



# **Friedman Memorial Airport Authority**

## **Hailey, Idaho**

### **REQUEST FOR PROPOSAL PARKING MANAGEMENT SERVICES**

**Proposals Due: July 20, 2017  
At 4:00 p.m. (local time, MST)**

**Friedman Memorial Airport  
Todd C. Combs Management & Operations Center  
1616 Airport Circle, Hailey, Idaho 83333**

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## REQUEST FOR PROPOSAL

Notice is hereby given that proposals will be received by The Friedman Memorial Airport Authority for:

### **Parking Management Services**

by filing with Lisa Emerick, Contracts/Finance Administrator, 1616 Airport Circle, Hailey, Idaho 83333 until:

Date: **July 20<sup>th</sup>, 2017**

Time: **4:00 pm**

Proposals submitted after the due date and time will not be considered. Parking Operators accept all risks of late delivery of mailed proposals regardless of fault.

Detailed Request for Proposal (RFP) information including general information, general terms and conditions, requested services, proposal requirements and evaluation process is available within the RFP; copies are available at our office located at the above address or by email request to [lisa@iflysun.com](mailto:lisa@iflysun.com). The RFP is also available on the Airport website: [www.iflysun.com](http://www.iflysun.com).

The Friedman Memorial Airport Authority (FMAA) reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate FMAA to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the FMAA to accept or contract for any expressed or implied services.

The successful Parking Operator must comply with FMAA equal opportunity and Airport Concession Disadvantaged Business Enterprise (ACDBE) requirements. FMAA is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

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## TABLE OF CONTENTS

Section 1	General Information .....	4-5
Section 2	Terms and Conditions.....	6-7
Section 3	Scope of Work and Requested Services .....	8-14
Section 4	Proposal Content and Submittal Requirements .....	15-17
Section 5	Proposal Evaluation.....	18-19
Exhibit A:	Current Parking Rates and Hours of Flight Operations .....	20
Exhibit B:	Historical Gross Revenue and Enplanements.....	21-22
Exhibit C:	Current Flight Departure and Arrival Schedule .....	23
Exhibit D:	Facility Aerial View .....	24

To Be Completed by Parking Operator and included in RFP Submittal

Attachment Form A:	Affidavit Concerning Conflicts of Interest.....	25
Attachment Form B:	Company Information .....	26
Attachment Form C:	Client References.....	27
Attachment Form D:	Proposed Draft Revenue and Expense Budget and Staffing Plan .....	28
Attachment Form E:	Equipment Proposal (if required) .....	29
Attachment Form F:	Draft Standard Operating Procedures .....	30
Attachment Form G:	Management Fee Structure Proposal .....	31

## Section 1 - General Information

### Introduction

Friedman Memorial Airport (FMA) is jointly owned by the City of Hailey and Blaine County, and operated by the Friedman Memorial Airport Authority (FMAA). The Airport is the primary airport providing commercial and general aviation services for the Wood River Valley and South Central Idaho. It is the gateway to Sun Valley area and the Central Idaho Mountains, including the Sawtooth Wilderness. FMA serves worldwide travelers and local residents who are accustomed to a high degree of customer service. The Parking Operator will be expected to operate to a high standard.

### RFP Objective

The objective of this RFP is to solicit competitive sealed proposals from qualified Parking Operator to manage parking and to provide sufficient information to enable qualified Proposers to submit written proposals to the Authority, which will enable the Authority to evaluate the proposals. The RFP is not a contractual offer or commitment to purchase products or services.

### RFP Coordinator and Communications

Parking Operators may email any questions to the FMAA's Coordinator, Lisa Emerick, Contracts/Finance Administrator, at Lisa@iflysun.com. The FMAA in its sole discretion will issue responses as it deems appropriate. Said responses will also be provided to other Parking Operators who supply their email address to the FMAA's Coordinator.

Upon release of this RFP, all Parking Operator communications should be directed in writing to the FMAA's Coordinator listed above. Unauthorized contact regarding this RFP with other FMAA employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the FMAA.

