



**SEATTLE-TACOMA INTERNATIONAL AIRPORT  
REQUEST FOR INFORMATION  
FOR THE MANAGEMENT AND OPERATION OF**

**SEA SPARKS RFI 26-6  
RETAIL INCUBATOR  
KIOSK PROGRAM**

**Responses are due to the Port of Seattle  
no later than Thursday, March 19, 2026, by  
3:00 PM (Pacific Time)**

**Point of Contact:**  
Mr. James Belle, Program Manager

Email: [adrrfp@portseattle.org](mailto:adrrfp@portseattle.org)

## TABLE OF CONTENTS

<b>SECTION 1: INTRODUCTION .....</b>	<b>3</b>
<b>SECTION 2: RFI QUESTIONS – PLEASE ANSWER ALL QUESTIONS.....</b>	<b>7</b>
<b>SECTION 3: SUBMISSION REQUIREMENTS .....</b>	<b>8</b>
<b>SECTION 4: ADDITIONAL INFORMATION .....</b>	<b>9</b>
<b>SECTION 5: PUBLIC DISCLOSURE.....</b>	<b>10</b>
<b>SECTION 6: FORM A.3 PROPOSER INFORMATION FORM .....</b>	<b>11</b>
<b>SECTION 7: ATTACHMENTS.....</b>	<b>13</b>
<b>SECTION 8: SAMPLE LEASE &amp; CONCESSION AGREEMENT.....</b>	<b>17</b>

## RFI 26-6 OPPORTUNITY TIMELINE

ACTIVITY	TARGET DATE	DESCRIPTION
RFI Announcement	February 19	RFI 26-6 Opens
<a href="#">Informational Webinar</a>	March 9	RFI 26-6 Informational Webinar
RFI Proposals Due	March 19	RFI 26-6 Closes at 3:00 PM Pacific
Interviews	March 20 & 23	ADR will host Teams interviews
Proposal Selections	March 24	ADR will notify successful Proposers
Lease Execution	April 15	Proposers must sign leases by April 15
Concepts Launch	May / Jun	Operations must begin by May / Jun

## SECTION 1: INTRODUCTION

The Port of Seattle (Port) is seeking information from all qualified business entities that have expressed a desire to manage and operate dining and retail locations at Seattle-Tacoma International Airport (“SEA” or “the Airport”).

Currently, the Port has **SIX (6)** short-term specialty retail incubator kiosk leasing opportunities at SEA, five (5) in the Concourse C Expansion (CCE) project, and one (1) in Concourse A.

SEA Sparks is a limited-term small business economic development program that lowers barriers, reduces costs, and simplifies complexity for startup, mid-stage, and emerging artisans, brands, and concepts. These businesses play integral roles in increasing SEA retail program’s cultural diversity and value proposition. The program emphasizes the phrase, *limited term*, to distinguish incubator opportunities from longer-term inline SEA Airport Dining and Retail (ADR) concessions.

The program operates 23 opportunities across five categories, including Kick Starter, Convenience Vending, Specialty Retail Incubator, Specialty Retail Accelerator, and Quick Service Restaurant (QSR) Kitchens. The chart below depicts categories, total number of spaces, and minimum and maximum occupancy terms. The yellow cells indicate the category and spaces available for RFI 26-6.

Category	Total # of Spaces	Initial Term	Max Term
Kick-Starter Kiosk	1	Six Months	One Year
Specialty Retail Incubator Kiosks	8 (6 for RFI 26-6)	One Year	Two Years
Specialty Vending	6	One Year	Two Years
Food & Beverage	4	Two Years	Three Years
Specialty Retail Accelerator Kiosks	4	Three Years	Five Years

The Port is announcing and publicizing this Request for Information (RFI) **RFI 26-6** to solicit responses from qualified micro concepts and small businesses that have expressed a desire to manage and operate retail locations at SEA.

**RFI 26-6 announces six (6) specialty retail incubator kiosk opportunities.** Please review the qualifications, opportunity overview, addendum, terms and conditions, and submittal instructions below.

## **Eligibility Qualifications:**

- ◆ Small Business Enterprises as defined by the Small Business Administration with two (2) years of experience by owners or operators. Experience can be combined.
- ◆ Prior SEA ADR tenants and concessionaires are not eligible to participate.

