



METROPOLITAN WASHINGTON AIRPORTS AUTHORITY

IFB-19-11081 Rental Car Concessions, Dulles Airport

April 8, 2019

Questions and Answers

Notice: Questions may have been edited for clarity and relevance.

- 1. Question:** Will the Authority provide a 3rd party operational condition verification of all existing equipment on all 7 parcels (e.g., fuel systems, car washes, vacuums, canopies, buildings, sewer, electrical, etc.) prior to the bid due date?

Answer: No.
- 2. Question:** Will the Authority be scheduling a tour of all rental facilities prior to the bid due date?

Answer: Prospective bidders may request a tour of the Sites by contacting Jennifer Matthews in the Contract Administration Department at Washington Dulles International Airport. Her telephone number is (703) 572-2933
- 3. Question:** Has the Authority specifically identified or otherwise confirmed all pre-existing conditions on the RAC leaseholds?

Answer: No.
- 4. Question:** Will the Authority ensure that the condition of all pre-existing facilities and equipment shall meet the contractual standards?

Answer: Current tenants must ensure the facilities and equipment meet the standards set forth in the current contract prior to occupancy by a new tenant. Necessary repairs outside of the current contract shall be the responsibility of the tenant the area under the new contract.
- 5. Question:** For any and all pre-existing facilities and equipment that do not meet the contractual standards, please confirm that each RAC will be responsible for required repair costs affecting their individual facilities/equipment.

Answer: The successful Bidders will be responsible for all costs associated with the repair of the pre-existing conditions of the facilities and equipment on the Sites awarded except for those presenting an environmentally hazardous condition which will be the responsibility of the current Lessee.
- 6. Question:** Please confirm that the Authority will remedy the pre-existing water retention issues due to bad grading and inadequate drainage and provide a date by which you anticipate this to be done.

Answer: Pre-existing conditions of water retention and poor drainage may be considered for repair and reimbursement through CFC funding.

7. **Question:** How will utilities be separated for the reconfigured parcels?
Answer: The reconfiguration of the utility meters will be made during the consolidation of the Sites to ensure that utility costs are properly billed to the correct Sites.
8. **Question:** Please confirm that the Authority will actively coordinate and supervise the post-bid reallocation project.
Answer: Yes.
9. **Question:** How will the post-bid reallocation for seven to four Sites be staged/phased?
Answer: The nature and extent of reallocation and relocation will be determined between the Authority and the successful Bidders after the Site Selection Process has been completed.
10. **Question:** What is the projected post-bid reallocation project preliminary plan and timeline?
Answer: The project plan and timeline will be determined with successful Bidders after the Premises Selection Process.
11. **Question:** Please confirm that the Authority will make overflow parking space available to the RACS during the construction phasing stage of the project.
Answer: The Authority will provide overflow parking as needed and if available under a separate lease agreement.
12. **Question:** Please confirm that the Authority will dispose of (or otherwise demolish) inoperable pre-existing equipment (i.e., fuel tanks, lifts, etc.).
Answer: The Authority will not be responsible for disposal of any inoperable equipment. This is the responsibility of the current Site tenant.
13. **Question:** Please confirm that RACs will be allowed to remove equipment (i.e., Fuel Modules, lifts, etc.) from their current sites.
Answer: All non-fixed improvements may be removed by the current tenant or may remain on the Site if in an operable condition and accepted by the future tenant.
14. **Question:** Will RACs be required to remove all existing branding from current sites?
Answer: Yes, if vacating the Site.
15. **Question:** What are the current terms of the off-airport rental car permit (i.e., what is the arrangement for pick-up and drop-off of customers; are there any other fees that operators pay to the airport (other than the 4% of Annual Gross Receipts as indicated in the IFB))?
Answer: Off-Airport rental car operations are authorized under the Airports Authority Regulations and further defined in the Off Airport Rental Car permits. Change to the definition and fee structure of the off-Airport rental car operations requires a change to Airports Authority Regulations, subject to Board approval and public comment. The off-Airport rental car permit provides for customer pickup on the Arrivals Level and drop-off on the Departures Level. No other fees other than the 4% of Annual Gross Receipts are collected.
16. **Question:** In keeping with the current practice at DCA, does the Authority have plans to increase the off-airport fee to 8% at Dulles?
Answer: See the answer to Question 15.

17. **Question:** Does the CFC of \$3.00 for each rental day apply to off-airport and FBO RAC(s)?
Answer: No,
18. **Question:** Will the Authority please allow a second round of questions?
Answer: No additional questions will be accepted.
19. **Question:** Will the Authority confirm that if an incumbent entity submits a bid with a new branding structure (i.e. covering all family brands), said Bidder will still be considered an incumbent operator and is not required to submit the Eligibility Form?
Answer: Yes, the bidder is not required to submit an Eligibility Form if a Bid is submitted with consolidated brands that are currently operating at the Airport.
20. **Question:** How may incumbents verify that they are current in payment of all concession and other fees owed to the Authority?
Answer: Prospective bidders may contact Jennifer Matthews in the Airport Administrative Department to confirm that their accounts are current and there are no outstanding fees due the Authority. Her telephone number is (703) 572-2933
21. **Question:** How may incumbents verify that they are not in default or arrears under any prior or existing contracts with the Authority?
Answer: Prospective bidders may contact Jennifer Matthews in Airport Administrative Department to confirm that they are not in default of an existing contract. Her telephone number is (703) 572-2933
22. **Question:** Please confirm that, should a broker elect not to sign the Insurance Affidavit, the Authority will accept the Affidavit signed only by our authorized officer signing the bid, but not signed by the broker, along with a statement indicating that certificates of insurance showing appropriate coverages will be issued upon execution of the Contract.
Answer: A Bidder's compliance with the insurance requirements in the Contract is a matter of responsibility and the failure to fully complete the insurance affidavit will not render a bid non-responsive. Bidders must comply with the insurance requirements in Section 8.02 of the Contract and provide compliant ACCORD certificates prior to award of the contract.
23. **Question:** Section 3.17(a): Please note here the ACDBE goal is based on purchase of goods and services, in the IFB it states the ACDBE goal is based on gross receipts. Please modify the IFB.
Answer: In IFB Section IV. G. 1, goal is 10% of the Gross Purchase Amount. The reference in subparagraph 5 to the "annual gross receipts" refers to size standard for ACDBEs not the ACDBE goal.
24. **Question:** The 10% ACDBE goal based on gross purchase amount is high. Car rental company's largest purchases are new vehicles. There are no properly certified ACDBE new car fleet dealerships. We request that the airport consider reducing the goal.
Answer: The 10% ACDBE goal for car rental companies was established pursuant to and consistent with the Authority's triennial goal in accordance with the FAA's ACDBE regulations. This goal was approved by FAA. Similar to the DBE program, the ACDBE program, uses the good faith effort process to determine whether or not

