



Addendum No. Five

Date: January 27, 2022

RFP No: FY22-805-25 Parking and Ground Transportation Management Services

This Addendum # 5 to Request for Proposal for Parking and Ground Transportation Management Services contains the following clarifications and changes to the RFP document:

- Responses to questions submitted in writing
- Attachment 1 – Snow Removal Map

Question 1:

Would the airport consider accepting electronic copies of the proposal?

Response:

Proposals must be submitted pursuant to the requirements of Section 2.3 of the RFP. If a Respondent wishes to submit an electronic version of the Proposal as well, they may do so by sending it to Procurement@flymanchester.com.

Question 2:

Does Airport's ACDBE objective of 7.5%, per section 1.10 on page 15, equal 7.5% of all parking revenue collected by operator or 7.5% of all of the operator's expenditures?

Response:

Please see the response to Question 9 in Addendum # 3.

Question 3:

What type and manufacturer of Parking Access and Revenue Control System (PARCS) is currently in place?

Response:

The current system is Amano McGann iParc Professional Build 19.

Question 4:

What year was the PARCS installed and updated?

Response:

The hardware was installed mid to late 1990's, and the software (Build 19) was installed in September 2020

Question 5:

Please provide a three-year history of all employee work hours and wages?

Response:

<i>Fiscal Year</i>	<i>Total Salaries and Wages</i>
2019	\$1,227,725.86
2020	\$1,081,228.85
2021	\$435,510.81

Question 6:

Please provide a three-year history of all expenses related to the parking operation.

Response:

<i>Fiscal Year</i>	<i>Total Operating Expenses</i>
2019	\$2,298,668.96
2020	\$2,060,323.91
2021	\$973,003.12

Question 7:

Please provide a three-year history of all expenses related to the parking physical facilities.

Response:

For fiscal years 2018, 2019, and 2021 the Airport provided an annual infrastructure investment of \$1,000,000.00.

Question 8:

Please provide the past three years of parking and staffing budgets.

Response:

<i>Fiscal Year</i>	<i>Total Operating Expenses –Budget</i>
2019	\$2,459,854.92
2020	\$2,484,454.35
2021	\$1,000,000.00

Question 9:

Is the current staff under collective bargaining agreement? If so, does the Airport need to approve that agreement? Please provide a current copy of CBA or union agreement for employees.

Response:

There is a CBA in place between the current contractor and the union that does not require Airport approval.

Question 10:

Please provide a draft contract.

Response:

See draft service agreement provided in Addendum #4.

Question 11:

What insurance is the Airport requiring?

Response:

See draft contract provided in Addendum #4.

Question 12:

What bonding levels and types is the Airport requiring (performance, fidelity, etc.)?

Response:

See response to Questions 20 & 21 provided in Addendum #3.

Question 13:

Is the Airport requiring a proposal bond as part of the proposal process?

Response:

See response to Questions 20 provided in Addendum #3.

Question 14:

Is shuttle service required in the operations? If so, does the Airport provide the shuttle vehicles?

Response: Yes, shuttle service is required when Lot-C is in operation. The Airport does not own any shuttle vehicles.

Question 15:

Are there any service/utility vehicles part of the parking operation? If so, does the Airport provide the vehicles?

Response:

See response to Questions 28 provided in Addendum #3.

Question 16:

Is a budget required to be submitted as part of the proposal?

Response:

All required information to be included in the proposal has been defined in the RFP.

Question 17:

Please provide a copy of the parking operator's current contract.

Response:

The CONTRACTOR will be operating under a new model unrelated to the current operator's agreement. Please see sample service agreement provided in Addendum #4.

Question 18:

Minimum staffing levels are required but if we have a suggestion on a more technically advanced management solutions for the operation can we propose alternate minimums?

Response:

Yes.

Question 19:

Please provide annual enplanements.

Response:

See slide # 10 provided in the pre-proposal presentation.

Question 20:

Please clarify which expenses are operators and which expenses are reimbursed or handled by the Airport. Please clarify whose responsibility to perform and what is considered Capital Maintenance?

Response:

See response to Question 14 provided in Addendum # 3.

Question 21:

Credit/debit card processing is not to exceed 2.5%. EMV card processing requires an additional Gateway in order to process credit cards. EMV card processing provides better security and protection against chargebacks and would be highly recommended. There are additional fees associate with this that could exceed the 2.5% cap. Will these additional fees be allowed to be reimbursed or will the Airport consider raising the cap? We understand that the operator will provide the processing, but will that expense be deducted prior to calculation of the management fee?

Response:

The Airport may consider raising the cap. See response to Question 22 provided in Addendum # 3.

Question 22:

Please provide a map depicting the outline of all snow removal responsibilities. Are sidewalks included in the snow removal responsibilities or just parking surfaces?

Response:

See Attachment – 1 to this Addendum. Snow removal responsibilities include sidewalks within Lot-A, interior of garage, and cross-over slabs to stair towers.

Question 23:

Who has the option for the two 5-year extensions? Operator, Airport, or mutually agreed upon?

