HARRY REID INTERNATIONAL LAS VEGAS

How to do
Business at the
Airport



Workshop Opening

Scott Kichline, Managing Director Aviation Business & Development



Welcome to Harry Reid International Airport

Joseph M. Piurkowski, Airport Chief Financial Officer



Welcome to Harry Reid International Airport

Commissioner James B. Gibson

Clark County Board of Commissioners

Chairman – District G



Welcome to Harry Reid International Airport

Commissioner William McCurdy II

Clark County Board of Commissioners

District D



ACDBE/DBE Program

David Eclips, Diversity Contracts & Procurement

ACDBE/DBE Program Administrator



Resource Partners

Nevada Department of Business & Industry
Carrie Foley, Program Officer
Lauren Lozano, Management Analyst

U.S. Small Business Administration Saul Ramos, Director

APEX Accelerator
(formerly Nevada Procurement Technical Assistance Center)
John Rice, Government Contracts Advisor

Clark County Business License Department Mikah Mesa, Business License Special Agent

Small Business Development Center Albert Delgado, SBDC Project Manager



Airport Concession Disadvantaged Business Enterprise
(ACDBE) / Disadvantaged Business Enterprise (DBE) and
Small Business Enterprise (SBE)
Certification Programs

Definition of ACDBE/DBE

- A for-profit small business that is at least 51% owned by a socially and economically disadvantaged individual(s).
- Corporation at least 51% of the stock is owned by one or more socially and economically disadvantaged individual(s).
- Limited Liability Company at least 51% owned by a managing member who is socially and economically disadvantaged.
- Sole Proprietorship 100% owned by a socially and economically disadvantaged individual.
- Management & daily operations of the firm are controlled by the socially and economically disadvantaged owner(s).

Program Objectives

- Ensure
 nondiscrimination in the
 award and
 administration of DOT assisted contracts.
- Create a level playing field on which DBEs can fairly compete.

- Ensure that firms fully meet the eligibility standards to participate as DBEs.
- Help remove barriers so
 DBEs can participate in contracting
 opportunities.

Socially and Economically Disadvantaged Individuals

- Black Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian Americans

Certification Size Standards

Gross Receipts averaged over the previous three (3) fiscal years:

- < \$26.2M in gross receipts averaged over the previous three fiscal years (DBE).</p>
- < \$56.42M in gross receipts averaged over the previous three fiscal years (ACDBE).</p>

Certification

- New applicants: Complete a Uniform Certification Application, submit supporting documents and Personal Net Worth Statement (< \$1.32M).</p>
- Interstate Certification: Firms currently certified as a DBE/ACDBE in their home state must submit a copy of the application provided to their home state with back-up documentation.
- ACDBE/DBE certification is valid for three years as long as there is no change in ownership, control, business size, or personal net worth.

Certification Reviews

- Annual submittal of Affidavit of No Change, previous year's business and personal tax returns, and current business license(s).
- Three-year review Submittal of Three-Year Certification Review Form, previous year's business and personal tax returns, meeting minutes (if applicable), and on-site physical review of company operations.

Certification Process

- The Nevada Unified Certification Program (NUCP) members include: NDOT, Reno/Tahoe Airport Authority, RTC Southern Nevada, RTC Washoe, Carson Area Metropolitan Planning Organization (CAMPO) and LAS.
- Harry Reid International Airport (LAS) is the certifying agency for all ACDBE/DBE applicants.
- The NUCP generally meets on the last Tuesday of every month to review certification applications.

Contact Information

David Eclips

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Diversity, Procurement, and Contracts

Heidi Wharton, Airport Manager - Purchasing



Clark County Department of Aviation Diversity, Procurement & Contracts

- Formal opportunities posted at http://www.ngemnv.com
- Purchasing staff responsible for procurement of commodities, general services, consulting and professional services – NRS 332
- Construction staff responsible for construction and architectural/engineering consulting services – NRS 338
- All purchase orders are processed by Purchasing staff

Procurement

➤ Goods and non-professional services are generally awarded based on an informal or formal bid process. The process varies depending on the dollar value of the purchase order/contract.

- Contract value up to \$15,000.00
- Contract value \$15,000.01 to \$50,000
- Contract value \$50,000.01 to \$100,000
- Contract value over \$100,000.00

Informal bid process – min 1 quote required.

Informal bid process – min 2 written quotes (1 from DBE).

Informal bid process – min 3 written quotes (1 from DBE).

Formal competitive bid process and advertising.

Note: DOA Diversity, Procurement & Contracts and/or Finance may require additional quotes on a case-by-case basis regardless of dollar amount.

Construction

Construction projects are generally awarded based on an informal or formal bid process. The process varies depending on the dollar value of the purchase order/contract.

- Contract value up to \$25,000.00
- Contract value \$25,000.01 to \$100,000
- Contract value over \$100,000

Informal bid process – min 1 quote required.

Informal bid process – min 3 written quotes (1 from DBE).

Formal competitive bid process and advertising.

Procurement & Construction

- Governed by same State laws as Clark County Purchasing
- All formal bid opportunities are posted on NGEM and the Harry Reid International Airport website

www.ngemnv.com www.lasairport.com

➤ All formal bid opportunities are advertised in the Legal Notices section of the Las Vegas Review-Journal and on their website.

