

Pre-Response Meeting

Aviation Revenue Contract Solicitation

Deer Valley Airport Food and Beverage Concession

AVN RCS 21-002

November 9, 2020 at 2:00 P.M. via WebEx

 **PHX DVT EYR**





Welcome & Housekeeping



✈ Please Mute Your Device

✈ Presentation will be available at:

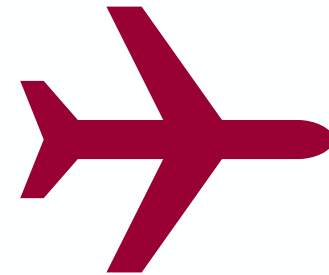
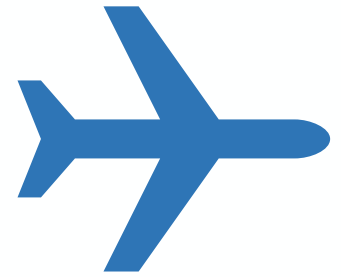
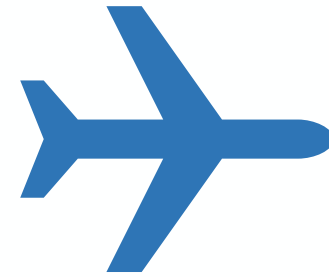
<https://solicitations.phoenix.gov/Solicitations/Details/822>

✈ Use the “Chat” Function to Submit Your Questions during the Meeting

Questions will be answered at the end of the Presentation

Agenda

- Introductions
- Site Tour Information
- Solicitation Transparency Policy
- Labor Organization Statement
- RCS Overview
- Scope Overview
- Small Business Engagement & Outreach Requirements
- Questions





Introductions



Contracts and Services Division

Janet Lee, Procurement Officer

Business and Properties Division

Robert Hawes, Program Manager

Small Business Engagement & Outreach (EOD)

Jesus Gonzalez Jauregui, Equal Opportunity Specialist

Deer Valley Airport (DVT)

Ed Faron, DVT Airport Manager



Site Tour Registration:

<https://www.eventbrite.com/e/site-tour-avn-rcs-21-002-deer-valley-airport-food-and-beverage-concession-tickets-125633193263>

Location: Deer Valley Airport

702 West Deer Valley Road, Phoenix, AZ 85027

Tour to follow after Pre-Response Meeting at 3:30 P.M.



Solicitation Transparency Policy



Phoenix City Code, Chapter 43, Section 43-36

- ✈ Effective: From date and time RCS is issued (**10/21/2020**) until lease award by City Council.
- ✈ All Respondents and their representatives will only discuss matters of this RCS with the Procurement Officer.
- ✈ Discussion may occur with the Mayor, City Council members, Deputy City Managers, Aviation staff, etc. ONLY at a public meeting as requested through the Procurement Officer.
- ✈ As long as this RCS is not discussed, Respondents may continue to discuss business with City Staff.

RESPONDENTS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!

All questions must be directed, in writing, to the Procurement Officer.



Respondents to submit a response to the following:

Do you currently have an agreement in place that would prohibit a labor organization from engaging in a strike, picketing or conducting other economic actions at the proposed concession(s) operation?

If yes, please list the labor organization(s) and the date the agreement was executed.

The information provided in Response to this RCS question will not be considered as part of the panel deliberations or scoring criteria.



RCS Overview: Questions and Answers



- Submit Written Questions By **Monday, November 16, 2020**
 - **2:00 P.M. local Arizona time.**
 - Email: busopps.aviation@phoenix.gov.
 - Include the RCS Number and Title in the email.
- Written Questions **ONLY**
 - Some questions may be answered verbally today.
 - Written answers **supersede** verbal answers.
 - All questions and responses will be published via an addendum.
- Q&A and Addendums Available At:
<https://solicitations.phoenix.gov/Solicitations/Details/822>





RCS Overview: Response Due Date



DEADLINE

**Tuesday, December 15, 2020
at 2:00 P.M.
Local Arizona Time**

LATE RESPONSES WILL BE DISQUALIFIED

Public Notice of Tabulations and Award Recommendations

<https://solicitations.phoenix.gov/Awards>

(Sort by Department: Aviation)

*All Dates and Time are Subject to Change



RCS Overview: Submittal Location



Aviation Department Office Building
2485 East Buckeye Road
Phoenix, Arizona 85034

For “**In-Person**” and “**via Carrier (i.e. USPS, FedEx, UPS, etc.)**” Delivery: Responses will be received at the Aviation Office Building located at 2485 E. Buckeye Road, Phoenix, AZ 85034 in the **LOBBY** during normal business hours of 8:00 a.m. to 5:00 p.m. by appointment and by calling 602-273-2116 or instructing the Carrier to call the same number at the time of arrival.



