



HAWAII TOURISM AUTHORITY

Addendum Date: August 9, 2024

**ADDENDUM 1 TO RFP NO. 25-02
for
MANAGEMENT OF THE HAWAII CONVENTION CENTER**

STATE OF HAWAII
HAWAII TOURISM AUTHORITY
DEPARTMENT OF BUSINESS, ECONOMIC DEVELOPMENT & TOURISM

This Addendum includes:

- RFP 25-02 Management of the Hawaii Convention Center Pre-Proposal Conference PowerPoint (*Uploaded to HlePRO*).
- RFP 25-02 Management of the Hawaii Convention Center answers to questions asked at the Pre-Proposal Conference and submitted on HlePRO.
- A strikethrough to the correction and/or modification made to RFP 25-02 Management of the Hawaii Convention Center.
- Revision to **Section 3.1.2** Content List.

Note: A new version of the RFP is not forthcoming. All changes are documented in the Addendum(s). Applicants must refer to the Addendum(s) to know of the changes.

Section 3.1.2 Content List

All proposals shall include the following documents and titles to be considered for this RFP. Proposals that fail to submit any of these documents may be considered non-responsive.

- **Items 1-4** are to be individually labeled accordingly and submitted as one PDF file in the order listed below that is no more than [~~one hundred (100)~~] three hundred fifty (350) pages to be titled **Offeror Name_Proposal Part 1**:
 - 1) Cover Page
 - 2) Table of Contents
 - 3) Cover Letter
 - 4) Proposal

QUESTIONS AND ANSWERS

1. Can you please provide a list of current business at the Convention Center?

- a. The Hawaii Convention Center (HCC) events calendar is available on their website: <https://events.hawaiiiconvention.com/>

2. **Does the 100-page limit for Proposal Part 1 include section dividers?**
 - a. No. Addendum 1 has been issued to extend the page limit from 100 to 350. Attachments will not be included in the 350-page limit.
3. **In Section B, P. 17 – Offeror Qualifications: Line 2, it says “include a list of current and former clients” – How many years’ of former clients do you want included?**
 - a. A minimum of five (5) years.
4. **In Section B, P. 17 – Offeror Qualifications: The final sentences asks us to provide a listing of other facilities we manage; can we provide an appendix for this listing so we do not impact the 100-page limit of Proposal Part 1?**
 - a. Yes, you may provide your listing of facilities as an appendix.
5. **In section K, p. 19 – Financial Stability: On the second line of this section, you request items 1-3 to be audited financial statements, these are approximately 100 pages; may we provide this information in an appendix?**
 - a. Yes, you may provide your audited financial statements as an appendix.
6. **In section K, p. 19 – Financial Stability: Item #2 – Credit History Letter, this is not part of the Audited Financial Statements, are you referring to the Auditor’s comments on each year’s statements or are you looking for a credit history letter in addition to the statements?**
 - a. Please submit a credit history letter through recognized credit bureaus as an appendix.
7. **In section K, p. 19 – Financial Stability: Item #3 – Most recent quarterly financial statement – This is not included in the Audited Financial Statements. Are you looking for a copy of this in addition to the statements?**
 - a. Please submit your most recent internally compiled quarterly financial statements separately from the audited financial statement.
8. **Are there any “non-compete” agreements with any current ASM staff that would preclude OVG from hiring them if the successful bidder?**
 - a. HTA is not aware of any non-compete agreements.
9. **Can you please provide the budget for the current and upcoming fiscal year, if approved? (p. 19, section L - Compensation Plan)**
 - a. Per Section 1.9 of RFP 25-02 Management of the Hawai‘i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation.

10. Is there a dedicated marketing budget for the venue? (p. 18, section H Marketing Plan/Sales Plan Overview)

- a. Please see the response to Question #9.

11. Can you please provide the current sales and marketing plan in place? (p. 18, section H Marketing Plan Sales Plan Overview)

- a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation.

12. Briefly summarize the current relationship with the CVB and how they assist in marketing ad bringing business to the facility. (p. 10, 2.1 Goals & Objectives)

- a. Information on the Hawai'i Convention Center Meet Hawai'i Sales Team can be accessed through the HCC website; <https://www.meethawaii.com/about-meet-hawaii/meet-hawaii-sales-team/>

13. Please provide current booking agreements with meeting planners and show producers (p. 11, section 2.2.1 Management, item #10)

- a. The booking agreement and policy can be accessed through the Hawai'i Convention Center website at; <https://www.meethawaii.com/convention-center/venue-information/event-services/>

14. Please provide a rate guide for all event related services and equipment in the venue (p. 11, section 2.2.1 Management, item #23)

- a. The rate guide for event-related services and equipment can be accessed through the Hawai'i Convention Center website at; <https://www.meethawaii.com/convention-center/venue-information/event-services/>

15. Please provide a complete event history for the past three years and future events scheduled (confirmed and tentative) for the upcoming three (3) years (p. 10, 2.1 Goals & Objectives)

- a. Future events can be accessed on the Hawai'i Convention Center website at; <https://events.hawaiiiconvention.com/>

16. Is Naming Rights of the convention center something that would be considered? Has this been pitched to brands previously? p. 10, 2.1 Goals & Objectives)

- a. It is subject to legislative approval.

17. Please provide a list of sponsorship revenue and agreements over the last three years. (p. 10, 2.1 Goals & Objectives)

- a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only

to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation. The Offeror's proposals may include sponsorship and other agreements to enhance the revenues of the Hawai'i Convention Center.