Contact Information

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Edward Munzing

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Construction Opportunities and NGEM

Layne Weight, Managing Director

Aviation

Construction/Engineering



CJ Cheatham, Sr. Contracts Manager
AECOM



Federal Grants for Airports

- ➤ INFRASTRUCTURE INVESTMENT AND JOBS ACT, NOV-2021, \$1.2 TRILLION
 - INCLUDES \$25 BILLION FOR AIRPORTS
 - APPROX. \$40 MILLION / YEAR FOR PROJECTS AT DEPT. OF AVIATION'S AIRPORTS
 - OPPORUNITY TO COMPETE ANNUALLY FOR FUNDING
- AIRPORT IMPROVEMENT PROGRAM SUPPLEMENTAL
 - \$268 MILLION COMPETITIVE
 - \$279 MILLION CONGRESSIONALLY-DIRECTED, COMMUNITY PROJECTS
 - AIRPORT PROJECTS
 - ZERO EMISSION VEHICLES
- > APPLIED FOR MORE THAN \$140 MILLION IN GRANTS SO FAR IN FY2023
 - (8) CONSTRUCTION PROJECTS
 - REPLACE (2) AIRFIELD RESCUE AND FIRE FIGHTING TRUCKS
 - (20) ELECTRIC BUSES

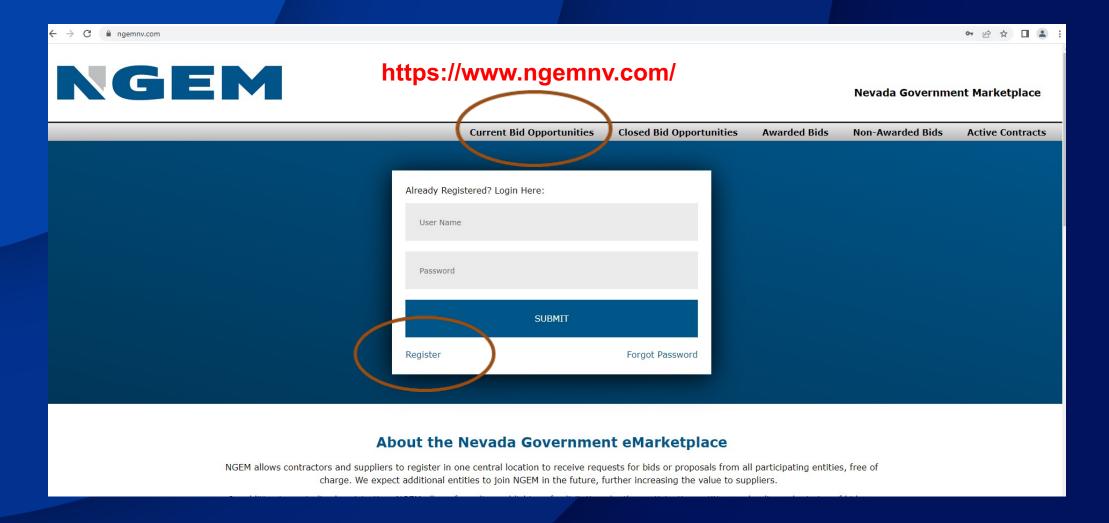
Upcoming Construction Bids

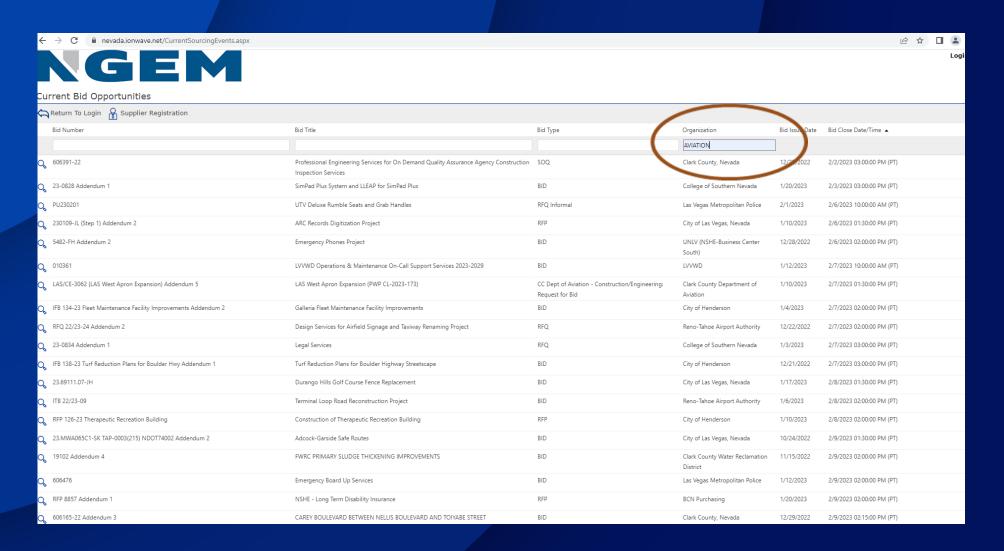
- INBOUND BAGGAGE HANDLING SYSTEM MODERNIZATION AT TERMINAL 1
- HOLDING PAD 7 RECONSTRUCTION AND EXPANSION
- RUNWAY DRAINAGE IMPROVEMENTS
- POWER FOR CHARGERS FOR ELECTRIC BUSES AT CAR RENTAL
- POWER FOR CHARGERS FOR ELECTRIC RENTAL CARS
- CENTRAL MAINTENANCE & DISTRIBUTION BUILDING

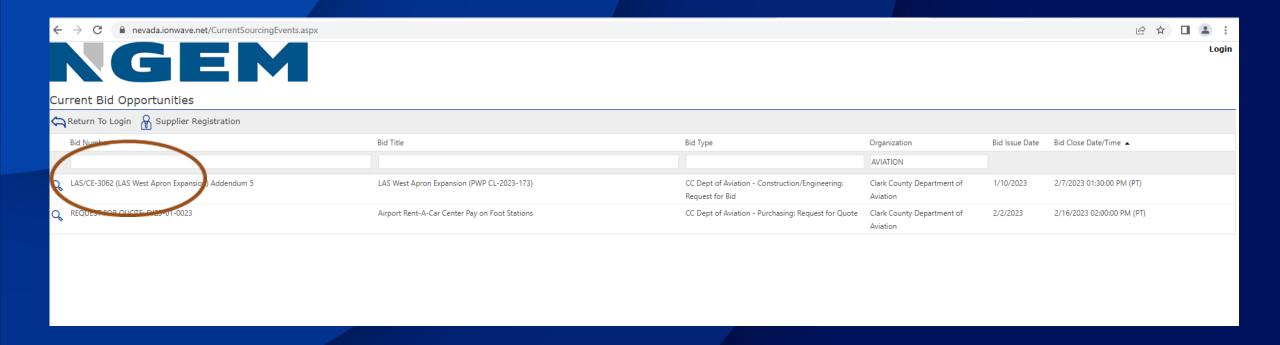
- BUILDING ADDITIONS AT A AND C GATES
- MONUMENT SIGNAGE AT TROP / PARADISE, TROP / KOVAL
- INNOVATION CHECKPOINT
- HIGH-T ON SOUTHBOUND PARADISE AT RUSSELL
- AIRPORT ROADWAY IMPROVEMENTS
- PERKINS FIELD RECONSTRUCTION OF RUNWAY, TAXIWAY, APRON
- JEAN AIRPORT RUNWAY RECONSTRUCTION

