



Rhode Island Airport Corporation

March 10, 2023

**ADDENDUM NO. 003
Request for Proposals No. 33639
Airport Public Parking Revenue Collection Services
Rhode Island T. F. Green International Airport**

Prospective proposers and all concerned are hereby notified of the following changes in the Request for Proposals (RFP) document related to RFP No. 33639. These changes shall be incorporated in and shall become an integral part of the contract documents.

1. For the parking RFP, you state that all resumes are excluded from the 10 double side page count. In which section should resumes be added? For which position(s) do you want resumes?

Resumes should be included with the proposal, however, a specific section is not required.

Positions to which operators should provide a resume include: (if any)
General Manager (GM), Assistant GM, Facility Manager, Supervisor, Revenue Clerk/Office Manager, Administrative Staff (on Site)

2. In the Parking RFP you state that the Management & Operations Plan is excluded from the 10 double sided page limit, and it should not exceed 3 double sided pages. Our sample operations plan exceeds the three double sided page requirement stated – may the proposer include a summary of the operations plan in the 3-page allotment, and add an appendix at the end of the proposal to include the Operations Plan and Manual as an attachment?

Yes.

3. Submittal criteria 2.a requests contact information for similar operations. Please confirm if these contacts will act as references. If not, please clarify the section in the proposal where the proposer should include reference information, the number of references, and the type of reference information required.

As outlined in the Submittal Criteria, this information will be used at the sole discretion of RIAC selection committee to evaluate proposals.



Rhode Island Airport Corporation

4. Please provide credit card vs cash collection for the last 4 years.

The cash collections have decreased since the installation of the FLASH PARCS approximately 4yrs ago from 10% to less than 1% for the month of January 2023.

5. Is remote PARCS access limited only to RIAC staff?

The PARCS is web-based and access is limited to both RIAC and the operator. The current operator manages the rights to access.

6. Currently, how often is cash collected and deposited into RIACS designated bank account?

Please refer to section 5.b. of the RFP, Financial Obligations of Contractor.

7. Please provide the current parking staffing schedule.

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP

8. Please provide the current budget and expenses, including management fee for the last four years.

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP.

9. Please confirm if parking employees have free parking during their work hours.

Yes

10. Is the operator merchant of record?

Yes, the Operator is the Merchant of Record (MOR) in that the Operator has the financial responsibility of collecting payments, billing (where applicable), refunds, and chargebacks.

11. Please provide copy of CBA (Collective Bargaining Agreement) contract for unionized Staff.

RIAC does not have this document and as such, it is not being provided.

12. Please provide a weekly staffing schedule and current pay rate.



Rhode Island Airport Corporation

RIAC does not have this information and as such, it is not being provided.

13. Please provide any Marketing plan currently in place.

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP

14. Please provide all known increases in State and Local minimum wage and living wage ordinances for the next 5 years.

This information is beyond the scope of the RFP, please refer to the resources of the appropriate State and Local entities responsible for execution and oversight of minimum and living wage ordinances.

15. Please provide the current list of sub-vendors.

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP

16. Please clarify if the following will be counted within the ten (10) double-sided page maximum limit given the size of the requested documents: Sample Operations Manual as requested in Section 3.b. Required Forms (i.e. Attachment G, W-9, etc.)

No

17. Please clarify how the ACDBE participation is measured? Will it be measured as a percentage of the Fee Proposal or some other measure?

RIAC's ACDBE goal is an overall 3 year goal, covering all concessions (rental cars, retail, food, parking and shuttle operations, etc). ACDBE Participation is calculated as a percentage of the total contract value.

18. Is the 2.55% ACDBE goal specific to this contract?

Please refer to question 17 for response

19. Please provide the names of ACDBE-certified firms participating in the current contract.



Rhode Island Airport Corporation

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP.
.For more information on finding DBE/ACDBE firms, please visit: <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office/us-dot-disadvantaged-business>

20. Will it be acceptable to have electronic signatures applied to the appropriate documents versus "wet" signatures and seals?

Yes.

21. Will it be acceptable to provide additional supporting information as Exhibits that fall outside of the ten (10) double-sided maximum page limit?

Please refer to question 2 for response

22. Please clarify the ten (10) double-sided page maximum limit and in which sections those pages can be utilized. Specifically, can the 10 pages only to be utilized in Section 2: Firm Qualifications, Capabilities, and Experience as Sections 3 and 4 are excluded but have specified page limits.

Please refer to REQUEST FOR PROPOSALS REQUIREMENTS, and Submittal Criteria.

