



**Description: Terminal Advertising Program Operator for Austin-Bergstrom International Airport Barbara Jordan Passenger Terminal**

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**Solicitation: RFCP 8100 CT2025-01**

**Addendum No: 1**

**Date of Addendum: October 7, 2025**

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This addendum is to incorporate the following changes to the above referenced solicitation:

- I. The changes to this solicitation are made to comply with the new United States Department of Transportation Interim Final Rule that amends 49 CFR Parts 23 and 26, which went into effect on October 3, 2025.
- II. **Please REMOVE the ACDBE Compliance Plan and REPLACE with the ASMBR Utilization Plan.**
- III. This Utilization Plan will be used solely to identify subcontractors for your response. The ACDBE goals will not apply to this solicitation (attached).

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

ACKNOWLEDGED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**RETURN ONE COPY OF THIS ADDENDUM WITH YOUR RESPONSE OR PRIOR TO THE SOLICITATION CLOSING DATE. FAILURE TO DO SO MAY CONSTITUTE GROUNDS FOR REJECTION.**



# Solicitation COVER SHEET



## IDENTIFICATION

Number	<b>RFCP 8100 CT2025-01</b>
Title	<b>AUS West Gate Expansion and Concourse M concessions opportunity for Austin-Bergstrom International Airport, Barbara Jordan Passenger Terminal</b>
Summary	The City of Austin (City) Aviation Department (Aviation) is seeking responses from experienced, creative, highly motivated, and responsible Proposers to establish an exciting Concession for leasing, developing, marketing, and managing grab and go food service, convenience retail, and vending.
Type	<b>Request for Concessions Proposals (RFCP)</b>
Version (Addenda)	<b>1</b>

## AUTHORIZED CONTACT PERSONS

Primary	<b>Shawn Willett, Deputy Procurement Officer (512) 974-2021;</b> <a href="mailto:Shawn.Willett@austintexas.gov">Shawn.Willett@austintexas.gov</a>
Secondary	<b>Darralyn N. Johnson, Contract Management Specialist IV (512) 530-2481;</b> <a href="mailto:Darralyn.Johnson@flyaustin.com">Darralyn.Johnson@flyaustin.com</a>
Subcontractor Questions	<b>Jolene Cochran, Small Minority Business Resources Department; (512) 974-7673;</b> <a href="mailto:jolene.cochran@austintexas.gov">jolene.cochran@austintexas.gov</a> <a href="mailto:SMBRComplianceDocuments@austintexas.gov">SMBRComplianceDocuments@austintexas.gov</a>
Notes	See Solicitation Instructions, 3.1 Authorized Contact Persons.

## IMPORTANT DATES

### OFFERS DUE

Date and Time	December 4, 2025 5:00pm Central Time
Notes	<a href="https://apps.knack.com/flyaustin/concession/home">https://apps.knack.com/flyaustin/concession/home</a> <b>See Solicitation Instructions, 5 Offer Submission and Attachment A</b>

### QUESTIONS DUE

Date and Time	October 29, 2025, 5:00 PM, Central Time
Submission Method	<b>via email and <a href="mailto:shawn.willett@austintexas.gov">shawn.willett@austintexas.gov</a> or <a href="mailto:darralyn.johnson@flyaustin.com">darralyn.johnson@flyaustin.com</a></b>
Notes	<b>See Solicitation Instructions, 6.1 Questions.</b>

**PRE-OFFER CONFERENCE**

Conference (Yes/No)	<b>Yes</b>
Mandatory (Yes/No)	<b>No</b>
Date and Time	<b>September 30, 2025, Time 9:00 am, Central Time</b>
Location	<p>In Person:  Austin-Bergstrom International Airport  ACDC Building  2800 Spirit of Texas Dr., Room Grand Canyon 1 &amp; 2  Austin, Texas 78719</p> <p>Virtual: <a href="#">Pre-Conference Meeting for West Gate Concessions   Meeting-Join   Microsoft Teams</a></p>
To register for Pre-Offer Conference	Email <a href="mailto:darralyn.johnson@flyaustin.com">darralyn.johnson@flyaustin.com</a> . Subject line-RFCP 8100 CT2025-01 Pre-Conference Registration
Notes	A maximum of two representatives from each company shall be allowed to attend the pre-offer conference meeting.