## **Opportunity Overview:**

- ◆ **Five (5) Specialty Retail Incubator Kiosks in Concourse C Expansion (CCE)**
  - *CCE Kiosk CC-36 is excluded from RFI 26-6, as it is leased*
- ◆ **One (1) Specialty Retail Incubator Kiosk in Concourse A (CA-23, 144 SF)**
- ◆ For this RFI (26-06), the Specialty Retail category excludes convenience foods and beverages ready for immediate consumption (water, coffee, snacks, sandwiches, salads, soups, etc.) and requiring temperature controls for safety (TCS).
- ◆ Confectionary items may include pre-packaged bulk or loose candy, cookies, and other confections, products, and merchandise as approved by the Port.
- ◆ Proposers may submit a maximum of one (1) concept per kiosk.
- ◆ Proposers will be notified of location(s) following selection by ADR personnel.
- ◆ If there are questions about acceptable products, email: [adrrfp@portseattle.org](mailto:adrrfp@portseattle.org)
- ◆ **These opportunities will be available at SEA during April and May 2026.**
- ◆ Proposers will be responsible for supplying personnel, products, and point of sale systems.
- ◆ Proposers will be required to obtain Airport Security Badges for all employees at the company's cost. Each kiosk has lockable cabinets, but additional storage will not be available.
- ◆ These are Port-owned kiosks and may not be modified or reconfigured.
- ◆ All signage and graphics must be approved by the Port.

## **Terms & Conditions**

The purpose of RFI 26-6 is to solicit information from qualified Proposers regarding the operation of a limited-term **SEA Sparks Incubator** kiosk in the Concourse C Expansion (CCE) or Concourse A at Seattle-Tacoma International Airport (SEA).

Each **SEA Sparks** kiosk serves as a platform for startup artisans and emerging retail concepts to showcase and sell permissible consumer-packaged goods (CPG), fast-moving consumer products (FMCP), and retail merchandise. This RFI is exploratory and does not constitute a solicitation of proposals for longer-term, inline ADR opportunities.

ADR and the SEA Sparks program are seeking retail concepts that:

- Can fulfill limited-term airport incubator tenancy (min term 1-year, max term 2-years)
- Showcase artisan-produced confectionary and premium-quality consumer merchandise
- Source, display, and sell consumer packaged goods suitable for SEA global customers
- Can comply with all SEA Airport safety and security rules and ADR operating requirements

### Retail Merchandise

All incubator kiosks are Port-owned and will accommodate **retail merchandise only**, such as:

- Apparel and accessories, including gifts and souvenirs
- Personal care items, such as electronics and travel essentials
- Artisanal or locally crafted goods, such as jewelry, keychains, etc.
- Pre-packaged, hermetically sealed, and non-perishable foods & beverages

#### *Exclusion of Potentially Hazardous Foods (PHF) and Automated Vending Machines (Automats)*

To ensure compliance with SEA Airport and public health and safety regulations, products and merchandise **must not include alcoholic beverages or potentially hazardous foods. For RFI 26-6, cookies and alcoholic beverages are not allowed.**

These products and services are also excluded (this list is not exhaustive):

- *Open or unpackaged food and beverage products (for immediate consumption)*
- *Perishable goods or items requiring special handling (e.g., refrigeration or heating)*
- *Automated vending machines or self-service dispensers (e.g., coffee, tea, or snacks)*
- *Any food items that require temperature control for safety (e.g., dairy, meats, seafood)*
- *Any food preparation or sampling activities (any product requiring a public health license)*

Commercially packaged, shelf-stable, and non-perishable foods, snacks, and beverages may be considered only if they meet ADR guidelines, do not require special handling, do not pose risk to public health, or require a public health license or permit.

***The Port, at its sole discretion, reserves the right to reject any merchandise or food products.***

### Intellectual Property

- Businesses retain ownership of their recipes and branding.
- Any co-developed materials (e.g., marketing assets) may be shared with SEA Sparks and the Port for promotional use.

### **Confidentiality**

- All proprietary business information shared during the RFI process will be kept confidential.

