



**Rhode Island**  
Airport Corporation

# Airport Public Parking Shuttle Bus Service Provider

RFP No. 33625

# Airport Public Parking Revenue Collection Services

RFP No. 33639



**Pre-Proposal Meeting**

**February 23, 2023 & March 1, 2023**

# Welcome

**Nedjyne Victor**  
**Director of Concessions**



# Cone of Silence

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  - A potential proposer and their representative(s) and a RIAC Board member
  - A potential proposer and their representative(s) and any member of the selection committee or negotiation team
- Further, Proposer(s) shall not offer any gratuities, favors or anything of monetary value to any RIAC employee or Board member in connection with any competitive procurement

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# Timeline for the procurement process

	Estimated Timeframe
<b>Mandatory Pre-Proposal Meeting # 2</b>	3/1/2023
<b>Deadline for Questions</b>	3/6/2023
<b>Responses to Questions via Addendum</b>	3/10/2023
<b>Proposal Due Date</b>	3/23/2023
<b>Interviews/Selection Process</b>	April 2023
<b>Board of Directors Approval</b>	May 2023
<b>Contract Execution</b>	May 2023
<b>Existing Contracts Expire</b>	6/30/2023
<b>New Contract Commences</b>	7/1/2023

# To be regarded as responsive, Proposers must meet set criteria

- RFP's are separate and independent
- Must respond to each RFP individually
- All responses must be in paper form with one (1) electronic Thumb/Flash Drive

# Proposal submittal must contain the all required components

RIAC requires respondents to keep proposal to a **maximum of ten (10)** double sided 8½ x 11 pages, no less than size 12pt font, excluding:

- Cover Letter (one single sided page)
- Table of Contents
- Dividers
- Resumes (each resume should not exceed one double sided page)
- Professional References
- Management & Operations Plans (not to exceed three double sided pages)
- Customer Service Plans (not to exceed three double sided pages)
- Transition Plan (not to exceed two double sided pages)
- Fee Proposal (Attachment B)

Proposing Firm's shall submit one electronic (Thumb/Flash Drive only accepted) and **five (5)** printed copies of the proposal

RIAC **will not accept** videos, simulations, or other electronic presentations for this submittal. However, such electronic information may be presented during an interview process for the shortlisted proposers.

# Airport Public Parking Shuttle Bus Service Provider

Tim Pimental

Vice President, Customer Service

# Shuttle bus service provider

Existing shuttle bus service between the Airport terminal and Lot E is provided 24 hour per day, 7 days per week, 365 days per year.

The service currently operates on a “bumper to bumper” type service whereas customers entering Lot E are directed to park in a specific section of Lot E where the shuttle bus(es) are staged and ready to take passengers to the terminal building, and departures (upper) level.

Access is provided from the terminal Circulation Roadway (“Circulator”)

Three (3) automated revenue control exit lanes, and two (2) entry lanes with ticket dispensers located at the revenue control plaza at Lot E.

Flight Schedules  
Operator must make good faith effort to maintain situational awareness via radio communication or suitable platform(s)



# Service Provider will provide, at a minimum the following operation & performance standards

- Two (2) Minimum Fifteen (15) passenger (including driver), shuttle vehicles operating continuously 24 hours per day, 365 days per year
- A dedicated ADA compliant vehicle, the Service Provider may equip one (1) or more of the 15-passenger shuttle vehicles with ADA accessible system(s), including compliant wheelchair lift or ramp.
- Shuttle must be branded with Rhode Island T. F. Green International Airport logo
- The Service Provider may, at times, operate the shuttles on a demand-responsive basis.
- RIAC may require variation in headway schedules from time to time, based on customer demand during off-peak periods.
- Additional substitute vehicles must be available within 30 minutes to replace any inoperable shuttle/vehicle
- During the term of the contract, the Service Provider may use vehicles up to seven (7) years old.

Service Provider will be responsible for coordination between the shuttle driver(s) and need for customer transportation between Lot E and the Airport terminal.

