



**REQUEST FOR PROPOSAL**  
**CONCESSIONS OPPORTUNITY**

**Addendum No. 6**

**May 17, 2022**

**Final Date for Questions and Clarifications - Monday, May 9, 2022, 2022 by 5:00 pm CST**

**Proposal Due Date Tuesday May 31, 2022, at 2:00 pm CST**

<b>Questions</b>	<b>Answers</b>
F&B-4 Entertainment Themed Bar or Specialty Themed Bar: Is it public information in regard to how many entities have registered or signed up for the pre-proposal meeting?	Please see the link below. <a href="https://sites.dfwairport.com/concessions/resources/presentations/index.php">https://sites.dfwairport.com/concessions/resources/presentations/index.php</a>
SVC-5 Automated Retail Vending: Please confirm cash is a required payment option for the equipment.	No, cash is not a required payment option.
What is the phasing schedule of construction for Terminal A? The Phasing was provided for Terminal C in the March Outreach but not Terminal A.	Please see Attachment 5: Maps and Directory <a href="https://sites.dfwairport.com/cs/groups/webcontent/documents/webasset/p3_401222.pdf">https://sites.dfwairport.com/cs/groups/webcontent/documents/webasset/p3_401222.pdf</a>
I'm preparing a proposal submittal for Solicitation 041122, and I was curious if you have an example of a proposal that you might be able to post or send? I'm mostly curious about format, tone, etc.	Please reach out to DFW legal department for any open records request.
The RFP section D. 1. refers to OneDFW and asks how our company will embrace the OneDFW movement. Can you please expand on the One DFW program and/or direct proposers to this information?	OneDFW is a movement dedicating to putting the needs of the customer first. Embracing OneDFW is to embody pride in one's work, to see value in others, respect and own the customer journey.
In consideration of the NCTRCA web site stating that the SBE certification process takes 90 days after the complete application package is submitted; and the RFP with these new requirements was issued on April 11 and due May 23 with a timeline of only 42 days, Is there a way to expedite the certification process through contacts in the Airport Business Diversity and Development Department?	At this time, it is too late to expedite certification.

