



Manchester·Boston
REGIONAL AIRPORT

Solicitation Number FY23-805-28

TERMINAL CONCESSION UNITS #2085 and #2124

Pre-Proposal Meeting

January 5, 2023





AGENDA

- Welcome & Introductions
- Housekeeping
- RFP Overview
- Proposal Requirements
- Scoring
- Tour

Welcome and Introductions



Theodore Kitchens, A.A.E.

Director of Aviation



Thomas Malafronte, A.A.E.

Deputy Airport Director

HOUSEKEEPING

- The full RFP is published on the Airport website under the “Doing Business with MHT” tab on the left side of the website and then under the “Procurement Opportunities” tab:

<https://www.flymanchester.com/doing-business-with-mht/procurement-opportunities/>

- Please submit all questions to Mrs. Cheryl Keefe, Properties and Contracts Coordinator per the RFP instructions.
- Verbal responses provided by any of the Airport’s representatives during our session today are not formal and are not binding on the Airport.
- This presentation and all questions and answers from today’s meeting will be posted on the Airport website.



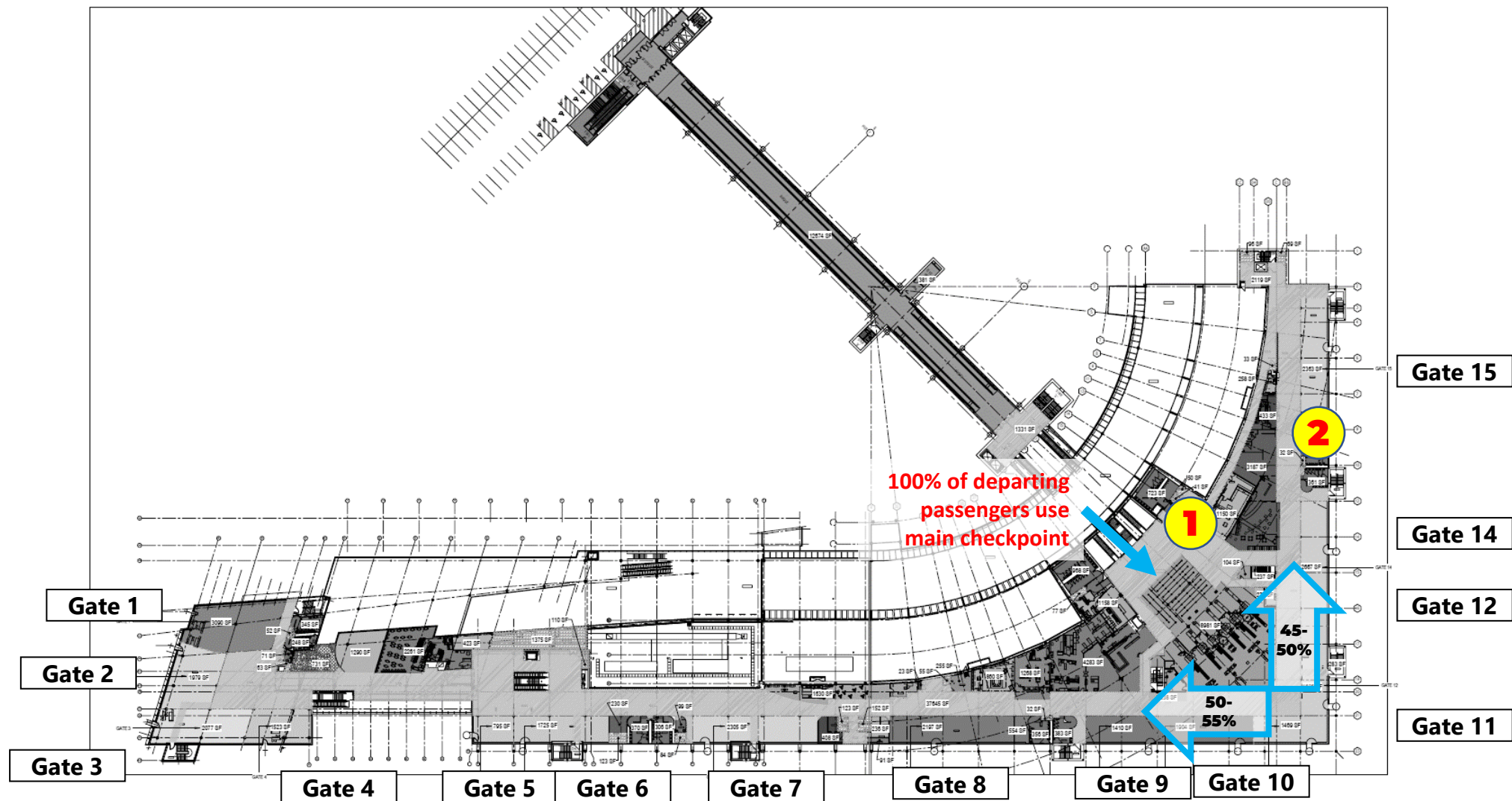
Manchester·Boston
REGIONAL AIRPORT

OVERVIEW OF THE REQUEST FOR PROPOSAL

PURPOSE OF THE RFP

- Better align concession concepts with the expectations of the passengers and consumer segments traveling through the Airport;
- Improve upon underperforming concepts;
- Increase airport revenues.





MEASUREMENTS:

SQUARE FOOTAGES ARE CALCULATED BY THE FOLLOWING:

- INSIDE FACE OF EXTERIOR WALL/ GLASS
- CENTERLINE OF DEMISING PARTITIONS
- INSIDE FACE OF CORRIDOR/ COMMON SPACE PARTITIONS
- OUTSIDE FACE OF VERTICAL PENETRATIONS
- WHERE PARTITION DOES NOT OCCUR AREA WAS MEASURED TO THE CENTER OF COLUMN LINE OR TO A BOUNDARY DETERMINED BY MHT PROPERTY MANAGEMENT

MANCHESTER-BOSTON REGIONAL AIRPORT

TENANT LEASE EXHIBIT

LEVEL 2

SCALE: 1" = 30'-0"

11/16/2022





AIR SERVICE PROFILE

- 1) Longer stage lengths means passengers may desire to have food and beverage before boarding;
- 2) Larger aircraft meaning more density in passenger flows leading to sharper peaks in passenger demand;
- 3) Secured first new airline to the MHT market in 17-years with several positive conversations underway with our current carriers and potential new entrants;
- 4) Terrific balance of carriers catering to wide array of passenger types: two network carriers in AA and UA, a fun-loving low fare carrier in Southwest, and a family friendly budget airline in Spirit.

Growing regional population with rising household incomes will lead to more naturally derived demand for aviation services.



CONTRACT INFORMATION

- We will enter an agreement with **one** successful respondent who will operate both concession units.
