

# Agenda



## DENVER INTERNATIONAL AIRPORT

### Mandatory Pre-Proposal Conference |

RFP 2-01 201952038 A West 2 Expansion Food and Beverage Marketplace

RFP 2-02 201952039 A West 3 Expansion Food and Beverage Marketplace

**January 8, 2020 | 2:00 PM Mountain Time**

**DEN City Conference Room**

All attendees **must** sign-in

#### Contacts:

Contract Administrator:	April Hannon	303-342-2483	
Project Manager:	Harrison Earl	303-342-2411	
DSBO Compliance Officer	LaKristy Rooks	303-342-2744	
ACDBE	Mark White	303-342-2185	<a href="mailto:Mark.White@flydenver.com">Mark.White@flydenver.com</a>
Prevailing Wage	Valerie Ramirez	303-342-2738	

DEN Procurement Internet Address: <http://business.flydenver.com/bizops/proprfp.asp>

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- I. Opening Remarks and Introductions
- II. Concessions Overview and Scope of Work - Pam Dechant, Acting SVP of Concessions
- III. ACDBE Program & Available Resources - Seneca Holmes, Director of DEN's Commerce Hub
  - a. 33% ACDBE
- IV. Division of Small Business Opportunity – LaKristy Rooks, Compliance Certification Officer
  - a. 25% M/WBE
- V. Wage Ordinance – Valerie Ramirez
- VI. RFP Overview – April Hannon, Contract Administrator
- VII. Questions and Answers
- VIII. Closing remarks and feedback - Greg Hegarty, SVP of Business Operations

# Proposal Submittal Checklist

The following is a checklist for reference when compiling the proposal submission. The documents listed below are required to be submitted in accordance with the submittal instructions contained in the Request for Proposals. Proposals missing any items from this checklist may be found non-responsive.

## Proposal Narrative

- Complete responses to the Proposal Narrative as outlined in Part D – RFP Details

## Proposal Forms – Completely filled out and signed in the order provided

- Proposal Acknowledgement Letter
- Proposer Information Form
- Disclosure of Legal and Administrative Proceedings and Financial Condition Form and Attachments
- Diversity and Inclusiveness in City Solicitations Information Request Form
- ACDBE and M/WBE
- Form W-9
- Percentage Fee Rate
- Capital Investments and Funding
- Funding Source Letter
- Financial Pro Forma (in Excel format)

## Other Required Submittals

- Evidence of Licensing or Franchising Authority– Include a letter from the brand owner stating that the proposer will be authorized to operate using the brand. (Further evidence will be required prior to execution of the concession agreement).
- Proposal Surety
- Certificate of Good Standing

## Proposal Submittal Location

Two electronic copies (on flash drives) and one paper copy of the proposal shall be prepared in accordance with the Instructions to Proposers as described in Part D – RFP Details of this document. If applicable, Proposer must provide a separate flash drive with a redacted copy of their RFP. Proposals must be addressed and forwarded to the following location: Contract Services, Administration Office Building (AOB), Room 8810, Denver International Airport, 8500 Peña Boulevard, Denver, Colorado 80249-6340.

# ACDBE & MWBE Forms



Due with Proposal submission

- ACDBE Package
  - ACDBE Commitment Form
  - ACDBE Certification and Letter
  
- Joint Venture (JV) Package (if operating as such)
  - Fully executed agreement
  - JV Affidavit
  - JV Eligibility Form
  - Detailed list of responsibilities for each party
  - Fully executed management agreement (*if applicable*)
  
- MWBE Package
  - Commitment Form