18. Are there any sponsors that have exclusivity in their agreements? If so, please provide a list of those partners and the business categories that are exclusive. (p. 10, 2.1 Goals & Objectives)

a. Please see the response to Question #17.

19. How many staff member(s) are dedicated to the sponsorship sales? please provide title and annual compensation including incentive pay. (p. 10, 2.1 Goals & Objectives)

a. Please see the response to Question #17.

20. Are there current plans for new advertising assets or sponsorship inventory (i.e. digital signage, exterior marquee, etc.)? (p. 10, 2.1 Goals & Objectives)

a. Please see the response to Question #17.

21. Please provide a copy of current sponsorship sales collateral. (p. 10, 2.1 Goals & Objectives)

a. Please see the response to Question #17.

22. Please provide Capital improvement budgets and confirm if there is a capital reserve fund. If there is a reserve fund, what is the current balance and how is it replenished? (p. 13, 2.2.3 Maintenance & Repair)

a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation. Offerors should glean the information available to determine the course of action(s) necessary to maintain the Hawai'i Convention Center in a world-class state. Offerors may propose a distinctive plan to accomplish the repairs and maintenance requirements for the HCC.

23. Please provide any facility assessment reports. (p. 13, 2.2.3 Maintenance & Repair)

a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation.

24. Please provide details of the current capital improvement projects and confirmed/scheduled. (p. 13, 2.2.3 Maintenance & Repair)

a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox

will be provided to the Offerors via email with the HCC site visit date confirmation.

25. What type of preventative maintenance system do you use and can we get a copy of the last years CM and PM completion summaries? (p. 13, 2.2.3 Maintenance & Repair)

- a. There are no completion summaries other than the maintenance records reported by the current management.

26. Are services provided by the city that are not included in the buildings operating budget? (p. 19, letter L, number 1 - fixed fee component)

- a. None to HTA's knowledge.

27. Please provide the previous two years annual reports.

- a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation.

28. Does the current GM have any non-compete clauses against other employers? (p.17, letter D - General Manager Candidates)

- a. HTA is not aware of any non-compete agreements.

29. Please provide a lost business report (p. 18, section H Marketing PlanSales Plan Overview)

- a. HTA is not aware of any lost business report.

30. Please provide event F&L's for large conferences, corporate events, consumer shows, and major conventions (p. 10, 2.1 Goals & Objectives)

- a. Per Section 1.9 of RFP 25-02 Management of the Hawai'i Convention Center (HCC), documents regarding HCC facilities and operations will be provided only to Offerors who submitted a Notice of Intent to Offer by the deadline. The Dropbox will be provided to the Offerors via email with the HCC site visit date confirmation.

31. Please provide the current booking and scheduling policy at the venue. (p. 11, section 2.2.1 Management, item #10)

- a. The booking and scheduling policy of the Hawaii Convention Center can be accessed through their website at; Event Services - Hawaii Convention Center (meethawaii.com)

32. Please provide third-party service agreements (for example: ticketing services, audio/visual services, set up & housekeeping, , Technology, Food and Beverage, first aid/EMT, parking services, etc.) (p. 10, 2.1 Goals & Objectives)

- a. Third-party service agreements and policies can be accessed through the Hawai'i Convention Center website at; Event Services - Hawaii Convention Center (meethawaii.com)

33. Please provide titles and salaries of all full time employees (p. 19, letter L, number 1 - fixed fee component, reference to "staffing plan")

- a. Please reference Section 3.1.3 Content Explanation, number 4, Letter L, number 1 – Fixed Fee Component; The Offerors are required to propose a compensation arrangement that includes an annual fixed management fee.
- b. The Offeror should include in their proposal a distinctive staffing and compensation plan. The offerors must provide a management plan with means and methods for managing the HCC.

34. Please provide copies of job descriptions for all full-time positions. (p. 19, letter L, number 1 - fixed fee component, reference to "staffing plan")

- a. Please reference Section 3.1.3 Content Explanation, number 4, Letter L, number 1 – Fixed Fee Component; The Offerors are required to propose a compensation arrangement that includes an annual fixed management fee.
- b. The Offeror should include in their proposal a distinctive staffing and compensation plan. The offerors must provide a management plan with means and methods for managing the HCC.

35. Please provide a breakdown of annual part-time labor costs and hourly rates (p. 19, letter L, number 1 - fixed fee component, reference to "staffing plan")

- a. Please reference Section 3.1.3 Content Explanation, number 4, Letter L, number 1 – Fixed Fee Component; The Offerors are required to propose a compensation arrangement that includes an annual fixed management fee.
- b. The Offeror should include in their proposal a distinctive staffing and compensation plan. The offerors must provide a management plan with means and methods for managing the HCC.

36. Please provide current agreements with the labor unions if any (p. 10, 2.1 Goals & Objectives)

- a. The HTA is not aware of current agreements with labor unions.

37. Please provide a user/License Agreement template (p. 10, 2.1 Goals & Objectives)

- a. The HTA is not aware of a user/License agreement template.

38. Will times be assigned to us, or will we have the flexibility to select which day we can visit during the Week of August 19th?

- a. If the Offeror submits their Notice of Intent to Offer by the deadline, HTA will do its best to accommodate the Offeror's schedule for an on-site visit to the Hawai'i Convention Center.

39. Does HTA have a preference for a local bank institution?

- a. No, HTA does not have a preference for a local bank institution.