For “**Electronic**” Submittal: Please submit your Responses via email to: busopps.aviation@phoenix.gov. The date and time on the email will provide proof of submission and verification the Response was received on or prior to the Due Date and Time specified.

Please identify the solicitation number **AVN RCS 21-002** in the subject line of the email when submitting your Response.

City email file size is limited to 150mb. To send larger email files, the upload and receipt time may take longer than expected. Respondents are responsible for submitting their electronic Response by the solicitation deadline.

Note: The Response Guarantee, regardless of the Response Submission method, must be received at the Aviation Office Building in a sealed envelope by the solicitation deadline.



RCS 21-002 Overview: Minimum Qualifications



Each Respondent's Response must demonstrate it meets the Minimum Qualifications as required in the RCS.

Failure to meet the minimum qualifications will result in a non-responsive Response.

1. Respondent must have at least three (3) years of experience owning or operating a full-service restaurant that includes the sale of alcoholic beverages within the last five years.
2. Provide the Response Guarantee (\$1,000.00).

RESPONDENTS SHOULD ALSO PROVIDE:

- Evidence of ability to obtain the required insurance.
- Bank's Letter of Commitment for Letter of Credit.



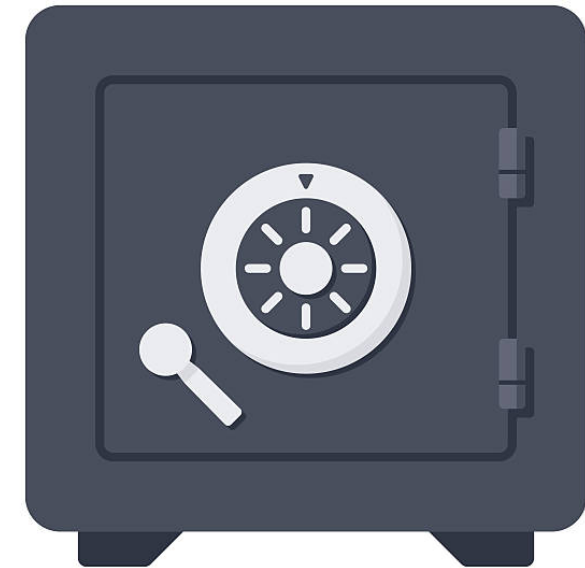
RCS 21-002 Overview: Response Guarantee



Each response MUST be accompanied by a Response Guarantee in the form of a cashier's check payable, without condition or restrictive endorsement, to the City of Phoenix.

Each Respondent's Response Guarantee must be submitted in a sealed envelope clearly marked "Response Guarantee" along with the Response.

**Response Guarantee Amount:
\$1,000.00**



Note: The Response Guarantee, regardless of the Response Submission method, must be received at the Aviation Office Building located at 2485 E. Buckeye Road by the Solicitation Deadline.

The sealed envelope should clearly be marked with the solicitation number (AVN RCS 21-002) with an attention to: Contracts and Services, Janet Lee (Procurement Officer)



RCS 21-002 Overview: Evaluation Criteria



Only those Respondents submitting responsive and responsible Responses that meet the minimum qualifications will have their Responses evaluated.

