

**CHICAGO O'HARE INTERNATIONAL AIRPORT
CHICAGO MIDWAY INTERNATIONAL AIRPORT
REQUEST FOR PROPOSAL
FOR WIRELESS HIGH FIDELITY (WI-FI) SYSTEM LICENSE**

Issued by:

CITY OF CHICAGO
(The Department of Aviation)

In order to improve service to the traveling public, enhance airport efficiency through improved telecommunications, promote the competitiveness of Chicago's Airports, and improve Airport System cost-effectiveness in support of tenant airlines and businesses, The City of Chicago ("City") Department of Aviation ("Department") invites the submission of qualifications and expressions of interest to license (License), install and operate public access Wireless High Fidelity ("Wi-Fi") networks throughout Chicago's Airports, to include common areas of terminals and airport facilities at Chicago O'Hare International and Chicago Midway International Airports ("Airports").

Department WiFi goals are to: (1) provide free, high quality, uninterrupted broadband wireless (802.11 MHz) access (to wireless Internet Service Providers), and free wireless Airport services, to travelers and Airport users in Chicago's Airports, through which they can reach the Wireless Internet Service Provider of their choice; (2) provide free access to, and promote use of, Chicago Airport web sites, and their associated web-based services and Airport promotion initiatives; (3) exploit, for Airport use, wireless communications capabilities to expand, complement and supplement existing Airport telecommunications capabilities (4) improve Airport support to tenant airlines and terminal concessions (5) promote the competitiveness of Chicago's Airports, and enhance the image of the City, by increasing Airport friendliness, convenience and utility for passengers and visitors, (6) improve the cost-effectiveness, through enhanced overall telecommunications capability, of the Chicago Airport System (7) provide business opportunities for disadvantaged business enterprises; and (8) optimize License revenues to the City. If you have demonstrated experience providing comparable Wi-Fi networks, and are interested in these opportunities, you are invited to respond to this Request for Proposal ("RFP").

One original and five (5) copies of the information required by this RFP must be delivered to the address below. The outside of the envelope or package must clearly indicate the name of the project: "**RFP for Wi-Fi System License at O'Hare and Midway International Airport.**" The name and address of the Respondent must be clearly printed on the outside envelope or package.

DUE DATE for the submission of Respondent's information is October 30, 2003

Mail responses to:

Chicago O'Hare International Airport Department of Aviation Terminal 2 Mezzanine PO Box 66142 Chicago, IL 60666 Attn: Pat Harney
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A pre-submittal conference for this RFP is scheduled for 10 AM Wednesday October 15th, in the O'Hare Communications Center Conference Room, Terminal One Basement (near Elevator Center One), Chicago O'Hare International Airport.

A. CONTENTS

Please read the following instructions carefully and check your RFP package to ensure that you have all of the following sections and attachments:

Request for Proposal

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Attachments

- A. Economic Disclosure Statement and Affidavit (EDS)
- B. Disadvantaged Business Enterprise Forms and Special Conditions Regarding Disadvantaged Business Enterprise Commitment (Airport Concessions)
- C. Certification Application

Should you find a discrepancy in the material contained herein, or should you be in doubt as to its meaning or as to the submittal procedure, please notify the City in writing explaining the issue and/or question and send it to:

Department of Aviation
Chicago O'Hare International Airport
Terminal 2, Mezzanine PO Box 66142
Chicago, IL 60666
Attn: Pat Harney
FAX: 773-894-7146
pharney@cityofchicago.org

B. DESCRIPTION OF EXISTING OPERATIONS

1. Project Background

The City of Chicago wishes to improve Chicago Airport System service to the traveling public, enhance support to tenant business, optimize the cost-effectiveness of airport operations, and improve its overall telecommunications effectiveness, by engaging a tenant to provide 802.11 MHz wireless high fidelity (Wi-Fi) access throughout Chicago's airports (i.e. O'Hare and Midway International).

The Chicago Airport System includes Chicago O'Hare International Airport and Chicago Midway International Airport. They are owned and operated, in cooperation with tenant airlines, by the City of Chicago. The City of Chicago Department of Aviation ("Department") manages and administers the Chicago Airport System, O'Hare and Midway Airports, this RFP, and the contemplated Systems License, on behalf of the City of Chicago.

