



# Rhode Island Airport Corporation

June 1, 2019

**ADDENDUM NO. 3  
Request for Proposals No. 28841  
Food/Beverage Concession Program  
And  
Retail Concession Program (News/Gift/Specialty Retail)  
T. F. Green Airport**

Prospective Proposers and all concerned are hereby notified of the following changes in the Request for Proposals (RFP) document related to RFP No. 28841. These changes shall be incorporated in and shall become an integral part of the contract documents.

**Below are the responses from RIAC related to the questions submitted by prospective proposers.**

1. Can proposers use 3-ring binders to bind our submission, instead of spiral binding? **Yes.**
2. Please consider the use of a 3-ring binder in place of the spiral binding (page 10) for purposes of a more manageable and stronger binding method due to the size of the proposal. **Please refer to response to question No. 1.**
3. Please verify that all locations are open concepts and it is up to the concessionaire to propose specific concepts. **Please refer to the objects on page 2 of the RFP (including "Open Architecture and Open Atmosphere" are specified. Concessionaire(s) are to provide specific concepts.**
4. Is there a format for the pro forma operating statements we should be using to prepare our submission? If so, please provide a copy of that spreadsheet and/or format. **RIAC will post by June 6, 2019 a proforma that may be used by Proposers as an Addendum.**
5. The RFP seems to suggest that pro formas should be created by concept, as opposed to space. **We are requesting this by concept.** Please confirm what needs to be included in each pro forma. **Please see response to question No. 4.**
6. Please provide enplanements by airline. **This information is available at [www.pvdairport.com/corporate/ri-airport-corporation](http://www.pvdairport.com/corporate/ri-airport-corporation)**
7. Please provide domestic and international enplanements. **Please refer to response to question No. 6.**

8. Please explain the increase in enplanements from 2016 to 2018. ***The increase in enplanements was a result of increased activity during these years. For example, several new airlines, including Norwegian, Frontier, Allegiant, and Air Canada, introduced new service during this period.***
9. On the airport website, we see a decrease in enplanements of 9% year to date (February 2019). Please explain the decrease. ***The decrease in enplanements was a result of fluctuations in activity from the material growth in 2016 to 2018. Please note that Sun Country recently announced/started new non-stop service to four (4) destinations.***
10. Please provide space ID and required concept for each Food/Beverage and Retail location. ***Each space is identified by name on the LOD drawings.***
11. The LODs provided at the pre-proposal meeting appear to be from 2006. Please update with complete LODs go help us deliver the best response. ***These LODs are the latest information available and represented shell space of the current concept locations.***
12. Can the airport make available LODs and facade elevations in CAD and any tenant design criteria standard documents? ***CAD drawings and PDFs of LODs were provided on thumb drives at Pre-Proposal Conference.***
13. Please confirm that the Newsstand/Gift location (216 sq. ft. on level 2) and the Newsstand/Café location (2,282 sq. ft.) are included in this RFP. ***The 216 sq. ft. location was not developed from previous drawings, and is not to be developed in this RFP. The 2,282 sq. ft. location is presently Starbucks at Bag Claim and is included in this RFP.***
14. Attachment 2 suggests that 8,150 sq. ft. of retail space includes 8,079 sq. ft. of original retail and in the RFP, an additional 417 sq. ft. of storage seems to be included in the 8,079 sq. ft. Please clarify two points:
  - a. Please confirm the total retail space available in this RFP. ***Please refer to Attachment 3 of the RFP.***
  - b. Should this storage space be included in the minimum sq. ft. total for MAG calculation? ***No. It is separate.***
15. Please clarify the intended use of the 800 sq. ft. space that is currently part of the Federal Tavern. ***Per page five (5) of the RFP, RIAC may require up to 800 square feet of this (Federal Tavern) for a pre-security Non Food/Beverage or Retail Concept. If this is required, the square footage of this location will be reduced prior to any execution of the contract.***
16. Are respondents permitted to propose on single spaces/locations? ***Page one (1) of the RFP states Proposer are allowed "to submit separate proposals for (1) a Food/Beverage Program only, (2) a Retail Program only, or (3) both programs.***

**Proposers who are interested in single spaces/locations are encouraged to coordinate with other Proposer(s) to submit based on a “program” submission.**

