

INDIVIDUAL PRE-SOLICITATION BRIEFING FOR AIRPORT TERMINAL A DUTY FREE RETAIL CONCESSION

February 21, 2017

Russ Handy Director Aviation Department

Solicitation Overview





Solicitation Type: Request for Proposals (RFP)

High Profile Designation: Over \$1 Million



Estimated Value: \$5 Million Revenue

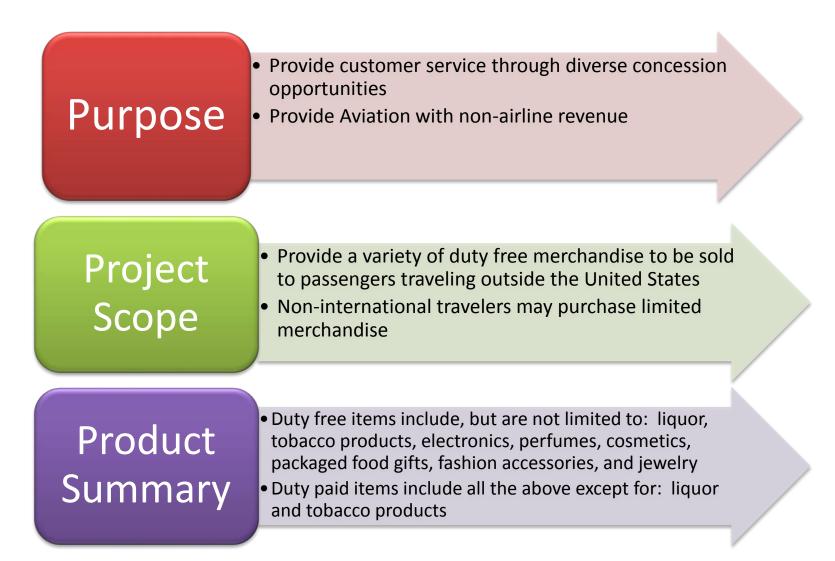


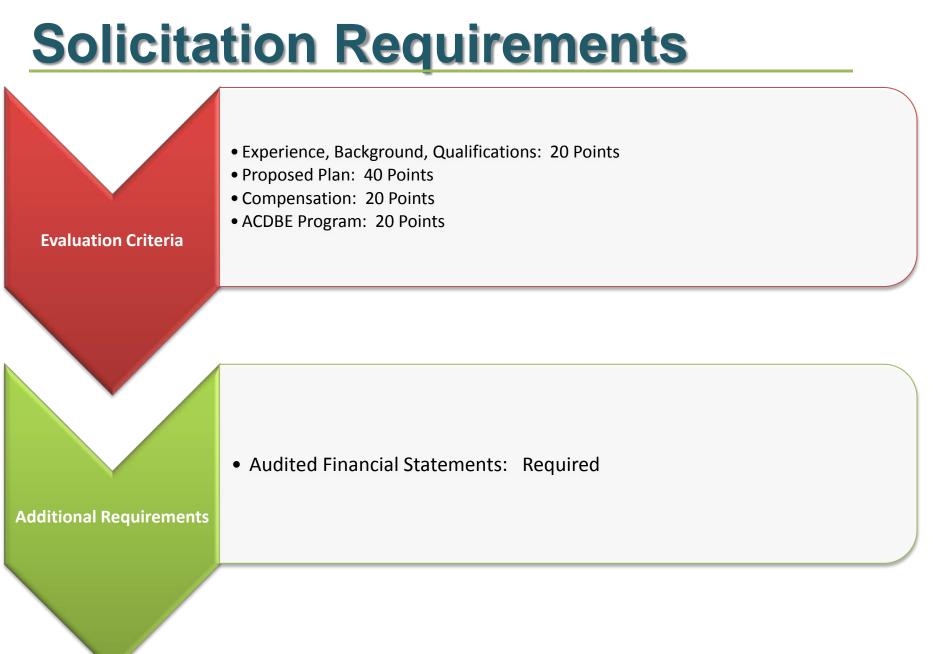
Current Contract Status: Expires May 31, 2017



Proposed Term: 10 years

Project Overview





Outreach Efforts

NIGP Codes Identified • 905-35: Concessions, Airport: Specialties

Number of Vendors notified

- Central Vendor Registry: 16 vendors
- Targeted Vendor Outreach: 3 vendors

 TVSA channel 21 COSA Bidding Opportunities website Express News Industry Publications: American Association of Airport Executives, Airports Council International and Airport Poyonus News
Airports Council International, and Airport Revenue News

Project Evaluation Committee

Voting Members	Advisory Members
Carlos Contreras, Assistant City Manager, City Manager's Office	Katinka Howell, Assistant City Attorney, Aviation Department
Russ J. Handy, Director, Aviation Department	Lisa Brice, Special Projects Manager, Aviation Department
Henrietta Brown, Chief Administration Officer, Aviation Department	Rod Rodriguez, Compliance Manager, Aviation Department
Steve Milburn, Property & Concessions Manager, Aviation Department	Judith Byrd, Unison Consulting Inc.
TBD, Industry Expert	

Project Timeline

Pre- Solicitation	Solicitation	Post – Solicitation	Finalization
Audit Committee Pre Solicitation Briefing: • February 21, 2017 Release RFP: • March 1, 2017	Pre-Submittal Conference: • March 13, 2017 Deadline for Questions: • March 17, 2017 RFP Due: • April 3, 2017	Evaluation Complete: • May 2017 Contract Negotiated: • May 2017 Audit Committee Post Solicitation Briefing: • June 20, 2017	<section-header>City Council Consideration: • August 3, 2017 Contract Start Date: • August 3, 2017</section-header>



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