O'Hare and Midway Airports are, respectively, the world's busiest and the nation's fastest growing airports; they collectively service over 200,000 passengers daily. Additionally, over 1,500 companies, with approximately 60,000 employees, do business at these airports. A significant and growing number of these potential airport Wi-Fi users currently use laptop computers, personal data assistants, and other devices readily compatible with Wi-Fi access. The system addressed in this RFP must provide access for these passengers, these businesses, and operations by a variety of agencies operating in the airport terminals, airfield facilities, and other adjacent airport areas. The Respondent must also be prepared to grow with the Chicago Airport system, by providing adequate and (as required) expanded equipment and user-processing capabilities to address the Airports' expanding geographic, demographic and retail scope. The Wi-Fi system that provides this capability will also, however, provide the Respondent with direct, web-marketing access to this large, mobile, and growing user (and potential user) population, along with the ability to support a significant and growing share of the wireless user market.

O'Hare offers more connections to more cities, more often, than any other airport in the world, and has been voted the "Best Airport in North America" by readers of *Business Traveler International* for five consecutive years (1998 – 2002). Over 160,000 passengers use O'Hare daily. The majority of these passengers/potential Wi-Fi users are business travelers making connections, and waiting for 1-4 hours in airport lounges, concessions, and other terminal areas. Steady, significant expansion of O'Hare's geographic footprint, passenger and operational facilities, passenger volume, and passenger handling capabilities are planned and approved throughout the year 2015,

under the O'Hare Modernization Plan. Additional information on the O'Hare Modernization Plan, and construction in progress, is available at: www.ohare.com.

Midway is America's fastest growing airport. It has enjoyed 10% passenger growth in 2003, and over 30% airline gate growth (from 32 to 43) is projected by June 2004. Over 46,000 passengers use "America's Busiest Square Mile" daily, ranking this compact airport alongside San Diego, Honolulu, and other premier sites. Midway International is scheduled to complete the five year Terminal Development Program in 2004, featuring major improvements and expansion of its layout and passenger-handling capabilities. Further details on this program are available at: www.midwayairport.org.

2. Passenger (Wi-Fi User) Characteristics

It is important to note that the airport environment presents concession operators unique challenges and opportunities that do not exist in a typical shopping center or street retail setting. Following are some of the key factors that shape the shopping, dining and telecommunications use habits of Chicago Airport System passengers and that may affect Wi-Fi operations and utilization:

1. Passengers have limited time to spend in the Airport. Their first consideration is clearing security and locating their departure gate.
2. Facilities must be open 365 days a year with operating hours and staffing levels that support passenger activity at the Airport. Standard operating hours are from 6:00A.M. to 10:00 P.M daily. However, some locations may be required to stay open later, at the sole discretion of the City.
3. Flight delays sometimes occur due to weather conditions and similar events. To accommodate passengers, concession operations must be able to quickly adjust operational capacity (e.g. staying open later, adding additional staff, sufficient inventory levels.). These accommodations, and other operational adjustments, can be expected to drive an increased "telecommunications load," as available communications systems (including Wi-Fi) are taxed to coordinate such shifts in resources, schedules, etc. Additionally, when such delays occur, passenger telecommunications and information requirements increase dramatically, as updated flight information is sought, individual schedules are revised, and passengers' personal/business contacts are notified
4. Passengers often travel across time zones, so arrive with a broad spectrum of information needs, at an equally wide variety of times.