**\*\*\* At no time should customer wait time during this period exceed 15 minutes. \*\*\***

# **Airport Public Parking Revenue Collection Services**

**David A. Cloutier**

**AVP, Business Development & Commercial Programs**

# Parking facilities covered by the Agreement would include:

Garage "A" "Daily Garage"	Approximately 1,500 public parking spaces
Garage "B"	Approximately 750 public parking spaces
Lot "D" "Hourly Lot"	Approximately 530 surface parking spaces
Lot "E" "Long-Term Lot"	Approximately 4,358 marked surface parking spaces
The Interlink Intermodal Facility	Six-level intermodal consolidated rental car facility and commuter parking garage

\*\*\* Currently, there is a total of approximately 7,560 marked parking spaces in these facilities. However, there is a future project underway that may decrease the number of spaces in Lot E by approximately 2,050. \*\*\*



# The location of the parking facilities and their physical relationship to the Rhode Island T. F. Green International Airport passenger terminal building



# Interlink Facility

Six-level intermodal consolidated rental car facility and commuter parking garage

Contains approximately 660 public commuter parking spaces, with access from Jefferson Blvd, approximately 460 spaces

West Garage with two automated revenue control exit lanes

Two revenue control entry lanes, Fresno Ave

Approximately 200 spaces at the East Garage with one automated revenue control exit lane

One revenue control entry lane

A Skywalk interconnection to the Airport terminal.

# **Financial Reporting - Handout -**

**Doug Dansereau**

**Chief Auditor and Strategy Analyst, Ethics Officer**



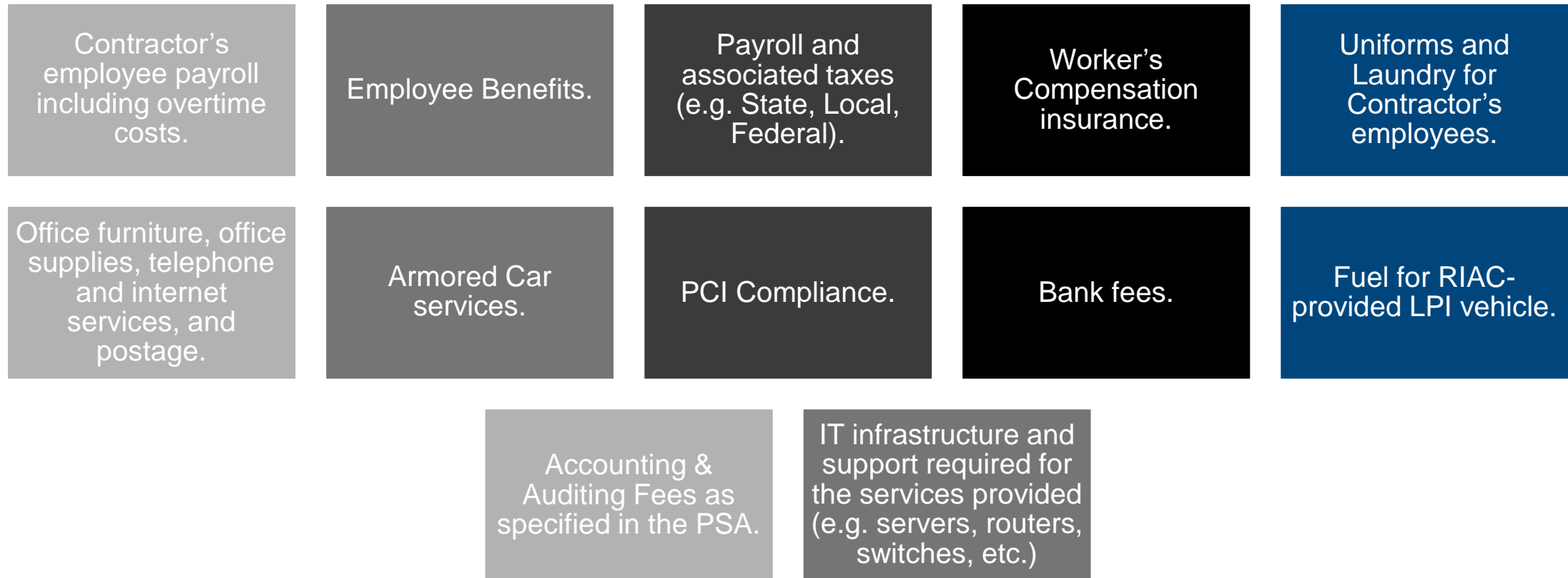
# **Airport Public Parking Revenue Collection Services Continued**

**David A. Cloutier**  
**AVP, Business Development & Commercial Programs**

# Revenue Collection

## Operator to provide parking revenue collection services for patrons.

The selected Operator will be required to provide professional parking revenue collection services to include day-to-day parking facilities revenue collection services, staffing, and operation and maintenance of the Airport's PARCS.