17. Will RIAC accept bids on any part of the “retail concession program” package independently? For example, will RIAC accept a proposal solely for a lottery or specialty retail? If so, what are the implications for the mid-term refurbishment requirement, performance guarantee as well as the proposal deposit? **Please refer to response No. 16.**
18. Please verify that the square footage of the post security independent concessions will not be included for the purpose of calculating the minimum capital investment requirements. The square footage is to be included in the calculation of the minimum capital investment requirements. **The approximate \$6,100,000 of capital investment specified for the Retail Concession Program (Page 7) is based on the square footage specified in Attachment 3 (Retail) multiplied by \$750. Additionally, Attachment 3 (Retail) specifies “This number (8,150 square feet) includes 8,079 of original retail, minus the square footage for the Brighton location, plus the square footage of the six (6) Independent Concessions”.**
19. We understand that we are to engage the independent kiosk operators in our proposals as subtenants. What evaluation criteria and scoring methodology will RAIC use to evaluate the inclusion of independent operators? **Please refer to page three (3) of the RFP where “RIAC encourages any Retail proposers to discuss opportunities with any of the current Independent Retail Concessionaire’s”. There is no specific evaluation criteria specified in the RFP related to “the inclusion of independent operators”.**
20. In light of the airport’s requirement that all proposers sublease the kiosks to the existing operators, please provide the percentage rent and MAG for kiosks that the airport has established for these operators. **This is not a requirement under this RFP.**
21. In light of the airport’s requirement that all proposers sublease the kiosks to existing operators, please provide Capital Investment that the existing operators will be required to invest for kiosks. **This is not a requirement under this RFP.**
22. Can the location of the kiosks be modified, in collaboration with the independent operators? **Yes. Please refer to response to question No. 18.**
23. Are there LODs for the kiosk spaces? **There are no LOD’s for the current kiosk spaces.**
24. Do you have any design restrictions for the kiosk spaces? **No, so long as their design does not interfere with security camera views.**
25. Can optional concepts be proposed for the designated spaces? **There are no restrictions on the spaces available.**
26. If the established rates for rent, capital and operating requirements prompt existing kiosk operators to decline participation as independent subtenants, please detail how the airport

will evaluate proposals. ***The square footage for each of the programs is specified on Attachment 3 to the RFP. Please refer to response No. 18 for evaluation.***

27. Please explain how proposers will be evaluated. Specifically, how will the RIAC weigh proposals that are for all concessions vs. proposals for retail or food and beverage only? ***All proposals meeting the minimum requirements will be reviewed by a Selection Committee from RIAC to determine the submissions reasonably susceptible of being selected for award and invited to enter into a competitive negotiation. The final proposal considered most advantageous to RIAC considering the Evaluation Criteria and relative importance of each will be selected for award of a final contract. The decisions as to the process, timing, and selection will be based entirely on the judgment of RIAC's Selection Committee. Each responsible Proposer who submit proposals determined in writing to be reasonably susceptible of being selected for award may be invited to participate in a competitive negotiation pursuant to R.I.G.L §37-2-19. When determining which proposals are reasonably susceptible of being selected for award, and evaluating negotiated proposals, the Selection Committee will consider the criteria specified on page sixteen (16) of the RFP.***
28. In order to open up the stores to the concourse as much as possible, we would like to remove the existing soffits for the roll-down grilles, which will provide a 10'-0" storefront opening. Can we extend our storefront finishes to the concourse ceiling and locate our signage on this soffit to give the storefront a proper brand presence? ***The RFP does not preclude these types of changes and should be discussed as part of the "Design and Quality Improvements" submittal criteria section located on page fourteen (14) of the RFP.***
29. Do you have a design criteria manual or any signage criteria? ***No official design criteria manual exists. RIAC will establish an internal design review committee to review submissions.***
30. Are blade signs allowed? If yes, what are the criteria for blade signs? ***The RFP does not preclude these types of signs. The criteria for such signs will be determined between the awardee(s) and RIAC.***
31. Are there any ceiling height restriction for the retail spaces? Are there sections for these areas? ***There are no specific restrictions included in the RFP.***
32. Please verify that the minimum capital investment required is for the total program and not for each individual store. ***The minimum capital investment is for each program (Food/Beverage and Retail).***
33. Please consider extending the due date on the proposal through Friday June 28<sup>th</sup> which would coincide with an average 90 day response period. ***Per Addendum No. 2, the due date for the proposals is July 24, 2019.***