5. To gain better insight into Chicago Airport customer characteristics, the City commissioned a December 1997 survey of O'Hare passengers, which found that:
- Origination and destination passengers (non-connecting) comprise 47.4 percent of total enplaning passengers.
 - Passengers traveling for business purposes represent 50 percent of total enplaning passengers.
 - Approximately 79 percent of passengers make a purchase at the Airport.
 - Approximately 78 percent of O'Hare passengers reside outside the Chicago metropolitan area.
 - Approximately 55 percent of O'Hare passengers are males.
 - The median annual household income of O'Hare passengers is \$76,000 and more than one-third have household incomes in excess of \$100,000.
 - Dwell time is the most significant factor affecting a passenger's likelihood of making a purchase at the Airport. Holding all other factors constant, the longer a passenger stays at the Airport, the more likely he or she is to make a purchase. In 1997, a approximately 42 percent of departing O'Hare passengers arrived at the Airport at least one hour before the scheduled departure of their flight.
 - Midway-specific figures are not available, but should be assumed to be similar, with the exceptions that a significantly greater fraction of these passengers are non-connecting.
 - Dwell time at both airports has increased considerably at both airports, with the advent of post-9/11 TSA screening. As a rule of thumb, passengers at both airports now **typically** arrive at least TWO hours before departure, in accordance with TSA recommendations.
 - Typical dwell time for connecting passengers (the majority of whom are business travelers) at O'Hare is now estimated to be about 4 hours.

3. Airport Operational Considerations

1. Delivery and restocking hours are scheduled by the City so as not to conflict with peak air traffic times. Maintenance and logistics programs must be conducted within the parameters of Airport regulations, while maintaining sufficient "ready service" capability to address emergent service/repair requirements.
2. All items (e.g. tools, spares, equipment) delivered to the terminal areas will be inspected and screened, which is conducted in designated locations.
3. Everyone who works at the Airport is an "ambassador" of the City of Chicago, and the Chicago Airport System. Employee training, courtesy, demeanor and customer service are essential.
4. Any company doing business or operating on the airfield, and/or in airport terminals must be registered, and their employees screened and badged, in accordance with TSA and Department of Aviation regulations. These requirements, and procedures for adherence, are described in detail at: www.ohare.com/badging. These procedures typically require 7-10 days to accomplish, may be initiated upon contract award, and must be met before employees enter terminal areas or the airfield.
5. O'Hare and Midway are non-smoking facilities.

C. Key Business Terms and General Conditions

The following are anticipated to be the general parameters for the Wi-Fi License and Concession Agreement, envisioned in this RFP, to be negotiated with the selected Respondent:

1. Term of License and Concession Agreement

The Term of the License and Concession Agreement will be ten (10) years. The Department expects the selected Respondent to commence Wi-Fi operations, and provide the services described in this RFP, within a maximum of 120 days after execution of this License. The Airport shall have two (2) options, of three (3) years each, to extend the term of the License and Concession Agreement, exercisable at the sole discretion of the Airport.

2. Premises

The selected Respondent will be given a license to use multiple locations, around the Airport, for the installation of antennas and ancillary equipment to conduct the Permitted Use (the "Equipment"). In its Proposal, Tenant will propose the locations, all of which will be subject to the approval of the Department, including, but not limited to, Design Review Committee, Building Inspection and Code Enforcement, Facilities Operations and Maintenance, and Information Technology and Telecommunications.

3. Gross Revenue

For purposes of this RFP, Gross Revenue is defined as all revenue accruing to the Respondent as a direct result of its operation of the Wi-Fi system at O'Hare and Midway International Airports discussed in this RFP. It is anticipated that this revenue will accrue from direct sales, by the Respondent to Airport Wi-Fi users, of wireless Internet Service Provider services, for an agreed (between the Respondent and user) period of time, on a basis not to interfere with other Key Business Terms and General Conditions identified in this RFP. Wi-Fi system acquisition, installation, maintenance and operating cost offsets shall specifically be excluded from Gross Revenue calculations. The Respondent's Proposal should include its specific intended source(s) of Gross Revenue, as well as the procedures, formulae, and methods it proposes to employ in collecting, calculating, projecting, and reporting Gross Revenue.

4. Permitted Use

Design, installation, maintenance, replacement, management, and operation of a Wi-Fi system on Airport property for the sole purpose of providing services to the employees, tenants, passengers and visitors at the Airport, in a manner consistent with all applicable laws, codes and regulations.

5. Rental Structure

The City typically grants Licenses and Concession Agreements wherein licensees pay a percentage of their Gross Revenue, as subject to a Minimum Annual Guarantee (MAG), expressed in dollars. Respondents should structure their proposals in this manner, to facilitate their comparison to those of other Respondents. The actual rental payment and forms thereof shall be subject to negotiation, but shall be generally based upon the greater of:

- (1) Minimum Annual Guarantee, or
- (2) Percentage of gross revenues per annum, to be proposed.