23. Please confirm who will be the merchant of record for credit card processing.

Please refer to question 10 for response

24. How many service vehicles are currently being used at the operation? Are these Airport owned vehicles or will new ones need to be purchased? If new ones need to be purchased, will those be reimbursed or at the Contractor's cost?

RIAC will provide a vehicle and LPI for Contractor's use. RIAC will maintain the vehicle and equipment for LPI purposes.

25. Please provide the current employee staffing schedules by position and by day of the week.

RIAC does not have this information and as such, it is not being provided.

26. Please provide current employee rosters that include seniority, rates of pay, and benefits with type of coverage.



Rhode Island Airport Corporation

RIAC does not have this information and as such, it is not being provided.

27. Please provide the last two years' actual expenses and current year budget?

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP

28. Please confirm the Contractor will be compensated for the amounts provided in Attachment B - Fee Proposal rather than the hourly rate referred to in Exhibit D.

Proposers will be compensated for the amounts provided in Attachment B. Attachment D is for reference only at this time.

29. Please provide a copy of the current Collective Bargaining Agreements (CBAs) for parking employees

RIAC does not have this document and as such, it is not being provided.

30. Please confirm which garages and surface parking lots have an active License Plate Recognition system (cameras) installed and operating at the entry and exit lanes?

Currently, none of the surface parking lots or garages facilities have an active License Plate Recognition System installed.

31. Is the current LPR system integrated with the Flash PARCS?

There is not currently an LPR system in place. As stated in the RFP, RIAC will supply and maintain (less auto fuel) a vehicle equipped with an LPI system. Should a firm propose an alternate vehicle, the cost of that vehicle will not be reimbursable.

32. Will Operator be required to utilize the vehicle installed (mobile) LPR system to perform the daily license plate inventory function at every facility every day?

Please refer to questions 24 and 31 for response

33. Please provide parking transaction totals by month for calendar year 2022.

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP



Rhode Island Airport Corporation

34. Please provide the total number of reservation transactions by month for the last 12 months.

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP

35. Does the current Operator retain the \$5 transaction fee charged to customers when booking a parking reservation? Will the new Operator be able to charge the same customer transaction fee? If so, will the customer transaction fee be capped at \$5?

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP

36. In the list of RIAC costs on pages 7 and 8 of the RFP, but for the parking surcharge and credit card fees, which are listed as reimbursable to Contractor, will these costs be RIAC's direct costs? In other words, should proposers assume that landscaping, pavement repair, snow removal and the other services listed will be performed and paid for by RIAC, or will Contractor perform these services, subject to reimbursement by RIAC?

RIAC will assume responsibility for expenses 1-16 listed in subsection "A" in the "Scope" portion of the RFP.

37. Which party will sign the contract with the PARCS vendor- RIAC or Operator? If Operator signs the PARCS maintenance contract, then will the cost be reimbursed by RIAC?

The Operator will sign the contract. Upgrades to the PARCS, routine maintenance and replacement of damaged equipment will be reimbursed by RIAC.

38. Can Proposers offer a separate "combined" fee structure covering both the parking and shuttle operations to effect synergies and provide significant cost savings to RIAC if selected for both?

Parking and shuttle RFPs are separate and distinct. Proposers must submit fee proposals for each RFP. Each RFP will be scored according to its published evaluation criteria. However, Proposers should indicate the percentage reduction in each RFP to be offered in the event that both services are awarded to a single Proposer.

39. What is RIAC expectation of the continuation of the existing unionized workforce in both the Supervisor position and the Shuttle Driver position?

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP.



Rhode Island Airport Corporation

40. What is the expectation regarding their (The current union) terms and condition of employment, wages and benefits?

This is beyond the scope of this RFP, and this information will not be provided as part of this RFP.

41. Who owns the Current License Plate Inventory equipment?

RIAC

42. Who is responsible for jump starts and finding lost vehicles?

The Successful Proposer of this RFP

43. Is the 2.55% ACDBE goal of this contract based on the fixed fee being submitted or the anticipated gross revenue collected?

Please refer to question 17 for response

44. Is the liability insurance a pass-through expense?

No.

45. Who is responsible for the daily maintenance and repair of the PARCS equipment and would this be a reimbursable expense?

Please refer to question 37 for response

46. Is the supplemental LPR system day to day cost and maintenance a reimbursable expense by RIAC?

RIAC owns the only mobile LPI system installed at PVD. There is no supplemental system.



Rhode Island

Airport Corporation

####END OF ADDENDUM###