1. Suitability of the Proposed Restaurant Concept and Design	0-350 Points
2. Quality and Suitability of Menu Items	0-250 Points
3. Qualifications and Experience of Ownership & Management Team	0-200 Points
4. Amount of Remodel Investment	0-100 Points
5. Proposed First Year Minimum Annual Guarantee (MAG)	0-100 Points

Total Points Available

1000 Points



RCS 21-002 Overview: Delivery of Response



If delivering the Response in-person, Respondent must submit the following in a sealed response package:

- One (1) original Response;
- Seven (7) hard copies of the Response;
- One (1) electronic copy of the Response on a USB drive or CD-ROM;
- One (1) set of material boards for the concession space;
- Small Business Outreach Requirements;
- Labor Organization Statement;
- Conflict of Interest and Solicitation Transparency Disclosure Form;
- Completed Forms and Exhibits required in the RCS;
- Response Guarantee

***Refer to AVN RCS 21-002 for specifics and requirements**



RCS 21-002 Overview: Delivery of Response



Each Respondent must submit the following information in their Response:

Tab 1: General Information, Cover Letter, and Requirements

Tab 2: Suitability of the Proposed Restaurant Concept & Design for the Concession Space at DVT

Tab 3: Quality and Suitability of Menu Items

Tab 4: Qualifications and Experience of Ownership and Management Team

Tab 5: Amount and Remodel Investment (Exhibit 6)

Tab 6: Proposed First Year MAG (Exhibit 7)

***Refer to the RCS for specifics**

Scope of Work Overview

Business and Properties Division





City's Desired Outcome from the Procurement

- ✈ Offer a unique food & beverage concept in the DVT terminal which includes the sale of alcoholic beverages.
- ✈ Optimize gross sales and rental revenues over the term of the Lease

Overall Scope

Successful Respondent shall propose, manage, and operate a full-service restaurant at Deer Valley Airport and comply with the specifications and requirements in the Lease.





Contract Term:

Seven (7) years, with one (1) three-year option to extend.

Remodel Investment:

(Minimum) of \$100,000.00

MAG / % Rent

Greater of \$92,000 or Percentage Rent:

Food & non-alcoholic Beverages: 7%

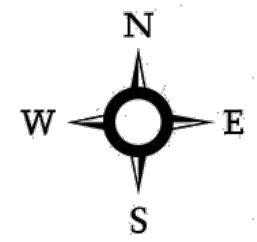
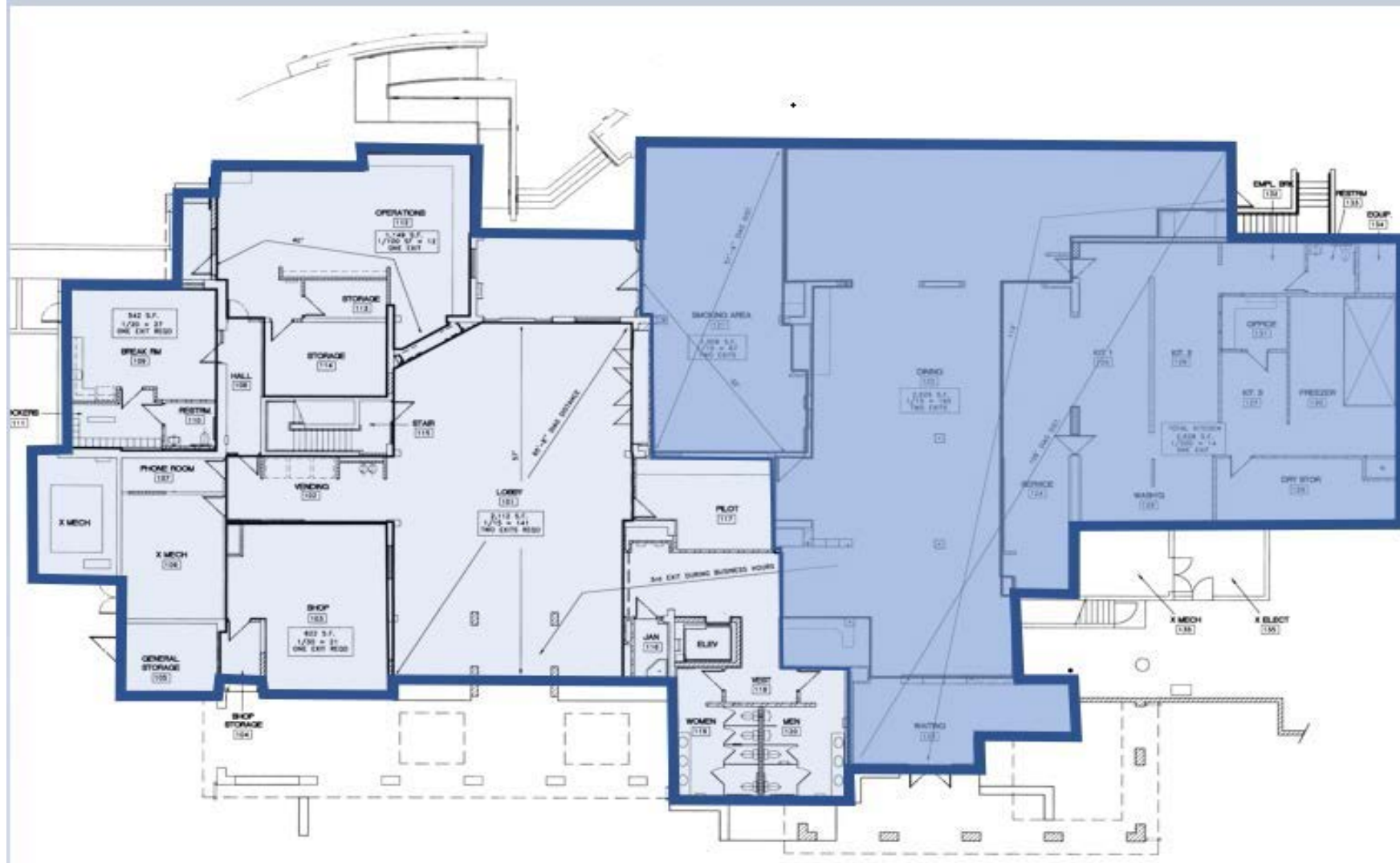
Alcoholic Beverages: 12%