Additional Rent may include: Taxes, costs of Fiber Infrastructure implementation, backhaul networking costs, etc., at the Airport's prevailing rate.

6. Security Deposit Amount

The amount equivalent to one half (1/2) of the first License Year's MAG.

7. Submission and Approval of Plans and Commencement of Operations

No later than 15 days after the Effective Date, the Selected Respondent shall submit to the Department, for its approval, detailed plans of its proposed operations including, at a minimum, the location, number, size and type of antennas; uninterrupted wireless access coverage; floor loads; and telephone and electric conduit and receptacle requirements and any associated wiring, telecommunications, or other equipment.

The Department expects to issue approvals of the plan within 30 days after receipt of the Selected Respondent's final plans. Upon written notice of such approval, the Selected Respondent shall 1) at O'Hare, promptly and diligently undertake the installation of its equipment and other modifications as necessary, so as to commence full operation of the subject concession no later than 75 days after such notice; and 2) at Midway, coordinate with the Department and its program manager to schedule the installation of its equipment and other modifications so as to commence operations to coincide with the various phases of the Terminal Development Project.

8. Expiration of Agreement

At the expiration of the Term the Selected Respondent shall, at its own expense, remove all signage, excluding equipment, and other personal property from the Airports and restore the Premises to its original condition, normal wear and tear excepted, subject to coordination with the City during a reasonable period of transition to a successor concessionaire, if any.

9. Disadvantaged Business Enterprise Participation (DBE) and Non-Discrimination

It is the policy of the City that Disadvantaged Business Enterprises (as certified by the City) shall have the maximum practical opportunity to participate in the competitive process of supplying goods and services to the City as owners, managers and operators of concessions. Respondents are encouraged and urged to make every effort to actively seek DBE participation. A minimum 30 percent DBE participation goal has been established for this RFP. The Respondent may, but is not required, to identify its DBE participants in its submittal. Respondents interested in becoming certified DBEs are strongly urged to begin the certification process at the earliest possible date.

Respondents interested in establishing a partnership with an existing City Certified DBE are encouraged to review a listing of City-certified DBEs available on the City of Chicago's website (www.cityofchicago.org).

Respondents shall not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability or religion.

10. Utilities and General Maintenance of Facilities

Utility Connections: The City shall make available electrical utility connections to the Wi-Fi System. Communications and data connections shall be the sole responsibility of the Respondent. The Selected Respondent may connect into or extend, at its own cost, such utilities in accordance with the plans approved by the Department as well as tenant design standards issued by the Department. All utilities to the Premises shall be separately metered wherever practical.

Utilities: The Selected Respondent will, at its own expense, pay for all utilities necessary in the operation of the concession including telephone data communication (e.g. T1, T3). All charges including, but not limited to, deposits, installation costs, connections charges, meter deposits and all service charges for utility services metered directly to the Premises shall be paid by the selected Respondent.

Maintenance: The Selected Respondent shall keep the System and all equipment and other personal property neat and clean and in good order and operating condition.

11. Accounting Records and Reports

The Selected Respondent shall, no later than the 15th day of each month during the Term of the Agreement, provide to the City: 1) a statement of Gross Revenue (as defined herein) for the preceding month; 2) rent payment in accordance with the Agreement; 3) a summary report of Gross Revenue by

each approved location; and 4) an exception report listing equipment out of service during the preceding month. The Selected Respondent shall maintain separate and accurate records of Gross Revenue in a form acceptable to the City. The Respondent shall identify (in the submitted concept design/business plan) the mechanism and procedures to be employed in collecting, calculating, and reporting Gross Revenues.

12. Insurance Requirements

The Respondent shall maintain throughout the Term of the Agreement insurance coverage for general liability, property damage, workers' compensation, product liability and business automobile liability, all in a form satisfactory to the City, as specified in the Agreement. All insurance policies shall name the City as an additional insured.

13. Public Accommodation Laws

The Agreement will include a provision that the Selected Respondent shall comply fully with applicable laws, regulations and building codes governing non-discrimination in public accommodations and commercial facilities, including without limitation the requirements of the Americans with Disabilities Act of 1990 and all regulations there under.

