

**ATTACHMENT A**  
**STATEMENT of QUALIFICATIONS**  
**COVER SHEET CHECKLIST**

The following items must be submitted and tabbed in the following order. It is required that you initial next to each item and sign below. This completed checklist is required to be submitted with your SOQ.

<b>Initial</b>	<b>Item</b>
_____	1. EXHIBIT A – General Instructions
_____	2. EXHIBIT B – Request for Qualifications
_____	3. ATTACHMENT A - SOQ Cover Sheet Checklist
_____	4. ATTACHMENT B – Minimum Qualifications Submittal Form

I certify that I have submitted all of the above items in my SOQ.

\_\_\_\_\_  
AUTHORIZED SIGNATORY OF RESPONDENT ENTITY

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

Food and Beverage and Specialty Retail Concessions  
Project No. PM 1121 0345 0014  
EXHIBIT A

**EXHIBIT A**

**GENERAL INSTRUCTIONS: PREPARATION, SUBMITTAL AND EVALUATION OF SOQ  
FOR  
FOOD AND BEVERAGE and SPECIALTY RETAIL CONCESSIONS**

Please submit all Statements of Qualifications (“SOQ”) in compliance with the following instructions and ensure that all sections are complete. Each entity submitting an SOQ (“Respondent”) shall organize its SOQ as outlined below in order to facilitate evaluation by John Wayne Airport (“JWA”).

**1. Format and Contents**

**A. General Requirements**

Each SOQ shall be presented in a 1-inch, 3-ring binder with a clear cover, using 8-1/2" x 11" paper in portrait orientation, and shall be limited to a maximum of twelve (12) two-sided sheets. The font must be Times New Roman, size 12. All pages must be sequentially numbered, with dividers for each section.

The contents of each SOQ must be tabbed and in the following order:

1. SOQ Cover Sheet Checklist. Each SOQ must have a completed SOQ Cover Sheet Checklist attached. Initial each line item, sign and date at the bottom certifying all items are included in the SOQ.
  2. Attachment B: Minimum Qualifications Submittal Form. Complete the form in its entirety and in Section 4 select whether Respondent is requesting qualification as a Food and Beverage Concession or a Specialty Retail Concession, or both. The Minimum Qualifications Submittal Form must be dated and initialed at the bottom of each page, and signed prior to submission to JWA.
- B. Confirmation of Receipt of All Addenda to this RFQ.** Respondents are required to confirm in their SOQ the receipt of all addenda issued to this RFQ (if any). Confirmation will be done in part by Respondent identifying the most recent addendum received. Firms should check the County’s procurement web site at [www.bidsync.com](http://www.bidsync.com) regularly for the issuance of addenda to this RFQ.
- C. All questions concerning this RFQ shall be submitted on [www.bidsync.com](http://www.bidsync.com) before 2:00 PM PDT on January 21, 2020.** All questions must be submitted on [www.bidsync.com](http://www.bidsync.com) for review and response. Questions and corresponding answers and/or addenda to RFQ documents will be promptly posted on the County’s

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procurement website at [www.bidsync.com](http://www.bidsync.com); however, JWA will not be responsible for any delays resulting in Respondent inability to meet the SOQ submission deadline.

- D. Entities wishing to be considered shall submit **one (1) original** and **twelve (12) hard copies** and **twelve (12) electronic copies** on USB flash drives of your firm's SOQ to the address below. Submittals become the property of the County and will not be returned.

County of Orange/John Wayne Airport  
Eddie Martin Administration Building  
Attn: Deputy Airport Director – RFQ BidSync **PM 1121 0345 0014**  
3160 Airway Avenue  
Costa Mesa, CA 92626

The package in which the SOQ is delivered must be clearly labeled. Indicate Respondent's name, including all required information for return mail on outside of submitted SOQ package, as shown below:

**SEALED STATEMENT OF QUALIFICATIONS (SOQ)**

County of Orange/John Wayne Airport  
Eddie Martin Administration Building  
Attn: Deputy Airport Director – RFQ BidSync **PM 1121 0345 0014**  
3160 Airway Avenue  
Costa Mesa, CA 92626

- E. **SOQs must be received at the John Wayne Airport Eddie Martin Administration Building, 3160 Airway Avenue, Costa Mesa, CA 92626 before 2:00 PM PDT on January 28, 2020.** Late SOQ submissions will not be accepted and will be returned to the entity unopened.
- F. All protests related to RFQ or SOQ specifications must be submitted to the Airport Director, no later than five (5) business days prior to the submittal deadline. Protests received after the five (5) business day deadline will not be considered.
- G. In the event the protest of specifications is denied and the protester wishes to continue in the solicitation process, they must still submit an SOQ prior to the submission date listed above.
- H. Errors in SOQs: Prior to the time and date set for the final receipt of SOQs, any Respondent may withdraw its SOQ and correct any errors in its previously submitted SOQ, and resubmit prior to the due date and time.
- I. Respondents are not to contact any JWA personnel with questions or clarifications concerning this RFQ. Any such action could lead to disqualification from the RFQ process. **Questions concerning this RFQ shall be submitted before 2:00 PM PDT on January 21, 2020, on [www.bidsync.com](http://www.bidsync.com).**