### **Early Termination Clause**

- The SEA Sparks program allows early termination of a contract with 30-day notice, without penalty, as detailed in the SEA Sparks Lease & Concessions Agreement.

## **Summary of Business Terms**

- ◆ Must be able to operate at least 14 hours per day and 365 days per year
- ◆ Participants will pay 10-percent (10%) of gross monthly sales as rent
- ◆ Required \$2,500.00 security deposit (two thousand five hundred dollars)
- ◆ Must obtain property and liability insurance, coverage specified by the Port and ADR
- ◆ Each employee must possess an Airport ID Badge (requiring FBI fingerprint background check and TSA security threat assessment)
- ◆ Lease Term: 12 months with options of 2 six-month extensions for a total term of no longer than 24 months
- ◆ To qualify for extension, business must generate revenue exceeding \$6,000 per month or demonstrate reasonable progress to this threshold at 9- and 18-month intervals.

## **SUBMISSION INFORMATION:**

- ◆ The application period will end on March 19, 2026, at 3:00 PM.
- ◆ **Email Requested Information to: [adrrfp@portseattle.org](mailto:adrrfp@portseattle.org)**
- ◆ The Port may seek additional information either in writing or via in-person interview with selected Proposers.

## **SECTION 2: RFI QUESTIONS – PLEASE ANSWER ALL QUESTIONS**

Please provide detailed responses to each of the following questions:

### **Company and Financial Information:**

1. All Proposers must submit Form A.3
2. Full Contact Information - Including your full name, company name, street address, city, state, and zip code, phone number, and email address
3. Explain how your experience meets or exceeds the experience listed in Minimum Requirements.
4. Provide evidence that you have or can obtain a cash Security Deposit in the amount of Two Thousand Five Hundred and 00/100 (\$2,500.00) Dollars.
5. Provide a copy of your balance sheet and profit and loss statement for calendar years 2024 and 2025, if available.

### **Product/Concept Information:**

1. Proposed Store Name and description of concept
2. Rationale for selecting the SEA Airport market
3. Explain why you believe the concept will be successful at SEA
4. Provide a list of merchandise to be displayed and sold with proposed pricing
5. Include a first-year pro-forma (itemized budget with projected revenue and costs)

## **SECTION 3: SUBMISSION REQUIREMENTS**

**Responses shall be submitted to the Port of Seattle as instructed below, no later than 3:00 PM, Pacific Time, March 19, 2026.**

- 3.1 All pages shall be consolidated into a word searchable **single PDF file format**.
- 3.2 Electronic Submission Requirements: PDF must be no larger than 300 MB.
- 3.3 Responses may be emailed on or before March 19, 2026, 3:00 PM Pacific, to Mr. James Belle, ADR Program Manager, at [belle.j@portseattle.org](mailto:belle.j@portseattle.org), with subject line: **SEA SPARKS Incubator Kiosk RFI 26-6**.
- 3.4 Responses may also be hand delivered on a USB or Flash Drive on or before March 19, 2026, 3:00 PM Pacific, with subject line: **SEA SPARKS Incubator Kiosk RFI 26-6**, to SEA Airport Office Building, Conference Center Reception Desk, on the Mezzanine Level above TSA Security Checkpoint 2.
- 3.5 All questions regarding **SEA SPARKS Incubator Kiosk RFI 26-6** must be emailed to [adrrfp@portseattle.org](mailto:adrrfp@portseattle.org). All questions submitted via other media (phone calls or person-to-person interaction) will not be considered or answered.

## **SECTION 4: ADDITIONAL INFORMATION**

The Port of Seattle is not required (under federal or state law) to solicit responses or to follow any competitive selection process for any Airport concession. This RFI and any actions taken by the Port, whether consistent with this RFI or not, are intended solely for the Port to determine whether it will engage an entity to provide retail services within the **SEA Sparks** Incubator Accelerator program at the Airport.

Any information provided to the Port in response to this RFI or otherwise is being sought by the Port for informational purposes only and does not in any way constitute a request for bid or proposal. Information provided shall not be construed as an offer, bid, proposal, or award.

