

# Port of Seattle

## REQUEST FOR QUALIFICATIONS RFQ 2025-RCF



## RENTAL CAR CONCESSIONS AT SEATTLE-TACOMA INTERNATIONAL AIRPORT ADDENDUM #4

### Change to Section IV (A):

The following is added as Section IV (A) (v): *If a limited liability company, list all member's names (changes emphasized).*

### Final Questions received through 5:00pm on 12/9/2025:

1. How will the Port verify the current Market Share used to assign operators to Market Share Brackets? What source data, time-period, and methodology will be used?
  - a. Port Response: Please refer to Question 6 in Addendum #1 for time and source data. Please refer to the Lease Agreement for the definition of Market Share. The Port will use available revenue data to validate current operators with SEA Airport market. For non-SEA market, the Port may request information from airports listed in their response.
2. How different does the Port expect the new Lease and Concession Agreements to be from the informational versions included in Exhibit 1?
  - a. Port Response: Please refer to Question 9 in Addendum #3.
3. Will companies have an opportunity to challenge or correct the Port's Market Share calculations if they believe the figures are inaccurate?
  - a. Port Response: Respondents may ask for a review of their market share calculations, however, the Port will only make corrections for material errors

and we reserve the right to re-evaluate all market share tabulations if errors are found.

4. For multi-brand submissions, how will the Port calculate aggregated Market Share for allocation and bracket assignment?
  - a. Port Response: Each brand being proposed under a single RFQ will have the revenue and transactions for the Seattle Airport market combined into a single market share. Brands added where they have not been part of the Seattle Airport market will not be calculated into the Market Share or their Market Share Brackets.
5. Will the Port publish preliminary allocation of block sizes before bidding, so operators know what they are bidding on?
  - a. Port Response: The RFQ results will allow the Port to determine appropriate number and sizes of blocks for the bidding process. Specific block information will be made available to the qualified respondents as part of the RFB process, including any pre-bid meeting, whether before release or during the open RFB, that may be scheduled. Please refer to Question 7 in Addendum #3 for additional information on brackets.
6. What level of variation in allocation block size (CSB, Ready/Return, QTA) should bidders expect compared to the current Exhibit 4 layout?
  - a. Port Response: The Port cannot provide information about block sizes until after the RFQ submissions due to potential consolidations and/or Market Share changes. Please refer to questions 5 listed above for further information.
7. How will allocation block priority be determined, MAG, percentage fee, or another scoring method?
  - a. Port Response: Qualified Parties will be placed in specific brackets, such as an "A" block prior to the bid process. Qualified Parties would be able to bid for priority as part of the bid process. Details regarding the bid process will be included with the RFB documents to be released as part of the next step in this process.
8. How frequently could reallocations occur under Exhibit K, and what triggers them?

- a. Port Response: Reallocation triggering requirements and schedules are as stated in the Lease Agreement. As stated in question 9 of Addendum 3, the Port expects to work towards an amended and restated Lease Agreement..
9. What rights will operators have to dispute a reallocation that materially impacts operations or customer flow?
- a. Port Response: Future reallocations follow the guidelines set out in the Lease Agreement. The Port reserves the right to reallocate the space in the best interest of the operation of the Rental Car Facility as per Exhibit K of the Lease Agreement.
10. Will operators be compensated for capital investments that are lost due to reallocation?
- a. Port Response: Please refer to Question 13 in Addendum #1 and Exhibit K of the Lease Agreement for costs of reallocation.
11. Will the port consider funding common area reallocation with CFC's?
- a. Port Response: Please refer to Question 13 in Addendum #1 and Question 12 in Addendum #3.
12. Will the Port allow a brand to be added later if the company acquires or merges with another brand?
- a. Port Response: Adding a brand to a Lease and Concession Agreements (creating a multi-brand after the fact) is not permitted except during a rebid process, such as this process.
13. How will the Port prevent duplicate brand submissions or conflicts between parent companies or license holders?
- a. Port Response: The Port will review all responses to this RFQ and any potential conflicts will be addressed.
14. Will the Port maintain the historical 10% revenue percentage fee?
- a. Port Response: The Port will continue to require the 10% concession rate per the Lease and Concession Agreements.
15. Does the Port have any plans to increase the CFC?