34. Given the proprietary information requested on Page 12, referring to Qualifications, Capabilities, and Experience, please alter the following language to the suggested language provided below;
- a. Current Language from the RFP P12:
    - i. For each of the Programs, provide a listing of the location, name of facility, concepts at each facility, square footage for each type of concept, annual gross revenues of the past three (3) years, annual rent for the past three (3) years, contract dates, and complete details of the rent structure including percentage of rents for the different product groups (i.e. food/beverage, alcohol, gifts etc.).
  - b. Recommended Language for the RFP P12:
    - i. For the one qualifying program requirement, provide the following listing of information for that location; Name of facility, concepts at such facility, type of concept, square footage for each concept, annual gross revenues of the past three (3) years, and complete details of the rent structure including percentage of rents for the different product groups (i.e. food/beverage, alcohol, gifts etc.) and contract dates. **RIAC will not be changing the language for this item. If Proposers have any concerns regarding the proprietary nature of your submission, please refer to page eleven (11) of the RFP.**
35. Reference page 13 of the RFP regarding Management and Operations plans, please alter the following language to the suggested language provided below: If the successful proponent is NOT the incumbent, the successful proponent may want to interview and hire some or all of the existing operations team, who in turn may wish to be considered for the available position(s). (The current language below suggests that each proponent should commit to identify and or hire an individual(s) ahead of being awarded the concession.) **The language below is not meant to suggest that each proponent should commit to identify and or hire an individual(s) ahead of being awarded the concessions. As such, RIC will not be changing the language for this item.**
- a. Current Language from the RFP P13:
    - i. Provide an Organizational Chart specific to T. F. Green Airport. Identify the pertinent experience of the persons who will be directly involved in the day-to-day operations and management of the facilities. The organizational chart should identify those with decision-making responsibilities. Identify the on-site managers and assistant manager with resumes attached. Specifically identify any locations where the proposed concession manager has managed one (1) or more of these types of programs.
  - a. Suggested Language for the RFP P13:
    - i. Provide an Organizational Chart specific to T. F. Green Airport. Identify the pertinent experience of the persons who will be directly involved in supporting the day-to-day operations and management of the facilities. The organizational chart should identify those with decision-making responsibilities. Provide a proposed on-site organizational chart identifying roles and responsibilities and sample manager and assistant manager

resumes with appropriate job descriptions. Specifically identify any locations where the proposed concession manager has managed one (1) or more of these types of programs.

36. Is the \$1,000/sf in Capex a hard requirement? In other words, would you allow the bidders to bid a Capex number per square foot vs. the minimum \$1,000/sf that is currently in the RFP? **Proposers may propose a lower limit than that specified in the RFP. Additionally, Proposers should be aware that construction costs in the region may significantly exceed national averages, and consider that design and quality are an important component of the proposal evaluation.**
37. If the \$1,000/sf is a hard requirement, would it be applicable to the designated seating SF in the food court? **Proposers may propose a lower limit than that specified in the RFP. RIAC recognizes that each concept/location may not require the same amount of capital investment. Additionally, Proposers should be aware that construction costs in the region may significantly exceed national averages, and consider that design and quality are an important component of the proposal evaluation.**
38. Please reconsider the minimum investment dollars on a square foot basis: **Please see response to No. 36.**
  - a. The industry minimums on retail are now averaging \$500 per square foot, and in addition, the successful proponent will be required to work in conjunction with RIAC to design and construct the facilities with the approval and oversight of same.
39. Please provide a complete list of attendees from the meeting, both in person and by phone. **This information has been posted to [www.pvdairport.com/corporate/procurement](http://www.pvdairport.com/corporate/procurement).**
40. Can optional concepts be proposed for the designated spaces? **Yes. RIAC encourages proposers to develop concepts based on the objectives specified in the RFP.**
41. Please consider changing the ACDBE certification schedule to be required at the time of lease contract rather than at the time of proposal submittal. **Please refer to page 10, item 4 "Demonstration of Good Faith Efforts". All proposals must demonstrate a good faith effort in identifying potential ACDBE firms.**
42. Will the airport consider providing space numbers to denote the individual locations for retail and food and beverage stores? **A PDF of the locations was provided at the pre-proposal meeting. If a firm is interested in a copy, please send a thumb drive with this request to "The Rhode Island Airport Corporation, Office of Procurement, 2000 Post Road, 3<sup>rd</sup> Floor, Warwick, RI 02886.**
43. What is your FY calendar? **July 1 – June 30.**
44. How long have you had int'l flights departing from PVD? **Please refer to response to No. 6 for items a-c.**