<p>What data should we provide for, Exhibit G: Workforce composition, since we do not currently operate at DFW. Do we provide our current company workforce?</p>	<p>Provide information on the composition of your current company.</p>																																																																								
<p>Is there an MEP drawing or plans we can review?</p>	<p>Please see below. <a href="https://spaces.hightail.com/receive/XPigp9JHYw">https://spaces.hightail.com/receive/XPigp9JHYw</a></p>																																																																								
<p>Can you please provide .dwg files for the spaces in this RFP, including Space C-2-124D-A01?</p>	<p>Please see below. <a href="https://spaces.hightail.com/receive/XPigp9JHYw">https://spaces.hightail.com/receive/XPigp9JHYw</a></p>																																																																								
<p>SVC-5 Automated Retail Vending: Can the Airport Authority please provide sales details for each automated retail vending location with historical data for the past 2 years (2019-2021)?</p>	<p>Please see below.</p> <table border="1" data-bbox="868 556 1453 1113"> <thead> <tr> <th></th> <th>FY19</th> <th>FY20</th> <th>FY21</th> </tr> </thead> <tbody> <tr><td>A09</td><td>\$44,603</td><td>\$19,751</td><td>\$24,412</td></tr> <tr><td>B03</td><td>\$53,405</td><td>\$42,064</td><td>\$32,061</td></tr> <tr><td>B03</td><td>\$11,104</td><td>\$11,342</td><td>\$13,448</td></tr> <tr><td>B21</td><td>\$236,933</td><td>\$130,841</td><td>\$50,399</td></tr> <tr><td>B46</td><td>\$158,674</td><td>\$102,246</td><td>\$46,893</td></tr> <tr><td>C15</td><td>\$4,010</td><td>\$8,863</td><td>\$7,498</td></tr> <tr><td>C28</td><td>\$75,089</td><td>\$48,377</td><td>\$24,946</td></tr> <tr><td>C31</td><td>\$444,407</td><td>\$232,003</td><td>\$74,069</td></tr> <tr><td>D12</td><td>\$177,573</td><td>\$69,184</td><td>\$47,332</td></tr> <tr><td>D21</td><td>\$44,621</td><td>\$17,156</td><td>\$24,859</td></tr> <tr><td>D21</td><td>\$138,717</td><td>\$14,150</td><td>\$24,399</td></tr> <tr><td>D24</td><td>\$5,118</td><td>\$24,365</td><td>\$60</td></tr> <tr><td>D38</td><td>\$195,735</td><td>\$374,565</td><td>\$41,980</td></tr> <tr><td>D38</td><td>\$26,292</td><td>\$81,915</td><td>\$14,949</td></tr> <tr><td>E07</td><td>\$171,450</td><td>\$83,507</td><td>\$43,125</td></tr> <tr><td>E14</td><td>\$225,033</td><td>\$108,445</td><td>\$55,437</td></tr> <tr> <td><b>Total</b></td> <td><b>\$2,012,766.18</b></td> <td><b>\$1,368,773.91</b></td> <td><b>\$525,866.89</b></td> </tr> </tbody> </table>		FY19	FY20	FY21	A09	\$44,603	\$19,751	\$24,412	B03	\$53,405	\$42,064	\$32,061	B03	\$11,104	\$11,342	\$13,448	B21	\$236,933	\$130,841	\$50,399	B46	\$158,674	\$102,246	\$46,893	C15	\$4,010	\$8,863	\$7,498	C28	\$75,089	\$48,377	\$24,946	C31	\$444,407	\$232,003	\$74,069	D12	\$177,573	\$69,184	\$47,332	D21	\$44,621	\$17,156	\$24,859	D21	\$138,717	\$14,150	\$24,399	D24	\$5,118	\$24,365	\$60	D38	\$195,735	\$374,565	\$41,980	D38	\$26,292	\$81,915	\$14,949	E07	\$171,450	\$83,507	\$43,125	E14	\$225,033	\$108,445	\$55,437	<b>Total</b>	<b>\$2,012,766.18</b>	<b>\$1,368,773.91</b>	<b>\$525,866.89</b>
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<p>RTL-2: Travel Essential with Drip Coffee: Regarding the space offered as package RTL-2, the plan indicates a potential additional entrance. Where does the airport envision the second entrance? On the hold room wall or the concourse wall?</p>	<p>Potentially on the holdroom side, although this can also be used for side branding, it does not have to be an opening. Please refer to the Tenant Design Manual and the LOD for this Design Condition. LOD gives the specific dimension for the side entry/branding.</p>																																																																								
<p>RTL-2: Travel Essential with Drip Coffee: Which direction is the primary flow of traffic?</p>	<p>The Primary flow of traffic would be from the Skylink area.</p>																																																																								
<p>RTL-2: Travel Essential with Drip Coffee: Is a key plan available of the space showing it within the surrounding features?</p>	<p>Please see Attachment 5: Maps and Directory <a href="https://sites.dfwairport.com/cs/groups/webcontent/documents/webasset/p3_401222.pdf">https://sites.dfwairport.com/cs/groups/webcontent/documents/webasset/p3_401222.pdf</a></p>																																																																								
<p>Please confirm location of Package F&amp;B-3; is it in Terminal C or Terminal A?</p>	<p>Terminal C.</p>																																																																								
<p>For Package F&amp;B-3; Along with coffee and mentioned items, will it be OK to add smoothies or frozen dessert concept [Co-Brand] since it's a large space?</p>	<p>No. Please see minimum requirements in F&amp;B-3.</p>																																																																								