an offeror has exhausted all attempts at meeting an ACDBE goal on a solicitation. An offeror who demonstrates that they have made a good faith effort to meet the established goal in accordance with the DBE regulation will be deemed acceptable.

- 25. Question:** The goods and services procured from ACDBE firms must be documented by the Contractor and be verifiable by the Authority. Please clarify what the Authority means by “documented.”
- Answer:** Any goods or services that the contractors procure from VA UCP certified ACDBE firms must be reported on the monthly ACDBE Participation form. Additionally, the Authority may request subcontract agreements, purchase orders, invoices etc. that clearly show the certified firm, the goods or services purchased, and the quantity and total cost. This information is used by the Contractor and the Authority to track the attainment towards the goal.
- 26. Question:** Would the Authority consider changing the ACDBE compliance reporting period from monthly to quarterly? Irrespective of the reporting period, must the contractor submit ACDBE compliance reports earlier than the 20th of the month subsequent to the end of the reporting period.
- Answer:** The report is deemed to be on time as long as it’s submitted monthly.
- 27. Question:** Section 2.01(c): Are contractors responsible for paying for the reallocation costs?
- Answer:** The contractor shall finance the cost of the reallocation with reimbursement and will be reimbursed from the CFCs after the costs have been certified and approved by the Authority.
- 28. Question:** Section 3.09(b): Please modify last sentence “in its sole, reasonable discretion.”
- Answer:** No change will be made.
- 29. Question:** With regard to the annual Good Faith Efforts report, to be submitted no later than the 20th of October, please advise if there is a form that must be utilized for this report.
- Answer:** There’s no set form for this. We leave it up to the car rental companies to provide the information in any format they choose as long as it’s detailed and highlight all the good faith efforts demonstrated to meet their goal.
- 30. Question:** Page 15 of 20 - b) Good faith efforts of a Bidder shall be evaluated by the Authority to determine whether the efforts to obtain ACDBE participation (except car rental companies)... Please advise what the airport means. Also in order to have a conforming bid must the car rental company send a copy of the good faith efforts document under separate cover to this airport for evaluation? If so, is the GFE document due the same time that the bid is due?
- Answer:** The GFE documents are due at the time that the bid is due. The GFE documents must demonstrate clearly all efforts made with certified firms and clearly state the contact information for each certified firm.
- 31. Question:** Please confirm that only one (1) original is required.
- Answer:** Yes only 1 original is required.

- 32. Question:** Would the Authority consider a mutual indemnity between the Authority and the Contractors?
Answer: No.
- 33. Question:** Are any joint use premises used by rental car operators that are shared with other vendors at IAD? If so, who are the other vendors and how does IAD allocate actual costs to everyone?
Answer: Yes the roads are used by other vendors and costs are allocated through various fees charged by the Authority.
- 34. Question:** May bidders provide a USB drive in a sealed envelope containing all materials for our bid to comply with the Bid Instructions?
Answer: No, documents must be submitted on paper except for documents identified in the Answer to Question 35.
- 35. Question:** Sec. B.2 – due to size of our Annual Reports to the SEC on Form 10-K please allow us to instead provide the URL from our website where all reports are posted online.
Answer: Bidders may provide a URL for publically available Annual Reports.
- 36. Question:** What should be contained in each bid package? For example, does each package (for sites 1-3 and Site 4) need to contain all requested documentation? Or can a bid package for Site 4 contain only the Financial Offer Form since all relevant documentation is already provided in the bid package for sites 1-3?
Answer: One envelope shall contain all required documentation for the bid except the Financial Offer Forms and be marked “BID DOCUMENTATION.” The Financial Offer Forms shall be submitted separately (one envelope for Sites 1-3 and a separate envelope for Site 4 if submitting a bid for both) and Marked “FINANCIAL OFFER FORM SITE 1-3” and/or “FINANCIAL OFFER FORM SITE 4.” Only one envelope of bid documentation needs to be submitted if submitting a bid for both Sites 1-3 and Site 4.
- 37. Question:** Art. IV.E.7 states that “Notwithstanding paragraph E. above, a late modification of an otherwise successful bid that makes its terms more favorable to the Authority will be considered at any time it is received and may be accepted.” Would the Authority consider adding “with the approval of all successful bidders” to the end of the clause?
Answer: No.
- 38. Question:** Section D. Certification of Authorization to do business in Commonwealth of Virginia. Please omit this for incumbents since you are aware we are so qualified.
Answer: All bidders must provide a current certificate.
- NOTE:** This is the first set of Answers to Bidders Questions. The Authority will be issuing additional answers in the coming days. Additionally, the Authority will be issuing an amendment to the solicitation and will be extending the bid opening date.