14. Exclusivity

The City will enter into an exclusive agreement with the selected Respondent, for the provision of Wi-Fi services described in this RFP, for all Airport common use areas not under the direct control of tenant airlines. The precise terms of this arrangement will be determined in the course of negotiation.

15. Form of License

In participating in the selection process for this License, each Respondent will be seeking award of this License to conduct the Permitted Use on the Airport. This RFP describes the proposed business and operational requirements of the License, including the premises, rent, License term, deposits, insurance requirements, nondiscrimination requirements, and other important requirements. Each interested part should carefully review the RFP in preparing its Proposal. The City reserves the right to revise the terms of License during negotiations with Selected Respondent.

16. Other Defined Terms

License

An agreement between the Department and the Respondent, based on the Proposal selected by the Department, in a final form negotiated between the Respondent and the Department, to provide the services described in this RFP.

Minimum Annual Guarantee (MAG)

The minimum annual rent for the above License. Proposed by the Respondent

Public/Private Wi-Fi system

A broadband (802.11 MHz) Wireless High Fidelity (Wi-Fi) system that simultaneously supports access by the public (passenger) and by on-Airport users (Department staff, airline employee, governmental agency employees, etc.). This system shall include mechanisms by which Proposer will manage and implement all applicable security, billing, operational and administrative issues to support multiple such users effectively.

Respondents

Persons or entities that participate in the RFP process for this License.

RFP Submittal

The items to be submitted by each Respondent, to the City, as identified in this RFP.

D. Scope and Requirements of Requested Services

This Request for Proposal is intended to solicit Wi-Fi providers capable of meeting Chicago Airport System requirements for robust, uninterrupted, roaming, reliable, user-friendly wireless communications access for the high volume of passengers, employees, businesses, and operations using (and expected to use) wireless communications devices at Chicago's airports. Respondents may express an interest, and provide any business plan that will meet the criteria outlined in this RFP.

1. Basic WI-FI System License Requirements

The Selected Respondent shall:

- Design, install, implement, operate and maintain an 802.11 wireless high fidelity (Wi-Fi) system capable of providing free, uninterrupted, high-speed service to all users of the Chicago Airport System.
- Expand Wi-Fi service as required to meet changed and/or increased airport/airfield physical dimensions, user (passenger and employee) volume, and/or wireless device use
- Provide equal and fair access to users of other commercial wireless networks
- Plan, provide, operate, and adapt this system in a manner that best supports and promotes Department mission goals of:
 - Best service, safety and security for the traveling public
 - Best telecommunications support to airport, and airport business, operations
 - Cost-effectiveness
- Implement a public / private Wi-Fi system across common use areas of the entire O'Hare/Midway Airport campuses (not just passenger terminal buildings)
- Make operational a Wi-Fi system by 120 days after the effective date.
- Ensure support for continuous Wi-Fi availability and operations, 7 days a week x 24 hours a day x 365 days a year.
- Allow for the private labeling and reselling of part or all of the Wi-Fi system to other Airport tenants or 3rd parties as determined by the Airport.

During the License term, all equipment, including conduit, wires, transmitters, access points, and antennas, and any other infrastructure on the Airport, necessary and appropriate for the Wi-Fi system will be installed, repaired, maintained, replaced, and operated at the Respondent's sole expense. At the expiration or termination of the License, all such equipment shall become Airport property, and shall remain on the premises or, at the Airport's option, be removed by the Respondent at the Respondent's sole expense. The

Department may also, in some cases, require the Respondent to utilize designated, Department-approved City services and/or contractors to effect such connections and/or extensions.

