

**Solicitation Number: 2019-009-RFP**

**Addendum Number: 2**

**Terminal Concessions Food & Beverage**

**Due Date and Time: April 1, 2019 by 2:00 pm Arizona time**

***A signed copy of this addendum must be included with proposal***

**Per FAA recommendations, the ACDBE information and requirements contained in the RFP have been revised as documented in this Addendum 2.**

**Revisions to the RFP documents are as follows:**

**Section Two, F, ACDBE INFORMATION AND REQUIREMENTS, pages 15 & 16**

Replace item number one (1) with the following:

1. PMGAA's ACDBE Program is race-neutral. PMGAA encourages the use of ACDBEs and other small businesses in the performance of this concession opportunity and, the outreach efforts detailed in Section Two, G of this RFP should be directed at both ACDBEs and other small businesses. Offerors should look for direct participation opportunities for ACDBEs and small businesses, in addition to goods and services providers.

In order to be counted toward PMGAA's overall ACDBE goal, a small business must be certified as an ACDBE at time of award by a certifying agency within the Arizona Unified Certification Program (UCP), or from a U.S. Department of Transportation recognized certifying agency, in accordance with 49 CFR Part 23. PMGAA's ACDBE Program may be viewed on the Airport's website at [www.gatewayairport.com](http://www.gatewayairport.com)

Item number two (2), delete the last two sentences in their entirety.

Item number nine (9) is hereby deleted in its entirety.

**Section Two, G, SUBMITTAL REQUIREMENTS, Tab G, page 20**

Replace item number three (3) with the following:

3. Documentation of Outreach Efforts.

1. Copy of notification sent to ACDBE firms and small businesses that the Offeror has identified opportunities to participate in the project and is requesting bids/quotes/proposals. This should include the scope of work to be bid/quoted/proposed on and performed on the project.

2. Documentation of each ACDBE firm and small business contacted and the response of the ACDBE firms / small businesses or other action taken as a result of the contact. Documentation of contact with ACDBE firms / small businesses may include, fax logs, telephone logs, mail receipts, etc. including documentation of the number of times that firms were contacted, the dates

of contact, the name, phone number, fax number, and address of the contact person associated with each ACDBE firm / small business.

3. Documentation of responses/quotes from all ACDBEs / small businesses who bid/quoted/proposed to perform work and/or participate on the project in the areas that ACDBE firms / small businesses were also bidding/quoting/proposing on, including information regarding the reasons why ACDBE / small business bids/quotes/proposals were not considered or chosen.

4. Any additional documentation Offeror may have that demonstrates outreach efforts were made as outlined below.

Failure of the selected Offeror to provide sufficient evidence to show the outreach efforts made to obtain ACDBE participation shall result in PMGAA determining that the selected Offeror was non-responsive to the ACDBE requirements and may reject Offeror's proposal. The actions taken to meet the outreach requirements must be substantiated by written documentation and proof. A declaration that outreach efforts were made will not be sufficient to meet the burden of proof required. PMGAA's decision as to whether or not outreach efforts have been made is final and conclusive.

The following factors are illustrative of matters which PMGAA will consider in judging whether the Offeror made outreach efforts under this solicitation:

1. The number of contacts attempted or made with ACDBE firms that perform/provide goods/services and/or direct participation in areas where opportunities were identified.
2. The timeliness of contacts made with ACDBE firms so as to allow the firms a reasonable amount of time to respond.
3. Attempts made to break down portions of the project into economically feasible units to facilitate ACDBE participation.
4. Whether the Offeror negotiated in good faith with interested ACDBEs and did not reject a bid/quote/proposal as unqualified without sound reason.

#### **Good Faith Efforts**

Replace all references of "Good Faith Efforts" with "Outreach Efforts".

#### **Attachment N, Proposed ACDBE Participation**

Replace Attachment N, page 43, with the new page included in this Addendum 2.

#### **Attachment O, Letter of Intent from ACDBE**

Delete Attachment O, page 44, in its entirety.

#### **Addendum 1, Question 16, Is the ACDBE outreach mandatory for all responding entities even if they are currently ACDBE certified themselves?**

Modify PMGAA's answer to the following: No, because the purpose of the program is to obtain ACDBE involvement and by being certified themselves, a prime concessionaire meets the intent of the program.

The following question was asked at the pre-submittal meeting on February 13, 2019. PMGAA issued Addendum 1 indicating that data would be provided in Addendum 2:

**Q1** - Can you provide any information or insight in terms of Gate Utilization? Particularly on current utilization and anything that might be changing moving forward. What are the priority gates versus secondary gates?