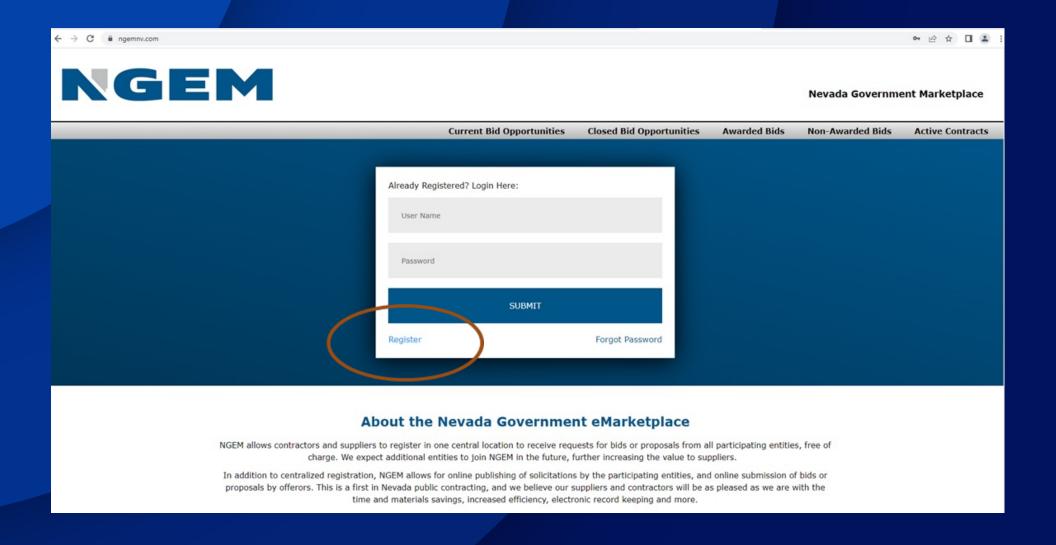
Bidding Considerations

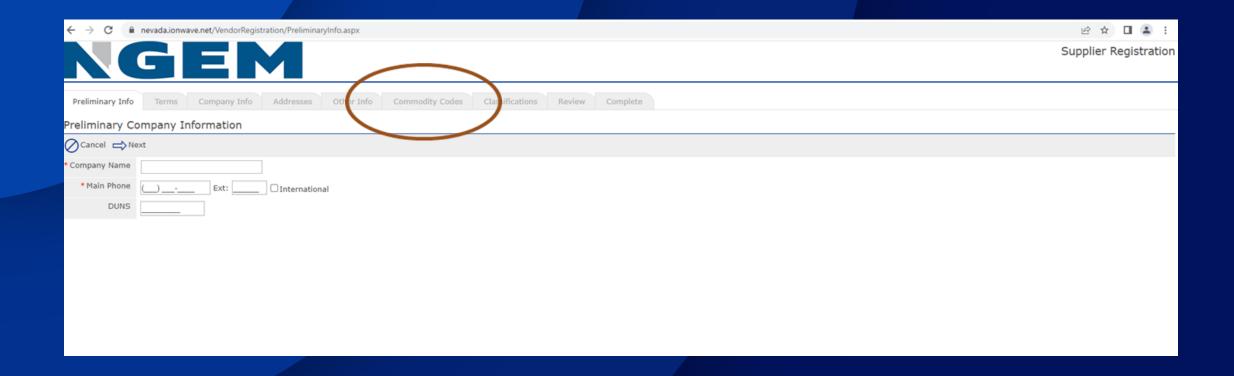
- BADGING
 - BACKGROUND CHECK
 - AIRPORT SECURITY TRAINING CLASS
 - FEES
 - TIME
- > AIRFIELD ACCESS
- **ESCORTS**







