

RFP – Airside Food & Beverage Concession Unit

On behalf of
Columbia Metropolitan Airport

ADDENDUM 1
Monday, August 5, 2024

Questions

1. Question: According to the RFP there will be a lot of the same food being serve as what we already have here in the airport. We are less plane embankment there where we were in 2019. Are you planning on increasing the numbers of embankments so that the Carolina Concessions, and Red Eye do not be lose any momentum we currently have?

Answer: During the first part of 2024, (CAE) saw 646,013 (January – June 2024) passengers through the terminal. In May alone, the airport saw 123,008 passengers – an increase of nearly 19,000 passengers over May of 2023 and exceeding the previously highest month in the history of the airport set back in 2019. This year, CAE Is currently on track to end the year at or just above Its 2019 numbers.

By way of a month-to-month passenger traffic comparison:

May of 2019 saw 122,099

May of 2023 saw 104,267

May of 2024 saw 123,008

With a focus on improving efficiencies and updating amenities from the garage to the airlines' gates, as well as ensuring passengers' experience in the terminal is smooth and easy, the end goal - and hope - of the CAE team is to encourage continued use and loyalty of our local airport by just that... locals.

2. Question: According to the RFP, if I read it correctly. CAE will do the build out. Is that correct? Will they also provide the equipment for the company that win the RFP?

Answer: The Proposer will be responsible for unit build out, to Include furniture, fixtures, equipment, signage, etc. The Food and Beverage Lease and Concession Template (Exhibit 1), Section 8. - Financial Investment and Section 9- Construction of Improvements provides additional reference to this question.

3. Question: Is there a minimum investment that CAE is looking for the Bidding Company?

Answer: No minimum investment has been established within the qualification criteria.

4. Question: Do you have preferred hours of operation?

Answer: The minimum hours of operation are Sunday-Saturday, TSA checkpoint open until the last outbound flight. The Food and Beverage Lease and Concession Template (Exhibit 1), Section 12.3. - Hours of Operation provides additional reference to this question.

5. Question: Do you have any idea of what the expected revenue will look like, because it is a new concept for this airport?

Answer: The proposer will be responsible for completing the Pro-forma Revenue Statement ("Exhibit A") for the unit in its proposal that indicates projected gross sales and operating expenses anticipated for the unit (examples from other airports, street side retail stores, or shopping centers where the Proposer or proposed concept has been previously successful will be given consideration

6. Question: Are you looking for a national brand in this space.

Answer: We are seeking to create a modern food and beverage destination to service today's traveler's preferences. A national brand is not a requirement for the concession unit.

7. Question: In the smaller kitchen area behind the unit, will there be a hood available? If so, are there size restrictions/ etc.? We'd be looking to put in an approximately 6-8' hood.

Answer: The proposer has the option to install a hood system inside the kitchen lease premises at their own expense. Size restrictions are unknown but should be appropriately designed for the kitchen space available, and account for make-up air and any other factors.

8. Question: Would you be able to provide any sales comps (other than the totals from the PDF) from other concessions either currently, or previously, at CAE? This would be helpful in writing our projections.

Answer: Included in the RFP are the food and beverage sales data, which offer a comparative analysis with the updated terminal food and beverage offerings.

9. Question: Could we operate a cash only concession, or are there requirements preventing this?

Answer: No, the concession can't be operated as a "Cash Only" or "Cashless" establishment. The Food and Beverage Lease and Concession Template (Exhibit 1), Section 12.5. - Cash and Record Handling Requirements and Section 13.6- Credit and Debit Cards and Travelers checks provides additional reference to this question.

10. Question: What is the process for breaking the lease? Under the assumption that both parties mutually agree that business is struggling and losing money. If this is in the original PDF, please direct me, as I did not see it.

Answer: Please refer to The Food and Beverage Lease and Concession Template (Exhibit 1), provides the contractual obligations.

11. Question: What are the specific requirements and expectations for the concession? What services or products are expected to be provided?

Answer: The Airport desires to establish a top-tier small airport hub concessions program that is focused on increasing customer satisfaction and airport revenue. It is intended for the Airside Concession unit to accommodate increased traffic volumes and longer-dwell passengers. The solicitation process is not designed to produce brands or concepts that are in direct competition with the current food and beverage program. The District intends to award a contract to a firm that will meet the District's qualification criteria and has successfully performed services on similar projects in the past Please refer to The Food and Beverage Lease and Concession Template (Exhibit 1), for the contractual obligations.