For Package F&B-4; Is there vent/ Gas/ Ansel provision or cooking allowed? Also, is there any dry storage space with-in the terminal?	Tenants provide their own Venting and Ansel for cooking as required by their proposed menu offerings; natural gas is provided to the tenant's lease line. There will be dry storage adjacent to a new Terminal C Delivery Dock that will open after Phase 1 of the Pier construction is completed.
What is rent per SF on Storage?	\$50 per square foot per year.
During outreach, it was mentioned that a Sample winning RFP response would be shared that covers all submission items/ format; could you please share that?	Please reach out to DFW legal department for any open records request.
Do you provide debrief on our proposal response after the selection is done? This way, we take learning on future RFPs.	Yes.
Tab 2.1 E: Operations Overview: Does the question related to the hold room apply to the Gourmet Coffee Proposal and if not, should the proposer leave the question blank all together?	Tab 2.1 E, Item 3 referencing operations in the integrated holdroom only applies to the A08 location. The other packages can leave that item blank.
Tab. 2.3 D. Pro-forma, Exhibit D- If the proposed concept is unique without a street location how should questions in tab 2.3 be answered. Specifically proposed for the contract.	Exhibit D, Pro-Forma is a forward-looking projection of performance for your proposed concept. Historical actual performance is not required for projections.
Requirements for Entertainment Bar: This area will require a full mixed beverage permit from the Texas Alcoholic Beverage Commission (TABC) and must be compliant with all TABC rules.: If the proposed concept is unique in being the first. What will be required if we do not have one yet for the proposal submission.	Prior to opening and operating the location the successful proposer must have a mixed beverage permit from TABC.
Requirements for Entertainment Bar: Clarification for employee menu: Can we get any specifications or requirements for Employee Menu.	As stated in Attachment 1: F&B-4, Must have an employee menu for dine in and takeout and/or employee discounts per the lease.
In Retail package RTL-2, is a self-contained Coffee machine an option for this space? Or is a full plumbing coffee bar required?	Yes, a self-contained coffee machine will suffice.
Regarding location RTL-2, what is the nearest Coffee dedicated location planned in the surrounding gate area?	The integrated bar offering in this RFP will have a dedicated coffee component.
What is the expected start date for construction for package RTL-2?	This location may have a delayed construction start date due to passenger traffic.
Can you provide additional information on the Door Sensor required to communicate to the passengers the door is open? Do you have an approximate cost?	Approximately \$1400.00 per location.

<p>Will another extension be considered for deadline on submittal?</p>	<p>No.</p>
<p>SVC-5 Automated Retail Vending: For automated vending package, can we include an annex that is not part of the 60-page limit, items like pictures, renders, analysis, recommendations, and certifications among other items we think are relevant for the RFP?</p>	<p>Yes.</p>
<p>SVC-5 Automated Retail Vending: For automated vending package, on attachment 4 under Products and Pricing, it mentions that pricing for vending shall not be above 10% of other comparable products or services, while in attachment 3 under Products and Pricing, mentions multiple models (airport brands, franchise or corporate-owned brands, custom brands, etc.) whereas these can be no more than 15% of comparable prices. Which pricing structure should we follow, knowing that some concepts fall under custom brands?</p>	<p>For proposal purposes, please assume 10%. We will work with the awarded entity to determine the appropriate pricing model.</p>
<p>Do we need a new notarized copy for each submittal on each package copy/original for exhibit A or will there be a single marked ORIGINAL, and the rest be marked as COPY?</p>	<p>The original must be notarized. Each binder can have a copy of the original.</p>
<p>The deadline on Tuesday May 31st at 2 pm (CT) is for delivered hard copies?</p>	<p>Yes.</p>
<p>For automated vending package, Under Proposal Evaluation Criteria A) Brand - for automated vending is the airport looking for answers on each of the automated retail concepts being proposed in this section or is it asking about the overall company proposing them?</p>	<p>Since brands featured in the machines may change over time, please answer with respect to the overall company.</p>
<p>SVC-5: Automated Retail Vending: For automated vending package, if there are power outlets and space available next to a current unit can we propose what else we would add to that space, subject to approval?</p>	<p>Please see Attachment 1: SVC-5 Automated Retail Vending minimum requirements.  <a href="https://sites.dfwairport.com/concessions/solicitations/current/index.php">https://sites.dfwairport.com/concessions/solicitations/current/index.php</a></p>
<p>For automated vending package, On Concept, Brand. The airport is looking for what number of sales, the lifetime of the concept last year, or for the entire machine?</p>	<p>For sales history, proposers should provide average sales and transactions per unit for their overall company. Machine specific performance history is not required for this section.</p>

