



EWB Terminal One LLC | 1 Terminal A | Newark NJ 07114 | USA

EWB Terminal One - Tender Process Concessions Program

1. What is the tender timeline? How will the RFPs be distributed?

The Tender timeline has not yet been determined and the RFP date of issue has not yet been made public.

Bidders will have approx. 8 weeks to respond. The response time to the RFP is in aligned with the schedule developed by the Port Authority and the Design Builder for the Opening Date of Terminal One. We have projected an 8-week response time.

The RFP will be distributed to potential bidders via email. To be considered in the bidding process, you must email **concessions@ewb.munich.airport.com** the following information:

- **Full Contact Details** [name, company, email, phone]. Please describe your company and the services you can offer.
- **Description of your type of business, brands you are using, assortment, etc.** Please elaborate on why your business is special and how it contributes to Terminal One LLC's vision for the new Terminal One.
- **Definition of space requirements.** The information of space requirements is for our information and alignment. It is not a qualification criteria. We have spaces in all different sizes, from 150sqf to 4,500 sqf. The space requirement of the potential bidder does not have to be an exact fit to proposed spaces. A general response such as, "between 500-1,000 sq. ft. is required for my proposed store or restaurant" is sufficient to answer this question. As soon as the RFP is released to the market individual spaces or packages will be identified and potential concessionaires can identify the exact space they chose to bid on in their response to the RFP.
- **Previous Experience** of operating a similar business than the one you are proposing for EWB Terminal One. Doing business at an airport can be challenging. Please describe your previous experience and why you believe you are able to operate out of an airport.



2. Does emailing EWR Terminal One LLC the above information guarantee that I will be invited to bid?

Yes. We will make the RFP for the operation of concession spaces in the terminal available to everybody who is a Retail/Food & Beverage/Restaurant operator and responds to our request for information. We are responding to all emails as soon as possible after they come in.

3. What is the cost of a concession?

The cost of a concession [rent] is part of your proposal to the Terminal Operator and not pre-determined.

The cost of construction for a concession space varies based on the proposal offered by the bidder and the type of space as well as market conditions and costs of materials. The bidder will be asked to comply with a design-criteria which will be included in the RFP.

4. How long are the concession leases? Do the leases range in time?

The length of subleases will be determined in a negotiation between the Terminal Operator and the bidder and depend also on the cost of investment.

5. Will EWR Terminal One LLC provide technical assistance in responding to a concession RFP?

RFP Response: The RFP documents will give detailed instructions on the response.

Construction: The bidder will be expected to hire a third party, such as an architect, or complete on its own any technical requirements of the RFP.



6. If I do not win the bid is there an appeal process?

No.

7. What are the evaluation criteria for a successful concession submission?

The evaluation criteria will be disclosed in the RFP. It will be weighted between the technical and the financial proposal.

Airport Concession Disadvantaged Business Enterprise Certification

8. Does EWR Terminal One LLC, the Port Authority of NY & NJ or the FAA provide financial assistance or grants to ACDBEs? Are there any NJ state programs to which I can apply?

The Terminal Operator will not provide financial assistance to bidders.

It is recommended that the bidder contacts relevant government authorities or agencies or lending institution in regards to financial assistance.

Resources offered to small businesses by the Port Authority can be viewed by visiting the following document here.

Resources offered to small businesses by the state of New Jersey and Small Business Association [SBA] can be viewed at the following links below:

- For more information, on the resources provided by the state of New Jersey click [here](#).
- For resources provided by the Small Business Association, please click [here](#).



9. Do I need to be certified with the Port Authority to bid on a concession? If I am mid-certification, is that a problem? Please view the link to start the certification process with the Port Authority.

For consideration as an ACDBE Operator, ACDBE Certification is required. The Terminal Operator welcomes all bids to the RFP. All are welcome to apply, no matter at what stage of certification of ACDBE.

The Port Authority's Office of Diversity and Inclusion offers resources to assist in both:

- ACDBE Certification

and/or

- Port Authority M/W/SDVOB Certification

10. What percentage of the concession opportunities are for ACDBE Operators?

The participation goal for ACDBE operators under the national program of the Federal Aviation Association [FAA] is 17%.

11. What are the goals for MWBE's on the design/ construction of build-outs?

To ensure meaningful participation of MBEs and WBEs in the Work, the Port Authority has set certain goals for Work conducted each year on the Terminal Facilities to be conducted by firms owned or controlled by minorities or women. The goals for such Work are twenty percent [20%] MBE and ten percent [10%] WBE for each of [a] Design Work, [b] Construction Work and [c] Operations and Maintenance Work [in the case of Operations and Maintenance Work, the goals are applicable to the total Operations and Maintenance Work cost for each such year].



General

12. What is a “Focused Specialty Retail” space?

Focused Specialty Retail could potentially mean a smaller space within the airport Terminal which may have lower start-up costs in total than other spaces in the Terminal and would ideally be centrally located to allow smaller operators to grow their businesses.

13. Can small business owners’ partner and apply together as a joint venture?

This is a business decision for each potential bidder and generally possible. The Terminal Operator will assess each bid on an individual basis.

14. If you send out a bid, and that concessionaire then chooses to create a JV, what is the process of introduction so that firm becomes an “addition” to that solicitation?

The creation of JVs are encouraged from the Terminal Operator. The RFP is asking to provide information in case a JV is planned.