

# Pre-Offer Conference

## Aviation Request for Proposals

AVN RFP 22-009

Airport FAA Concessions Consultant

Thursday, January 12, 2022 – 1:00 P.M. via WebEx





# Welcome & Housekeeping



- ✈ **Your device is automatically muted.**
- ✈ **Questions can be asked through the ‘chat’ function and will be answered at the end of the presentation.**
- ✈ **Presentation and list of attendees will be available at:**
  - ☐ <https://solicitations.phoenix.gov/Solicitations/Details/1137>



- Introductions
- Solicitation Transparency Policy
- RFP Timeline Overview
- Solicitation Award
- Minimum Qualifications
- Evaluation Criteria
- Submittals
- Scope of Work
- Questions



## Aviation Department

- Kyle Brack, Procurement Officer
- Michael Hughes, Deputy Director

## Equal Opportunity Department

- Donald Mayes, Deputy Director



## Phoenix City Code, Chapter 43, Section 43-36

- Effective: From date and time RFP is issued (**1/6/2022**) until contract award by City Council.
- All Respondents and their representatives will only discuss matters of this RFP 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 long as this RFP is not discussed, Offerors may continue to discuss business that is unrelated to this RFP with City Staff.

**OFFERORS THAT VIOLATE THIS POLICY WILL BE DISQUALIFIED!**

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



Submit written questions by **Wednesday, January 19 @ 5:00pm**

5:00 P.M. Local Phoenix Time

Email: [kyle.brack@phoenix.gov](mailto:kyle.brack@phoenix.gov)

Include the RFP 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 all addenda are available at:

<https://solicitations.phoenix.gov/Solicitations/Details/1137>





# Tentative Timeline



- January 19 – Inquiries deadline
- January 26 – Addenda posting deadline (approximate)
- February 10 – Offer due date
- Feb. & early March – Evaluation
- March – Interviews and/or BAFOs, if necessary
- April – Award Recommendation
- May – Council approval
- July 1 – Contract start date

**\*all 2022 dates**



# Offer Submittal



## In-Person or Carrier Submittal:

Aviation Headquarters  
2485 E Buckeye Road  
Phoenix, AZ 85034  
Hours: 8:00 – 5:00 p.m.



## Electronic offers:

Email to [avn.solicitations@phoenix.gov](mailto:avn.solicitations@phoenix.gov)  
and copy [kyle.brack@phoenix.gov](mailto:kyle.brack@phoenix.gov)

**\*Late Offers Will Be Rejected\***





# Offer Due Date



**DEADLINE**

**Thursday, February 10, 2022  
@ 2:00 P.M.  
Local Phoenix Time\***

\*Due to COVID-19, offer opening attendance is only available via remote call-in.

**Tabulations, Awards, and Recommendations**

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



# Minimum Qualifications



Each Offeror must submit documentation to demonstrate the Minimum Qualifications.

**Failure to meet and submit proof of the minimum qualifications will result in an offer being deemed non-responsive.**

## Minimum Qualifications

- Must have a minimum of 3 years experience within the last 5 years providing DBE and ACDBE consulting services for a large hub, primary airport
- Must have experience working with the U.S. Department of Transportation, Federal Aviation Administration, Federal Transit Administration, and Federal Highway Administration through an established contract or other verifiably official means
- Must have participated in at least 2 DBE/ACDBE/SBE disparity studies



# Evaluation Criteria



Only those Offerors submitting responsive and responsible offers meeting the minimum qualifications will have their Offers evaluated.

Qualifications and Experience	0-450
Method of Approach	0-350
Price Schedule	0-200
<b>Total Available Points</b>	<b>1000 Points Maximum</b>



# Price Schedule



Item No.	Title of Position	Estimated Annual Hours (column must total exactly 400 hours)	Hourly Rate	Extended Price
1.	Primary Consultant _____		\$	\$
2.	Key Personnel _____		\$	\$
3.	Key Personnel _____		\$	\$
4.	Key Personnel _____		\$	\$
5.	Key Personnel _____		\$	\$
			Grand Total:	\$



- ❑ Any changes to this RFP will be in the form of an addendum, available at:  
<https://solicitations.phoenix.gov/Solicitations/Details/1137>
- ❑ The Offeror shall acknowledge receipt of any/all addendum by signing and returning the document with the offer submittal.
- ❑ If an addendum is released with material changes and the Offeror does not sign & submit, the offer will be deemed non-responsive and rejected.
- ❑ It is the Offerors' responsibility to visit the City's website for update(s) to this solicitation including all addendums.