### Contract Term

Contract term will be for an initial fixed three (3) year period with an opportunity to extend for two additional one year extensions, at the sole discretion of the FMAA, with a possible term total of Five (5) years.

### Preliminary Schedule, *(FMAA reserves the right to modify this schedule as necessary)*

<b>RFP Published</b>	<b>6-28-2017</b>
<b>Submittals Due</b>	<b>7-20-2017</b>
<b>Presentations</b>	<b>8-09-2017</b> <i>(If Necessary)</i>
<b>Award</b>	<b>TBD</b>
<b>Contract Start</b>	<b>10-1-2017</b>

### Response Format

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP. Proposals are not to exceed 15 pages double sided, section cover pages may be in addition to the page restriction, but will not be considered for evaluation of content. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP.

Parking Operator proposals must be submitted in the format specified in Section 4, Proposal Content.

Please provide responses in the outline provided. Parking Operators that deviate from this outline may be deemed non-responsive.

### Proposal Response Date and Location

Parking Operator's proposals must be submitted no later than 4:00 pm MST on July 20, 2017 to the Friedman Airport, Todd C. Combs Management & Operations Center 1616 Airport Circle, Hailey, Idaho 83333. Proposals are to be clearly labeled "**Parking Management Services**"

### Required Number of Proposals

Five (5) completed proposals must be received by the date and time listed in Section 2. FMAA, at its discretion, may make additional copies of the proposal for the purpose of evaluation only. The original

proposal will include original signatures, in ink, by authorized personnel, on all documents that require an authorized signature. In addition, one (1) electronic copy must be delivered to [lisa@iflysun.com](mailto:lisa@iflysun.com). All printed and electronic copies must be submitted by the above due date and time to be considered in compliance.

**Parking Operator's Cost to Develop Proposals**

Costs for developing proposals in response to the RFP are entirely the obligation of the Parking Operator and shall not be chargeable in any manner to FMAA.

## Section 2 - Terms and Conditions

### Questions/Clarifications Regarding the RFP

No oral interpretation or clarification will be made to any Parking Operator as to the meaning of RFP documents except as provided for in Section 1 of this RFP. Written requests for interpretation/clarification shall be addressed to the FMAA Coordinator at the address indicated in Section 1.

### RFP Addendums

The FMAA reserves the right to change the RFP schedule or issue addendums to the RFP at any time. The FMAA also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

In the event that it becomes necessary to revise any part of this RFP, the FMAA will issue the addenda on the FMAA's website, [www.iflysun.com](http://www.iflysun.com). It is the Parking Operator's responsibility to confirm as to whether any addenda have been issued.

### Withdrawal of Proposals

Proposals may be withdrawn at any time prior to the submission time specified in Section 1, provided notification is received in writing. Proposals cannot be changed or withdrawn after the time designated for receipt.

### Rejection of Proposals

The FMAA reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the FMAA.

### Proposal Modification and Clarifications

The FMAA reserves the right to request that any Parking Operator clarify its proposal or to supply any additional material deemed necessary to assist in the evaluation of the proposal.

Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal.

### Proposal Validity Period

Submission of a proposal will signify the Parking Operator's agreement that its proposal and the content thereof are valid for 120 days following the submission deadline unless otherwise agreed to in writing by both parties. The proposal will become part of the contract that is negotiated between the FMAA and the successful Parking Operator.

### Proposal Signatures

- 1) An authorized representative must sign proposals, with the Parking Operator's address, telephone and email information provided. Unsigned proposals will not be considered.
- 2) If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown.
- 3) If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- 4) If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- 5) The FMAA reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

### Public Records

Under Idaho state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the FMAA, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the FMAA receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the FMAA (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the FMAA within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time

as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The FMAA assumes no contractual obligation to enforce any exemption. All submitted proposals, documents, technical materials, exhibits, manuals, and any other content or attachments submitted in conjunction with the RFP submittal shall become the sole property of the FMAA.