After reviewing responses to this RFI, the Port, in its sole discretion, reserves the right (but is not required):

- (a) to contact any entity that provided a response (“Respondent”), any subset of Respondents, or all Respondents to seek additional information or clarification;
- (b) to enter negotiations with one or more Respondent(s);
- (c) to enter negotiations with one or more entities that did not respond to this RFI to;
- (d) to competitively procure an entity to provide retail services for the **SEA Sparks** Incubator Accelerator program at the Airport;
- (e) to not engage any entity to provide **SEA Sparks** program at the Airport;
- (f) to utilize any combination and/or variation of any or all the above; or
- (g) to take any other or different action regarding **SEA Sparks** program at the Airport that the Port determines to be in the Port’s best interest.

Responding to this RFI creates no contractual rights or duties. Failure by the Port to choose any Respondent with which to negotiate does not give rise to any cause of action, including but not limited to damage for preparation costs should the Respondent not be considered or chosen for any reason whatsoever.

*This RFI may contain hyperlinks or digital references that allow Proposers to navigate from the RFI 26-6 document to another document by mouse clicking or tapping on the link. Links are written in a **different color** and will be **underlined**. To activate, hover your mouse over the link, then either “Control + Click”, or “Click”.*

## **SECTION 5: PUBLIC DISCLOSURE**

As a public agency, the Port is subject to the Washington State Public Records Act (“PRA”), Chapter 42.56, Revised Code of Washington (RCW). During or after all recent Concession solicitations, the Port received PRA requests for copies of all responses that were submitted in response to the solicitations. The Port anticipates similar requests for responses that are submitted in response to this RFI.

When the Port receives PRA requests for copies of responses, the Port must provide copies of the responses, unless there is an applicable statutory exemption. The Port will only withhold or redact those portions of responses for which a statutory exemption is identified by Port staff and asserted by the Respondent.

***Respondents are strongly encouraged to refrain from including any information in their RFI responses that they believe to be confidential and/or proprietary, and that would be statutorily exempt from disclosure pursuant to a public records request. Further, to the extent a Respondent believes any portion of its response is exempt from public disclosure, it must clearly label only such exempt portion of its response as “CONFIDENTIAL” and/or “PROPRIETARY.”***

If the Port receives a public records request that includes any portion of a response that is labeled “CONFIDENTIAL” and/or “PROPRIETARY” the Port will notify the submitting Respondent of any such request so that the Respondent can seek (at Respondent’s sole cost and expense) an injunction consistent with the procedures outlined in Chapter 42.56 RCW. In no event shall the Port be liable to Respondent for disclosure of Respondent’s information the Port deems disclosable under Chapter 42.56 RCW.

## **END OF REQUEST FOR INFORMATION 26-6 DOCUMENT**

## **SECTION 6: PROPOSER INFORMATION FORM**

### **FORM A.3 PROPOSER INFORMATION FORM**

Company Legal Name (Exactly as it appears in the Agreement)

Name and Title (of individual authorized to execute the Agreement on behalf of proposer)

Agreement Mailing Address              City              State              Zip

Telephone Number              Email

Will you execute an Agreement in substantially the same form as the draft provided with the RFI?

Yes              No   

If no, please state desired changes:

Please provide the names, addresses, and telephone numbers of at least two (2) credit references, including at least one (1) banking reference.

**Credit Reference No. 1:**

Company Name and Address

Contact Name, Title, and Telephone Number

**Credit Reference No. 2:**

Company Name and Address

Contact Name, Title, and Telephone Number

**Banking Reference:**

Company Name and Address

Contact Name, Title, and Telephone Number



## ATTACHMENT A

### Statement of Values, Standards, and Expectations for Third Parties

As part of the Port of Seattle's ongoing commitment to excellence and ethical practices, this document outlines the values and compliance standards that will be integral to all contracts executed by our organization. The Port of Seattle's goal is to partner with Contractors, Consultants, and Suppliers who uphold the highest standards in human health, safety, environmental responsibility, and social equity.

The Port has joined with the Associated General Contractors of America and AGC of Washington in its [Culture of CARE initiative](#). The Port is also committed to combatting and eliminating human trafficking. [Learn more](#) about how to educate your workforce on anti-human trafficking efforts.