For automated vending package, can we propose more than a single concept for a specific location?	Yes.
For automated vending package, how much (years) airport operating experience as a prime concessionaire is the airport looking for?	There is not a minimum experience level in terms of years. Please demonstrate your level of experience is capable of operating this contract.
Can a firm still bid if it has in recent time defaulted on other airport lease agreements?	Please see item VI. DETERMINATION OF NON-RESPONSIBLE PROPOSER in the RFP.
For automated vending package, what is the targeted Board meeting date for recommendation of award on this RFP?	Projected Board date is September/October 2022. Dates are subject to change.
For automated vending package, Tentatively, what is the earliest planned move in ready date for Automated Vending?	Tentatively, early 2023.
For automated vending package, can you please provide achieved revenue by location for any recent time period available? 2021 would be great.	Please see the sales data above.
For automated vending package, what is the current percentage rent structure and does a MAG apply?	Please see Attachment 1: SVC-5 Automated Retail Vending minimum requirements.  <a href="https://sites.dfwairport.com/concessions/solicitations/current/index.php">https://sites.dfwairport.com/concessions/solicitations/current/index.php</a>
For automated vending package, given that this is not a food RFP, can a premium confectionary, non-fresh and non-refrigerated/frozen, giftable confectionary be proposed?	All items must be approved by DFW Concessions.
Operations Overview to demonstrate we are the best operator; can we include letters of recommendations from other airports specific to this point?	Yes.
For automated vending package, with the Airport do outreach and contact current and past airports to gather information of overall service level provided by proposer?	Please share relevant information you'd like the selection committee to know.
Location designs, presumably for automated vending package, this would be the concept render, correct? (And layout, colors, floor plan, may not apply)	Yes.
For automated vending package, Attachment 1-SVC-5 shows a MAG of \$181,148, is that effectively the year 1 MAG or does the MAG not begin until year 2?	Year 1
Can the airport award additional locations to test new and emerging concepts which may not initially be subject to MAG?	No.

<p>Under Attachment 1- SVC-5, Design Requirements, what exactly is DFW looking to receive in the RFP response for item “#2 Provide a representative sample of materials and colors with a description to be used”. We are unclear on what this means and what we are supposed to turn in as part of the RFP response for this item.</p>	<p>For the vending package, you may submit photos of machines, cut sheets, specification sheets, and any other relevant information to help DFW visualize your concept.</p>
<p>For automated vending package, Attachment 2, are you looking for us to propose vending concept(s) by location, year 1 sales, avg ticket, and transactions by location? Having current performance metrics could be useful in determining our expected improved performance.</p>	<p>You may submit sales projections by location or, if multiple locations will be the same brand, you may combine brands. See above for current performance.</p>
<p>For automated vending package, Attachment 2, will we create our own section layout since the locations will not fit in the sample 1 page layout provided for Attachment 2?</p>	<p>You may adjust Attachment 2 to include more rows or submit a second page if needed.</p>
<p>Exhibit C Part 1, For automated vending package, will all the locations be delivered move-in ready, or do we need to budget for any improvements?</p>	<p>Current locations are move-in ready.</p>
<p>Exhibit C Part 1, For automated vending package, does Financing by Source also mean the Source of Funds?</p>	<p>Yes.</p>
<p>Exhibit C Part 1, For automated vending package, how is Equity \$ value calculated?</p>	<p>Equity will be the investment made from current funds, not borrowed.</p>
<p>Exhibit D Pro Forma, Occupancy Costs = amounts due to DFW for Rent/MAG?</p>	<p>Yes.</p>
<p>Exhibit D Pro Forma, automated vending package, what are Sponsorship Fee(s) \$?</p>	<p>If applicable, this is referencing any sponsorship rights to be paid to the airport.</p>
<p>Exhibit D Pro Forma, how is MAG calculated Year 2-3?</p>	<p>MAGs increase annually based on CPI.</p>
<p>Please clarify, “branding fees” also does that include Market Development fees (MDF)?</p>	<p>Any compensation or discount received from a brand in exchange for their product being featured or included in your machines.</p>
<p>Please confirm how we should respond in relation to new concepts that do not historical data, i.e., if brand is a new brand/concept can we just provides projections as a financial and sales proforma?</p>	<p>Yes.</p>



Would leading brand gift food packaged items that have a 30-day shelf life be accepted as a concept?	This opportunity is not intended to solicit food concepts. Any food items must be approved by DFW.
Please provide more information on the DFW Market place and example preferences in the way DFW would like the proposer to integrate and leverage the DFW market program	The DFW Market is our online ordering platform powered by grab mobile ordering. Please visit <a href="https://dfwordernow.com/Stores/">https://dfwordernow.com/Stores/</a> to explore.
Does the JV Agreement have to be a legal entity or is a openly binding JV agreement between parties acceptable?	Yes.
Can DFW please provide more insight and detail of the integrated hold room?	The information shared is the information available at this time.
Do we need to answer #6 in the exec summary as perhaps a repeat of #36? i.e. What comparable experience does your company have in operating this	Yes.

Please continue to check our website [www.dfwairport.com/concessions](http://www.dfwairport.com/concessions) for updates.

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at the email address of [jtuid@dfwairport.com](mailto:jtuid@dfwairport.com).

Sincerely,

Joy Tuid, MPPA  
Sr. Contract Administrator  
Procurement and Materials Management Department