

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

**Addendum No. 6**

**November 22, 2017**

<b>Questions</b>	<b>Answers</b>
At the bottom of page 34, it states that “Joint ventures are not an option for multi-location concepts unless waived in writing by BDDD”. How do we ask for this option? As you know, this package has one large unit and one very small satellite which would struggle to operate on its own as a subtenant. Please indicate if the JV limitation can be waived for this package.	Request the waiver and state the reason why. BDDD will review and render a decision.
How can I get contact information for the companies who have worked for a tenant in the DFW airport for providing renderings for the RFPs?	Below is a link to our directory which may be useful: <a href="https://dfw.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?TN=dfw&amp;XID=5886">https://dfw.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp?TN=dfw&amp;XID=5886</a> Contact the companies to determine if they have done work for DFW tenants.
Can you please define Brand? Can you define Concept?	For the purpose of the Request for Proposal, (RFP) a concept is a type of F&B or Retail, e.g., Deli or Specialty Retail. A Brand is the product you propose for the concept.
Tab 2.1, A) Brand: Is the RFP referencing the branding/concept for the full store location or does this applies to the individual brands, and/or licensing agreements within a location?	This is referring to the full store location.

<p>Tab 2.1 E) Operations Overview part C requires a description of Customer Service Standards, Tab 2.1 F) Management Experience part 2 requires a description of historical customer service standards. Is the intent to provide the same information in both sections? If not, can you please clarify the differentiation of requirements for each section, respectively?</p>	<p>Tab 2.1 E) Operational Overview – is describing the operations of your business. TAB 2.1 F) Management Experience- This is the relevant experience of the management team for the proposed location.</p>
<p>The Proposal Criteria Evaluation references the Summary of Financial Statements, Exhibit E, however the Proposer Checklist (Exhibit H) Tab 2.3 Financial Information includes both A. Financial Statements and E. Summary of Financial Statements (Exhibit E). The Proposal Criteria Evaluation does not specify the requirements for A. Financial Statements, can you please clarify?</p>	<p>Financial statements are a Pass/Fail component of the scoring criteria.</p>
<p>When I register for the iSupplier registration, am I using the created entity for this RFP or XYZ Company name? When the iSupplier ask for the Tax payer ID are you asking for the EIN number?</p>	<p>Use the Business Name that you use to file Tax Return. Use the EIN that US IRS assigned and used for Tax Return.</p>
<p>Am I using the created entity for this RFP or XYZ Company name?</p>	<p>You will need to use the created entity for this Request for Proposal (RFP).</p>

<p>On page 25 of the Solicitation, item 4 of Tab 2.1 - Concept reads, "Year-over-Year Sales growth over the past 3 years, submit a Summary of Financial Statements, Exhibit E." However, Exhibit H: Proposer Checklist asks that Exhibit E be included under Tab 2.3 - Financial Information. Please clarify if Exhibit E needs to be submitted under Tab 2.1 - Concept or Tab 2.3 - Financial Information.</p>	<p>Please submit under Tab 2.3 Financial Information.</p>
<p>Exhibit G – Workforce Composition includes columns for percentages. Please confirm what information should be represented in these columns.</p>	<p>Refer to Addendum No. 5.</p>
<p>When I register for the iSupplier am I using the EIN number for the created entity (prime + the ACDBE) ? Or am using just the primes EIN number?</p>	<p>Please use EIN number.</p>
<p>If we have already used this entity (Concessions International + ACDBE) in Dallas, would we already be registered as an iSupplier and if so, how can we find out?</p>	<p>Please try to register on DFW Website and contact pmmsys@dfwairport.com for assistance.</p>
<p>For Exhibit E, on the proposal checklist it had this document under Tab 2.3 with the financial information that is to go into a sealed envelope, but within the proposal on page 25; it has it listed under Tab 2.1 with the Concept(s). Can we get clarification on which tab this document should fall under or should it fall under both tabs?</p>	<p>Please submit under Tab 2.3 Financial Information.</p>