\*\*\* This may not represent a comprehensive list of expenses, Proposers should itemize additional items \*\*\*

# Proposer to maintain PARCS & Reservation System



RIAC's PARCS hardware and software is provided by FLASH, was installed in 2019

Proposer responsible to coordinate the maintenance of the PARCS Vendor Agreement, and Coordinate / initiate modifications and enhancements of the PARCS during the term of the contract.

Proposer also responsible for providing, utilizing, and maintaining a parking reservation system that integrates with the Airport's PARCS and websites.

Day-to-day operations and PARCS maintenance are applicable to the parking facilities, twenty-four (24) hours per day, seven (7) days per week.

**\*\*\* Proposers must refer to the RFP document for a complete listing of requirements and features of the system. \*\*\***

# Rhode Island T.F. Green International Airport Activity Statistics

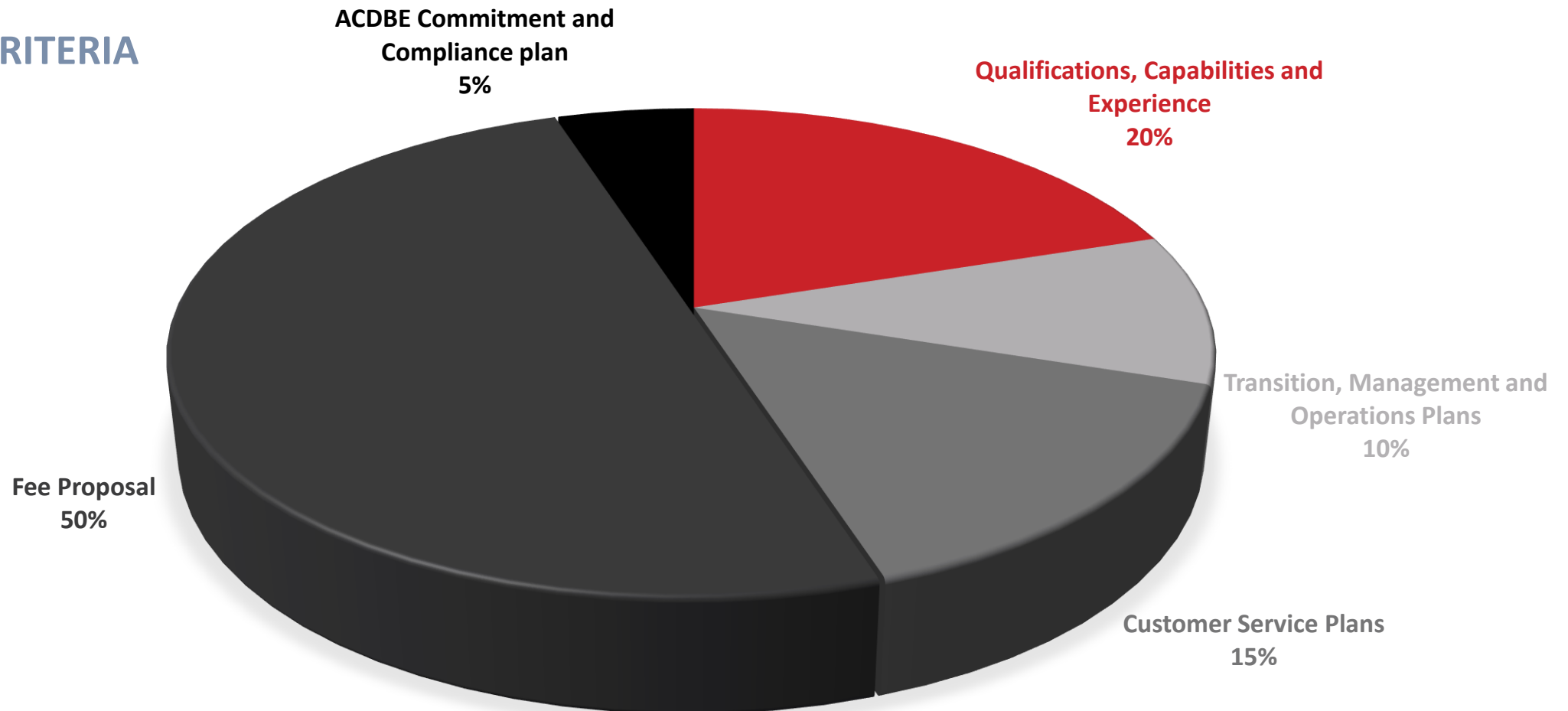
## Parking Transactions

	Total	Garage A	Garage B	Lot D	Lot E	Reservations
July 2021	24,625	6,059	1,577	12,769	3,257	963
August	26,523	6,510	2,083	12,881	4,152	897
September	22,922	6,050	2,094	10,371	3,735	672
October	27,031	7,523	2,433	11,295	4,934	846
November	26,444	6,818	2,438	10,714	5,169	1,305
December	27,368	6,605	2,322	12,883	4,251	1,307
January	21,813	6,481	2,013	8,782	3,315	1,222
February	22,427	6,568	2,721	7,878	3,994	1,266
March	34,266	9,016	3,934	12,558	6,753	2,005
April	34,219	8,451	3,945	12,073	7,014	2,736
May	31,218	8,070	3,142	12,165	5,665	2,176
June	31,112	7,832	2,804	14,207	4,579	1,690
Total	329,968	85,983	31,506	138,576	56,818	17,085

# Proposals will be evaluated by a selection committee

Through the appropriate combination of several criteria, the Committee will distinguish which proposer/firm has the abilities to best perform the required services to RIAC's satisfaction.

## EVALUATION CRITERIA



# RIAC welcomes and encourages DBE participation

- Federal Aviation Administration (FAA) requires that Airports comply with Airport Concessions Disadvantage Business Enterprise (ACDBE) Program
- RIAC uses the Minority Business Enterprise Compliance Office for RIAC's ACDBE Certification process