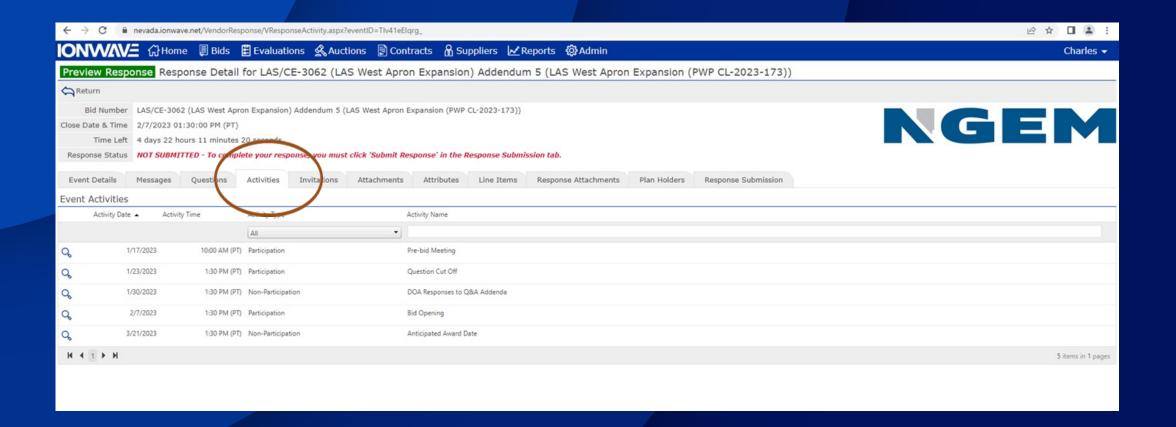


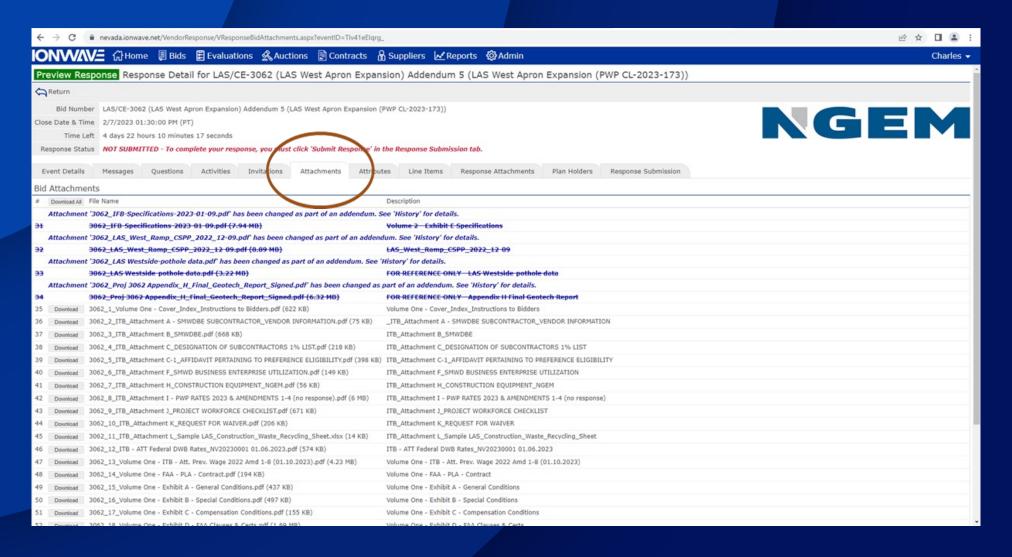


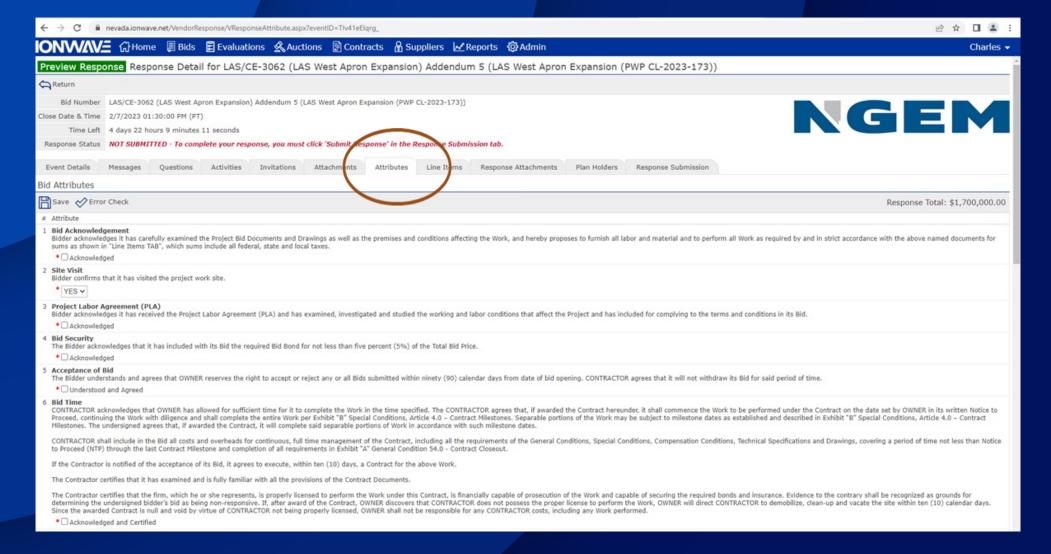


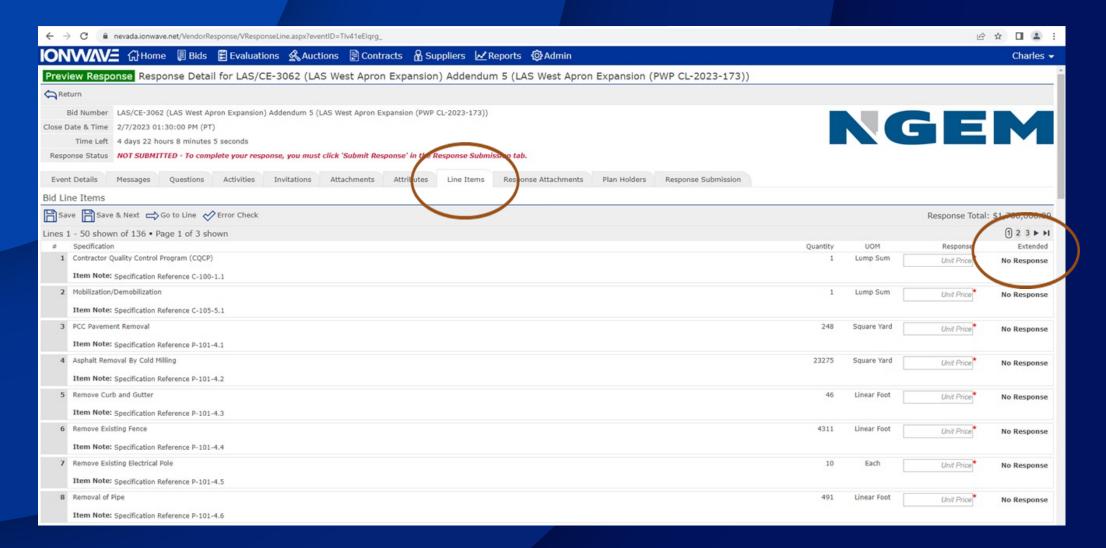


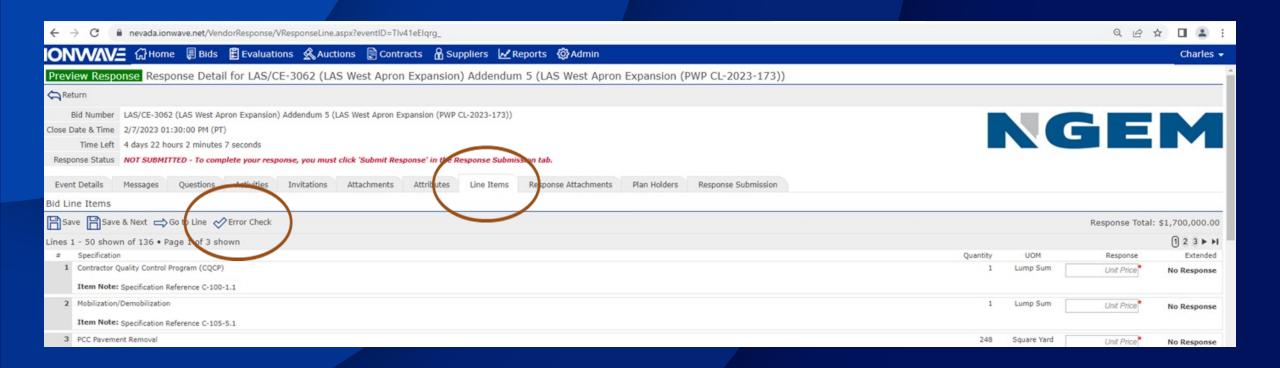


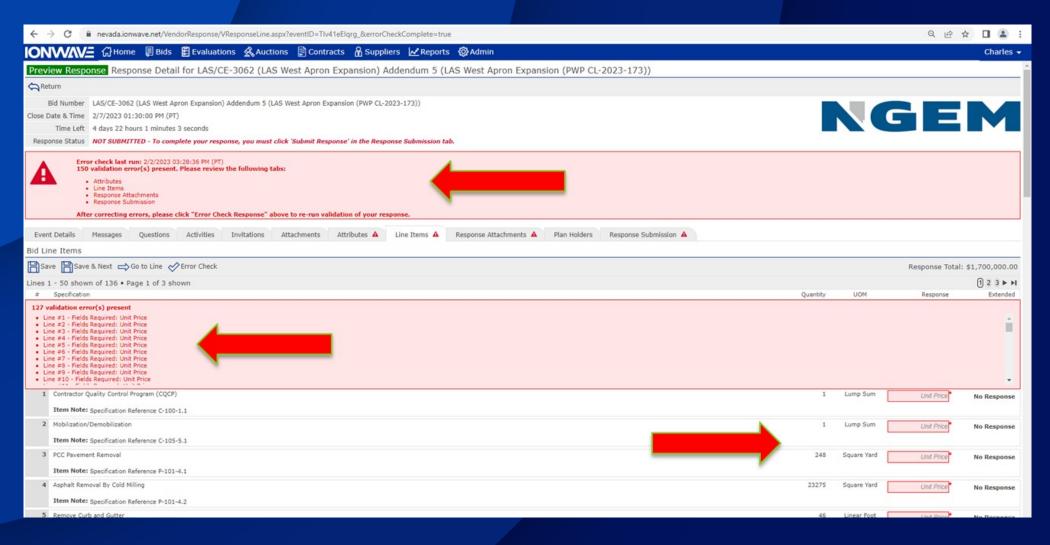


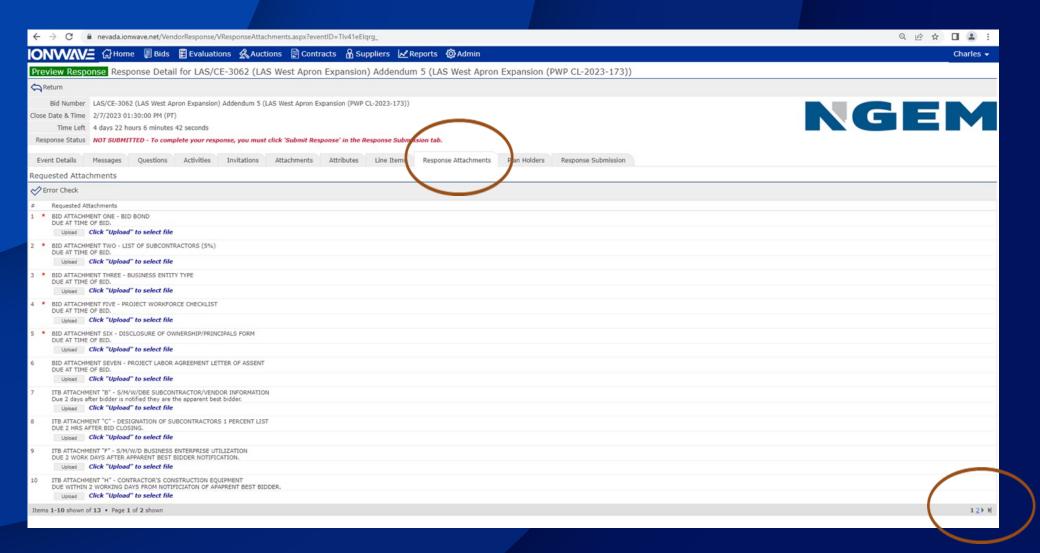


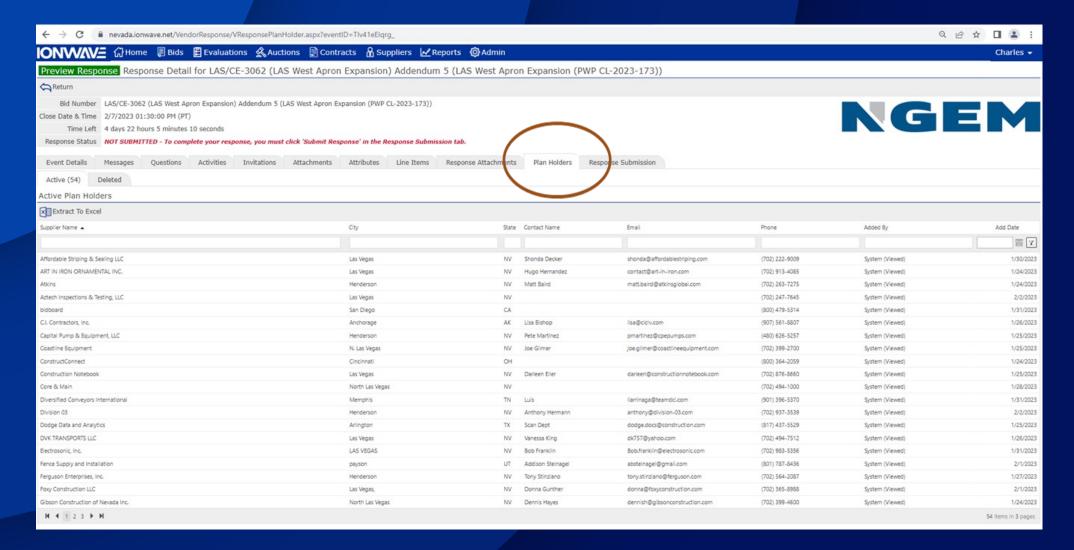


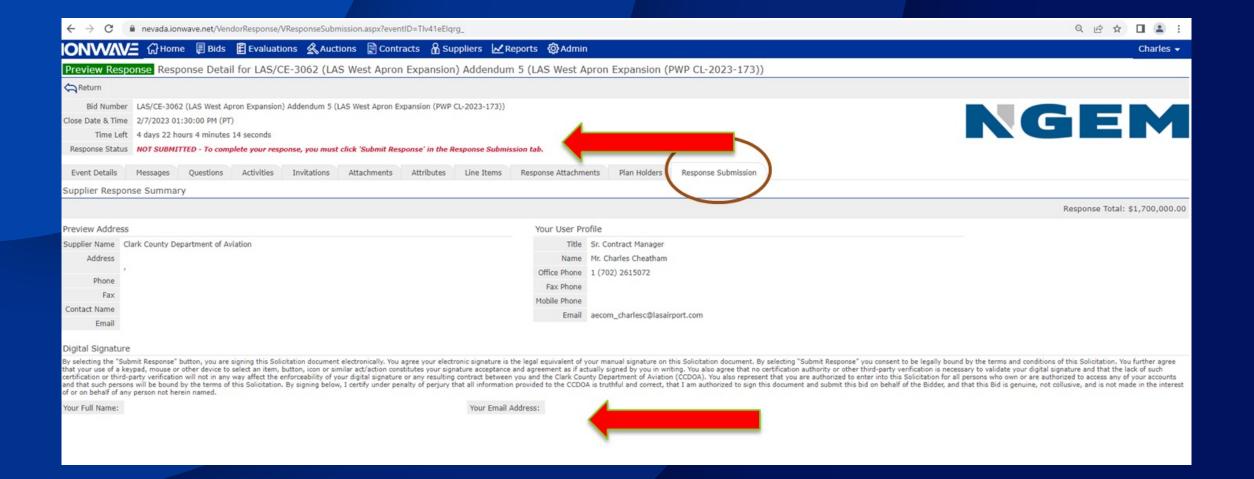












Contact Information

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HARRY REID INTERNATIONAL LAS VEGAS

How to Prepare a Proposal



Amy Shaw, Manager, Commerical and Business Development

Concessions Team

- Michael Oram, Concessions Manager
- Kylies Fung, Airport Contract Specialist
- Sabrina Khater, Airport Contract Specialist

About the Airport

Harry Reid International Airport is a global destination for leisure travel and conventions.