2. Free Public Wireless Access

The Respondent shall provide free, uninterrupted wireless access to users, to the Internet Service Provider of their choosing. It is anticipated that the Respondent shall offer such access in a manner that requires all users to pass through a web page, or similar scheme, controlled by the Respondent, and that the Respondent will be the sole provider (via subscriptions sold online) of paid wireless access, to users that do not have accounts with other providers. It is also anticipated that the Respondent will use such control to market and sell wireless Internet access to users who do not have such access. The Respondent shall not use this control, however, and its associated marketing leverage, in a manner that slows, impedes, restricts or degrades the utility of Wi-Fi capability to ANY user in Chicago's airports, regardless of that user's chosen service provider. The City reserves the right to monitor, and/or challenge, and/or amend the manner by which access to providers other than the Respondent is provided. The Respondent shall identify, in its design concept/business plan, the manner in which wireless Internet access shall be sold to new users (i.e. those who have no other provider), and by which access shall be provided to those users who have purchased access from another provider at the time wireless access in Chicago's Airports is sought.

3. Free Access to Airport Sites

The Respondent shall provide free, uninterrupted wireless access to users, to Airport web sites (e.g. www.ohare.com, www.midwayairport.org, and www.chicagoairports.com). Such free access will be limited to these sites, and linked web pages posted thereon (rather than to the Internet, per se), and will be for the purpose of supporting Airport wireless device (including, but not limited to personal devices, laptops, and Airport kiosks) users in their use of Airport/associated services provided by the Airport, tenant airlines, concession, and associated advertisers, and in promotion of the City of Chicago and its Airports. The precise form and mechanism of such access (e.g. locally available site facsimiles) shall be determined in the course of negotiations, but the Respondent should identify (in its submitted concept design and business plan) how it proposes to provide such access.

4. Web-Based Promotion of Provider (Respondent)

The Respondent may employ its logo(s), and other self-promotion schemes, in the course of providing the services described in this RFP, provided it does so in a manner which does not impede Free Public Access (items 6 and 7, above) or system operation, and in a manner which does support the Department security, passenger service and cost-containment goals described in this RFP. Prior Department approval is required before the Respondent may introduce

into the protocols, procedures and/or web tools used by the traveling public (i.e. users at Chicago's airports) to gain wireless access.

5. Contribution to Airport Effectiveness

The Respondent shall design, install, operate, manage and maintain the wireless system described in this RFP in a manner that promotes and supports airport operations in general, and airport telecommunications efforts in particular. The Respondent shall be encouraged to propose and advance new capabilities, techniques, layouts, etc., provided the Respondent can demonstrate their contribution to (enhancement of) performance of Department missions of passenger service, safety and security, airport/business operations, and overall telecommunications effectiveness in support of these missions. Conversely, the Respondent shall not undertake, and the City reserves the right to prohibit, any measure that would hamper the Department in accomplishment of its assigned mission, and/or in attaining the Department goals described in this RFP.

E. SUBMISSION, SELECTION AND CONTRACTING PROCEDURES

1. Selection Process

An Evaluation Committee, which will include representatives of the Department of Aviation, will review the submittals in accordance with the Evaluation Criteria (Section G). The Committee may recommend to the Commissioner of Aviation certain Respondents for competitive negotiations. The City may choose to enter into discussions or negotiations with one or more of the Respondents and propose an agreement with the Respondent(s) who best meets the City's goals. The City may begin to make selections from the qualified Respondents immediately or may keep proposals on file for future opportunities. The City reserves the right to accept any submittal and/or any part or parts thereof and/or to reject any or all submittals. Further, the City may choose to issue a modified RFP for a more specifically defined, or redefined, Wi-Fi requirement.

2. Consent to Investigation

The City's determination as to whether a Respondent is qualified and responsible will be based on information provided by the Respondent in its submittal, Disclosure Affidavits, interviews (if applicable) and other sources deemed to be valid by the City. A WiFi concession will not be awarded until all investigations of the Respondent's business experience, financial responsibility and character that the City deems necessary are completed. By submitting a submittal to the RFP, the Respondent agrees to permit and cooperate with such investigations.

3. Respondent Interview

A Respondent may be required to attend one or more interviews with the City to discuss specific issues related to its submittal. The City will determine dates and times of such interviews and Respondents will be given notice of such at the appropriate time.

4. Respondent's Costs

All costs incurred by Respondent in preparation of Respondent's submittal (including costs associated with interviews) will be borne by Respondent. The City is not responsible for any costs associated with this proposal submission.

5. Ownership

All submittals and supplementary material will become the property of the City.

6. Award Subject to Approval

Award of concession (License) under this RFP, if any, is subject to the approval of the City Council.

