



**Pre-Solicitation Terms for
Concession Management Services to Lease,
Market and Manage Food Services and Retail
Concessions at Washington Dulles
International and Ronald Reagan
Washington National Airports**

March 2012

Request for Action

- The Business Administration Committee is requested to review and approve the recommended procurement approach, including evaluation criteria for the Fee Manager Concessions Contract for Reagan National and Dulles International Airports.
- The current contract with Westfield Concessions Management expires December 31, 2012, with the option to terminate earlier upon 30 days written notice. The new contract term is for five years, with two, two-year options, at the Airports Authority's sole discretion.



General Scope of Services

- Market, lease, and manage all food & beverage, retail and newsstand facilities at both airports.
- Improve revenue by identifying passengers' desires and recommending optimal utilization of available space.
- Monitor customer satisfaction and recommend ways to improve customer service.



LDBE & DBE Requirements

- The LDBE requirement for this management services agreement is 10%.
- The pursuit and achievement of the federal ACDBE goals for concession operators will be an ongoing obligation of the successful proposer through its sub-leasing activities (the current goals are 35% for food and beverage and 25% for retail).



Proposed Minimum Requirements

Proponents must provide information that demonstrates:

- A minimum level of experience in the management of food and retail operations.
- A threshold of financial soundness as evidenced by the ability to obtain a performance guarantee.



Evaluation Criterion

The proposals will be evaluated on these three criterion:

1. Financial Offer (Fee)
2. Development & Implementation Plan
3. Property Management, Marketing, Advertising & Promotion



Concession Management RFP Schedule

The Airports Authority intends to generally follow the proposal and award schedule shown here. The Airports Authority reserves the right to extend or change any of the dates shown at its sole discretion.

Task

Prospective Date(s)

Pre-Solicitation Approval

March 2012

RFP Issued

April 2012

Proposal Due Date

June 2012

Recommendation to

Business Adm. Committee

August 2012

Board Approval

September 2012



Action Requested

Approval to issue an RFP to solicit proposals for Concession Management Services at both Reagan National and Dulles International Airports