Committed to creating a welcome and memorable experience for each and every guest.

We will continue to create an exceptional guest experience by providing a variety of passenger services with a blend of national brands and local concepts.

About the Airport

"Whether it's multi-national brands and corporations, superstar entertainers or big-name sports franchises, Las Vegas is the place where the world's most recognizable names come to make the biggest impact."

Las Vegas Convention and Visitors Authority

In 2019, the airport had its busiest year on record, welcoming 51.5 million arriving and departing passengers and its highest single month with 4.6 million in October. 2020 was of course devastating for everyone, including the airport, however, in 2021 we had 39,710,493 passengers. In 2022 we set a new record, with 52.6 million arriving and departing passengers and for the first time, the airport served more than 5 million passengers in a single month (October 2022 – 5.17 million).

Unique Requirements of Operating at the Airport

TSA Requirements:

Badging Process

Application

20 year background check
Local Badging Signatory

Prohibited Items
Security Risk of products for sale
Regulates knife usage
Monthly Audits

Product/Supplies Distribution
Items sold must be inspected
1 non vehicle checkpoint
Must have SIDA decal
Escort Company – hourly fee

Unique Requirements of Operating at the Airport

Letter of Credit (LOC)

Must obtain LOC for Security Deposit

Hours of Operation

Open from first flight in the area until last flight departure

Refurbishment
Leases require midterm refurbishment

Operational Costs

Rent (includes minimum annual guarantee and percentage of sales)