Response:

See sample Service Agreement provided in Addendum # 4.

Question 24:

Under the two proposed management fee methods, does the operator pay for the equipment or is this paid for/reimbursed by the Airport?

Response:

See response to Question 14 provided in Addendum # 3.

Question 25:

Please provide the current parking management agreement and any amendments.

Response:

The CONTRACTOR will be operating under a new model unrelated to the current operator's agreement. Please see sample service agreement provided in Addendum #4.

Question 26:

Should Lot C, front side double entrance equipment be included in the replacement quote?

Response:

See response to Question 3 provided in Addendum # 3.

Question 27:

Will the airport provide operator with use of any vehicles? If so, please define.

Response:

See response to Question 28 provided in Addendum # 3.

Question 28:

If the Airport desires to start valet service, will it be negotiated under a separate agreement? It will have a significant impact on operational expenses so knowing if/when it will start has a major impact on the management fee percentage.

Response:

See response to Question 23, 24, & 25 provided in Addendum # 3.

Question 29:

Is the operator responsible for billing for the Amazon contract and is this considered part of the Gross Revenue for the management fee calculation?

Response:

No.

Question 30:

Is the operator responsible for issuing and billing of the Taxis/Buses/Limos/Shuttles/TNC's?

Response:

No.

Question 31:

Please clarify: “Seal blacktop and stripe every lot starting with June 2022-is this to be 2023? And will this expense be reimbursed?”

Response:

See response to Question 29 provided in Addendum # 3. The expense should be captured in the Management Fee and is not reimbursable.

Question 32:

Please provide a copy of the most recent parking operations budget and staffing schedules.

Response:

The operating budget is provided in the response to question 6 of this Addendum. Sample staffing schedules were provided in the RFP.

Question 33:

Could the airport provide a list of all ACDBE companies currently operating at the airport?

Response:

The following companies are those currently operating at the Airport that have ACDBE participation:

- Avis Budget Group, Inc.
- Enterprise Holdings, Inc.
- Hertz Car Rental
- Host International, Inc.
- Hudson Group

Question 34:

Does the airport own a sweeper and/or scrubber that would be used by the operator?

Response:

No.

Question 35:

Please provide the number of light poles in the operation which will need to be repaired or replaced? And the past 3 years expenses associated with the maintenance of the lighting system. Should the operator include this expense in the management fee or will it be reimbursed?

Response:

The lighting in the parking lots are LED Elumnen LED SL fixtures. The last three years average expense for these fixtures has been approximately \$1,800 per year.

Number of light poles within the lot areas:

Lot-A – 6 poles with twin heads

Lot-C – 55 poles with twin heads

Garage (6ht floor) – 26 poles with twin heads

Question 36:

Please provide copies of any engineer studies that have been completed on the Garage over the past two years. Is there currently a facility inspection report (CAMP – Capital Asset Management Program report) available of the entire facility for the operator to assess the needed maintenance requirement covering plumbing, light fixtures, asphalt, and painted surfaces.

Response:

See response to Question 18 provided in Addendum # 3.

Question 37:

Who is responsible for the annual elevator and escalator maintenance and inspections? Are the lobby areas the responsibility of the operator or the Airport?

Response:

The airport will maintain the elevators and escalators. The lobby areas adjacent to the elevators in levels 2-6 and the stairwells will fall under the responsibility of the operator.

Question 38:

Can the airport provide a map outlining the operator’s responsibility for landscaping?

Response:

Per Section D1.d Landscaping, the operator is responsible for removing trash and debris from the landscaping around the garage. Landscaping functions are the responsibility of the Airport.

Question 39:

Is the operator responsible for the repair and replacement of any “Emergency Call Station and blue light” that are not functioning, or do they just report the outage to the airport?

Response:

It will be the responsibility of the operator to report any outages to the Airport.

Question 40:

Will the Parking Manager be the Merchant of Record for credit card processing?

Response:

Yes.

Question 41:

Please clarify how credit card processing fees will be accounted for. Will the City reimburse the Parking Manager for credit card processing fees? Will credit card processing fees be deducted from gross revenues prior to calculation of the management fee?

Response:

See response to Question 22 provided in Addendum # 3.

Question 42:

Will Parking Manager be required to provide capital improvements for the Valet operation including installation of a booth to house valet attendants, keys and equipment?

Response:

Yes.

Question 43:

When should Proponents assume Valet service will start for purposes of determining Year 1 Proposed Management Fee?

Response:

See response to Question 23 provided in Addendum # 3.

Question 44:

Can the City provide the anticipated parking rates for new Valet Service, or will the Parking Manager have the ability to set the rates?

Response:

See response to Question 24 provided in Addendum # 3.

Question 45:

Should Proponents assume the C-Lot will be open and operational from the start of the agreement and the successful Proponent will be required to provide all labor and equipment necessary to operate the C-Lot at its expense including providing shuttle buses? If not, please provide the anticipated start date to help Proponents determine their Year 1 Proposed Management Fee.

Response:

Respondent should assume Lot-C to be operational starting July 1, 2022. The Airport and successful operator will negotiate a starting date.

