



February 7, 2020

**TO:** All Prospective Respondents

**FROM:** Robin Baer, Property Manager and Todd Mitchell, Business Operations Manager

**RE:** Pre-Bid Questions and Answers for Request for Proposals (RFP) on property located at 1567 Spinnaker Drive, Suite 100

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As per the RFP document, the District is responding to all questions proposed by prospective respondents received by January 31, 2020. Following are the questions and answers below:

- Is Carousel going to be removed?
  - The District does not own the carousel; it is the property of the current tenant. Should their business (either alone or in collaboration) include keeping it in a successful proposal, it would remain. Otherwise, for it to remain, a prospective tenant would have to acquire it from the current tenant if they chose to include it in their proposal. The District is not making retaining the carousel mandatory for any prospective tenant.
- Is the 3% entertainment/retail percentage rent calculated from gross receipts or net?
  - Percentage rent is calculated on gross receipts, after taxes
- One of my suppliers/partners is requesting a digital file of the floor plan. [Question paraphrased for the purpose of anonymity of bidder]
  - The architect's drawing is included with this email in PDF format
- Does suite D have a working exhaust fan for cooking in place.
  - No, that would be part of your proposal and buildout of suite
  - All of the suites are "Built to Suit"
- What is the breakdown for the \$600k the Port District has budgeted for building improvements?
  - The Port District's intent for this budget is to complete planned exterior improvements and to produce a "vanilla shell" for prospective tenants
  - The breakdown of the Port District's building improvements will depend on the selected construction contractor and any possible modifications to the "vanilla shell" to suit the selected bidder's design.
  - Standard items are: Electrical, Plumbing, HVAC, Outside doors, windows and facades, flooring, paint
  - Bidder should not assume that the District's budgeted building improvements can be redirected to tenant improvements and therefore should outline any requested District contribution independently
- What will District contribute to Tenant Improvements beyond the "vanilla shell"?
  - District is seeking the most competitive proposal responses and fiscal benefit to the District. Prospective tenants are encouraged to propose their most competitive offering and include requests for District monetary contributions as appropriate. District evaluation will include the fiscal impact of the requested contributions. District reserves the right to negotiate any proposed monetary contribution requested in any proposal and/or to dismiss a proposal with a contribution request

- Is it mandatory to have so many doors for the building design, as per the drawing within the RFP?
  - The drawing is “Conceptual” only
  - Your proposals should have photos and “Conceptual” design showing business concept you envision with appropriate number of entrances

Attachment – Floor Plan digital PDF

**REMINDER** --- Submission deadline for proposals is **Monday, March 2, 2020 by 5:00pm.**

- Submit five hard color copy of the lease proposal and one electronic version (on CD or USB stick)
- Hard copy submission shall include a sealed envelope containing the required financial documentation Ventura Port District, Attn: Robin Baer, Property Manager at address below.