**Equal Opportunity Requirements**

The FMAA is an Equal Opportunity Employer. It does not discriminate and does not do business with others who discriminate on the basis of race, color, creed, sex, age, nationality or disability.

**Compliance with Laws and Regulations**

In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Parking Operator awarded the contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects

**Ownership of Documents**

All standard operation procedures, manuals, reports, studies, conclusions, and summaries prepared by the Parking Operator shall become the property of the FMAA.

**Confidentiality of Information**

All information and data furnished to the Parking Operator by the FMAA, and all other documents to which the Parking Operator's employees have access during the term of the contract, shall be treated as confidential to the FMAA. Any oral or written disclosure to unauthorized individuals is prohibited without the expressed written approval of FMAA

**Indemnification**

The Parking Operator shall hold harmless, defend, and indemnify the FMAA and the FMAA's officers, agents, and employees against any liability that may be imposed upon them by reason of the Parking Operator's failure to provide compensation coverage or liability coverage.

## **Section 3 - Requested Services and Submittal Requirements**

### **Scope of work**

#### **Facility**

Friedman Airport began providing commercial service in 1960 and is the main transportation gateway to the Sun Valley area and the central Idaho mountains. FMA services more than 128,000 passengers annually with an average of 153 departures per month. It consists of a single terminal building with rental car and retail vendors. Parking accommodates 326 vehicles in three lots, the upper and lower lots, and the Airport Management Center Administration office lot, hereafter referred to as the "Parking Facilities".

#### **Summary of Intent**

FMAA owns and operates the facility to the benefit of the area it serves and focuses on convenient access, high customer service, accessibility for all users, reliability of all equipment and services and to be a partner in showcasing the Valley and its welcoming nature and vast scenic and recreational activities.

#### **Personnel**

All personnel assigned to Friedman Airport must have experience and demonstrated skill in providing a high level of customer service. They should have a pleasant and outgoing personality; possess self-confidence, initiative, and decision making abilities; be professional in appearance and demeanor; can work under pressure maintain a mature and controlled temperament during stressful situations, and speak English fluently.

All personnel shall be employees of the Operator, and as such; the hiring, licensing, training, scheduling, paying, disciplining, discharging and provision of uniforms shall be the sole responsibility of the Operator.

Friedman Airport reserves the right to require replacement of any Operator employee who is deemed not qualified to perform assigned tasks; or to remove any employee at any time for good cause. The Operator agrees to remove from service at Friedman Airport any employee whose conduct is deemed detrimental to the best interest of the facility.

The Operator shall maintain accurate and complete records of all personnel assigned to work at Friedman Airport. Training and biographical data of personnel affiliated with the contract will be made available to Friedman Airport upon request. All personnel may be required to attend Friedman Airport customer services training programs. Management and supervisors may be required to attend Friedman Airport trainings and staff meetings.

#### **Uniforms**

The contracted company will provide, at their expense, approved uniforms and name badges for parking personnel. All personnel will wear identical, approved uniforms while on duty at Friedman Airport.

A full length, color photograph of each proposed uniform will be included with the proposal. All uniform apparel must be approved by the Friedman Airport's Airport Manager.

#### **Staffing Plan and Labor Management**

Friedman Airport requires the contracted company to employ a staffing plan that provides exceptional guest satisfaction and efficient operations of the parking facility. The staffing plan provided in this proposal must outline specific strategies explaining how the contracted company shall deliver, monitor and report exceptional customer service, efficient operations of ingress and egress of vehicles, and control variable labor expenses. A current flight departure and arrival schedule and terminal operating hours is included in Exhibit C. During times of inclement weather, flights may be diverted to other regional cities and passengers bussed to the FMA. Parking Operator will be required to have contingency plans in



place for these events, that may or may not be in normal operating hours. Parking operator will be required to forecast and budget for any additional hours required to meet the needs of bussed passengers.