- a. Port Response: It is expected that the CFC will increase during the life of the Concession Agreement that results from this process. Currently, we have indicated a likelihood of CFC increases over the next few years.
16. Does the Port anticipate any changes to the common shuttle system, or it's routing that operators should plan for future operational design?
- a. Port Response: The Port does not currently have any plans for changes to the common transportation system except for an update to electric buses in 2030. There could be changes due to the SEA Sustainable Airport Master Plan and addition of a second terminal in the future, if approved.
17. What is the anticipated timeline regarding the RFP being released, and the amount of time before the agreement is executed?
- a. Port Response: Please refer to Addendum #3 to view the updated RFQ/RFB schedule. The Concession Agreement is expected to be signed in summer 2026.
18. In Section IV(A) of the distribution, the Port does not list what details need to be submitted if the respondent is an LLC. Can the Port please clarify?
- a. Port Response: Please refer to the changes made in this addendum.
19. If the entity submitting qualifications does not have a Dun & Bradstreet Summary, will one from the parent entity suffice?
- a. Port Response: A wholly owned subsidiary not having a Dun & Bradstreet Summary would need to provide one from the parent entity which will be insuring that the subsidiary meets all requirements of the bid and the Lease and Concession Agreements.
20. The distribution requires respondents to indicate whether they are interested in space on the North Parcel in their statement of qualifications. If a respondent indicates they are interested in that space (and the Port deems them qualified to submit a bid when the RFB is released), will they be required to bid on that space in their response to the RFB or can they ultimately elect to not do so?
- a. Port Response: If respondents are interested in space within the North Parcel, they must include it within the RFQ submission. **There will be no availability to opt-in to the North Parcel at a later time.** Prior to the RFB, Qualified Parties may elect to opt-out of the North Parcel if they no longer

wish to bid on that space. For additional clarity, there will be no opportunity to opt-in to any other provisions included in this RFQ at a later date.

21. In Addendum #3, the Port said that an incumbent respondent who wishes to continue having its subsidiaries operate under separate agreements as different legal entities must submit separate responses for each of those subsidiaries to the RFQ. In our case, we do not prepare full financials for our subsidiaries. With this in mind, will the Port deem a submission containing the full financials from the parent entity along with whatever supplemental financials for the subsidiary that we do have as responsive? If not, what can/should we include in this case to ensure that our submission is responsive?

- a. Port Response: Wholly owned subsidiaries without full financials must submit what financials they do prepare and must submit full financials from the parent company as well.

22. If a respondent is seeking to bid on space in the Small Operator Shared Area, how should they note this on their submission?

- a. Port Response: Clearly indicate the intention of the respondent that they are seeking qualification as a small operator. Any operator without Market Share from the Seattle Market or those with Market Share less than 2% will automatically be reviewed as a potential small operator.

23. As a parent company, one of our current brands is operating under a licensee. Should ownership of the brand operating under a licensee change during the term (and be bought back by the parent company) will there be an opportunity for the brand to start operating midterm under the parent company? If not, should we include this brand in our RFQ.

- a. Port Response: Please refer to Section 26 of the Lease Agreement. Pursuant to the Lease Agreement, there will not be an opportunity for a brand to operate under a parent company's lease agreement mid-term. A parent company would be able to operate the brand in question through that brand's assigned lease as a separate entity and separate Market Share.

24. QUESTION: what is the total vehicle capacity of the N. Parcel? How many cars can be parked there?

- a. Port Response: The North parcel holds roughly 245 vehicles in 51,065 sq ft of space. Please refer to Exhibit C-6 of the Lease Agreement and Exhibit 4 of the RFQ.

25. We believe that there is real value both to the airport and to the proposers to hold a Pre-Bid meeting with all qualified proposers. This meeting helps to eliminate questions/concerns that might require a bit of conversation versus attempting to resolve all questions/concerns through a written Q&A process. QUESTION: Will the Airport please agree to schedule a Pre-Bid meeting with all qualified proposers? We suggest the week of January 5 or the week of January 19.

- a. Port Response: At this time, no Pre-Bid meetings are scheduled, however this will be taken into consideration, and more information will become available to those deemed as Qualified Parties to continue in the bidding process.