break – March 2 – 9, 2019

Spring Classes End – April 24, 2019; Reading Days – April 25-26, 2018; Final Exams – April 27 –
May 3, 2019
Final Report Due Date: May 15, 2019