

**COUNTY OF MILWAUKEE  
INTEROFFICE COMMUNICATION**

**DATE:** August 3, 2018

**TO:** John Weishan, Jr., Chair, Transportation, Public Works and Transit Committee

**FROM:** Donna Brown-Martin, Director, Department of Transportation

**SUBJECT:** **Cancelation of the Request for Proposal (#98170001) to develop, build, finance, manage and operate food and beverage, news/convenience, retail, services concessions and construct a central security checkpoint at General Mitchell International Airport**

**POLICY**

At its July 2018 meeting, the Chairman of the Transportation, Public Works and Transit Committee requested a written informational report from the Director, Department of Transportation and the Airport Director, General Mitchell International Airport (GMIA), regarding the cancelation of RFP 98170001 at GMIA.

**BACKGROUND**

Request for Proposal (RFP) number 98170001 was issued on September 1, 2017 with an anticipated closure date of October 4, 2017. The RFP sought vendor proposals to develop, build, finance, manage and operate retail, and food and beverage concessions programs along with building a central security checkpoint at GMIA. Upon closure of the RFP, Milwaukee County received one vendor proposal. DAS-Procurement administered the RFP and assembled an evaluation committee to review proposals.

The airport received the lone proposal from DAS-procurement on March 20, 2018 and after a review of the proposal's content, it was determined that the proposal lack sufficient detail and specificity to satisfy the requirements of the RFP. Furthermore, there was insufficient detail contained in the proposal to being negotiations that would have yielded a productive outcome.

The RFP contained the following Technical Proposal Requests:

1. Experience and Qualifications
2. Development of a Concept Plan
3. Program Management and Operations
4. Airport Concessions Disadvantaged Business Enterprise
5. Employee Retention Plan
6. Business Information Statement
7. Financial Statements
8. Sustainability Plan

A detailed explanation of each of these requested areas was provided in the RFP. The lone respondent to the RFP did not clearly identify responses to each of these categories. For example, the Development and Concept plan asked the vendor to provide detail for 7 different areas of review. Specific detail was requested for things such as; concession type, space layout, merchandising, sample menus, leasing and phasing plans, architectural and engineering designs for the concessions development and related terminal construction, and much more. This information was either not provided or not provided with any specificity.

In addition, some of the information contained in their response was no longer valid and no update was provided to clarify potential changes to subcontractors after the submission of the RFP. For example, the construction contractor they identified in the proposal identified that they opted out of the proposal and was no longer a party to the RFP.

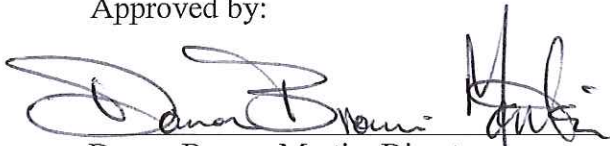
Based on this review it was determined that there was not sufficient information contained in the proposal to provide Milwaukee County the ability to move forward into any meaningful negotiations; and, therefore, the RFP was subsequently canceled.

### **RECOMMENDATION**

Informational report only.

Prepared by: Brian Dranzik, Airport Director

Approved by:

  
Donna Brown-Martin, Director  
Department of Transportation