### **Parking Management Structure**

Contracted company will provide one primary on-site manager/supervisor responsible for the daily operations of the parking operations. This staff member will report to and work closely with Friedman Airport's Contracts/Finance Administrator or their designee. The manager will attend Friedman Airport operational and/or FMAA meetings and work with our management staff to ensure successful operation of the parking facilities.

In addition to the on-site manager, the contracted company will assign senior management personnel that will work with Friedman Airport to ensure that customer service standards, operational efficiencies, and financial goals are achieved.

### **Equipment**

Friedman Airport intends to purchase and install new operations equipment for the "Parking Facilities" as a part of a restructuring of the parking ingress and egress layout in the fall of 2017. The restructured layout will have one (1) entrance lane, two (2) exit lanes, one (1) cashier booth and one (1) pay on foot station (located in the terminal). The contracted company should have extensive experience operating and utilizing of the reporting capabilities of parking garage control equipment. They should have working knowledge of equipment set up, trouble shooting, and system software capabilities.

The contracted company shall develop a professional business relationship with an authorized dealer to provide regular and emergency maintenance of the parking control systems. The contracted company shall work with Friedman Airport's management to develop a comprehensive plan to maintain the parking equipment and utilize the software and reporting ability of the system.

Depending on Parking Operator capabilities, operating conditions, and other factors, FMA may elect to ask the Parking Operator to provide equipment as part of the operating contract. In your submittal please explain your company's capabilities to bid, finance/amortize, provide and install operating equipment that meets the operating conditions / requirements at FMA, please discuss experience in providing equipment including any discounts that can be passed on to FMA, cost of financing and the number of installations your company has completed in projects similar to the FMA.

### **Facility Operations**

Friedman Airport's parking system will be upgraded and designed to allow maximum flexibility in parking operations in an effort to serve the wide variety of events held at the facility. The contracted company will be required to operate the Parking Facility in the following operating modes:

**Pay at Exit** –used during normal operations and heavy flight enplane and deplanements, late flights and when cash payments are required to be accepted.

**Self-Pay (Pay on foot station)** – To decrease wait times at exiting the airport users will be encouraged to use the terminal pay on foot station to pay for parking. This is intended to allow credit card users to pay for parking and use both the attended and unattended exit lanes for exiting the facility and speed up exiting cues. Operator should have experience in guiding and assisting self-pay guests. It is the intent of the FMAA to move to increased unattended operations as time and public acceptability warrants it.

**Self-Pay (Attended)** – during low to moderate traffic counts, the parking facilities may, at the airport managements approval, operate in a Self-Pay mode with an attendant on duty to assist guests that need guidance at the self-pay stations located in the terminal at the exit lanes and when a cash payment is required.

**Self-Pay (Unattended)** – during low traffic flows the facility may, at the airport managements approval, operate in a Self-Pay mode with no parking attendant on duty. The Operator will provide an on-call employee to assist if there is equipment failure.

Overflow Parking – Contracted company may in the future direct overflow parking to nearby lots. Contracted company will deploy portable signs and personnel to assist traffic flow to overflow parking lots and employ remote collection procedures.

The contracted company will work with Friedman Airport management to determine the most suitable operation in a cost-effective manner.

### **Rental Vehicle Vendors**

FMAA has entered into contracts with several rental vehicle vendors to provide rental vehicle services on the airport. The contracted rental vehicle vendors have designated spaces within the parking facilities assigned and signed for each company to parking vehicles awaiting rental and for customer rental drop off. The successful parking Operator will be expected to work with the rental companies to insure compliance with contracted allotment of spaces, enforce stall allocation agreements, and charge/collect parking fees for any and all rental vehicles parked outside their allocation at any time. Routine checks will be required in Standard Operating Procedures and all policies approved by the Airport. Airport reserves the right to waive any charge it deems not to be in the best interest of the FMAA.