**A1** – See Below

Calendar Year 2018 Terminal Gate Use

Gate #	1	2	3	4	5	6	7	8	9	10
Number of Arriving Flights	103	768	1	647	1067	955	778	496	414	154
Number of Departing Flights	334	523	12	647	1059	964	849	32	621	366

The following questions were received prior to the deadline of February 26, 2019 by 5:00 PM:

**Q2** - In Addendum 1, it appears that the new retail space (R3) may be excluded from this RFP. Please confirm if R3 is included or excluded from the RFP

**A2** - Yes, R3 is included and required.

**Q3** - In the event R3 is removed, would the MAG decrease and if so – by how much?

**A3** - R3 is included.

**Q4** - On page 13 of the Retail RFP, the minimum allowable rent appears to be 12% and Attachment K suggests that the minimum allowable rent is 8.5%. What figure should we use for our calculations?

**A4** - The minimum allowable rent is 12%.

**Q5** - Are the following fixtures included in R1: plumbing, sewer and sink?

**A5** - Yes, all three (plumbing, sewer, and sink) are included.

**Q6** - Please clarify the enplanements – by concourse/building; Gates 1-4 (modular building) and Gates 5-8 (main terminal) – in percentages if possible

**A6** - Enplanements by gate is not available. Please see Question 1 of this Addendum 2 which provides information regarding gate usage.

**Q7** - Please provide any additional demographic information/surveys the airport has conducted beyond what is listed on page 4 of the RFP

**A7** - Please see the “Phoenix Mesa Gateway Airport Visitor Survey” report which is hereby incorporated into and made part of this Addendum 2 and can be found at:

<https://www.gatewayairport.com/procurementsandnotices>

File Name: Phoenix Mesa Gateway Airport Visitor Survey\_2016.pdf

**Q8** - Are there any design criteria available? If so, please provide relevant documents and guidance  
**A8** - Please see answer to Question 13 in Addendum No. 1. In addition, there are no Terminal Design Standards. Plans will be reviewed by the Airport Design Review Team.

**Q9** - If proposers meet the ACDBE goal, are we required to show outreach efforts?  
**A9** - Please see revisions to the RFP as documented in this Addendum 2 regarding modifications to the ACDBE information and submittal requirements. All Offerors, other than prime concessionaires who are certified ACDBEs, are required to conduct Outreach Efforts as defined in this Addendum and submit those Outreach Efforts as a matter of responsiveness to the RFP. The revised Attachment N does not include a contract dollar amount with proposed ACDBEs so no goal calculation will be performed by PMGAA regarding submittals received.

**Q10** - Please provide current rent percentage and MAG for current operators.  
**A10** – F1: Mag \$11,203.38, Percent non-alcohol 12%, alcohol 15%  
 F2/F3: Mag \$10,403.89, Percent non-alcohol 12%  
 R1: Percent 10%, no MAG  
 R2: Percent 12%, no MAG

**Q11** - Will gates 9 and 10 continue to be used for airline service?  
**A11** - Yes, Gates 9 and 10 will continue to be used.

**Q12** - Page 20, Tab G – ACDBE Participation. Section 3 states in part: ‘If selected Offeror fails to identify ACDBE participation that is equal to, or greater than, the ACDBE program goal of 10%, then Offeror shall, as a requirement, submit documentation of good faith efforts.’ Please confirm that Proposers who do identify within their proposal, qualifying ACDBE participation that is equal to or greater than the 10% goal, are not required to perform and provide evidence of Good Faith Efforts.  
**A12** - Please see answer to Question 9 of this Addendum 2.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

Offeror hereby acknowledges receipt and understanding of above addendum.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Name of Company

The above referenced Solicitation Addendum is hereby executed February 27, 2019 at PMGAA, Mesa, Arizona.

\_\_\_\_\_  
Marian Whilden

\_\_\_\_\_  
Procurement Coordinator  
Phoenix-Mesa Gateway Airport Authority

**Attachment N**

Proposed ACDBE and Small Business Participation

(To be completed by the prime Concessionaire if ACDBE / Small Business participation has been obtained)

Name of Offeror \_\_\_\_\_ Project Description \_\_\_\_\_

ACDBE FIRM NAME	ADDRESS/PHONE	NAICS CODE(S) ACDBE IS CERTIFIED TO PERFORM PER UCP	DESCRIPTION OF SCOPE OF WORK TO BE PERFORMED UNDER THIS PROJECT	NAICS CODE(S) FOR SCOPE OF WORK TO BE PERFORMED UNDER THIS PROJECT BY ACDBE	Firm is an SBE (Y/N)	Firm is an ACDBE (Y/N)

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_