



ADDENDUM #1

**CITY OF SPRINGFIELD, MISSOURI
SPRINGFIELD-BRANSON NATIONAL AIRPORT
REQUEST FOR PROPOSAL #001-2025**

Attention: Joy Latimer, Legal Counsel

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Phone: (417) 868-0500

RFP Due Date: July 18, 2025 3:00 P.M.

**Springfield-Branson National Airport Administrative Offices
2300 N. Airport Blvd, Suite 100
Springfield, MO 65802**

The Request for Proposal specified above is hereby amended and revised as described below. **This addendum must be acknowledged on the Affidavit of Compliance provided in the bid documents.**

DESCRIPTION

AIRPORT TERMINAL COFFEE CONCESSION

- 1. Change:** PART I: DESCRIPTION OF PROJECT AND SERVICES REQUIRED. 4.1 Timeline has been updated:

June 2	RFP posted
June 13	Pre-proposal meeting, 2 p.m. in the Airport Board Room, 2300 N. Airport Blvd.
June 13-27	Interested parties can tour (must be scheduled through airport admin)
July 7	Questions due from proposers
July 11	SGF deadline to answer questions
July 18	RFP due
July 21-25	Board rep and SGF staff to review and determine interviews
Week of July 28	Interviews
August 21	Board meeting (may update board in closed session; not likely to award contract yet)
TBD	Award of contract (based upon date of board meeting)

- 2. Change:** FORM NO. 3: LIST OF EXPERIENCE AND REFERENCES. The numbering has been corrected:

3.1 Information on Experience and References:

- 3.1.1 Summarize the experience of your firm related to the scope of work specified here.
- 3.1.2 Describe your experience and methodology for setting up a coffee shop.
- 3.1.3 Provide any additional information regarding your firm's experience and capabilities that you feel would be important to this engagement.
- 3.1.4 If applicable (meaning Proposer has operated a coffee business within another party's property), provide three client references for which work comparable to the work proposed herein was performed. Please provide a brief description including the date of the work performed, the name, title, email address and telephone number of the person to be contacted.

3. **Change:** FORM NO. 6: PROPOSED REVENUE SHARING. The following has been added:

The minimum investment for the existing location is \$25,000.

Please provide your proposed investment. *Provide detail as to the amount to be spent on different categories, i.e. coffee equipment, upgrade/replacement of buildout, etc.:*

Proposers are not required to submit a proposal for the location on the public side of the terminal

If you are including the new location in your proposal, please provide your proposed investment. *Please provide detail as to the amount to be spent on different categories, i.e. coffee equipment, buildout, etc.:*

4. Additional documents:

[Presentation Slides from Public Meeting](#)

[Building Design Plans for Existing Location](#)

[Building Design Plans for Second Location](#)