- a. What international carriers have you had in the last 5 years?
  - b. What international carriers do you currently have?
  - c. What international carriers do you still have since you re-started international service? **Please note, RIAC recently announced new service to the Dominican Republic.**
  - d. Are any of the current airlines signed for a long term partnership? **Signatory Airlines are signed through June 30, 2020. Non-Signatory Airlines operate on a month-to-month basis. RIAC does not make any representations or warranties related to future airline activity and/or passenger volumes and enplanements.**
  - e. Are there any additional international flights (airlines or routes) coming to PVD? **RIAC is not at liberty to discuss future airlines or routes. RIAC does not make any representations or warranties related to future airline activity and/or passenger volumes and enplanements.**
45. What percentage of passengers departing from PVD are international vs domestic?
- a. What % of international passengers are flying to Canada? **Please refer to response No. 6.**
  - b. Would you propose a different rent on Canadian flights since their Duty Free purchasing power is limited? **Not at this time.**
46. What gates do the international flights depart from? **Gate 2, Gate 7, Gate 8, Gate 14, and Gate 22 can be used for international departures.**
- a. How close in proximity will they be from the Duty Free store? **This is for the Proposer to propose as part of their submission.**
47. What are the current schedules of the international flights?
- a. Is the Duty Free operator expected to service all flights (international and domestic)? **Although not currently a requirement, the duty free operator presently services domestic flights on days when there are international flights scheduled. This is subject to change and modification at any time.**
48. Does PVD have a 3<sup>rd</sup> party warehouse system? **No.**
- a. If so, what are the rates to deliver goods into PVD?
  - b. If not, are there any plans to have a 3<sup>rd</sup> party WH? **Not at this time.**
49. Will the Duty Free operator be permitted to post signage by the gates? **We will work with the Concessionaires on appropriate signage.**
50. Are there any restrictions on categories that can be sold Duty Free? **No tobacco products.**
51. Assuming PVD's FY is July 1 – June 30, we understand that TACV moved out in Jan.'18. What % of int'l traffic did this airline generate in the 1<sup>st</sup> half of PVD's FY'18 that is lost in FY'19 as a year over year comparison? **Please refer to response No. 6.**

- a. As a strong Duty Free consuming airline (TACV) that can weigh on the sales is there a plan to get them back or partner w/ a new airline to help offset those lost sales? **RIAC is constantly exploring new routes with airlines.**
52. Will RIAC consider expanding the duty free space beyond 168 feet? **Proposers may propose options as part of their submission.**
53. In the event that PVD returns to a domestic only airport facility, what are the implications for the duty free concession? **RIAC and Concessionaire would work cooperatively under these circumstances.**
54. In the event that PVD losses Transatlantic service what are in the implications for the Duty Free concession? **See response to question 53.**
55. Are renderings required for all spaces? **Please refer to page 15, section 5 of the RFP.**
56. Under the Min. Annual Guarantee RIAC states “RIAC has set the following Minimum Annual Guarantee (MAG) for the Food & Beverage and Retails Concession Programs as follow” and then goes on to refer to a “Minimum MAG/Sq. ft.” table.
- a. Is this language stating that the figures specified in the table must be the MAG or can the proposer elect to commit to a Minimum MAG/Sq. ft. greater than the figures shown in the table. **There is a minimum MAG/Sq. Ft. specified on page eight (8) of the RFP.**
57. What is the total square footage we should use in the calculation for MAG? **Please refer to Attachment 3 of the RFP.**
58. Would we be expected to pay MAG on the 2,860 SF of designated seating in the food court? **Please refer to response No. 57. Please note, this does include the 2,860 of seating in the food court.**
59. Would you consider letting the bidders bid the MAG number vs. giving the bidders a minimum starting MAG as currently stated in the RFP? **No.**
60. What would be the total “restaurant” square footage of the Federal Tavern once it goes post security? **Please refer to Table 2 on page four (4) of the RFP and note (1) on page five (5) of the RFP.**
61. Would you accept a bid without the Federal Tavern space in it? In other words, if the bidder proposed not building a restaurant in the Federal Tavern space, would that be reviewed and evaluated as a possible option? **No.**
62. Is there a transition plan to convert the current locations to proposed new locations? Assuming there is a transition plan, does the effective date of the lease period start after the construction period concludes? **Page fifteen (15) of the RFP requests Proposers**

**address the transition and implementation plan for new concepts. The lease period would be effective July 1, 2020.**

63. Of the 3,040 square feet designated for “office/storage,” what percentage of the space is for storage and what percentage is for office space? **The spaces are flexible and can be used by the Food/Beverage/Retail Program as needed by the Concessionaire(s).**
64. Are we required to take all the space even if we don’t need or want it all? **Yes.**
65. Is the \$107.94 per square foot set in stone for both office and storage space? **Yes.**
66. Would you consider a Term of 15 years vs. the current “10 plus 5 year option” that is in the RFP? **The FAA has approved the structure of the term as specified in the RFP. RIAC would not oppose working with the FAA to determine if a 15 year term would be accepted.**
67. Is the rent biddable vs. the 14%/18% rent rates that are listed in the RFP? **The rents specified on page 8 of the RFP are the minimum percentage fees. Proposers may propose higher fee percentages as part of their proposal.**

**RIAC would like to remind all prospective Proposers that additional Addendums may be issued by RIAC. As such, RIAC encourages prospective Proposers to visit [www.pvdairport.com/corporate/procurement](http://www.pvdairport.com/corporate/procurement) on a frequent basis.**

**###END OF ADDENDUM###**