



**RFP No. 25-22-43101
Retail Concessions**

**Release Date: August 21, 2025
Addendum No. 03**

Submitted Questions and Responses

Question #1. Are applicable NAICS codes required by ACDBE partners at the time of submission?

Response: The ACDBE certification with applicable NAICS codes must be approved by the RFP deadline. The Jacksonville Transportation Authority can assist with any additional questions regarding the issue of certification and NAICS codes.

Question #2. If Joint Venture Operating Agreements are required, do they need to be executed, or can it be in draft format? If a Joint Venture Operating Agreement is required, should it be placed in Section 6: ACDBE Goal?

Response: Draft Format is acceptable; however, such draft joint venture submissions will be understood as a commitment to execute the same should a corresponding award be made as a result of this solicitation. The Joint Venture information can be included in Section 6: Airport Concessions Disadvantaged Business Enterprise (ACDBE) Goal. We recognize that calculating ACDBE participation percentages relative to joint ventures often represents a challenge; nevertheless, to the extent joint ventures are being proposed in response to this solicitation, they will be governed, analyzed, approved, calculated, monitored and audited using applicable FAA guidance. All joint venture submissions must also be consistent with said guidance.

Question #3. If the JAA intends to answer all questions after the August 15th deadline, will an extension be considered to allow adequate time for Respondents to incorporate any clarifications and/or changes into their submission?

Response: Given the construction schedule of Concourse B, time is of the essence and an extension will not be granted.

Question #4. Section 1.07 'Preparation of Proposal' outlines requirements for corporations but does not specify instructions for other entity types, such as Limited Liability Companies (LLCs). Should LLCs follow the same requirements as corporations? If so, where are these to be included in the submission?

Response: The requirements for an LLC are the same as a corporation in reference to Section 1.07 of the RFP. The information in Section 1.07 is regarding the Proposal Form which is Article IV of the RFP.



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Question #5. Does the Authority require a merchandise list with price ranges? If so, can it be by product category?

Response: Yes, this may be submitted as part of Section 2: Concepts, Product Offerings, Pricing and Level of Service.

Question #6. What are the submission requirements for a proposed subtenant?

Response: Any sublease agreement requires the Authority's consent which shall not be unreasonably withheld. The sublease should demonstrate it has the business and operational wherewithal as proposed and as required by the primary lease, sublease, and any operating agreement.

Question #7. What is the % of marketing Fee?

Response: There is no marketing fee.

Question #8. Will the airport provide access to the new terminal REVIT file?

Response: REVIT files are not available as part of this RFP but may be provided to the awarded respondent.

Question #9. Unit B202 includes exterior glazing walls at the backside of the location. Please provide detail on whether glazing area needs to be maintained or if tenant can close off with millwork. Is there a percentage of glazing - views airside - that must be maintained?

Response: Concessionaire may propose that the glazing be partially or entirely covered. Authority reserves the right to review and approve Concessionaire's plan for millwork and window treatment to ensure the glazing is appropriately protected.

Question #10. Unit B243 includes exterior glazing walls at the backside of the location. Please provide detail on whether glazing area needs to be maintained or if tenant can close off with millwork. Is there a percentage of glazing - views airside - that must be maintained?

Response: Concessionaire may propose that the glazing be partially or entirely covered. Authority reserves the right to review and approve Concessionaire's plan for millwork and window treatment to ensure the glazing is appropriately protected.



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Question #11. Tenant Criteria - Please provide detailed tenant criteria for all locations. Including signage requirements

Response: See Addendum No. 2, R12 and Addendum No. 2, Attachment No. 1- JAA JIA Terminal Guidelines for Tenants

Question #12. Confirm percentage of space within each location that can be used for storage? Is there a maximum?

Response: There is not a defined maximum percentage within each location that can be used for storage.

Question #13. In Article IV (Proposal Form), Section J, it states "...*In the event JAA's Contract is not acceptable*, Respondent must submit a written request to have any and all contract provisions or requirements herein addressed pursuant to Section 1.06...". Is this intended such that Respondents must provide any potential lease exceptions in our proposal (through an Appendix A), or is this meant to be limited to clarifications / ambiguities in the RFP documents and/or lease?

Response: If JAA has not been put on notice of a proposer's contract language concerns during the solicitation Q&A period such that all potential proposers may benefit from the results of raising these concerns, then JAA will not negotiate contract revisions requested to address any such concerns after the Q&A period.

Question #14. Location #2 (B206), can the Authority please advise what is shown on the sketches to the left of the Tenant Storage door and does it need to remain in that location, or can it be removed and/or relocated?

Response: The 161SF space to the left of the Tenant Storage door labelled B206A is intended to be a storage area as it is shown in the RFP Exhibit C. However, the tenant may propose changes to the layout of the concession space including reducing or moving the above-mentioned storage space.

Question #15. Location #3 (B202), there appears to be a drawing on the far-right wall of the LOD that encroaches on the space. Can the Authority please clarify what this is? Additionally, on the sketches, there seems to be an object on the wall. Can the Authority please confirm what this is, and whether it needs to remain and/or can be removed/relocated?

Response: These can be ignored. There are no fixtures that will encroach upon the concession space.



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Question #16. With Location #3 (B202) use clause listed as a travel/convenience marketplace with specialty shops-in-shops, will the directly adjacent Amelia Island Marketplace be allowed to continue selling travel convenience products after the marketplace (B202) opens?

Response: No, the Amelia Island Marketplace space will transition back into a specialty gift store type of use after Location #3 fully opens.

Question #17. Is the Respondent required to submit an executed *Exhibit C – Sworn Statement Under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes*? If yes, should Exhibit C be designed within the proposal prior to Section 1 or does it get uploaded separately under Supplemental Documents in DemandStar?

Response: The referenced Exhibit is part of Exhibit E- Lease and Concessions Agreement for Retail. Exhibit E is a Sample Agreement and is for reference only. The Exhibits contained in the Sample Lease and Concessions Agreement document are not part of the RFP submission.

Question #18. Is the Respondent required to submit the forms listed under *Exhibit G – Certifying Official Training*? If yes, should Exhibit G forms be designed within the proposal prior to Section 1 or do they get uploaded separately under Supplemental Documents in DemandStar?

Response: No. Exhibit G is for reference only.

Question #19. Can the Authority please clarify what documents are to be submitted under Supplemental Documents within the DemandStar portal?

Response: Supplemental documents can include anything related to the proposal that the Respondent would like to submit.

Question #20. Within DemandStar, is the Proposal Document considered the 'Responsible Respondent Criteria' and Forms in one PDF? If so, what does the Authority consider to be Supplemental Documents?

Response: The Proposal Document should include your complete proposal. Supplemental Documents are optional and can include any additional items that the Respondent would like to submit.



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Question #21. Is the Respondent required to upload forms under Supplemental Documents or should forms be designed into the collated proposal submission?

Response: Supplemental Documents are not required.

The Question and Answer period is closed.

Proposal Due Date is Tuesday, September 23, 2025 at 2:00 PM (local time)