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## 2. General Conditions

- A. Limitation. This RFQ does not commit JWA to award a Lease or Agreement, pay costs incurred in the preparation of an SOQ and/or responding to this request, nor to procure or contract for services. JWA reserves the right to accept or reject any or all SOQs received as a result of this request.
- B. Confidentiality. SOQs are not to be marked as confidential or proprietary. SOQs submitted in response to this RFQ are subject to public disclosure as required by the California Public Records Act. Additionally, all SOQs shall become the property of the County of Orange. JWA reserves the right to make use of any information or ideas in the SOQ submitted. JWA shall not in any way be liable or responsible for the public disclosure of any information submitted in response to this RFQ.

### **EVALUATION PLAN OVERVIEW**

The selection of Respondents will be determined on a qualifications basis. It is the expressed intent of the County of Orange and John Wayne Airport to identify those Respondents who meet the minimum qualifications. A panel will review each SOQ and may use extrinsic sources and references to verify each Respondent's qualifications. Those Respondents determined to be qualified will be invited to participate in the Request for Proposals ("RFP") process.

## 3. Schedule of Events – Target Dates

- A. SCHEDULE OF EVENTS
- B. PROJECTED SCHEDULE OF EVENTS

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<b>Event</b>	<b>Schedule</b>
Outreach/Informational Meeting	January 15, 2020
RFQ Issued	January 16, 2020
RFQ Questions Cut-off	January 21, 2020 @ 2:00 p.m.
RFQ Submittal Cut-off	January 28, 2020 @ 2:00 p.m.
Memo to Board of Supervisors of Qualified Proposers	February 4, 2020
RFP Issued	February 5, 2020
Pre-Proposal Meeting and Site Walk (Not Mandatory)	February 7, 2020 @ 12:00 p.m.
RFP Questions Cut-off	February 14, 2020 @ 2:00 p.m.
RFP Submittal Cut-off	March 12, 2020 @ 2:00 p.m.
Panel Review/Interviews	Week of April 6 <sup>th</sup>
Airport Commission Meeting	May 6, 2020
Board of Supervisors Award of Leases	May 19, 2020
Design and Permitting	May-September 2020
Construction Period	June-November 2020
Opening	October-December 2020

## **Exhibit B**

### **REQUEST FOR QUALIFICATIONS (RFQ) FOR FOOD AND BEVERAGE and SPECIALTY RETAIL CONCESSIONS**

#### **Background**

John Wayne Airport (“JWA”), owned and operated by the County of Orange (“County”), is the only commercial service airport in Orange County, California. It is located approximately 35 miles south of Los Angeles, between the cities of Costa Mesa, Irvine, and Newport Beach. In 2018, over 10 million passengers were served.

There are three terminals that make up the Thomas F. Riley Terminal building totaling 730,505 square feet, which includes ticket counters, security screening checkpoints, and baggage claim areas. The Riley Terminal also boasts 20 bridged commercial passenger gates. Two smaller terminals, one at the north end (Gates 1A, 1B, and 1C) and one at the south end (Gates 22A, 22B and 22C) of the Riley Terminal, are available for commuter passenger service.

American Airlines, Delta Air Lines, and WestJet are generally located in Terminal A. Alaska Airlines and United Airlines are generally located in Terminal B, and Frontier and Southwest Airlines are typically located in Terminal C. The airport currently offers 23 food and beverage concessions and 15 retail concessions.

#### **Request for Qualifications**

JWA is requesting Statements of Qualifications (“SOQs”) from concession operators (“Respondents”) who want to be considered for the upcoming Food and Beverage and Specialty Retail Concessions Request for Proposals (“RFP”), which will include the following opportunities:

- 1) Food and Beverage Concessions
- 2) Specialty Retail Concessions

#### **Minimum Qualifications**

To participate in the RFP, each Respondent must state which of the two (2) concession categories to be considered for, and required to meet all of the minimum qualifications, at the time of submission, as set forth below. Attachment B is the required Minimum Qualifications Submittal Form that must be submitted along with supporting documentation.

