

PRE-PROPOSAL CONFERENCE

IAH FOOD & BEVERAGE /SPECIALTY COFFEE CONCESSIONS

RFP NOS.:H21-IFB1-2015-006, H21-IFB2-2015-007

RFP NOS.:H21-ISC1-2015-008, H21-ISC2-2015-009

Julia Boutte

Sr. Procurement Specialist

Houston Airport System



Tuesday, August 26, 2014, 9:00 A.M.
Supply Chain Management, Room #113
18600 Lee Rd., Humble Texas 77338

PRE-PROPOSAL CONFERENCE AGENDA FOOD & BEVERAGE/SPECIALTY COFFEE

I. Opening Remarks

Julia Boutte
Sr. Procurement Specialist

II. Solicitation Overview

III. Office of Business Opportunity

Eduardo Mejia

IV. Project Scope and Overview

Randy Goodman
General Manager Concessions

V. Questions & Answers

VI. Tour

II. SOLICITATION OVERVIEW

SOLICITATION PURPOSE:

HAS is seeking proposals for Food and Beverage/Specialty Coffee Concessions to develop and operate food and beverage/specialty coffee concessions at George Bush Intercontinental Airport (IAH).



SPECIAL INSTRUCTIONS TO PROPOSERS:

Submittal Procedures – Sealed proposals, ten (10) copies, one (1) original marked “original” signed in BLUE ink as well as one (1) complete copy on flash drive, with the appropriate RFP name and number.

Proposer is required to submit, in a separate, sealed envelope, marked “Financial Offer”, one (1) marked “Original” and three (3) copies. The proposals shall be delivered or mailed to:

Houston Airport System
Supply Chain Management
Attn: Julia Boutte
18600 Lee Road
Humble, Texas 77338

No later than 2:00 P.M., CST on Wednesday, October 01, 2014



PROPOSAL FORMAT:

The Proposal must be signed by an individual(s) legally authorized to bind the Proposer, and contain a statement that the Proposal and the Financial Offers contained therein shall remain firm for a period of one hundred eighty (180) days, unless the parties mutually agree to an extension of time in writing.

Requests for Additional Information and Questions: Additional information and questions should be addressed to the Houston Airport System, Supply Chain Management via e-mail to julia.boutte@houstontx.gov no later than 2:00 P.M., CST on Tuesday, September 2, 2014,

Letter(s) Of Clarification:

Any revisions to be incorporated into these solicitations arising from questions received in writing no later than September 2, 2014 will be confirmed in writing by Letter(s) of Clarification (LOC) prior to the Proposal due date. Verbal responses will not alter the specifications, terms and conditions.

PROCUREMENT TIMELINE:

Date RFPs Issued

August 8, 2014

Pre-Proposal Conference and Tour

August 26, 2014

Questions Due

September 2, 2014

Proposals Due

October 1, 2014

Council Agenda (Estimated)

December 10, 2014

Contract Start Date (Estimated)

January 1, 2015

Limitation on Consideration for Packages:

Award limitation on IAH RFP Food and Beverage Packages 1 and 2: Proposer may submit a Proposal for both Packages 1 and 2. The City will review all Proposals submitted in response to both RFPs. However, no Proposer or an entity comprising Proposer, such as a joint venture partner, will be selected for award of more than one (1) Agreement resulting from Food and Beverage Packages 1 and 2.

The IAH Specialty Coffee Packages are standalone packages. Proposer can be awarded one of the Specialty Coffee Packages and awarded one of the two Food and Beverage Packages.

PROPOSAL OUTLINE AND MINIMUM CONTENT REQUIREMENTS

- 5.1 TITLE PAGE
- 5.2 OFFER & SUBMITTAL FORM (Exhibit I)
- 5.3 LETTER OF TRANSMITTAL
- 5.4 DETAILED EXECUTIVE SUMMARY
- 5.5 PROPOSAL GUARANTEE
- 5.6 CUSTOMER SERVICE/MANAGEMENT AND OPERATION PLAN
- 5.7 CONCEPT DEVELOPMENT AND MENU
- 5.8 DESIGN, MATERIAL AND SUSTAINABILITY
- 5.9 BACKGROUND AND EXPERIENCE
- 5.10 COMPENSATION TO CITY
- 5.11 FINANCIAL CAPABILITY OF PROPOSER
- 5.12 ACDBE PLAN

OTHER CONTENT REQUIREMENTS (Exhibits)

- 6.1 Fair Campaign Ordinance Form “A” (Exhibit V)
- 6.2 Affidavit of Ownership or Control (Exhibit VI)
- 6.3 Drug Compliance Agreement Attachment “A” and Contractor’s Certification of No Safety Impact Positions Attachment “C” (Exhibit VII)
- 6.4 Anti-Collusion Statement (Exhibit VIII)
- 6.5 Conflict of Interest Questionnaire (Exhibit IX)
- 6.6 ~~Pre-Proposal Tour Registration Form (Exhibit XI)~~
- 6.7 Contract Directory Form (Exhibit XV)
- 6.8 Preference Award Form (Exhibit XVI)
- 6.9 List of References (Exhibit XVII)
- 6.10 Exclusive Subconcessionaire Agreements Certification (Exhibit XVIII)
- 6.11 Acknowledgement of Insurance and Bonding Requirements (Exhibit XIX)
- 6.12 Proof of Insurance and Bonding Capacity (Exhibit XX)
- 6.13 Required Proposal Submittal Check Sheet (Exhibit XXII)
- 6.14 Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information

EVALUATION AND SELECTION PROCESS

The award of this Contract(s) will be made to the Proposer(s) offering the response(s) that best meets the needs of HAS.

Proposals will be evaluated on the basis of the following evaluation criteria:

➤ Customer Service/Management and Operation Plans	25 Points
➤ Concept Development and Menu	25 Points
➤ Design, Material and Sustainability	15 Points
➤ Background and Experience	15 Points
➤ Compensation to City	10 Points
➤ Transition Plan	10 Points
➤ Financial Capability of Proposer	Pass/Fail
➤ ACDBE Participation	<u>Pass/Fail</u>
➤ TOTAL:	100 POINTS



III: OFFICE OF BUSINESS OPPORTUNITY

Eduardo Mejia





IV: SCOPE OF WORK

Project and Scope Overview

Randy Goodman - General Manager Concessions

V: Questions...

Questions/Answers to be official must be in writing and will be posted on HAS website as a Letter of Clarification.