



**Request for Proposals (RFP)
ADDENDUM NUMBER TWO (2)
DATE: April 14, 2025**

PROJECT: Valet Parking Concession Agreement
Birmingham-Shuttleworth International Airport
Birmingham, Alabama

From: Birmingham Airport Authority (BAA)
5900 Messer Airport Highway
Birmingham, Alabama 35212

To: All Participants

General:

This addendum will form a part of the RFP and modifies the original Request for Proposals (RFP) document. The following changes take precedence over items in the RFP. Any portion of the RFP not changed by this Addendum remains in effect. Recipients of the Addendum are advised to provide this Addendum to anyone to whom they further distribute without the BAA's knowledge.

Participants in this RFP are required to acknowledge receipt of this Addendum in their proposal. Failure to do so may subject Proposer for disqualification.

ADDITIONAL INFORMATION/CLARIFICATIONS/DESCRIBED BELOW:

1. **Question:** RFP Page 5, RFP Timeline: We respectfully request an extension to the due date of 10 days from the time all questions are answered.

Answer: Unfortunately, we cannot extend the deadline.

2. **Question:** RFP Pages 5-6, Locations: This section omits the storage on level 3 of the parking garage. Should that be on here?

Answer: Section 3(C) Identifies the locations available for the new valet concession opportunity. The existing valet storage area is included within the 3rd floor of the garage, but this will not be available for the new opportunity. The new storage area will be located adjacent to the cellphone lot and identified as Exhibit A-3 Valet Storage Area

3. **Question:** RFP Page 6, Item E.(ii): Please verify if there is a MAG for the first year of the Agreement. If there is a MAG in the first year of the agreement, how will that be determined?

Answer: There is no MAG for the first agreement year. Section 3(E)(i) states that the successful Proposers must propose as a Concession Fee a percentage of Gross Receipts for valet parking as well as any additional services that Proposer proposes to offer. For the first Agreement year, Concessionaire shall pay only the Concession Fee. The concession fee proposal shall be submitted in section 3 of the proposal submission.

Section 3(E)(ii) states beginning in the second Agreement year and continuing for the Term, the MAG shall be eighty five percent 85% of Concessionaire's actual payment to the Authority for the previous agreement year. The MAG for any Agreement year shall not be less than the MAG for the second agreement year. For any period of less than one (1) calendar month that this Agreement shall be in effect, the MAG shall be calculated on a pro rata basis.

4. **Question:** Can this be in the form of an annually renewable performance bond?

Answer: Per Section 9 of the Exemplar Agreement, a Security Deposit in an amount greater than \$10,000 shall be in the form of a Letter of Credit

5. **Question:** Would the Authority be willing to move the date to the 15th of each month?

Answer: No

6. **Question:** Can you please provide the cost for both badging and employee parking annually?

Answer: Effective July 1, 2025, employee parking will cost \$10/month per employee. See attached badge office pricing sheet attached.

7. **Question:** How is the percentage determined? Total amount of revenue retained by the operator or total value of supply and services expenditures?

Answer: In accordance with 49 CFR Part 23, the ACDBE participation percentage is calculated based on the total gross receipts generated under the concession agreement, not solely on the value of supply or service expenditures. This means that any ACDBE participation—whether through joint ventures, subcontracted services, or the procurement of goods—must be measured as a percentage of the total revenue received from operating the concession at the airport.

8. **Question:** Will BAA consider receiving proposals electronically?

Answer: Proposals shall be submitted in accordance with Section VI(A). Three hard copies and one (1) electronic copy are required.

9. **Question:** How many spaces are available in the valet storage area?

Answer: The new valet storage area, excluding the building not included in the premises, is 45,307 square feet. The successful proposer must provide their own layout for vehicle parking with BAA approval.

10. **Question:** Does BAA provide a vehicle for transporting valet parkers? If so, can you identify the vehicle? If not, are we to include that in our expenses of the operation?

Answer: The BAA does not provide a vehicle for transport. Proposers shall include this in the expense of the operation.

11. **Question:** Are you requesting 3 years' worth of expenses? If so, is this needed in a concession agreement opportunity?

Answer: Yes, a proforma reflecting projected income and expenses for the first three years of the valet operation is required information and will be used to review the proposal.

12. **Question:** Please provide the required ACDBE forms we are to complete for the submittal.

Answer: PF-10 is attached to the RFP

13. **Question:** What is the current revenue control system being used for the valet? Will the Authority be providing this system to the operator or will the operator need to provide its own system?

Answer: Operator will need to provide its own system.

14. **Question:** Are TSA security screening still required for acceptance of any vehicles?

Answer: Operator will need to provide its own system.

15. **Question:** Section 11 (RFP page 41) provides stiff penalties for “operating the concession outside of authorized premises”. Does this include if we need additional curbside space during heavy inflow and outgoing valet traffic? Not being able to, not accept vehicles and also minimize wait times, seems to go contradict this. Is there another solution we may not be aware of?

Answer: The successful proposer shall operate the valet concession within the authorized premises only. No vehicles shall be left unattended outside the Valet Staging Area. If the valet operation is at capacity. Proper signage and notification shall be provided to the public by the concessionaire.

16. **Question:** Who is the merchant of record for the processing of valet credit/debit transactions or is the operator to provide? If the operator is provided, can this amount be deducted prior to rental calculation?

Answer: The Operator will be the merchant of record.

17. **Question:** Is there LPI equipment/technology provided by BAA or must the operator provide?

Answer: Operator must provide all equipment.

18. **Question:** Please define “Access Media”.

Answer: This refers to any badges, cards or access control that allows employee access to the valet storage area.