<p>For the forms that are in fillable WORD documents, are these forms to replace the previous PDF forms because there are a couple of fields that are missing from the WORD document that is included in the PDF documents.</p>	<p>No. There is no difference.</p>
<p>In the current Concessions RFP, does the form “Sales Expectation, Attachment 2” go in “Tab 2.2 – Rental Information to the Airport” or “Tab 2.3 – Financial Information”?</p>	<p>Attachment 2 is under 2.2 Rental Information to the Airport.</p>
<p>1. On page 34, Item 3, the RFP states “(JOINT VENTURES ARE NOT AN OPTION FOR MULTI-LOCATION CONCEPTS UNLESS WAIVED IN WRITING BY BDDD)”. Does this mean that a joint venture that includes an ACDBE joint venturer and conforms to 49CFR23 and the FAA’s Joint Venture Guidance is not a permissible option to meet the participation goals set forth for this RFP? What is the process to request a waiver?</p>	<p>Request the waiver in writing and the reason why. BDDD will review and render a decision.</p>
<p>In Section XI, Item 6 on page 22, the RFP states that the Airport and the successful proposer will enter into a Joint Venture Agreement and Concession Lease Agreement. Should this section state that if the Airport and successful proposer fail to execute the Concessions Lease Agreement and the successful proposer does not get approval of its Joint Venture Agreement from the DFW Business Diversity and Development Department within 30 days from receipt of the Concessions Lease then the proposal deposit is forfeited and the successful proposer's proposal is rejected?</p>	<p>Yes.</p>

<p>Please clarify the apparent contradiction in the discussion of Form 1295 "Certificate of Interested Parties" on p. 4 of the RFP:</p> <p>a. In one paragraph, the discussion states "All vendors submitting a response to a formal ... RFP ... will be required to complete the Form 1295 online...."</p> <p>b. In another paragraph, the discussion states "This form is not required for proposal submittal."</p>	<p>As stated on page 4, this form <b>MUST</b> be submitted if your concept is awarded by Board. For the purpose of the proposal submissions, this form is not a requirement for the December 12 proposal due date.</p>
<p>Should the electronic copy of the Original Proposal include the rent and financial sections, which are to be enclosed in a separate envelope in the Original Proposal?</p>	<p>Yes.</p>
<p>Is the rent section of the proposal (Tab 2.2) included in the page limit?</p>	<p>Yes.</p>
<p>What defines a "newly-formed" entity for purposes of meeting the minimum Proposer Experience Requirements?</p>	<p>Any entity created for the purpose of this RFP that has not done business previously as the stated entity.</p>
<p>If a proposing entity has been in existence less than 10 years, but owners of the proposing entity who in the aggregate own more than 49% of the proposing entity meet the minimum Proposer Experience Requirements, will the proposing entity be deemed to meet the Proposer Experience Requirements?</p>	<p>Please review the experience requirements on page 20.  <a href="https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf">https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf</a></p>

<p>During the pre-proposal conference, it was stated that there may be "some flexibility" with the size of Package FB-1 space #C-2-043E-A01. May we present a design that shows some store elements and amenities outside the lease line shown in the plan (note that the proposed elements outside the lease line would not encroach onto circulation areas).</p>	<p>Please design to the LOD for evaluation. However, an alternate design may be included to demonstrate capabilities if desired.</p>
<p>F&amp;B-4: Can you please provide the size of the current concessionaires kitchen that is currently operating in the space allocated for F&amp;B 4</p>	<p>Design the space for your kitchen needs.</p>
<p>How many DFW employees per day in Terminal D?</p>	<p>This data is not available.</p>
<p>F&amp;B-4: What were sales 2016, 2017 at the location of F&amp;B-4 / D-NV101?</p>	<p>The average is \$1,275 per square foot.</p>
<p>Clarify "Percentage of Gross Receipts" with a \$ sign on Exhibit D – Pro Forma in the RFP document.</p>	<p>The \$ should be %. This has been updated</p>
<p>F&amp;B-4: Number of enplanements within 3 gates of either side of the location of F&amp;B-4 / D-NV101?</p>	<p>Information is not available as requested; Please refer to Resources for available enplanement data.</p>
<p>F&amp;B-4: Number of domestic arrivals within 3 gates either side of the location of F&amp;B-4 / D-NV101?</p>	<p>Information is not available as requested; Please refer to Resources for available enplanement data.</p>
<p>We are requesting to tour the terminals during this proposal period.</p>	<p>Hosted tours will not be available for this Request for Proposal (RFP). Feel free to visit the spaces at your convenience.</p>