In line with the Port values and Standards, we are dedicated to the following:

**Environmental Responsibility:** Commitment to adhering to all relevant environmental laws and regulations, ensuring the protection of human health, safety, and the environment.

**Worker Safety:** Compliance with all occupational safety and health regulations, ensuring a safe working environment for all employees.

**Labor Laws:** Adherence to all state and federal labor laws, including wage payment and minimum wage laws, ensuring fair treatment and compensation for all workers.

**Anti-Discrimination:** Compliance to all anti-discrimination laws and regulations, fostering an inclusive and respectful workplace.

**Anti-Human Trafficking:** Compliance with the Trafficking Victims Protection Act, ensuring that our operations are free from any form of human trafficking.

The Port's values are also encapsulated in its [RAISE framework](#), guiding any actions that we take.

**Respect-** We uphold the dignity and value of every person.

**Anti-racism and Equity-** We commit to dismantling institutional racism and ensuring equitable opportunities for all.

**Integrity-** We are honest, accountable, and ethical in all our dealings.

**Stewardship-** We honor and care for the resources entrusted to us for the benefit of future generations.

**Excellence-** We promote excellence through continuous improvement and innovation.

By integrating these commitments and values into every contract, the Port of Seattle aims to create a work environment that is safe, fair, and respectful for all, while also striving for excellence and sustainability.

By submission of a Proposal, the Proposer certifies they will comply with all local, state, federal, and other laws, rules, regulations, and other requirements applicable to its operations, including those relating to environmental responsibility, worker safety, labor, anti-discrimination, and anti-human trafficking. The Proposer is also acknowledging that it will adhere to the Values and Standards of the Port of Seattle.

## ATTACHMENT B

### **Addendum to SEA Sparks Request for Information (RFI) 26-6**

#### **Purpose**

The purpose of this RFI is to solicit information from qualified vendors regarding the operation of a limited-term SEA Sparks incubator kiosks in Concourse C Expansion (CCE) and Concourse A at Seattle-Tacoma International Airport (SEA). The kiosks will serve as sales platforms for startup artisans and emerging retail concepts to display and sell permissible consumer-packaged goods (CPG) and fast-moving consumer products (FMCP). This RFI is exploratory and does not constitute a solicitation for proposals for long-term, inline Airport Dining & Retail (ADR) concessions.

#### **Scope of Interest**

ADR is seeking incubator retail concepts that:

- Can fulfill limited-term airport incubator tenancy (min term 1-year, max term 2-years)
- Showcase artisan-produced confectionary and premium quality consumer merchandise
- Source, display, and sell consumer packaged goods suitable for the SEA environment
- Can comply with all SEA Airport safety and security rules and ADR operating requirements

#### **Retail Merchandise Focus**

Incubator kiosks are Port-owned and accommodate retail merchandise only, as listed below:

- Apparel and accessories, including gifts and souvenirs
- Personal care items, such as electronics and travel essentials
- Artisanal or locally crafted goods, such as jewelry, keychains, etc.
- Pre-packaged, hermetically sealed, and non-perishable foods & beverages

#### ***Exclusion of Potentially Hazardous Foods (PHF) and Automated Vending Machines (Automats)***

To ensure compliance with SEA Airport and public health and safety regulations, merchandise and products **must not include alcohol or cookies**, or any products and services listed below:

- *Open or unpackaged food and beverage products (for immediate consumption)*
- *Perishable goods or items requiring special handling (e.g., refrigeration or heating)*
- *Automated vending machines or self-service dispensers (e.g., coffee, tea, or snacks)*
- *Any food items that require temperature control for safety (e.g., dairy, meats, seafood)*
- *Any food preparation or sampling activities (any product requiring a public health license)*

*Commercially packaged and shelf-stable snacks and beverages may be considered only if they meet ADR guidelines, do not require special handling or a public health license or permit.*

## ATTACHMENT C

### SEA Sparks CCE Space Layout

(Control + Click to open)



Concourse A Modular Kiosk Design #4 (CA-23, ~150 SF)



Concourse C Expansion Hybrid Kiosk 507 SF



Concourse C Expansion Hybrid Kiosk 336 SF

## **ATTACHMENT D**

### **Sample ADR Lease & Concession Agreement**