Employee

Wages/Benefits

Background checks

Badging

Extra time getting to work

Parking

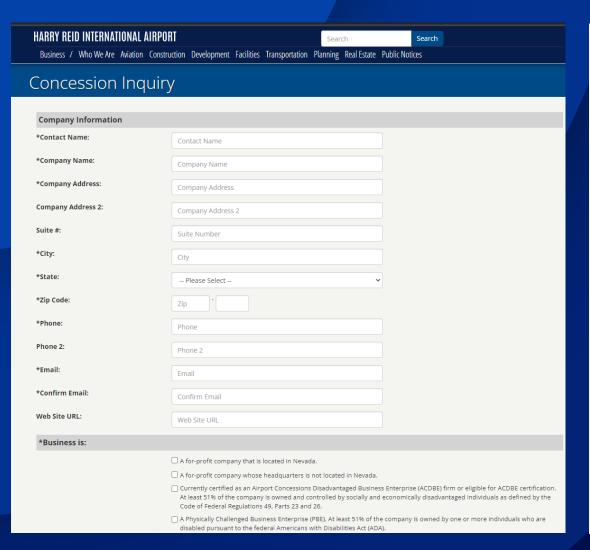
Insurance

General Liability

Auto

Worker's Comp

https://www.harryreidairport.com/Business/Concessions/



	☐ A for-profit company that is located in Nevada.
	☐ A for-profit company whose headquarters is not located in Nevada.
	□ Currently certified as an Airport Concessions Disadvantaged Business Enterprise (ACDBE) firm or eligible for ACDBE certification. At least 51% of the company is owned and controlled by socially and economically disadvantaged individuals as defined by the Code of Federal Regulations 49, Parts 23 and 26.
	A Physically Challenged Business Enterprise (PBE). At least 51% of the company is owned by one or more individuals who are disabled pursuant to the federal Americans with Disabilities Act (ADA).
	A Small Business Enterprise (SBE). At least 51% of the company is owned by minority or women and the firm meets the size standards of the Small Business Administration (SBA) regulations.
	☐ A Woman Business Enterprise (WBE). At least 51% of the company is owned and controlled by one or more women.
	A Minority Business Enterprise (MBE). At least 51% of the company is owned and controlled by one or more individuals who are:
Notify Me of Concession Opportu	
(Check boxes to sign up for notification of new o	oportunities in each category)
	□ Food/Beverage
	□ Food Truck
	☐ Airport Limousine and Per Capita Services
	☐ News and Gifts
	☐ Specialty Retail
	☐ Kiosk/Retail Merchandising Unit
	☐ Passenger Service (Massage, Shoe Shine, ATM's, etc.)
	☐ Amusement/Entertainment
	□ Advertising
	☐ Vendor (Supplier of pre-packaged consumables, retail products, etc.)
	□ Vending
Description of Concession, Product, Supplies or Services:	Description
I'm not a robot	
Submit Request	

Components of a Request for Proposal

Schedule

Invitation for Proposal

Request for Proposal Opportunity

General Information

Instructions to Proposers & Submission Requirements

Company Information and Qualifications

Components of a Request for Proposal

Disclosure of Ownership/Principals

Non-Collusion Declaration

Economic Pro Forma

Financial Proposal

Passenger Statistics

Sales and Revenue Reports

Location Maps

Other Attachments:
Sample Agreement and ACDBE Certification Application

Schedule

- Release RFP
- Pre-Proposal Conference
- Deadline to Submit Written Questions and Requests for Clarification
- Responses to Written Questions
- Deadline to Submit Proposals
- Proposal Selection

Date of Release

approx. 2-3 weeks

approx. 2 weeks

approx. 10 days

approx. 2-3 weeks

TBD

Invitation for Proposal

- Announces the release of the RFP
- Brief description of what type of RFP and how many opportunities
- Provides information on:
 - When/where the pre-proposal conference will be held
 - Deadline to register for site tour
 - Deadline to submit proposals
- Lists the official point of contact for the RFP

Request for Proposal Opportunity

- How many opportunities are available.
- Any prohibited concepts or restrictions.
- Provide additional information about the available spaces:
 - Locations
 - Square footage

General Information

- Nevada Revised Statute 496.090
- How/where to obtain a copy of the RFP (link/URL)
- Clarification what the RFP is and is not (Not a bid)
- ACDBE requirement (as applicable)
- Point of contact, method of communication, and what is prohibited
- Proposer's responsibilities
- Limitations of public records

Instructions to Proposers & Submission Requirements

- Details of pre-proposal conference and site tour (usually immediately following the conference)
- Deadline to register for tour and limits to number of attendees per company
- Details regarding Q&A process and proposal submission
- Format, # of copies, acceptable methods of submission, mandatory forms to be included with proposal

Company Information and Qualifications

- Proposers must provide basic information regarding their business address, structure, ownership, etc.
- Key employees and their experience.
- Franchise, cooperative agreements or other relationships with other companies. (Requires a letter of commitment/intent)
- If proposer plans to utilize any subagreements or consultants.

Company Information and Qualifications (cont.)

- Previous defaults, bankruptcies, failures to fulfill contracts or criminal activities.
- Proposed product and price lists.
- Employee training, customer service and refund policies.
- Additional information to help us understand who your company is and what kind of potential operator you would be.

Required Proposal Forms

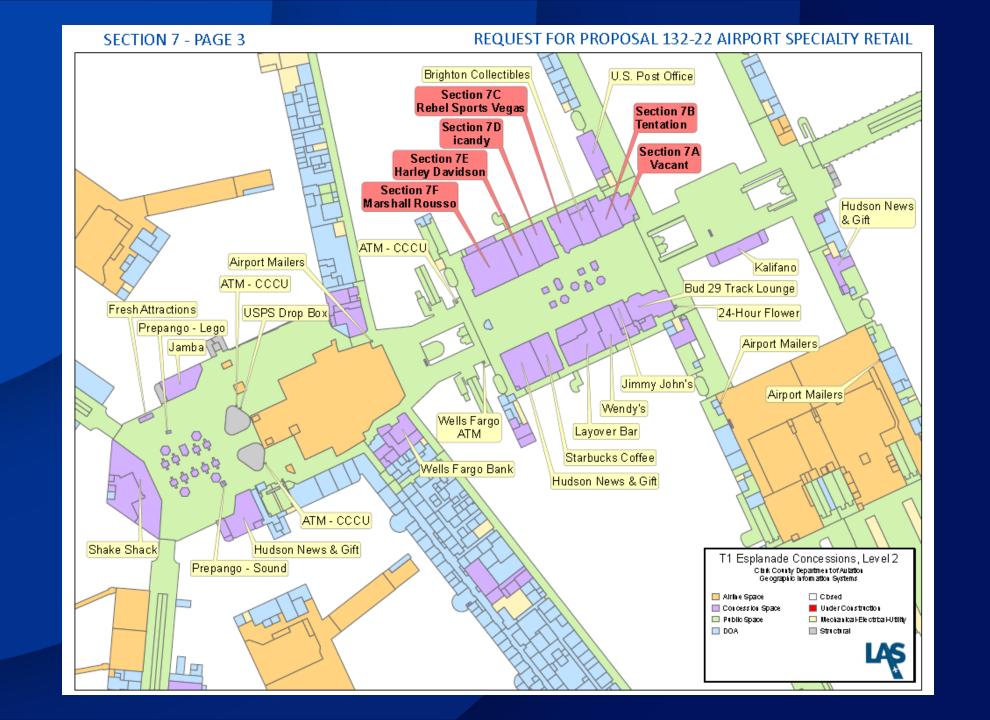
- Disclosure of Ownership
 - Company's legal ownership and interest.
- Non-Collusion Affidavit
 - Company confirms submittal of a truthful proposal and not for the benefit of a third party.
- Economic Pro Forma
 - Detailed forecasted annual revenue for initial lease term.
- Financial Proposal
 - Rent structure and amount company proposes to pay.

