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 William s 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	

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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

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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.

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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.

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Procurement Timeline:

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

EVENT	DATE
Date RFP Issued	August 8, 2014
Pre-Proposal Conference and Tours	August 26, 2014
Questions from Proposers Due to HAS	September 2, 2014
Proposal Due from Proposer(s)	October 1, 2014
Council Agenda Date *(Estimated)*	December 10, 2014
Contract Start Date *(Estimated)*	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.

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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 1through 3.

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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.

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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

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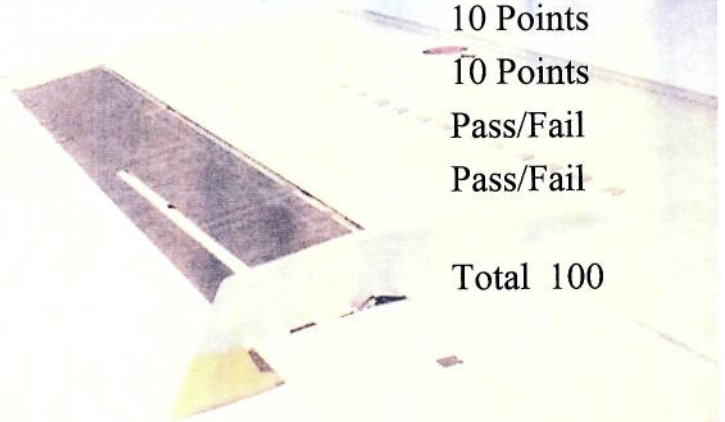
OTHER CONTENT REQUIREMENTS (CONTINUED):

- 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.

❑ Customer Service/Management and Operations Plans	25 Points
❑ Concept Development and Merchandise Mix	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	Pass/Fail
	Total 100



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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

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III. OFFICE OF BUSINESS OPPORTUNITY

EDUARDO MEJIA

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IV. PROJECT SCOPE AND OVERVIEW

RANDY GOODMAN

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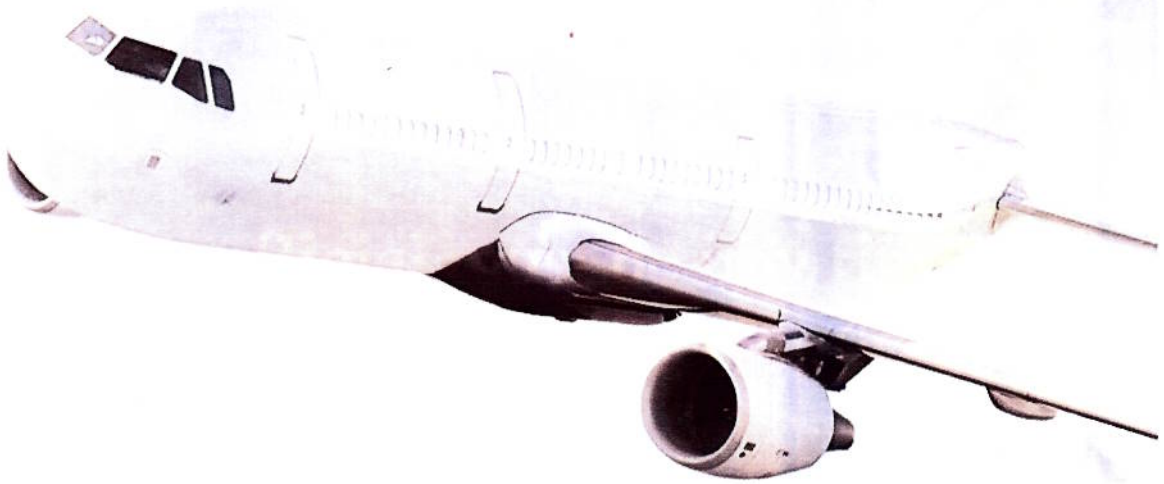
V. Questions…



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