



REQUEST FOR PROPOSALS
ADDENDUM NUMBER: **ONE (1)**
DATE: **MAY 18, 2017**

PROJECT: Parking Management Services
Birmingham-Shuttlesworth International Airport
Birmingham, Alabama

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

TO: All RFP Participants

GENERAL:

This Addendum will form a part of the Contract Documents and modifies the original Request for Proposals (RFP) Documents dated May 2017. The following Conditions, Drawings, Specification changes, etc. take precedence over items in the Drawings and Specifications of the RFP Documents. Portions of the RFP Documents not changed by this Addendum remain in effect. Recipients of this 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 proposals. Failure to do so may subject the Respondent to disqualification.

Please note the proposal due date has been changed to June 13, 2017 by 2:00PM CST.

ADDITIONAL INFORMATION / CLARIFICATIONS / ATTACHMENTS DESCRIBED BELOW:

1. The following questions have been asked:

Q: Will a sample contract agreement be provided?

A: This question will be addressed in a future Addendum.

Q: The time between accepting questions and when proposals are due only allows for one week. Can the final questions be due earlier to create more time to prepare after the final Addendum is issued?

A: In an effort to provide additional time for Respondents to prepare their Proposals after the final clarifications have been provided, the BAA is extending the Proposal due date by one week. The following is the updated schedule:

ACTIVITY (All times are CST)	DATE
Issue RFP	5/03/17
Pre-Submittal Conference at 2:00 PM CST	5/16/17
Deadline for Submittal of Written Questions at 4:00 p.m.	5/30/17
Proposal Submittals Due by 2:00 PM CST	6/13/17
Evaluation of Proposals	6/15/17 – 6/22/17
Short Listing & Respondent Interviews (if applicable)	Week of 7/03/17
Committee Review and Approval	TBD
BAA Board of Directors Approval	TBD
Service Agreement Estimated Start Date	TBD

Q: To whom are the parking employees reporting?

A: Parking employees report to the Parking Manager and/or Assistant Parking Manager. The intent of the RFP is that parking employees will report to shift managers of the Respondent. The Respondent's managers will report to BAA Parking Manager and/or Assistant Parking Manager.

Q: Are there any issues with the software/equipment with the new PARCS system?

A: There are no issues with the software or equipment at this time.

Q: Does the BAA maintain a license plate inventory?

A: No. The BAA currently employs a license plate recognition system, but does not maintain a license plate inventory.

Q: What percent of the parking transactions are cash and what percent are credit? Is the trend increasing or decreasing?

A: Transaction methods typically vary by day of the week. In a typical week however, the BAA will have between 5% to 25% percent cash transactions and 95% to 75% credit card transactions. This amount has been consistent as of late.

Q: What badging requirements, if any, will employees need to go through?

A: New parking employees will not need access to any of the airport secured areas; hence there will be no fingerprinting needed. However, airport badges are currently used to access the Economy lot and employee lot. Parking employees needing access in the Economy lot or employee lot will need to be badged for those purposes.

Q: Who currently owns and operates the shuttle buses?

A: The BAA owns and operates all the shuttle buses. It is the intent of the BAA that this function will continue to be a BAA function and is not a part of this RFP.

- Q: Will current parking employees be transferred to the successful Respondent upon implementation of parking operation?
- A: Current BAA parking employees will continue to be employed by the BAA and be given other roles. It is the responsibility of the successful Respondent to hire and manage staff needed to fulfill the requirements of the scope.

2. The following are clarifications to the RFP criteria:

- I. The terms "DBE" and "ACDBE" has been used interchangeably in this RFP. For the purpose of this RFP, the BAA will accept both DBE and ACDBE companies that have been certified in the state of Alabama. Certified companies can be found on the ALUCP list at <http://cpmsapps2.dot.state.al.us/alucp/default.aspx>.
- II. Parking Deck Operations and Procedures Manual – This manual is provided as a reference to the existing conditions, rules and needs of the parking operations. This manual is subject to changes and updates as needed as a result of changing operations, equipment and services provided.
- III. The intent of this RFP is to have BAA staff oversee the general operation of the successful Respondent. The Respondent will provide for the day to day operation activities of the parking services that include, but are not limited to, handling transactions, employee relations, ordering necessary supplies needed for daily operations, cleaning of parking lots and facility, hiring staff, training staff (after initial training provided by BAA) and collecting and reporting of revenue. All revenue collected by successful Respondent will be deposited, by the Respondent, into a cash safe provided by the BAA for BAA to deposit into the appropriate account. BAA staff will receive daily reports from the Respondent. It is not the intent of the BAA to direct the Respondent's staff.
- IV. Section II: Existing Parking Facilities and Scope of Services – Areas and Hours of Operations
This section describes the Economy Lot as having approximately 770 spaces. The Economy Lot actually has approximately 450 spaces. Please note this correction.
- V. To clarify the software team requirement statement on page 24, item 5, of the RFP. Item 5 refers to the transition team the Respondent will have on site. Please identify staff experience that will assist the Respondent in providing for a functional work area and items needed for them to successfully meet the requirements of the RFP. This includes IT staff that will work with BAA IT staff during the transition period for the purpose of having the necessary software and equipment, in addition to what the computers and internet access that the BAA will be providing. Examples include internal software that the Respondent's firm uses for items such as time keeping, payroll and e-mail. However, no modifications or additional computers, phone systems or software shall be installed or attached to the BAA parking network without written consent of approval by the BAA IT & Telecommunications Administrator.
- VI. Performance Bond – The performance bond shall be fifty percent (50%) of the total expected yearly contract amount. This includes all management fees and expenses expected per year. This does NOT include any revenue amount.
- VII. Section V: Proposal Format and Submission Requirements – Page 19 of RFP
Submission Requirements: Respondents shall submit six (6) hardcopies and one (1) electronic copy of the Proposal to the BAA prior to the deadline established in this RFP.

VIII. Organization of Proposal Packages – Page 20, Item 2 of RFP – Proposal Sections (Tabs)
The Proposal Sections (tabs) shall be organized, under separate divider sections (tabs), using the following outline:

- A. Respondent Questionnaire
- B. Experience, Background and Qualifications
- C. References
- D. Litigation Disclosure Form
- E. Respondent's Financial Documents
- F. Respondent's Proposed Operational Approach
- G. Proposal Security/Bond
- H. Section H shall be used for additional information provided by the respondent, which is not required by the Specifications or identified above.

END OF ADDENDUM NUMBER ONE (1)