#### **Food and Beverage Concessions Qualifications**

1. If Respondent is submitting an SOQ for a Food and Beverage Concession, it must have three (3) of the last five (5) years’ experience operating concessions at a medium hub or larger airport, shopping mall, or other high-traffic environment, and meet the following gross sales requirements (**this can be individual unit or combined company sales**):

Initials \_\_\_\_\_  
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Casual Dining/Bar	\$1,500,000 Minimum per year
Quick Serve	\$500,000 Minimum per year
Wine Bar	\$750,000 Minimum per year

**Specialty Retail Concessions Qualifications**

2. If Respondent is submitting an SOQ for a Specialty Retail Concession, it must have three (3) of the last five (5) years' continuous experience operating concessions at a medium hub or larger airport, shopping mall, or other high-traffic environment and meet the following gross sales requirements (**this can be individual unit or combined company sales**):

Specialty Retail	\$500,000 Minimum per year
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Initials \_\_\_\_\_  
PM 1121 0345 0014

**ATTACHMENT B**  
**MINIMUM QUALIFICATIONS SUBMITTAL FORM**

Directions: Complete this Submittal Form in its entirety. In Section 4, identify whether submitting an SOQ as a Food and Beverage Concession or Specialty Retail Concession, or both. If submitting for both a Food and Beverage Concession or Specialty Retail Concession, you must submit a separate package and both checklists in Section 4 must be completed in their entirety. This form must be initialed and dated on each page and signed and dated at the bottom of Section 4.

**SECTION 1:**

**1. Respondent's name and contact details exactly as they are to appear in the Lease:**  
*(Even if entity is not finalized as of submittal date)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**SECTION 2:**

1. The Respondent intends to carry on the business as:

- ☐ Individual      ☐ Partnership      ☐ Joint Venture  
☐ Limited Liability Company      ☐ Corporation      ☐ Other (attach explanation)

2. If a Partnership, Joint Venture, or Other, attach an executed copy of the Partnership agreement or Joint Venture agreement, or formation documents and answer the following:

a. Name, address, and share of each partner of the Joint Venture or Partnership

Name	Address	Share
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Date of Organization: \_\_\_\_\_

c. General or Limited Partnership (if applicable): \_\_\_\_\_

d. Where Recorded: \_\_\_\_\_

e. Registered in California? \_\_\_\_\_ If so, when: \_\_\_\_\_

1 Initial \_\_\_\_\_ Date \_\_\_\_\_



**SECTION 3:**

1. If a Corporation, Limited Liability Company, or Other answer the following:

a. When incorporated/formed \_\_\_\_\_ b. In what state/country \_\_\_\_\_

c. Authorized to do business in California? \_\_\_\_\_ If so, when: \_\_\_\_\_

d. Name, address, experience in the business, and amount of stock/membership interests held by the following officers. If the officer titles presented below do not exist within your organization, list offices of similar functions and include their actual title with their names:

<b>OFFICER</b>	<b>NAME</b>	<b>ADDRESS</b>	<b>AMOUNT of STOCK or INTEREST</b>
<b>President</b>			
<b>Vice President</b>			
<b>Secretary</b>			
<b>Treasurer</b>			
<b>Other</b>			

e. Name, address and shares of stock/membership interests held by other “principal” stockholders or members: (A “principal” stockholder or member is defined as a stockholder or member who holds 10% or more of the outstanding stock or membership interests of the Corporation or Limited Liability Company.)

<b>NAME</b>	<b>ADDRESS</b>	<b>AMOUNT of STOCK or INTEREST</b>

**SECTION 4:**

1. If submitting SOQ as a Food and Beverage Concession, complete part **a. Food and Beverage Concessions**, below. If submitting as a Specialty Retail Concession, complete part **b. Specialty Retail Concessions**, below. If submitting for both, both parts must be completed.

**a. FOOD AND BEVERAGE CONCESSIONS**

**Casual Dining/Bar**

Properly licensed and in good standing in State of California	Y   N
3 of the last 5 Years' experience operating as a Casual Dining/Bar concession	Y   N
List revenue for last 5 years: 2015:_____2016:_____2017:_____	
2018:_____2019:_____	

**Quick Serve**

Properly licensed and in good standing in State of California	Y   N
3 of the last 5 Years' experience operating as a Quick Serve concession	Y   N
List revenue for last 5 years: 2015:_____2016:_____2017:_____	
2018:_____2019:_____	

**Wine Bar**

Properly licensed and in good standing in State of California	Y   N
3 of the last 5 Years' experience operating as a Wine Bar concession	Y   N
List revenue for last 5 years: 2015:_____2016:_____2017:_____	
2018:_____2019:_____	

**b. SPECIALTY RETAIL CONCESSIONS**

Properly Licensed & in Good Standing in State of California	Y   N
3 of the last 5 Years' Experience operating as a Specialty Retail concession	Y   N
List revenue for last 5 years: 2015:_____2016:_____2017:_____	
2018:_____2019:_____	

(SIGNATURE PAGE FOLLOWS.)

The undersigned represent and warrant to the County of Orange that the undersigned person(s) are authorized representatives of the Respondent and all information submitted by Respondent in the above Submittal Form and supporting documents to the SOQ is complete, accurate, and truthful. **Failure to make full disclosure in responding to the above questions or making any false representation may result in disqualification from participation in the RFP process.**

1. _____	Title _____
Printed Name _____	
2. _____	Title _____
Printed Name _____	
3. _____	Title _____
Printed Name _____	