### **Fee Structure**

Friedman Airport prefers a fee structure that requires the contracted company to be responsible for controlling and managing direct and indirect expenses. Friedman Airport will give preference to companies that propose a fee structure with considerations to these factors:

Friedman Airport will pay auditable direct wages, taxes and benefits for all employees that work on site.

Friedman Airport will pay for all documented and auditable direct supplies and fees (ticket stock, register tape, cleaning supplies, and credit card fees) without mark up or handling charges.

Friedman Airport requires all facility and operational insurance costs to be included in the Operators management fee.

Friedman Airport will not pay direct or indirect charges for management personnel above the level of the on-site manager. Management and travel expenses above the level of the on-site manger should be included as part of the overall management fee.

Friedman Airport will not pay charges for indirect expenses that are the responsibility of the contracted company to manage and control. These expenses should be included as part of the overall management fee.

Friedman Airport prefers a fixed monthly management fee or a management fee that is based on a fixed fee and or a percentage of contract year, annual revenue that could include minimum and maximum fees.

Friedman Airport prefers a monthly management fee that includes financial incentives and penalties for cost controls and financial benchmarks, customer services survey scores, and facility cleanliness.

### **Parking lot inventory**

The authority does not own a License Plate Inventory (LPI) system. A nightly LPI is a requirement of the Parking operator for daily inventory control. Respondents shall provide a plan and cost for a nightly inventory as part of their proposed budget either by hand and/or utilizing equipment. Proposals should include concepts for LPI as part of the RFP response, frequency of such inventories, and related reports.

### **Lost Tickets**

Lost tickets shall be accounted for by a lost ticket fee form in a format approved by the Airport. The lost ticket form shall include the customer name, address, phone number, and signature. Appropriate audit procedures shall be taken by the Parking Operator monthly to verify the authenticity and correctness of a

minimum of twenty percent (20%) of all lost tickets. All lost tickets shall be required to be checked against the most current lot inventory list to insure full payment is charged for all days parked. Failure to do so will be the sole financial responsibility of the operator, and any revenue not collected will be considered due to the airport revenue collection account within 48 hours and will not be considered a reimbursable expense. Unannounced audits and/or tests of the employees shall be conducted to insure compliance.

### **Credit Card Acceptance / Revenue Deposits**

The Airport requires all revenue to be deposited daily directly into the airport's designated bank/account. The Airport shall be the merchant of record, the Parking Operator as the airports agent, will insure all compliance with credit card acceptance regulations imposed on the merchant of record and will update any revenue control and credit card collection software required to maintain compliance with all credit card acceptance and reporting compliance procedures. All upgrades and equipment required will be considered a reimbursable expense and should be anticipated in preparing annual budgets.

### **Monthly Revenue and Expense Reporting and Activity Reports**

Parking operator shall submit monthly revenue and expense reports and invoices for reimbursable expenses no later than 5 business day following the month of reporting. FMA additionally requires parking activity / transaction reports in an agreed upon format to the airport within an agreed upon time frame but no more than 10 business days following the end of the calendar month. In your submittal provide a sample reporting package. Sample monthly reporting package should be submitted as a separate document and will not be considered in the 50-page count maximum.

### **Accounting Records**

Parking Operator shall, at all times, during the contract maintain on the airport complete and accurate books and records of its operation on the airport in a form consistent with good accounting practices. Daily tickets shall be retained and provided to the airport for audit purposes. Books and records shall contain an itemized record of all parking charges collected at the parking facilities, of all other revenue, if any derived by Parking Operator from its parking operations on the airport and all of its expenses paid in performing its obligations hereunder in such detail as the airport may request and shall include but not limited to, among other things, all attendant shift reports, daily master reports and journal tapes and tickets. All records must be kept on site for a minimum of seven (7) years with the exception of used and unused tickets which may be kept for a minimum of two (2) years. FMA will provide space suitable on site for required document storage.