Branded Merchandise: 5%





RCS 21-002 Premise





RCS 21-002 Description of Premises



- ✓ 6,603 square feet
- ✓ Includes Kitchen and Dining Room
- ✓ Views of the Airfield
- ✓ Includes fixtures to be maintained by the Successful Respondent; Successful Respondent to provide all other fixtures and equipment
- ✓ Parking for customers and employees shared with Airport users
- ✓ Successful Respondent to make renovations through the Aviation Department's Tenant Improvement program



RCS 21-002 Standards of Service



- **Operating Hours**

 - Seven days a week

 - 6:00am to 9:00pm daily

- **Payment Options**

 - Accept major Credit & Debit Cards

- **Compliance with F&B Operating and Service Standards Manual**

- **Employee Standards**

 - Clean, Neat, Friendly, Uniformed

- **Management**

 - Trained and Experienced

 - Responsive



- **HISTORICAL GROSS SALES**

2017: \$1,220,242

2018: \$1,207,744

2019: \$1,209,878

- **INSURANCE AND PERFORMANCE GUARANTEE**

Required at time of contract execution

Small Business Outreach Requirements

Equal Opportunity Department





Small Business Outreach Requirements



As recipients of U.S. Department of Transportation (DOT) funding, airports are required to establish ACDBE and DBE Programs in accordance with regulations of the DOT, 49 Code of Federal Regulations (CFR), Parts 23 and 26.

The purpose is to provide ACDBEs and DBEs and Small Businesses maximum opportunity to participate in the performance of the following types of contracts:

- Construction
- **Concession**
- Management services
- Professional services
- Car rental contracts



Small Business Outreach Reminders



- No Race- or Gender-Conscious Goals
- Race- and Gender-Neutral Measures to achieve ACDBE, DBE, Small Business Participation
- City of Phoenix utilizes a national market for small business participation
- Respondents **must** conduct outreach to small businesses!
- For Outreach Requirements, refer to the AVN RCS 21-002 ***and*** Concession Lease (Exhibit 1)



Arizona Small Business Directories

ACDBE or DBE Certified and SBC Firms:

<https://utracs.azdot.gov>

SBE (City of Phoenix) Certified Firms:

<https://phoenix.diversitycompliance.com>

**Respondents' outreach efforts are not restricted
to companies registered with the City**





Time of RCS Submittal – ALL Respondents

- Matter of Responsiveness
- Complete and Submit **Form EO1**

Statement of Small Business Outreach Commitment

Post Award Submittal – Successful Respondent

- Matter of Compliance (due within 60 Days of Contract Execution)
- Form EO2 and Form EO3
- Annual submittal of Small Business Participation Plan and supporting documentation (due on the anniversary of contract execution)



Small Business Outreach Requirements



1. Identify opportunities for small business participation
2. Conduct outreach for small business participation
3. Evaluate small business participation
4. Tell each small business that responded to the outreach efforts of their selection decision whether or not the small business was selected



DOCUMENT!!! DOCUMENT!!! DOCUMENT!!!



