



Manchester-Boston Regional Airport
One Airport Road, Suite-300
Manchester, New Hampshire 03103

Addendum No. One

Date: February 10, 2023

RFP No: FY23-805-28 Terminal Food and Beverage Concessions for Terminal Spaces #2085 and #2124

This Addendum # 1 to the Request for Proposals for Terminal Food and Beverage Concessions for Terminal Spaces #2085 and #2124 (the “RFP”) contains the following clarifications and changes to the RFP Document:

CHANGES TO THE RFP DOCUMENT:

Section 2.1.2 – Criterion 1: Financial Ability to Perform

Please note that Section 2.1.3(b)(iv) of the RFP is hereby deleted in its entirety and replaced as follows:

- iv. Anticipated payment to the AIRPORT of the Percentage of Annual Gross Receipts, using the percentages set out in **Section 2.1.8, *Percentage of Gross Receipts Payable to the Airport***; and

Section 2.1.3 – Criterion 2: Past Performance and Industry Experience

Please note that the final paragraph of Section 2.1.3 of the RFP is hereby deleted in its entirety and replaced as follows:

Recognizing the low level of unemployment in the State of New Hampshire and national, regional, and local workforce shortages, RESPONDENTS are notified that the minimum hourly wage for hourly employees shall be **\$15.00 per hour**, however, **a minimum hourly wage of at least \$18.00 per hour is highly encouraged**. While the City of Manchester does not have a living wage requirement, the minimum hourly wage of \$18.00 per hour will place the RESPONDENT in a competitive position within the local marketplace.

Section 3.2 – Tentative Solicitation Schedule

Please note that the updated solicitation schedule is as follows:

RFP Submission Deadline	March 1, 2023 at 2:00 P.M.
Evaluation Committee Meeting	March 10, 2023
Interviews Completed (if necessary)	March 29, 2023

Notification of Intent to Award	March 30, 2023
Operating Agreement Executed	April 17, 2023
Notice to Proceed	May 1, 2023

QUESTIONS FROM POTENTIAL RESPONDENTS:

Question #1: Would the AIRPORT consider a fixed term of five (5) years with two (2) five (5) year options, instead of a fixed term of ten (10) years with two (2) five (5) year options?

Response: Yes, the AIRPORT will consider such a change but **only** if such change is submitted to the AIRPORT *in writing*, as part of the RESPONDENT'S PROPOSAL.

Question #2: Would the AIRPORT consider waiving the Minimum Qualification as defined in Section 1.3 requiring the RESPONDENT to have operated airport concessions for at least five (5) airports with passenger levels equal to, or greater than, the 2019 passenger levels at the Manchester Airport?

Response: Yes, the AIRPORT will consider waiving this requirement, but **only** if such change is submitted to the AIRPORT *in writing*, as part of the RESPONDENT'S PROPOSAL, along with a clear explanation as to why such a waiver is being requested.

Question #3: If a RESPONDENT already operates at the Manchester Airport, is said RESPONDENT required to include the proposal bond with their response?

Response: Yes.

Question #4: Will the AIRPORT accept and consider a PROPOSAL that is non-conforming, for example, term, percentage rent, no concept rendering, hours of operation, if it meets the minimum qualifications?

Response: The AIRPORT will consider requests for exceptions, but **only** if such exception is clearly identified and submitted to the AIRPORT *in writing*, as part of the RESPONDENT'S PROPOSAL. However, please note that even if the AIRPORT considers such a PROPOSAL, any alternative responses outside of the requested information could negatively impact the RESPONDENT'S score.

Question #5: Will the AIRPORT consider extending the submission deadline?

Response: See updated solicitation schedule above.