12. Question: What is the expected foot traffic and customer demographic for the concession area?

Answer : During the first part of 2024, (CAE) saw 646,013 (January – June 2024) passengers through the terminal. In May alone, the airport saw 123,008 passengers – an increase of nearly 19,000 passengers over May of 2023 and exceeding the previously highest month in the history of the airport set back in 2019. This year, CAE is currently on track to end the year at or just above Its 2019 numbers.

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13. Question: What are the dimensions and layout of the concession space? Are there any design or construction limitations?

Answer: Please see "Exhibit A" Included with Addendum for a pdf. of the dimension drawing. All construction plans will have to be approved by the District before construction commences.

14. Question: What are the expected operating hours? Are there peak periods or restrictions on hours of operation?

Answer: The minimum hours of operation are Sunday-Saturday, TSA checkpoint open until the last outbound flight. The Food and Beverage Lease and Concession Template (Exhibit 1), Section 12.3. - Hours of Operation provides additional reference to this question.

15. Question: What utilities are provided? Who is responsible for maintenance and repairs?

Answer: The District will provide and maintain water, sewer, gas, general lighting, electrical power, heating, and air-conditioning for the Terminal Building. Electrical, gas, water, and sewer services will be provided to the Lease Premises shell, with build-out within the Lease Premises the responsibility of the Concessionaire. If Concessionaire requires, additional capacity for lighting, electrical power, water, telephone outlets, or adjustments to the mechanical systems, beyond the capacities provide by the District, are subject to District approval and Concessionaire;s expense. Please refer to the Food and Beverage Lease and Concession Template (Exhibit 1), Section 9 and Section 11 for additional reference to these questions.

16. Question: Are there any required financial guarantees or deposits?

Answer: Yes, an Irrevocable letter of credit to one-half (1/ 2) of the MAG In a form that Is satisfactory to the District Is required. Performance security and deposit are covered within the Food and Beverage Lease and Concession Template (Exhibit 1), Section 14 for additional reference to this question.

17. Question: Are there guidelines for branding and marketing within the airport? Can you conduct your own marketing or is there a central marketing program?

Answer: There Is not a central marketing program, all concessionaires can conduct their marketing activities, with the prior written approval of the District. The Food and Beverage Lease and Concession Template (Exhibit 1), Section 12.8- Signs provides the guidelines for signage.

18. Question: What are the security requirements and processes for staff and operations? How will access to the concession area be managed?

Answer: Badging and Training are covered within the Food and Beverage Lease and Concession Template (Exhibit 1), Rules and Regulations for additional reference to this question

19. Question: Is there an exclusivity clause for certain products?

Answer: There are no exclusivity clauses for products within the Agreement.

20. Question: Is there any support or training provided to help integrate with airport operations?

Answer: Yes, all Individuals operating within the Lease Premise will comply with the Airports requirements for badging and training. Badging and Training are covered within the Food and Beverage Lease and Concession Template (Exhibit 1), Rules and Regulations for additional reference to this question.

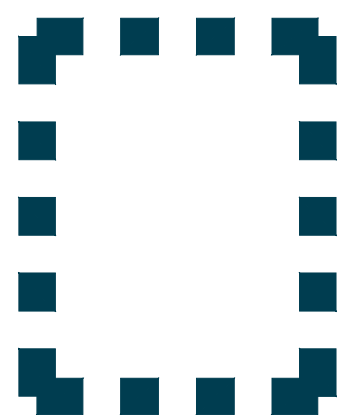
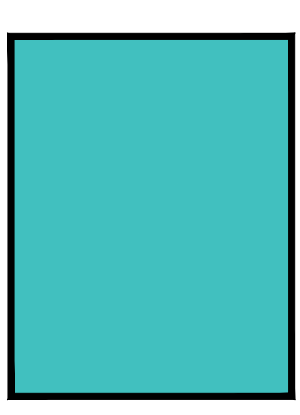
21. Question: Are there any specific contractual obligations or performance metrics that must be met?