**PUBLISHED**

Date	<b>September 17, 2025</b>
Available Online	<a href="#">Concession Opportunities   AustinTexas.gov</a> under the “Procurements” section.

**SOLICITATION DOCUMENTS**

Document name	Pages
<b><u>Solicitation Documents – RFP 8100 CT2025-01 Includes the following:</u></b>	
<b><u>Solicitation Cover Sheet</u></b>	<b>3</b>
<b><u>*Solicitation Instructions - Includes Preparation and Submission Instructions</u></b>	<b>29</b>
<b><u>Scope of Work</u></b>	<b>7</b>
<b><u>Offer and Certifications – RFCP 8100 CT2025-01 – <u>Complete, Sign and Return</u></u></b>	<b>17</b>
<b><u>ACDBE Compliance Plan <u>Complete, Sign and Return</u></u></b>	<b>19</b>
<b><u>Pro Forma Excel Spreadsheet <u>Complete, Sign and Return</u></u></b>	<b>1</b>
<b><u>Capital Investment Form <u>Complete, Sign and Return</u></u></b>	<b>1</b>
<b><u>Financial Offer Form Form <u>Complete, Sign and Return</u></u></b>	<b>3</b>
<b>Appendices (A, B, C, D, E, F, G, and H)</b>	<b>338</b>
<b>ADDENDUM 1</b>	<b>4</b>

**NIGP CODES****COMMODITY CODES****MANAGEMENT & OPERATIONS SUBCONTRACTING OPPORTUNITIES**

<b>NIGP Codes</b>	<b>Description</b>
722515	Coffee, Snacks, Bakery Shops
722513	Limited Service Restaurants
722410	Drinking Places (Alc)
722310	Food Service Contractors
459420	Gift, Novelty, Souvenirs Shops
459210	Newsstands
458110	Clothing & Accessories Retail
445298	All Other Specialty Food Retail
445131	Convenience Retail



# **ASMBR UTILIZATION PLAN**

Request For Proposal

**RFCP 8100 CT2025-01**

**AUS WEST GATE CONCESSIONS AND  
TEMPORARY HOLDROOM FACILITY AT  
AUSTIN-BERGSTROM  
INTERNATIONAL AIRPORT BARBARA  
JORDAN PASSENGER TERMINAL**

The completion of the ASMBR Utilization Plan is required for this solicitation. The Utilization Plan provides information on Proposer's sub-concessionaires, subtenant and/or goods and services subcontractors for this contract. A proposal that fails to include a ASMBR Utilization Plan may be considered as non-responsive and may be rejected.

## ASMBR UTILIZATION PLAN

### Intent to Perform

**NOTE:** An ASMBR Utilization Plan demonstrates Intent to Perform on this contract and must be submitted for all sub-concessionaires, subtenants and/or goods and services subcontractors. Use this form for each firm.

Proposers Name: \_\_\_\_\_ COA Vendor Code: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Name of Firm: \_\_\_\_\_ COA Vendor Code: \_\_\_\_\_ Tax ID: \_\_\_\_\_

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_ Annual Gross Receipts: \$ \_\_\_\_\_

Description of work to be performed by the firm: Please include NAICs or NIGP code(s).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Proposer is committed to utilizing the above named for the work selected above. The estimated dollar value \$ \_\_\_\_\_ and percentage of this work is \_\_\_\_\_%.

### AFFIRMATION:

I hereby affirm that the above information is true and complete to the best of my knowledge. I further understand and agree that this document shall be attached thereto and become a binding part of the concession contract. I further attest that we agree that the firms listed will perform the portion of the contract for the estimated dollar value as stated above.

By: \_\_\_\_\_  
Proposer Signature Title

By: \_\_\_\_\_  
Firm Signature Title

## ASMBR Utilization Plan Approval

FOR SMBR USE ONLY

Plan Reviewed by: \_\_\_\_\_

ASMBR Utilization Plan Completed and Received: Yes \_\_\_\_\_ No \_\_\_\_\_

Review Date: \_\_\_\_\_

Signature of SMBR Representative: \_\_\_\_\_