# REQUEST FOR PROPOSAL

# ADDENDUM NO. 6

<p>The Location Design section asked the proposer to:</p> <ol style="list-style-type: none"><li>1. Provide an interior and exterior rendering of the proposed location showing the storefront design,</li><li>2. Provide a proposed layout demonstrating passenger flow and product placement.</li></ol> <p>Can a proposer submit a sample rendering of an existing storefront that is similar in size, and include a detailed description of the proposed design concept? Or should the proposer provide a rendering of the actual space that is being offered?</p>	<p>Provide a rendering of the actual space that is being offered.</p>
<p>F&amp;B-2: Would the Authority allow crepes?</p>	<p>No.</p>
<p>On Exhibit C, please explain “Financing by Source” and “Equity”. For example, if each of the JV partners is putting in a portion of cash and a portion that is from a line of credit, do we put those numbers in Equity and Financing? If each partner is taking their own line of credit not using cash, do we only complete the Financing by source and put zero in Equity? And finally, do we put the partner’s name here or the bank that holds the line of credit?</p>	<p>Yes. Yes. The bank that holds the line of credit.</p>
<p>For Exhibit E, in the case of joint venture, do we submit this only for the prime or individual forms for both parties?</p>	<p>Please submit for both parties.</p>

<p>RTL-7: Convenience Retail: C-2-041D-A01:</p> <ol style="list-style-type: none"> <li>1. How much rent is?</li> <li>2. How can I apply for it?</li> <li>3. Can we go and see the location?</li> <li>4. What is your requirement in sense of experience, investment, designing of store etc.?</li> <li>5. Can we keep alcoholic product, lotto/lottery?</li> <li>6. ATM in there too?</li> </ol>	<ol style="list-style-type: none"> <li>1. Please review the Package document for RTL-7 <a href="https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906390.pdf">https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906390.pdf</a></li> <li>2. Please review the Request for Proposal (RFP) <a href="https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf">https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf</a></li> <li>3. Tours are not available for this Request for Proposal (RFP).</li> <li>4. Please review the Request for Proposal (RFP) <a href="https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf">https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf</a></li> <li>5. No.</li> <li>6. No.</li> </ol>
<p>RTL-7: Convenience Retail: C-2-041D-A01:I saw the due date to submit proposal is Dec 12. Can you tell me which forms need to be filled please for Convenience retail space?</p>	<p>Please review the Request for Proposal (RFP) <a href="https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf">https://www.dfwairport.com/cs/groups/webcontent/documents/webasset/p2_906631.pdf</a></p>
<p>After approval of my proposal, do you have preferred contractor to do job in that location or we can hire anyone.</p>	<p>Concessionaires select their own contractors.</p>
<p>What happen if I want to back off from my proposal after approval, will I be able to get my deposit back?</p>	<p>No.</p>
<p>P-18 RFP. Electronic Copy of the Original Proposal. Should it contain the Rent and Financial Sections or not?</p>	<p>Yes.</p>
<p>Should the electronic copy disc be inserted in the Binder marked "Original" or submitted as separate item.</p>	<p>Please have it as a separate item.</p>
<p>Page 19 RFP. "Proposals must include an electronic version of the proposed concept's logo and menus" is this going to be on a separate disc or can be included along with the original electronic copy of the proposal?</p>	<p>This can be included with the original electronic copy.</p>



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