7. Representation by Brokers

The City will not be responsible for any fees, expenses or commissions for brokers or their agents. Communications by or between employees of or consultants to the City and any potential or actual Respondent broker or agent are not to be construed as an agreement to pay, nor will the City pay any such fees, expenses or commissions. Respondent must indemnify and hold the City harmless from any claims, demands, actions or judgments in connection with such broker fees, expenses or commissions.

8. Disclaimer

The information contained in this RFP and attachments hereto is provided to assist prospective Respondents in the preparation of a submittal. The City assumes no responsibility for the use of this information by Respondents and does not guarantee the accuracy of the information.

F. SUBMITTAL REQUIREMENTS

In addition to plans, graphics, business plan, and other descriptions discussed in the preceding sections, the submittal shall include all of the following items and documents organized and tabulated in the following order:

- 1) Cover/Transmittal Letter
- 2) Executed Economic Disclosure Statement (Attachment A)
- 3) Business and Financial References
- 4) Experience and Qualifications Statement
- 5) Financial Statements
- 6) Concept, Design and Business Plan
- 7) Executed Disadvantaged Business Enterprise Forms (Attachments B and C)
- 8) Other Information

1. Cover/Transmittal Letter

Each Respondent must include a cover/transmittal letter signed by an authorized representative of the Respondent. The letter must contain an expression of interest to provide the products and services described in the submittal as well as a return mailing address, and designated contact person, with his/her telephone and fax numbers and e-mail address.

2. Executed Disclosure Affidavits

Respondent must include an executed Economic Disclosure Statement (Affidavit) (Attachment A) that concern the operations and financing of the Respondent's business. Executed disclosures for all proposed partners and sublicensees must also be included.

3. Business and Financial References

The Respondent should list three business references and three financial references related to its business operations during the past three years.

4. Experience and Qualifications Statement

Respondent should explain in detail the number of years and extent of Respondent's Wi-Fi services experience, with special emphasis upon prior experience with the operation and management of such facilities at airports, major transportation centers, shopping centers or other high-traffic/high-volume environments. This section of the submittal should include at least the following information:

- Locations of Wi-Fi networks operated by the Respondent in the prior five years
- Description of Wi-Fi approach/architecture, and equipment used
- Use volume of existing operations, by site, for the past three years
- Photographs and/or graphics showing Respondent Wi-Fi operations in use, showing equipment used/locations, information pathways employed, system architecture, coverage, and use volume.
- Other information that supports Respondent's Wi-Fi services experience.

5. Financial Statements

Provide complete financial statements, including a Balance Sheet, Income Statement and Statement of Cash Flows, prepared in accordance with generally accepted accounting principles, for the current fiscal year-to-date, and the most recent two complete fiscal years. If available, financial statements audited or certified by an independent certified public accountant should be submitted.

6. Concept, Design and Business Plan

Respondent should provide a narrative, and/or graphic description in sufficient detail to clearly define the proposed concept(s). This information should address the following:

- a. Equipment to be used, and its availability
- b. Estimated optimal locations, coverage and capacity of antennas and processors
- c. Concept of system operations; describe how service will be provided, and how revenue will be collected and reported.
- d. Capital improvements and design of facilities; and
- e. Projected annual payments to the City, and their basis, using Gross Revenue formulae described in this RFP;

The Respondent should also include sketches, diagrams, and appropriate renderings of the proposed concept, and photographs of existing comparable facilities operated by the Respondent.

7. Executed Disadvantaged Business Enterprise (DBE) Forms

Respondent must include an executed Affidavit of DBE Goal Implementation Plan (Schedule D in Attachment B) and executed letters of intent from each proposed DBE partner as appropriate (Schedule C in Attachment B).

Additionally, if Respondent is seeking DBE certification, Respondent must complete the Certification Application (Attachment C).

Respondents are strongly urged to begin the certification process at the earliest possible date.

8. Other Information

Respondent should provide any other information that it believes would be helpful in evaluating the Respondent's ability to support the goals and objectives outlined in this RFP.