# Submittal Documents



## **If submitting in-person / via carrier, submittals must include:**

- One (1) original Offer
- One (1) electronic copy of the Offer on a portable drive

## **All offers, whether submitted electronically or in-person / via carrier, must be organized as follows:**

- ✓ Tab 1: Qualifications and Experience
- ✓ Tab 2: Method of Approach
- ✓ Tab 3: Price Schedule
- ✓ Tab 4: Entire Submittal Section (including signed Offer)
- ✓ Tab 5: Signed Addenda

# Scope of Work

Presenter:  
Donald Mayes, Equal Opportunity Department





# OBJECTIVE



Contract with a qualified vendor to provide Airport Federal Aviation Administration (FAA) Concessions Consultant services on an as-needed basis related to:

- ✓ Airport Concessions Disadvantaged Business Enterprise (ACDBE)
- ✓ Disadvantaged Business Enterprise (DBE)
- ✓ Airport Concession Employee Retention Programs.





# BACKGROUND



Phoenix Sky Harbor International Airport (Airport), as a primary and large hub airport, required to have an ACDBE program

- ✓ Required for eligibility for FAA financial assistance:
  - ✓ Submittal of its ACBDE program goals to FAA every 3 years
  - ✓ Compliance with USDOT 49 Code of Federal Regulations (CFR) Part 23
  - ✓ Assign DBE and ACDBE Liaison Officer (Equal Opportunity Dept. Director)



# GENERAL REQUIREMENTS



- ✓ Assist development of Airport's Triennial ACDBE overall goal through:
  - ✓ Comparing similar project data
  - ✓ Interaction with Regional FAA Civil Rights Officers
  - ✓ Conducting stakeholder participation meetings
  - ✓ Next Triennial ACDBE goal process 2023
- ✓ Review/update existing DBE & ACDBE local programs for compliance
- ✓ Monthly contract audits to verify firm compliance
- ✓ Maintain Equal Opportunity Department's (EOD) concessions database
- ✓ Assist in response to FAA requests
- ✓ Provide all labor, material and equipment to provide consulting services
- ✓ Have physical presence at Airport when needed
- ✓ Stay current with FAA guidance



# SUPPLEMENTAL REQUIREMENTS



- ✓ Review JV agreements to confirm ACDBE participation
- ✓ Collect information from Concessionaire's
  - ✓ Agreements, leases, meeting minutes, tax forms, balance sheets, payments, etc.
- ✓ On-site monitoring visits of JV and ACDBE concessions
- ✓ Confirm accuracy of payments to ACDBE subcontractors & partners
- ✓ Process ACDBE certification applications and annual updates



# EMPLOYEE RETENTION PROGRAM



- ✓ Maintain web-based tracking system to register, track, and report
- ✓ Review employee retention plans to ensure compliance
- ✓ Collect relevant concession employees' employment information
- ✓ Develop list of concessionaire employees for interviews and monitor process
- ✓ Track employees displaced by expired concessionaire contracts
- ✓ Monitor hiring of employees by newly awarded concessionaires



# REPORTS AND ANALYSIS



- ✓ Review City's ACDBE Program Plan and make recommendations as needed
- ✓ Conduct surveys and analysis of trends in the airport concessions industry
- ✓ Provide weekly report of concessionaire's compliance with transition from existing contractor to new contractor
- ✓ Provide ad-hoc reports for DBE, ACDBE, and Employee Retention Programs



# SUBCONTRACTING



- ✓ Approval of Department Representative (DR), EOD Deputy Director, prior to subcontracting work
- ✓ Responsible for all payments to subcontractor
- ✓ Same level of service as Contractor
- ✓ Contractor responsible for all services performed by subcontractor
- ✓ All subcontractors will have required valid certifications and licenses



## Triennial Goal

The Contractor shall assist with development of the Airport's Triennial ACDBE overall goal based on analysis of available opportunities and qualified ACDBE firms available for participation. Goal development includes, but is not limited to, obtaining comparative data from other similar projects, interaction with Regional FAA Civil Rights Officers, and organizing and conducting a stakeholder/public participation meeting.





Thank You for Attending!