- Fixed term of **ten (10) years** with two (2) five (5) year options.
- Proposer must propose a percentage of gross greater than or equal to **10%**.



MINIMUM QUALIFICATIONS

- 1) Has been in continuous existence as an airport concessionaire for at least the last **five (5) years**; and,
- 2) Has 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; and,
- 3) Is licensed to do business in the State of New Hampshire; and,
- 4) Has financing available to develop the required capital improvements contained in their PROPOSAL; and,
- 5) Is in good standing with the AIRPORT and any current or prior clients, and furthermore, is not involved in any legal actions with current or prior clients, current in all tax liabilities for any locality or state where the RESPONDENT previously operated or currently operates, and not barred from providing concessionaire services by any governmental agency or airport.



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PROPOSAL REQUIREMENTS



CERTIFICATIONS

- Sign and notarize all certifications contained in Appendix G and include in your statement.
- There are four (4) certifications:
 - Minimum Qualifications
 - Non-collusive Proposal
 - Debarment
 - Tax Delinquency and Felony Convictions

Failure to include signed and notarized certifications will result in the PROPOSAL being non-responsive. CERTIFICATIONS MUST NOT BE ALTERED IN ANY FORM EXCEPT FOR DIRECT ANSWERS TO REQUIRED QUESTIONS.

KEY DATES IN RFP SCHEDULE

Solicitation Step	Date
Pre-proposal Meeting	January 5, 2023
Deadline for Questions	January 19, 2023 @ 2:00 p.m.
Deadline for Clarifications	January 31, 2023 @ 5:00 p.m.
RFP Submission Deadline	February 17, 2023 @ 2:00 p.m.
Evaluation Committee Meeting	February 28, 2023
Interviews Completed (if necessary)	March 14, 2023
Notification of Intent to Award	March 17, 2023
Operating Agreement Executed	April 17, 2023
Notice to Proceed	May 1, 2023

PROPOSAL ORGANIZATION

- Organize your proposal in sections consistent with the required content sections described in Section 2.1 of the RFP.
- Proposals are limited to **50 single-sided pages** which should include the respondents' complete and final answers to the specific sections outlined in 2.1 of the RFP.
- Items not counting toward the page limit:
 - Letter of interest;
 - DBE forms;
 - Audited financials;
 - Equipment specifications;
 - Required certifications;
 - Required corporate policies,
- Can be either 8.5" x 11" or 11" x 17" paper size, but entire proposal must use the same page size. Under no circumstances shall the paper size exceed 11" x 17".

