

Addendum 1
To RFP 25-1061 for Labor and Employment Legal Services
Questions and Answers
Issued on March 27, 2025

| RFI # | Question/RFI | Answer/Clarification |
|-------|--|--|
| 1. | Is there a preferred frequency, format, or duration for the employment law training sessions? | The training needs vary in frequency and in duration. |
| 2. | Can Corporation provide an estimate of the average number of hours billed annually under this contract in prior years? | The number of billable hours varies each year. |
| 3. | Are there any unions currently representing Corporation employees? | Yes, there are seven (7) unions. |
| 4. | How many employment-related disputes, grievances, or arbitrations does Corporation typically handle each year? | The current trend is less than 5 arbitration cases per year. Corporation usually handles grievances with internal resources. |
| 5. | Will cost be evaluated based on blended rates, individual hourly rates, or total projected costs? | Individual hourly rates. |
| 6. | Does Corporation have a preferred billing increment (e.g., 0.1 hour vs. 0.25 hour)? | Corporation is open to Consultant's standard billing increment. |
| 7. | For General Liability insurance, is the \$2M per occurrence requirement negotiable if Consultant meets the aggregate threshold? | Yes. Please list any proposed changes to the insurance limits within the Exclusions and Clarifications section of the Bid Form. |
| 8. | Will Corporation consider proposed redlines to Exhibit A, or is the sample contract considered non-negotiable? | Yes. Please submit a copy of Exhibit A – Sample Contract with your bid and include any proposed redlines. |
| 9. | Will Corporation accept a single combined PDF of all required documents, or is it preferred that each section be submitted separately? | Yes, Corporation will accept all required documents combined as one single document. To provide a complete bid for this RFP, Bidders must provide a completed Section 3 of the RFP – Bid Form (pages 6-9 of the RFP) along with the following submittals listed in the Bid Form: <ul style="list-style-type: none"> • Rate Sheet • Company Resume • Exhibit A - Sample Contract with proposed redlines. |
| 10. | Can Corporation confirm that the following materials are due by 5:00 p.m. on April 4, 2025? <ul style="list-style-type: none"> • Completed Bid Form (Section 3 of the RFP) • Rate Sheet • Company Resume • Individual Resumes of Key Personnel • References (minimum of 3) • Any proposed redlines to the Sample Contract • Any exclusions or clarifications to the RFP • Any additional required attachments as outlined in the RFP | The Bid Deadline for this RFP is April 4, 2025, at 5:00 p.m. PT. To provide a complete bid for this RFP, Bidders must provide a completed Section 3 of the RFP – Bid Form (pages 6-9 of the RFP) along with the following submittals listed in the Bid Form: <ul style="list-style-type: none"> • Rate Sheet • Company Resume • Exhibit A - Sample Contract with proposed redlines. |