Parking Operator shall submit daily to the airport a cash summary reconciling total gross revenue to the daily deposit and a bank deposit slip explaining any overcharges and/or undercharges. All books and records shall be kept on a cash basis and shall be provided to the airport on a regular basis as mutually determined between the Airport and the Parking Operator. In the event that all necessary records, books and other pertinent information are not maintained or made available, all reasonable travel expenses (transportation, lodging, meals and incidentals) incurred by the airport or its authorized representative for the audit will be reimbursed by the Parking Operator upon presentation of an invoice with supporting bills/receipts attached.

### **Auditing**

The airport shall have the right, upon reasonable written notice to Parking Operator, to cause an audit to be made of the books and records of Parking Operator which relate to its operations on the airport for any and all of the three (3) years immediately preceding such audit.

### **Revenue Variances**

If Parking Operator charges a customer a rate, fee, or charge which is less than the established schedule of rates, or a Parking Operator employee does not reconcile the accounting of funds, the amount by which the actual charge or deposit is less than the appropriate total dollar amount constitutes a shortage and an amount equivalent thereto shall be immediately paid by the Parking Operator into the revenues due the Authority.

### **Loss of Revenue**

Parking Operator shall be responsible for any losses incurred on checks or credit card charges where Parking Operator employee/s have failed to follow the established SOP's and such loses shall be not be reimbursed to Parking Operator.

### **Collections and Deposits of Revenue**

All Parking Facilities revenue collected by Parking Operator are the property of the FMAA and shall be held in trust by the Parking Operator while funds are in their custody and control. Parking Operator shall collect, hold in trust for the Authority, account for, and deposit each business day to a financial institution designated by the FMAA. And in the name of the FMAA, all gross receipts derived from their operation of the Parking Facilities. Gross receipts shall be delivered to an accounting of deposited gross receipts shall be delivered to the FMA administration office each business day. Should any such gross receipt be lost stolen, or otherwise unlawfully removed from the custody and control of Parking Operator, Operator shall continue to be responsible therefore. Parking Operator shall deposit in the bank designated by the Authority a like sum of monies within 48 hours of discovery of such loss, theft, or unlawful removal. Parking Operator shall comply with the SOP's concerning processing of transactions and deposit of revenues, and as such SOP's may be amended.

All parking revenues collected will be kept in a locked safe, to which a limited number of Parking Operator employees will have access. When any Parking Operator employee with such access and knowledge of the combination to the safe is terminated or resigns, is reassigned to work elsewhere other than the Airport, or is placed on any type of administrative or investigatory leave, Parking operator will immediately notify the Airport, and will cause the combination to be changed

### **Claims**

Parking Operator shall notify the Airport immediately in writing upon receipt of any notice of a claim or an accident involving the Airport and Parking Operators use of the parking facilities and shall notify the airport within 24 hours of its receipt of notice any customer complaint or any allegation of dishonesty by the manager or any of its Parking Operator employees, including any response by the Parking Operator to any such complaint or allegation

### **Parking Lot Maintenance / Winter Conditions / Snow Removal**

FMA Operations staff will be solely responsible for general parking lot maintenance. Parking Operator will be responsible for minor cleaning and litter policing to be included in the normal course of operating and reviewing lot operations. If the Parking Operator observes a maintenance or winter hazard condition issue that appears unsafe, requires attention and/or needs to be resolved, Parking Operator will promptly contact FMA staff to make them aware and to coordinate with FMA staff to address the issue.

### **Removal of Vehicles**

Except in an emergency, or under proper legal process, Parking Operator shall not remove vehicles in the Parking Facilities or remove any vehicle from the Parking Facilities. Any expense incurred in the moving of the vehicles in an emergency shall, if not collectible after reasonable diligence from the operator of the vehicle, be considered a reimbursable expense outside of the Parking Operator's operating budget under the contract; provided, however that any damages to the vehicle so moved shall not be considered a reimbursable expense.

### **Online Payments and Collections**

Parking Operator must have the ability to accept online payments for monthly permit parking charges not collected at the time of exiting the Parking Facilities and any other charges as the Airport requires. Parking Operator must deposit into the Airport designated bank account all online fees collected at the beginning of each business week, all collections from the preceding week and on the last day of the month funds are to be reported.