Any information outside of these guidelines will not be reviewed by the Evaluation Committee.



PROPOSAL SUBMISSION

Submit five (5) hard copies to:

*Mrs. Cheryl Keefe
Properties and Contracts Specialist
Manchester-Boston Regional Airport
1 Airport Drive, Suite 300
Manchester, New Hampshire 03103*

Mark the box/envelope containing your Statements with:

***“TERMINAL FOOD AND BEVERAGE CONCESSIONS
RFP FY23-805-28”***



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PROPOSAL REVIEW AND SCORING

TWO PHASE SELECTION PROCESS

- **Phase I: Written Technical Proposal**

- Tie breaker will be awarded based on proposal with highest proposed ACDBE participation

- **Phase II: Interviews**

- Should an insufficient number of proposals be received to develop a competitive shortlist of respondents for interviews, then the Airport reserves the right to reject all proposals received and reissue the RFP or to negotiate directly with the respondent(s) who submitted a proposal.

Award will be to the proposal with the highest combined total score.



SCORING CRITERIA

Criteria	Max Score
Financial Ability to Perform	5 points
Past Performance and Industry Experience	10 points
Proposed Concepts and Commitment to Innovation	20 points
Sense of Place	20 points
Sustainability Plan	10 points
ACDBE Participation	15 points
Percentage of Gross Receipts	20 points
Total Maximum Score	100 points

For All Updates on This RFP, Please Visit:

www.flymanchester.com

Any changes, Q&A's, Addendums, etc. will be located here.

Please submit all questions to:

Mrs. Cheryl Keefe

Procurement@flymanchester.com

No contact shall be made with: Airport Staff, Evaluation Committee, or any other person with interest in the Airport for purposes of discussing this procurement action.



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PROPOSAL REVIEW AND SCORING

CLOSING THOUGHTS

- Keep in mind the proposed minimum wage contained in the RFP. While not enforceable as it is not contained in a city ordinance, we highly encourage you to use this wage, as appropriate, in your pro formas.
- Sense of Place is not a sign that says “Manchester” or “New Hampshire” and placed on a wall. Rather, sense of place is the integration of a place’s “character defining features” into the overall architecture and interior design elements.

MANCHESTER	NEW HAMPSHIRE
Millyard, technologically forward, innovation, river, vistas, urban, renewal, millennial migration.	Mountains, seacoast, open vistas, red, yellow, orange, green, blue, river, lakes.

- Proposed concepts must be aligned with the consumer segmentation data presented in Appendices C, D, and E.
- Concepts do not have to be the same at both locations. But we do want unique concepts that wow the guest and place the Airport in a unique place in the guest’s mind. What concept can a guest only find at MHT? Is there a new concept you want to “test?” New technologies?



REQUEST FOR PROPOSAL

**PLEASE
READ ME!**

- Please adhere to maximum page size and number of pages!
- Please ensure that you have attached all required certifications!
- Please ensure that you have answered all questions with clear and convincing evidence!
- Please do not forsake clarity for brevity – if it takes 3 pages to provide a clear and convincing case, then take 3 pages – just make it an interesting 3 pages to read!
- Please **DO NOT** contact Airport management or staff outside of those listed in the RFP – this will disqualify you from any further consideration!



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THANK YOU!

**WE LOOK FORWARD TO
RECEIVING YOUR PROPOSAL ON
FEBRUARY 17, 2023**





Manchester-Boston
REGIONAL AIRPORT

Terminal Food and Beverage Concessions for Terminal Spaces

#2085 and #2124

(RFP FY23-805-28)

Pre-Proposal Meeting

DATE: Thursday, January 5, 2023 – 10:00 a.m.

LOCATION: Airport Director's Conference Room

NAME	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS
Ted Kitchens	MHT	(603) 624-6539	tkitchens@flymanchester.com
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Cheryl Keefe	MHT	(603) 624-6539	ckeefe@flymanchester.com
Vlad Furman	Hudson Group	(617) 997-7397	Vfurman@hudsongroup.com
John Adams	MHT	603-624-6539	JAdams@Flymanchester.com
Marshall Crane	HMSHost	603-203-9001	marshall.crane@hmshost.com
Jason Martino	Hudson	603-952-7152	J.MARTINO@hudsongroup.com