

**WMATA Pre-Proposal Conference (10/23/09)
Questions/Answers and
Attendee List**

| Vendor Questions | WMATA Response |
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| 1. Is November 20 th , 2009, the final date for submission? | Based on the discussion with meeting attendees, the due date for receipt of proposal has been extended to Friday, December 11, 2009. Written questions will be accepted up to November 20, 2009. All WMATA answers will be posted to the web page after that date. The proposals will be presented to the WMATA Board of Directors in January 2010. |
| 2. The last Retail RFP was canceled. What assurances do we have that this RFP will not be cancelled as well; i.e. a selection(s) will be made? | WMATA's Board of Directors has mandated that this solicitation go forward. We anticipate that awards will be made to successful proposers. |
| 3. Can we walk away from a site if the cost of the electrical installation is too high? | Yes. |
| 4. Is there a zoning chart? | Yes. Attachment II to the RFP contains a zoning chart for all Metrorail stations along with descriptions of the zones for many of the jurisdictions. However, proposers are encouraged to contact each jurisdiction for which they propose a retail use to confirm that such use is permitted. |
| 5. The estimated monthly utility cost of \$133 is based on 120 Volts, 12 Amps. If our use requires only 3 Amps, will we still have to pay the costs for 12 Amps? | No . Utility costs will be based on actual usage and the locations will not be sub-metered. |
| 6. If we propose several locations, how much of a proposal fee must be submitted? | Three months rent for each site, but the maximum proposal deposit fee is \$10,000. |
| 7. Are there existing outlets at the stations that we can use? | There are very few available outlets at stations. Therefore, proposers should assume that they will need to bring electricity to their location(s) at their sole cost and expense. In the past, the cost of that installation ranged from \$10,000-\$15,000 per location. |
| 8. Will there be a station to station walk-thru with WMATA personnel to identify possible retail locations? | WMATA personnel will not be available to escort proposers through stations. Proposers are encouraged to visit the stations before submitting their proposals. |
| 9. Is any Food Permitted to be sold? | No food, beverages, water, alcohol or tobacco may be sold. |

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| 10. Do the stations have cell phone coverage? | The locations of the 20 underground WMATA stations with cell phone coverage are posted on the WMATA website as Amendment II. Above-ground WMATA stations may also have existing cell phone coverage. |
| 11. What types of services and/or products are you looking for? | WMATA encourages proposers to provide innovative products and services to our riders which do not duplicate what is currently sold around the stations. |
| 12. What kind of security will WMATA be able to provide the proposers. | Licensee will be required to secure their locations with roll down gates and WMATA may require licensees to install cameras. There are cameras in some stations-but they may not be in the areas where there is room for a retail kiosk. |
| 13. Is the main thrust of the program to give assistance to customers or to make money? | WMATA regards this as a both a customer amenity and a revenue generating program. |
| 14. WMATA has indicated that it is reviewing kiosk designs as well as asking for proposers to provide their own kiosk design, as well. How will the final choice of kiosk design be made? | WMATA is reviewing various kiosk designs in accordance with WMATA design criteria that is included in the Retail RFP. If a Proposer is using a kiosk design at this time, they can propose it as part of this RFP. If you do not have a kiosk design, you do not need to come up with a new design. |
| 15. Where can I place my kiosks within the stations? | Each station is unique. After identification of the successful proposer(s) for each station, WMATA will, work with the proposer(s) to identify kiosk locations at each station. If the proposer is unable to work within that location, they may withdraw their proposal for that location without penalty. There is also a 150 lbs per sq. ft. maximum floor load for each machine/cart/kiosk. |
| 16. After proposal submission, will we be able to make a presentation to WMATA staff? | Yes. Amendment III includes the request form and if you desire a meeting, sign and submit the form with the RFP proposal. WMATA will arrange a time and date for proposer presentations to WMATA's Evaluation Team after all submissions have been reviewed. |
| 17. If more than one proposer requests the same station(s), how will the choice(s) be made for that station(s). | WMATA will decide which tenant mix best satisfies the needs of its customers at each location. |

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| 18. What are the sizes of the currently acceptable kiosks? | WMATA will post current sample kiosk sizes. Kiosks must be made of non-combustible materials; wood is not permitted. |
| 19. How do you define kiosk versus in-line store. | An in-line store is greater than 300 square feet. A kiosk is less than 300 square feet. Due to space constraints, there may not be many sites with 300 square feet of space except outside of stations on sidewalks at suburban stations. 300 square feet triggers the definition of “concession” for fire code purposes and would require sprinklers that are not currently installed in those areas of the stations. |
| 20. Is there a WMATA Kiosk Design Review Team? | Yes, members include WMATA’s Engineering and Arts-in-Transit personnel. |
| 21. How do we bring kiosks and supplies into the stations? | All materials must be able to be transported by existing elevators. The size of the smallest elevator door is 60 inches long by 34 inches wide by 78 inches high. Delivering kiosks by work trains to stations would involve a lift to the mezzanine level and size is limited and cost is a factor. In the past, delivery was attempted for a unit 4’x8’x9’ which was too large to fit onto a work train. Kiosks may need to be assembled within the stations if they do not fit on the elevators. Use of escalators for transporting materials is not permitted. |
| 22. How much does an existing ticket machine weight? | The areas where the ticket machines are located have been reinforced to withstand added loads. Kiosks must exert less than 150 lbs. per square foot. |
| 23. How many stations are underground? | There are 47 underground stations. |
| 24. May we place kiosks at station entrances at street level? | Retail at station entrances may be possible at locations where WMATA owns the land around the station entrance such as at suburban, end-of-line stations. The RFP states that WMATA does not own much property at street level at stations in the Central Business District of the District of Columbia. Retail uses must conform to local zoning and land use regulations and not interfere with proposed Transit Oriented Development projects. |
| 25. Is retail permitted on the platforms? | Retail is not permitted on the platforms at any station. |
| 27. Will we be provided with a list of the WMATA pre-proposal attendees? | The list of attendees is provided at the end of this document. |

**RETAIL RFP PRE-PROPOSAL CONFERENCE OCTOBER 23, 2009
ATTENDEE LIST**

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