G. EVALUATION CRITERIA

All submittals will be reviewed and evaluated by the Department. Following evaluation the Department may recommend to the Mayor and City Council one or more Respondents for Award of the subject License. The overriding concern in evaluating Respondents will be that of meeting Departmental mission goals of:

- Providing the best service achievable to the traveling public
- Enhanced telecommunications support to passenger service, safety and security
- Enhanced telecommunications support to airport operations, and to the operations of those doing business with, and within, the Chicago Airport System
- Improved cost-effectiveness of airport operations, and to the operations of those doing business with, and within, the Chicago Airport System

In the above context, the following specific items will be considered in the evaluation of submittals:

1. Experience and Qualifications of Respondent
 - Demonstrated successful WiFi experience in airports, or similar operational environments
 - Technology Compatibility
2. Plan of Action
 - Operations Plan
 - Business Plan
 - Proposed revenue
3. Wi-Fi Concept
 - Ability to meet passenger needs
 - Ability to enhance Airport telecommunications cost-effectiveness
 - Ability to support airport operations, to include:
 - Terminal Concessions
 - Terminal/Airfield Security and Law Enforcement
 - Access Control and surveillance
 - Airfield/aircraft operations
 - Terminal operations

- Ability to provide uninterrupted service
 - Ability to provide high-speed, high volume service
 - Ability to expand/adapt:
 - In response to new construction
 - In response to increased user volume
 - In response to new business opportunities
 - Ability to promote promotion of Chicago's Airports
 - Ability to generate Airport revenue and contribute to Airport cost-effectiveness
 - Schedule by which operational airport systems can be implemented
4. Financial capability of Respondent
 5. Commitment to DBE participation in the operation of the concession
 6. Completeness and comprehensiveness of the response to the RFP.

The City will also consider the past performance of the Respondent, and its constituent individuals or entities as applicable, on other licenses or contracts with the City or other entities in terms of quality of work and compliance with performance schedules. The Department may solicit from other departments of the City, other government agencies or any other available sources, relevant information concerning the Respondent's record of past performance.

Submittals also will be evaluated to ensure compliance with all applicable local, city, state and federal laws, ordinances and statutes. Compliance with the City of Chicago, Transportation Security Administration, and Federal Aviation Administration regulations and requirements including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65 ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Anti-Scofflaw Ordinance (Section 2-92-380 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-415 of the Municipal Code of Chicago); the MacBride Ordinance (Section 2-92-580 of the Municipal Code of Chicago); the Anti-Bribery Ordinance (Section 2-92-320 of the Municipal Code of Chicago); and Americans with Disabilities Act (P.L. 101-336 (1990)).

Attachment A

Economic Disclosure Statement and Affidavit (EDS)

Available as .pdf (online variant)

Or enclosed (hard copy)

Attachment B

Disadvantaged Business Enterprise (DBE) Forms and Special Conditions Regarding
DBE Commitment (Airport Concessions)

Available as .pdf (online variant)
Or enclosed (hard copy)

Attachment C
Certification Application

MBE WBE Certification Application

Please complete the enclosed application in its entirety so that your business can be considered for certification as a Minority (MBE) and/or Women-owned Business Enterprise (WBE). This “universal” application is accepted for use when applying for MBE and/or WBE certification by Cook County, the Metropolitan Water Reclamation District of Greater Chicago and the State of Illinois Central Management Services. NOTE: Each of the listed agencies has its own rules and guidelines for certification. Certification by the City of Chicago does not in any way ensure certification by any other agency.

Please send your application and all supporting documents to:

City of Chicago
Department of Procurement Services
City Hall - Room 403
121 North LaSalle Street
Chicago, IL 60602-1284

If your application is delivered in person, please direct it to Room 403, City Hall.

This attachment includes the following as .pdf documents (online version) or as enclosures (hard copy):

- I. The Certification Application (Schedule “A”)
- II. Chapter 2-92, Article IV of the Chicago Municipal Code, which establishes the MBE/WBE Procurement Program.
- III. City of Chicago Regulations Governing MBE/WBE Certification.
- IV. List of assisting agencies

If you have any questions regarding the certification process, or the City of Chicago's MBE/WBE Program, please contact the City of Chicago Department of Purchasing Certification Information Desk at 312-742-0766, or visit:

www.cityofchicago.org/purchasing