| 11. | <p>Page 4, item #18 – Insurance Requirements – there is no period after the sentence, “San Diego Convention Center Corporation, Inc., City of San Diego Unified Port District and the members, officers, directors, agents, and employees of each of these three entities shall be named”</p> <p>Does the sentence end after “named” or is there additional information that should follow?</p> | <p>Section 1 of the RFP, Subsection 18 – Insurance Requirements is amended to read as follows:</p> <p>18. INSURANCE REQUIREMENTS: At all times during the term of the contract, the Consultant shall maintain, at their sole expense, insurance coverage for the Consultant, its employees, officers, and independent contractors, as follows:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">TYPE OF INSURANCE</th> <th style="text-align: left;">MINIMUM ACCEPTABLE LIMITS OF LIABILITY</th> </tr> </thead> <tbody> <tr> <td>1. Workers Compensation</td> <td>Statutory</td> </tr> <tr> <td>2. Employers Liability</td> <td></td> </tr> <tr> <td> A. Each Accident</td> <td>\$2,000,000.00</td> </tr> <tr> <td> B. Each Employee-disease</td> <td>\$2,000,000.00</td> </tr> <tr> <td> C. Policy Aggregate-disease</td> <td>\$2,000,000.00</td> </tr> <tr> <td>3. Commercial General Liability</td> <td></td> </tr> <tr> <td> A. Per Occurrence</td> <td>\$2,000,000.00</td> </tr> <tr> <td>4. Business Auto Liability</td> <td>\$2,000,000.00</td> </tr> </tbody> </table> <p>San Diego Convention Center Corporation, Inc., City of San Diego, San Diego Unified Port District, and the members, officers, directors, agents, and employees of each of these three entities shall be named as additional insured.</p> | TYPE OF INSURANCE | MINIMUM ACCEPTABLE LIMITS OF LIABILITY | 1. Workers Compensation | Statutory | 2. Employers Liability | | A. Each Accident | \$2,000,000.00 | B. Each Employee-disease | \$2,000,000.00 | C. Policy Aggregate-disease | \$2,000,000.00 | 3. Commercial General Liability | | A. Per Occurrence | \$2,000,000.00 | 4. Business Auto Liability | \$2,000,000.00 |
|---------------------------------|---|--|--------------------------|---|-------------------------|-----------|------------------------|--|------------------|----------------|--------------------------|----------------|-----------------------------|----------------|---------------------------------|--|-------------------|----------------|----------------------------|----------------|
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| 1. Workers Compensation | Statutory | | | | | | | | | | | | | | | | | | | |
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| A. Each Accident | \$2,000,000.00 | | | | | | | | | | | | | | | | | | | |
| B. Each Employee-disease | \$2,000,000.00 | | | | | | | | | | | | | | | | | | | |
| C. Policy Aggregate-disease | \$2,000,000.00 | | | | | | | | | | | | | | | | | | | |
| 3. Commercial General Liability | | | | | | | | | | | | | | | | | | | | |
| A. Per Occurrence | \$2,000,000.00 | | | | | | | | | | | | | | | | | | | |
| 4. Business Auto Liability | \$2,000,000.00 | | | | | | | | | | | | | | | | | | | |
| 12. | <p>Does the Business Ownership Declaration form refer to the ethnicity of the Contact Person, or the ethnicities of the proposer’s employees in general? Further, is the Ethnicity section be connected to Certifications, i.e., the section above? If none of the listed classifications (i.e., WBE, MBE, DBE, etc.) apply to Contractor, would this section not be required?</p> | <p>The ethnicity section of Business Ownership Declaration form refers to the ethnicity of the majority owner and is not connected to the certifications section of the form. If none of the ownership classifications from the form apply, please check the "None Apply" box, but still complete the rest of form.</p> | | | | | | | | | | | | | | | | | | |
| 13. | <p>How many full-time employees does Corporation have? How many part-time employees?</p> | <p>211: Full-Time 225: Part-Time</p> | | | | | | | | | | | | | | | | | | |
| 14. | <p>How many hours of advice and counsel work on employment law issues does Corporation anticipate needing per month?</p> | <p>The number of billable hours vary each month.</p> | | | | | | | | | | | | | | | | | | |
| 15. | <p>How many EEOC/agency charges has Corporation had in each of the last three years?</p> | <p><5 over the last three years.</p> | | | | | | | | | | | | | | | | | | |
| 16. | <p>How many single-plaintiff employment litigation matters has Corporation had in each of the last three years?</p> | <p><5 over the last three years.</p> | | | | | | | | | | | | | | | | | | |
| 17. | <p>How many class action employment litigation matters has Corporation had in each of the last three years?</p> | <p>One in the last three years.</p> | | | | | | | | | | | | | | | | | | |
| 18. | <p>How many Collective Bargaining Agreements (CBAs) does Corporation have? Which unions? (including union local #s)</p> | <p>Seven. Please email alyssa.farnsworth@visitsandiego.com for additional union information.</p> | | | | | | | | | | | | | | | | | | |

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| 19. | When are the CBAs up for renegotiation? | One in 2025, one in 2027, one in 2028, and four in 2029. |
| 20. | How many grievances and arbitration matters does Corporation receive each year? | Varies by year. |
| 21. | How many agency charges does Corporation receive each year? | <5 over the last three years. |
| 22. | <p>A. Is Corporation only interested in immigration advice and counsel?</p> <p>B. Is Corporation looking for a firm to handle visa preparation? If so, what is the overall size of your foreign national employee population?</p> <p>C. Can Corporation provide a breakdown of the Corporation's current annual U.S. immigration volume by visa type, including a breakdown of active cases and the number of new initiations each year?</p> | <p>A. No.</p> <p>B. No.</p> <p>C. N/A.</p> |
| 23. | What did Corporation spend on labor and employment law services in each of the previous three years? Can Corporation provide a breakdown between advice versus litigation? | The amount billable hours and types of services varies each year. |
| 24. | How many trainings does Corporation anticipate needing each year? | The training needs vary in frequency and in duration. |

RFP documents are available for download at: [RFP 25-1061 - Labor and Employment Legal Services - San Diego Convention Center](#)