Question 46:

Please describe the minimum shuttle service levels the City would require for operation of the C-Lot.

Response:

Minimum bus operation of one bus from 3:30am until thirty minutes after the last commercial airline operation. Proposed alternatives may be considered.

Question 47:

Please describe how the successful proponent will handle snow removal on the upper level of the garage if dumping is not permitted. Does the City intend to provide snow-melting equipment?

Response:

No, the City will not to provide snow melting equipment. The Respondent needs to provide the means and methods for snow removal.

Question 48:

How will management fees for the option years be determined?

Response:

The management fee shall be determined per Section 1.9 of the RFP.

Question 49:

Will Parking Manager be required to replace the revenue control system or any other equipment during the option period(s)?

Response:

Yes.

Question 50:

How often will parking rates be adjusted/increased? Will Operator have any control over parking rates?

Response:

The frequency of adjustments to parking rates is not currently determined. The contractor will not have control over the parking rates but may make recommendations.

Question 51:

Will Operator be required to provide service vehicles, sweeper(s), other? If so, is there a specific number and type of vehicles required?

Response:

It is up to the operator to determine for the proper equipment to care of the facility.

Question 52:

Section 1.4.4 indicates Parking Manager will be responsible for the collection of Ground Transportation fees. Will GT fees be included in gross receipts for purposes of calculating the Parking Management Fee? If so, can the City please provide the current annual fees for GT operations by type and source?

Response:

Section 1.4.4 states that the contractor will be responsible for “installing and maintaining an appropriate revenue control system” which will be used for collecting Ground Transportation fees. Contractor will be responsible for the system only. Ground Transportation fees will be collected by the Airport and are not related the Management Fee.

Question 53:

Section 1.4.4 Busses states “Respondents should account for any additional capital investment to support additional intercity bus transit in their proposed Management Fee”. Can City please provide more detail on the type, scope and/or anticipated cost associated with this capital investment?

Response:

The Airport anticipates that any additional bus transit companies will require additional bus shelters to be installed.

Question 54:

Section 1.7.c indicates Parking Manager will be responsible providing a parking guidance system. Does City have any specifications and/or minimum requirements for the parking guidance system? Camera-based? Number/size/location of space available/occupancy signs?

Response:

It is up to the operator to determine for a proper parking guidance system.

Question 55:

Page 15 of the RFP states “the Airport’s current goal is 7.5%”. The RFP also mentions DBE participation in various sections including 2.1.7.b and the evaluation criteria on page 24. Please clarify. Is there a DBE requirement/goal for this solicitation in addition to the 7.5% ACDBE goal?

Response:

No.

Question 56:

Section D1.c of Append E: Scope of Work on page 41 of RFP indicates Parking Manager is required to “replace any necessary light bulbs, ballasts and fixtures...”. Will City or the Parking Manager be responsible for providing/paying for the light bulbs, ballasts, and fixtures? Will City or Parking Manager be required to pay for replacement of lights on light poles (assuming work would need to be subcontracted)? Will the City or Parking Manager be responsible for utilities?

Response:

The respondent is responsible for light bulbs, ballasts, and fixtures, per Section D1.c. Utility expenses will remain with the airport.

Question 57:

Section D1.j of Append E: Scope of Work on page 42 of RFP indicates Parking Manager is required to “replace/repair all signs to include airport directional signage, wayfinding, and any other reasonable signage deemed necessary by the Airport”. Is Parking Manager’s responsibility limited to signs located within the parking facilities?

Response:

Per Section D1.i. Yes.

Question 58:

Will Parking Manager have any responsibility/costs for elevator/escalator/moving sidewalk maintenance or Emergency Call Station maintenance?

Response:

The airport will maintain the elevators, escalators, moving sidewalks, and call stations.

Question 59:

Will Parking Manager incur the cost of maintaining Fire Safety Equipment or will responsibility be limited to inspecting the equipment?

Response:

Limited to inspecting the equipment.

Question 60:

Will the Parking Manager or the City be responsible for Property Insurance associated with the garage?

Response:

Contractor shall be responsible for insuring the property, including, but not limited to any vehicles, in the garage. The Airport insures the physical structure of the garage.

Question 61:

Will the City reimburse the Parking Manager for its unamortized costs of capital investments in the event the City exercises its early termination right?

Response:

Yes, on a straight-line depreciation basis.

Question 62:

Would the City consider allowing resumes and/or job descriptions to be included as an exhibit, excluded from the 50-page limit?

Response:

No.

Question 63:

Given the number of questions, significant capital investment requirements requiring quotes from several vendors and need to review the draft agreement (yet to be provided), would the City consider extending the due date for at least 2 weeks following its response to questions and issuance of the draft agreement?

Response:

Please see revised schedule posted in Addendum #3.

Question 64:

Will the City allow additional questions following the issuance of the draft agreement, as the draft agreement is critical for understanding financial obligations and risk?

Response:

Please see revised schedule posted in Addendum #3.

ATTACHMENT – 1