### **Other Information**

Draft Standard Operating Procedures and Plan ("**Attachment F**");

The standard operating procedures and plan should be a detailed plan outlining the specific practices in all areas the contracted company will use to manage and operate the Friedman Airport Parking facilities.

In consultation with Airport Management, Parking Operator shall prepare and provide a final Standard Operating Procedures (SOP) within 60 days of the execution of the contract. The SOP should include written procedures, job descriptions, and standards of performance with which Parking Operator and its employees shall comply with. The procedures and standards will be subject to the approval of the Airport and incorporated in a manual entitled "Standard Operating Procedures" hereinafter referred to as "SOPs"

The Airport, at the Airport's sole discretion, may amend the SOPs from time to time and shall be the sole judge of Parking Operator's compliance with the SOPs. Parking Operator shall be responsible for updating the SOPs as reasonably necessary or upon the Airport's request for the operation of the Parking Facilities at the airport of which all provisions shall be subject to the approval of the authority

- i) Specific attention should be given to high customer service standards, resolving and reporting non-claim customer issues and complaints within 48 hours, employee training, and personnel management practices of Parking Operator.
- ii) Specific attention should be given to the revenue and cash control procedures, labor management practices, and reporting procedures that will be used by Parking Operator.
- iii) Specific attention should be given to cleaning standards, equipment maintenance, and employee uniform standards used by Parking Operator.

### **Annual Operating Budget and Reimbursable Expenses**

Parking Operator shall prepare and submit to the Airport annual fiscal year budgets. These annual fiscal year budgets shall be subject to approval in advance by the Airport. These budgets shall be presented as of October 1st- September 30th, 2018 for each year that this contract is in effect. By May 1st each year, Parking Operator will prepare and submit to the airport for its approval an annual operating budget which conforms to the standards required hereunder. Said budget may be revised by the Airport prior to approval; however, the final budget shall be completed by May 30th each year. The budget shall be subject to further review by the parties from time to time at the request of either the Parking Operator or the Airport. All approvals or revisions of said budget by the Airport shall be set forth in writing, and the total of said approved budget shall thereafter be binding upon Parking Operator. The approved budget shall include all forecasted revenues by category and all ordinary direct costs and expenses to be incurred by the Parking Operator in the operation of the Parking Facilities in such detail as the Airport may direct. Direct costs and expenses include but are not limited to, the following:

- Salary cost and wages of all employee's set forth and approved in advance by the Airport
- Employee benefit costs
- Repair and maintenance costs
- Office supplies
- Cleaning supplies
- Operating supplies, tickets
- Signage
- Management cell phone
- Other items as determined by the Airport

All such expenses shall be included in the annual approved operating budget and shall be considered reimbursable expenses.

### **Non-Reimbursable Expenses**

- All licenses, permits, fees, sales taxes and business taxes to do business in, City of Hailey, Blaine County, and the State of Idaho, exclusive of any sales tax collected on parking revenues.
- Costs and expenses of offsite, legal, administrative, accounting, executive personnel and company officials
- Travel accommodations and professional memberships
- Uniforms and name badges
- Bonds and Insurance required by the contract or in conjunction with the contract
- Costs of repair for damages caused by negligence, employee misconduct, or omissions of Parking Operator or its employees
- Late fees and interest charges related to late payments
- Bonuses paid by Parking Operator

### **Insurance Requirements**

Parking Operator shall secure and maintain in force, at its own expense, during the term of this contract, the following minimum insurance coverage(s)