Small Business Outreach Efforts Documentation



City of Phoenix

Airport Concession Disadvantaged Business Enterprise (ACDBE) Program

Contract Number and Contract Title

Form – EOD-2 / SMALL BUSINESS OUTREACH EFFORTS

(Due with Response at Time of Submittal and every year on the anniversary of the contract)

Respondent's Name: _____		Contract Title/Number: _____			
Successful Respondent must conduct outreach efforts and submit documentation of those outreach efforts as described in Airport Concession Disadvantaged Business Enterprise (DBE) Program Race- and Gender-Neutral Contract Clause (Contract Clause). Detailed instructions for this form are included in the Contract Clause. Supporting documentation is required for Columns D and E. Successful Respondent should make additional copies of this form as needed.					
(A) Business Name and Contact Information	(B) Business Type	(C) Opportunity for Small Business Participation	(D) Solicitation Method	(E) Was this firm selected as a participant?	(F) Communication of final selection outcome
Name: _____ Address: _____ City, State, Zip: _____ Number of Employees: _____ Phone Number: _____ E-Mail or Fax: _____ Range of Annual Gross Receipts: _____ Number of Years in Business: _____	<input type="checkbox"/> ACDBE <input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	<input type="checkbox"/> JV Partner__% <input type="checkbox"/> Supplier-Goods Cost of Goods Sold \$ _____ Description of Goods _____ <input type="checkbox"/> Supplier-Services Expenses \$ _____ Description of Services _____	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was NOT selected Please provide an explanation, if this firm was not selected	Firms must be notified of final selection outcome prior to submittal of this form. When was firm notified? _____ How was the selection outcome communicated to this firm? _____
Name: _____ Address: _____ City, State, Zip: _____ Number of Employees: _____ Phone Number: _____ E-Mail or Fax: _____ Range of Annual Gross Receipts: _____ Number of Years in Business: _____	<input type="checkbox"/> ACDBE <input type="checkbox"/> DBE <input type="checkbox"/> SBC - Small Business Concern <input type="checkbox"/> SBE - City of Phoenix Certified <input type="checkbox"/> Unknown	<input type="checkbox"/> JV Partner__% <input type="checkbox"/> Supplier-Goods Cost of Goods Sold \$ _____ Description of Goods _____ <input type="checkbox"/> Supplier-Services Expenses \$ _____ Description of Services _____	<input type="checkbox"/> Newspapers or Websites <input type="checkbox"/> Trade and/or Professional Listing <input type="checkbox"/> Business Outreach Events <input type="checkbox"/> E-mail blast <input type="checkbox"/> Other	<input type="checkbox"/> Firm was selected <input type="checkbox"/> Firm was NOT selected Please provide an explanation, if this firm was not selected	Firms must be notified of final selection outcome prior to submittal of this form. When was firm notified? _____ How was the selection outcome communicated to this firm? _____



ACDBE Program Requirements

- Comply with Airport ACDBE Program Plan and 49 CFR Parts 23 and 26
- Track and report **all ACDBE, DBE, and/or small business participation** that occurs as a result of:
 - * *Contracts*
 - * *Procurements*
 - * *Purchase orders*
 - * *Goods/services*
 - * *Or other arrangements involving sub-tier participation*
- Data and supporting documentation must be entered **monthly** into the Business2Government (B2G) System at:

www.phoenix.diversitycompliance.com



Small Business Outreach Contact



Questions on ACDBE, DBE, and Small Business Outreach and Participation requirements can be directed to:

Jesus Gonzalez Jauregui
Equal Opportunity Compliance Specialist
Equal Opportunity Department
Email: jesus.gonzalez.jauregui@phoenix.gov



Thank You for Attending!

DVT Site Tour to Follow at 3:30PM