- The Minority Business Enterprise Compliance Office maintains a directory identifying all firms eligible to participate as ACDBE's and updates the directory at least annually
- The goal for this contract is 2.55%
- RIAC is requiring Proposers to make a good faith effort, as defined in Appendix A, 49 CFR Part 26, to document efforts to identify potential ACDBE's



**Department of Administration**  
**Division of Equity, Diversity, & Inclusion**  
**Minority Business Enterprise Compliance Office**  
One Capitol Hill  
Providence, Rhode Island 02908-5890

**Website:** <https://dedi.ri.gov/>

**Directory link:** <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office/us-dot-disadvantaged-business>



# Options for ACDBE Compliance

## 1. 100% ACDBE Participation

- The Proposer is solely owned and operated as a certified ACDBE firm in the State of Rhode Island

## 2. Direct Ownership Percentage Participation

- A percentage of the business is designated to be owned, operated and/or maintained by a certified ACDBE through a joint venture, partnership, sub-lease, management, licensee, operating and/or franchise agreement

## 3. Percentage of Purchases and/or Leases of Goods/Services Participation

- A percentage of the gross revenue that will be committed to the purchase of goods and services from ACDBE certified vendors
- A directory of ACDBE's certified to provide goods and services may be obtained from the Minority Business Enterprise Compliance Office

## 4. Demonstration of Good Faith Efforts

- Proposers must make good faith efforts to meet the goal
- A Proposer may do so either by obtaining enough ACDBE participation to meet the goal or by documenting that it made sufficient good faith efforts to do so
- Examples of good faith efforts are found in Appendix A to 49 CFR Part 26 located in the U.S. Government Publishing Office website Electronic Code of Federal Regulations (<http://www.ecfr.gov/>)

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# Questions?

Please Direct all questions to  
[Procurement@pvdairport.com](mailto:Procurement@pvdairport.com)

