

PRE-PROPOSAL CONFERENCE

RETAIL CONCESSIONS FOR GEORGE BUSH INTERCONTINENTAL

RFP: NO'S: H08-IR1-2015-003, H08-IR2-2015-004,
H08-IR3-2015-005

ELNORA WILLIAMS
SR. Procurement Specialist
Houston Airport System



Tuesday, August 26, 2014, 10:30 a.m.
Supply Chain Management Office, Conference Room 113
18600 Lee Road, Humble, TX 77338

PRE-PROPOSAL CONFERENCE AGENDA

RETAIL CONCESSIONS FOR GEORGE BUSH INTERCONTINENTAL

- | | |
|-------------------------------------|---|
| I. Opening Remarks | Elnora Williams
Sr. Procurement Specialist |
| II. Solicitation Overview | Elnora Williams |
| III. Office of Business Opportunity | Eduardo Mejia |
| IV. Project Scope and Overview | Randy Goodman
General Manager of Concessions |
| V. Questions/Answers | |
| VI. Tour | |

II. Solicitation Overview

Solicitation due date: Wednesday, October 1, 2014, by 2:00 p.m., CST

Requests for additional information and questions due date: Tuesday, September 2, 2014 by 2:00 p.m., CST, must be received electronically and directed to:

Elnora.Williams@houstontx.gov

ADDITIONAL INFORMATION AND SPECIFICATIONS CHANGES:

Responses to questions received from potential Proposer(s) and any changes to specifications shall be confirmed in writing by Letter(s) of Clarification and will be posted to HAS website www.fly2houston.com, prior to the Proposal due date.



Submittal Procedures:

10 Printed copies of the Proposal, to include 1 printed original signed in **BLUE** ink, marked as “Original”, and 1 complete electronic copy of memory stick, labeled with the RFP name and number.

Proposal(s) shall be submitted in a sealed envelope(s) or package(s) bearing the assigned Solicitation Number, located on the first page of the RFP to:

Houston Airport System
Supply Chain Management Office
Attn: Elnora Williams
18600 Lee Road
Humble, Texas 77338

Refer to Section 1.1.1.2. and 5.0 of the RFP for additional submittal requirements.



Procurement Timeline:

Listed below are the important and estimated completion dates for this Request for Proposal (RFP)

EVENT

Date RFP Issued
Pre-Proposal Conference and Tours
Questions from Proposers Due to HAS
Proposal Due from Proposer(s)
Council Agenda Date *(Estimated)*
Contract Start Date *(Estimated)*

DATE

August 8, 2014
August 26, 2014
September 2, 2014
October 1, 2014
December 10, 2014
January 1, 2014



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Badging:

HAS security badges are required for all personnel performing services on-site, including subcontractor's personnel. The cost of badges, which is subject to change, is \$55 each.

Limitation on Consideration for Packages:

Award Limitations on IAH RFP Retail Packages 1 through 3: A Proposer may submit a Proposal for any or all of the three (3) IAH Retail RFPs. The City will review all Proposals submitted in response to all IAH RFPs. However, no Proposer or an entity comprising Proposer, such as joint venture partner, will be selected for award of more than one (1) Agreement resulting from IAH RFP Retail Packages 1 through 3.

Prohibition on Exclusive Sub-Concessionaire Agreements:

Proposers may not take steps to restrict the ability of any sub-concessionaire to participate as a sub-concessionaire, to any other prime concessionaire submitting a proposal in response to this RFP or any other Airport Retail RFP issued by the City contemporaneously herewith.

Proposal Outline and Minimum Content Requirements:

- ◀5.1 Title Page
- ◀5.2 Offer and Submittal Form (EXHIBIT I)
- ◀5.3 Letter of Transmittal
- ◀5.4 Detailed Executive Summary
- ◀5.5 Proposal Guarantee
- ◀5.6 Customer Service/Management Plan (EXHIBIT XIV)
- ◀5.7 Concept Development and Merchandise Mix (EXHIBIT XIII)
- ◀5.8 Design, Material, and Sustainability
- ◀5.9 Background and Experience (EXHIBIT X)
- ◀5.10 Compensation to City (EXHIBIT III)
- ◀5.11 Financial Capability of Proposer
- ◀5.12 ACDBE Plan

OTHER CONTENT REQUIREMENTS (CONTINUED):

- 6.1 Fair Campaign Ordinance Form “A” (EXHIBIT V)
- 6.2 Affidavit of Ownership or Control (EXHIBIT VI)
- 6.3 Drug Compliance Agreement (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 XII)~~
- 6.7 Contact Directory Form (EXHIBIT XV)
- 6.8 Preference Award Form (EXHIBIT XVI)
- 6.9 List of References (EXHIBIT XVII)
- 6.10 Exclusive Sub-Concessionaire Agreements Certification (EXHIBIT III)
- 6.11 Acknowledgment 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 Other Additional Relevant/Supporting Information

Evaluation and Selection Process:

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

<input type="checkbox"/> Customer Service/Management and Operations Plans	25 Points
<input type="checkbox"/> Concept Development and Merchandise Mix	25 Points
<input type="checkbox"/> Design, Material, and Sustainability	15 Points
<input type="checkbox"/> Background and Experience	15 Points
<input type="checkbox"/> Compensation to City	10 Points
<input type="checkbox"/> Transition Plan	10 Points
<input type="checkbox"/> Financial Capability of Proposer	Pass/Fail
<input type="checkbox"/> ACDBE Participation	Pass/Fail

Total 100

Required Proposal Submittal Check Sheet

Required Proposal Submittal
Check Sheet
Title Page
EXHIBIT I - Offer and Submittal
Letter of Transmittal
Executive Summary
Proposal Guarantee
Customer Service/Management and Operations Plan
EXHIBIT XIV - Business Plan
EXHIBIT XIII - Concept Development and Merchandise Mix
Design, Material and Sustainability
EXHIBIT X - Experience and Qualification Statement
EXHIBIT III - Compensation to City
Financials
EXHIBIT II - ACDBE Plan
EXHIBIT V - Fair Campaign Ordinance Form "A"
EXHIBIT VI - Affidavit of Ownership or Control
EXHIBIT VII - Drug Compliance Agreement Attachment "A" and Contractor's Certification of No Safety Impact Positions Attachment "C"
EXHIBIT VIII - Anti-Collusion Statement
EXHIBIT IX - Conflict of Interest Questionnaire
EXHIBIT XI - Pre-Proposal Tour Registration Form
EXHIBIT XV - Contact Directory Form
EXHIBIT XVI - Preference Award Form
EXHIBIT XVII - List of References
EXHIBIT XVIII - Exclusive Subconcessionaire Agreements Certification
EXHIBIT XIX - Acknowledgment of Insurance and Bonding Requirements
EXHIBIT XX - Proof of Insurance and Bonding Capacity
Requested Information Outlined in the Scope of Work and Other Additional Relevant/Supporting Information



III. OFFICE OF BUSINESS OPPORTUNITY

EDUARDO MEJIA





IV. PROJECT SCOPE AND OVERVIEW

RANDY GOODMAN



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V. Questions...



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