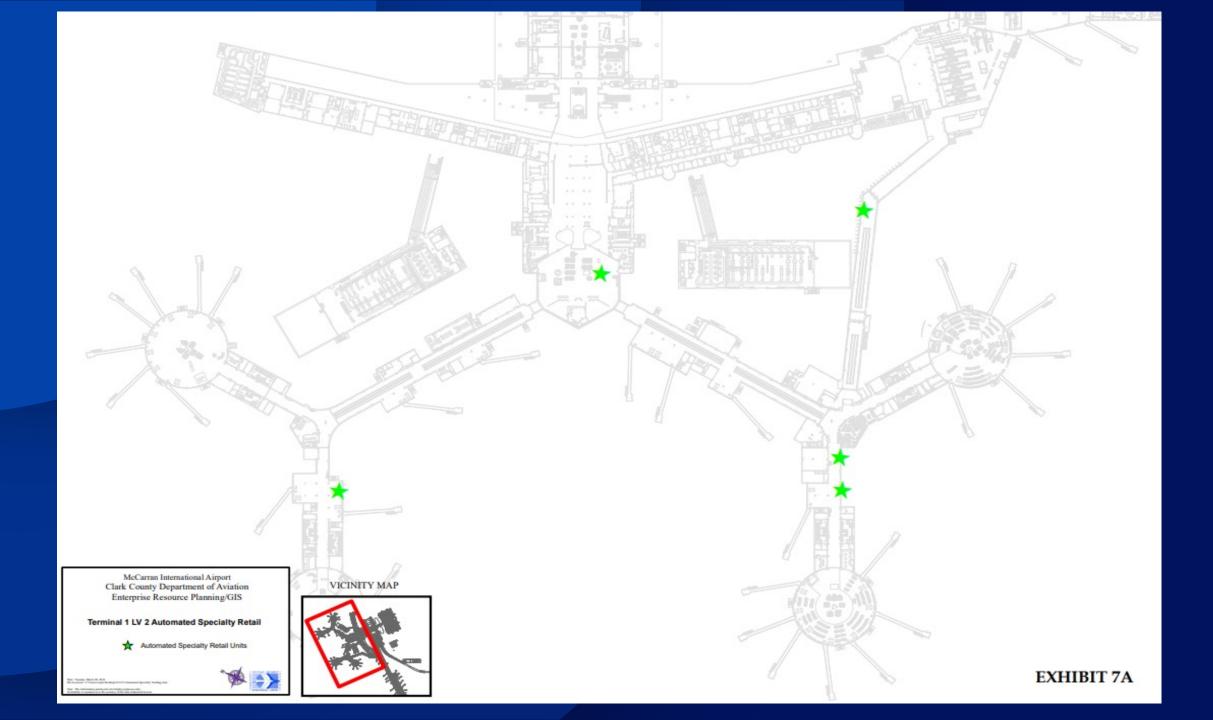
Statistical Data

- Historical enplanements for the entire airport, as well as the airlines operating in the gate areas for each of the available locations.
- Sales revenue for the previous operator for each of the available locations.

Maps and Drawings

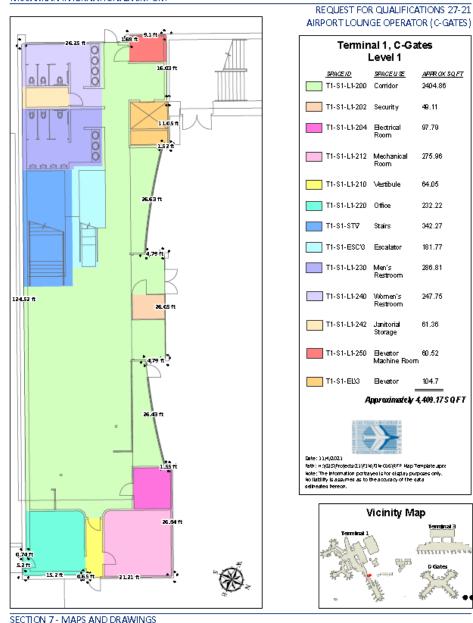
- Maps of the airport showing the relative locations of each of the available spaces within the terminal buildings and concourse areas.
- Drawings of each available space including size, shape and dimensions.





SECTION 7 - MAPS AND DRAWINGS

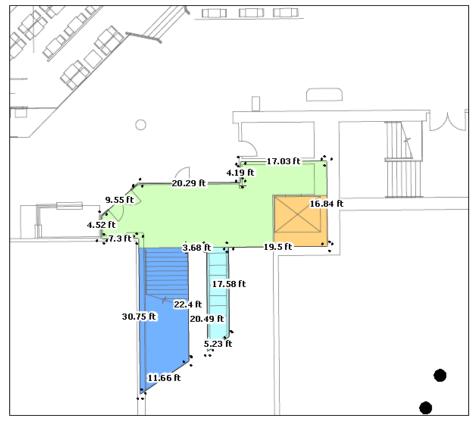
MCCARRAN INTERNATIONAL AIRPORT

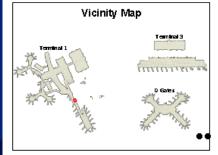


SECTION 7 - MAPS AND DRAWINGS

MCCARRAN INTERNATIONAL AIRPORT

REQUEST FOR QUALIFICATIONS 27-21 AIRPORT LOUNGE OPERATOR (C-GATES)





Terminal 1, C-Gates, Level 1

SPACE ID

SPACE

SECTION 7 - MAPS AND DRAWINGS

Sample Lease Agreement

Article 1 Sections of Note:

1.2	「erm

1.3 & 1.4 Assigned Areas and Use

1.5 Rents & Fees

1.9 & 1.10 Facilities, Maintenance, and Repair – Aviation & Company

Responsibilities

1.12 Methods of Operation

1.14 & 1.15 Construction

Sample Lease Agreement

Article 2 Sections of Note:

2.14 Insurance & Construction Bonds

2.15 Termination

Article 3 & 4 = Required Federal & FAA Language

Cannot be modified

Questions?