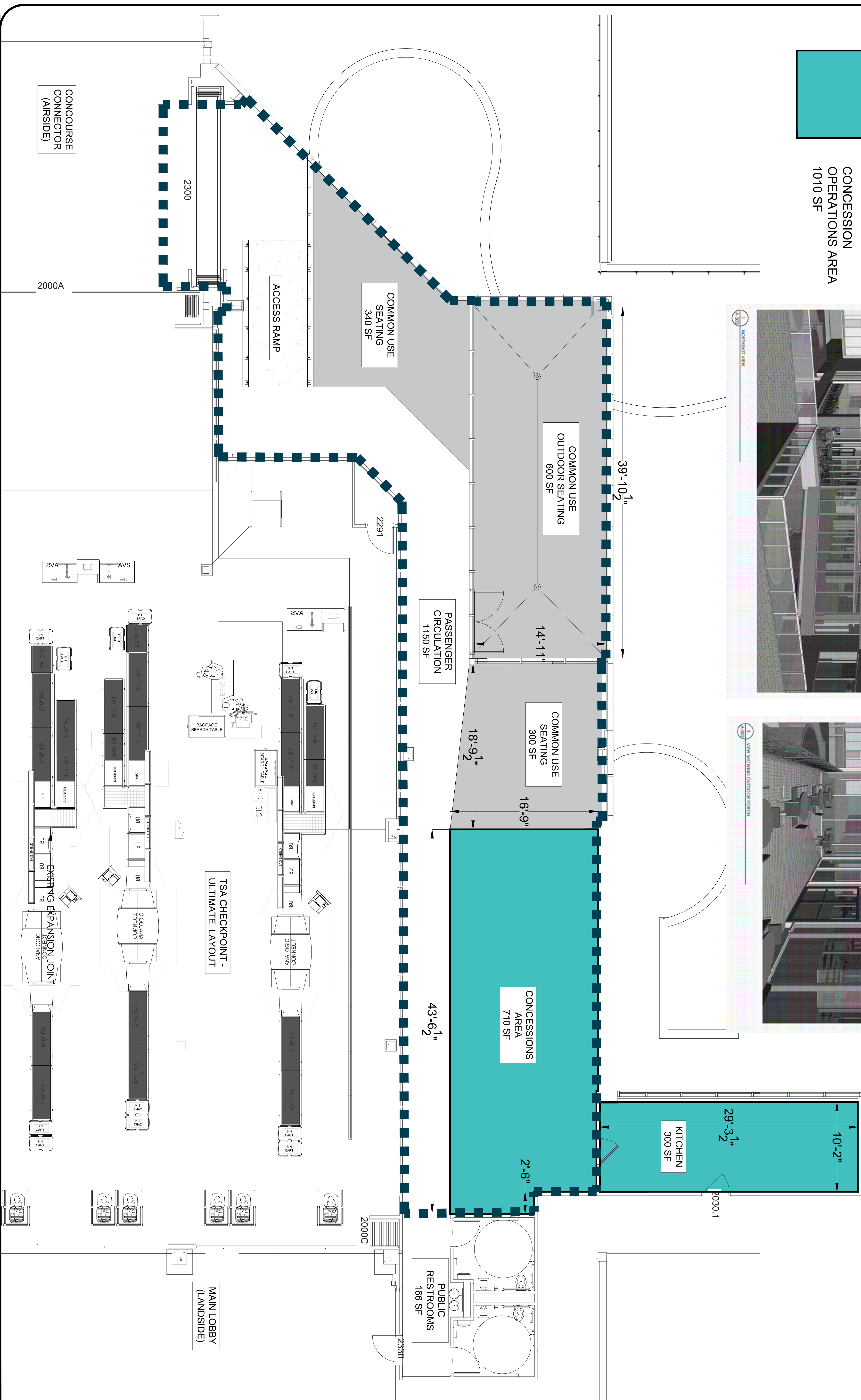
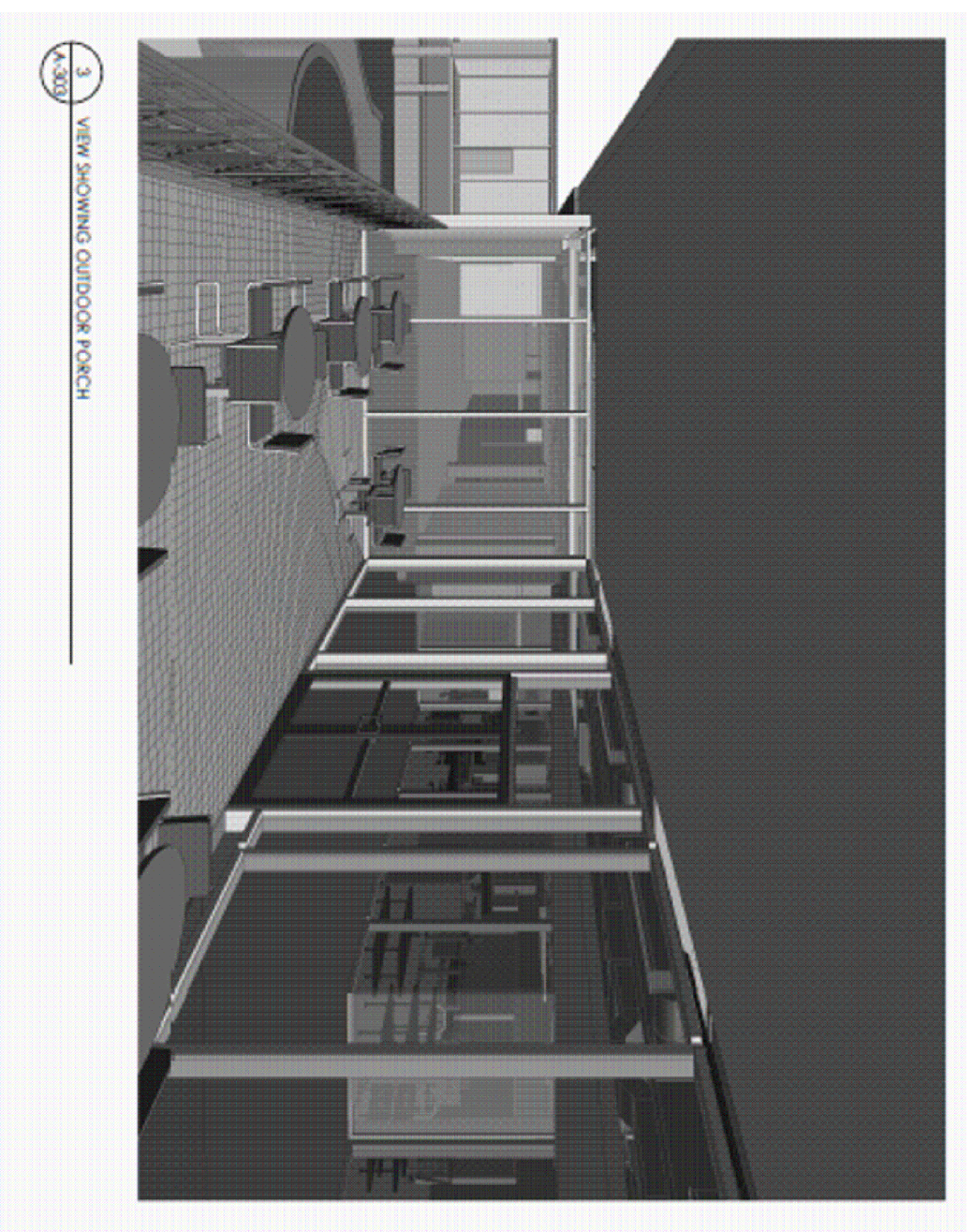
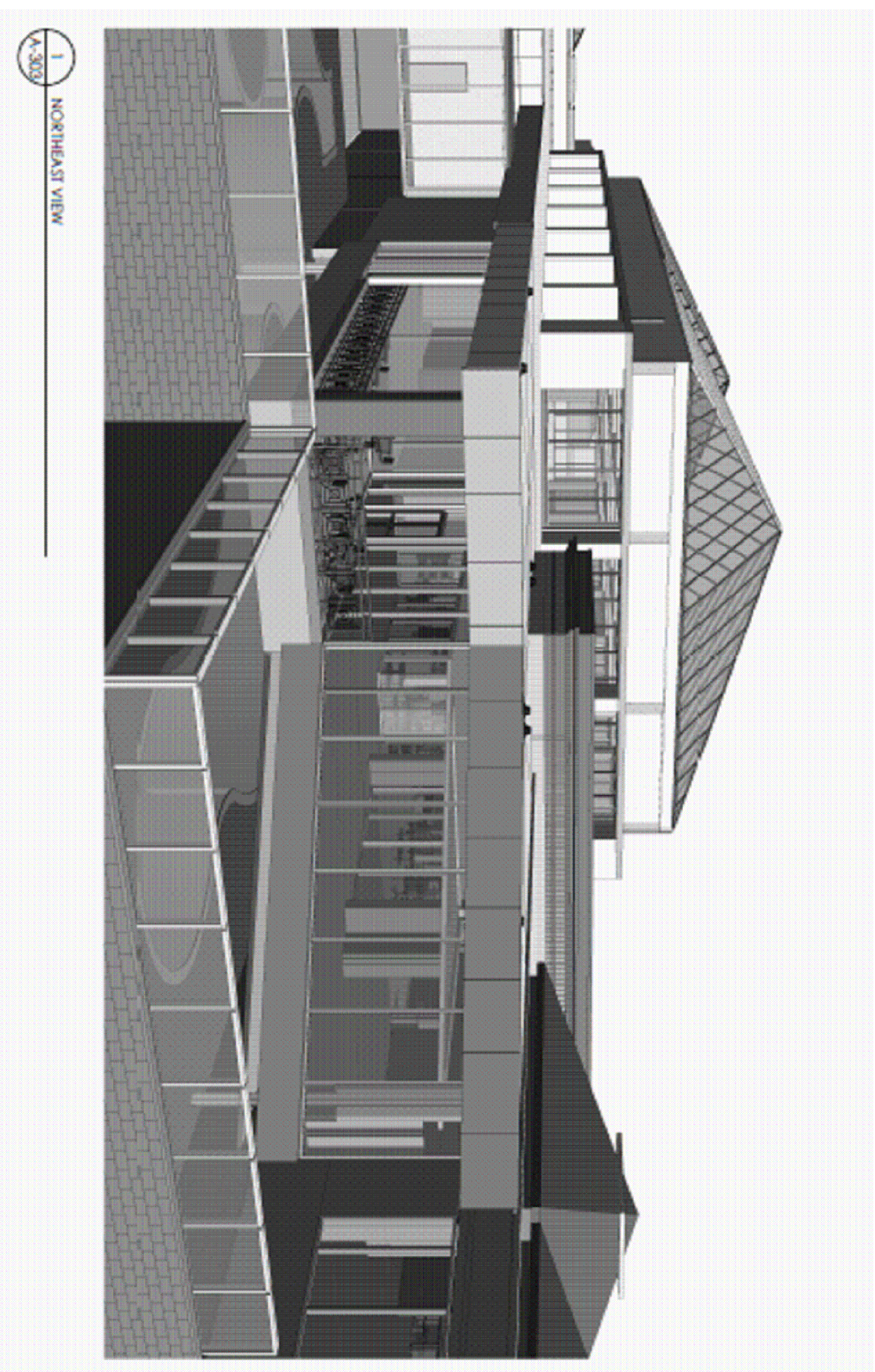
Answer: The Food and Beverage Lease and Concession Template (Exhibit 1), provides the contractual obligations and metrics.

22. Question: If we are responsible for our own hiring, are there extra security precautions need to be taken placed before hired ?

Answer: Security Requirement and Badging/ Training are covered within the Food and Beverage Lease and Concession Template (Exhibit 1), Rules and Regulations for additional reference to this question

LEGEND

-  CONCESSION SERVICE AREA
3500 SF
-  CONCESSION OPERATIONS AREA
1010 SF



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REVISIONS

No.	Description	Date	By

Project Name:
**PUBLIC PATIO/
LOUNGE AND CAFE
CONCESSION**

Drawing Name:
**PROJECT LAYOUT
- W. DIMENSIONS**

Author: Drawing Reference:
Z:\Engineering\Projects\2024\08\01\Concession.dwg
Date:
APRIL 2024
Scale:
1:64

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