- **Commercial General Liability Insurance** in the minimum amount of Two Million Dollars (\$2,000,000) combined single limit for bodily injury and property damage per occurrence. Coverage shall include contractual, broad form property damage, products, personal injury, and completed operations and Operator's protective endorsements.
- **Automobile Liability Insurance**, Comprehensive form, in the amount of Two Million Dollars (\$2,000,000) combined single limit for bodily injury and property damage per occurrence for operation of motor vehicles on the covered premises. Coverage shall include all owned, non-owned, and hired automobiles.
- **Workers' Compensation and Employer Liability Insurance**, if applicable, in accordance with the provisions of Idaho state law. Employer's liability insurance shall be held in an amount not less than Five Hundred Thousand Dollars (\$500,000) for each accident or occurrence of bodily injury by accident or disease. If Parking Operator sublets any service under the contract, Parking Operator shall require the subcontractor to provide the same coverage for the subcontractor and the subcontractor's employees.

The FMAA shall be named as an additional insured under each such policy or policies of insurance required under this contract, except Workers' Compensation and Employer Liability Insurance, and said policy or policies shall include the separation of insured condition.

Certificates of Insurance will be delivered no more than 14 days prior to contract start and shall be kept in force throughout the term of this agreement. Parking Operator will notify the FMAA, within 10 days, of any notification of cancellation of coverage for any reason, any changes in coverage, or any changes in insurance provider and deliver to the FMAA notice of renewal and renewed certificate of insurance no later than 30 days prior to renewal and any effective changes in coverage.

The insurance required to be carried by Parking Operator shall be primary, and any insurance held by the FMAA is excess and non-contributory.

#### **Indemnification**

The Parking Operator will be required to save, defend and indemnify the FMAA from any and all claims arising from the actions of the Parking Operator or its employees.

## Section 4 Proposal Content and Submittal Requirements

### Proposal Format

Your written proposal should include the information outlined below and be limited to no more than 15 double sided (30 total) pages. We recommend that you include concise, but complete information about your firm, emphasizing why you believe your firm to be uniquely qualified for this operation. Short listed firms, if applicable may be required to make a formal, in person presentation to the selection committee. A page shall be defined as 8 ½ x 11 single sided with a minimum font size of 10.

### Cover Letter

Cover letters shall be no more than one page. The cover letter must contain the following statements and information:

- Proposal may be released in total as public information in accordance with the requirements of the laws covering same. (Any proprietary information must be clearly marked.)
- Proposal and cost schedule shall be valid and binding for one hundred twenty (120) days following proposal due date and will become part of the contract that may be negotiated with the FMAA.
- Company name, address and telephone number of the firm submitting the proposal.
- Name, title, address, e-mail address and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
- Proposals must state the proposer's federal and state taxpayer identification numbers or date of intent to apply for state taxpayer identification number.

### Past Experience/Qualifications

Describe the nature of your firms experience in the management of facilities similar and related to FMA. Include the number of employees you employed in such operations and the number of annual transactions you handled.

Please provide the annual employee turnover percentage your company has experienced in the past 5 years.

Submit a list of the five (5) facilities where you have managed parking or other related facilities within the last three (3) years including all airports of at least similar size to FMA. Provide the dates of operation for each facility, the gross revenue, and number of annual transactions.

Provide the names, location addresses, email addresses, and telephone numbers for all contract administrators for the locations you submit as references.

Submit the name, location, and date of all management contracts, if any, that you have been terminated from within the past five (5) years, for any reason, either voluntary, prior to the expiration of their term, and list any judgments terminating management contracts by your firm within the past five (5) years.

### Cost Proposal / Budget

Annual budget in accordance with section 3

Provide a projected expense budget for each year of the first three years

The previous three years of gross revenue has been provided as Exhibit B to assist you in preparing your proposal. Enplanements are projected to increase by 90,000 over the next 5 years.

Fee Proposal – include with your submission a monthly / annual management fee.

### Management and Personnel

Include a description of your management structure to be used in the operation of the Parking Facilities including the name, experience, and qualification of the proposed on-site manager. Include descriptive materials as desirable or appropriate that may be used to expand and clarify. Prepare an organizational chart structure that you would employ in your management and operation of the Parking Facilities.

Proposed staffing based on the hours of operation and flight schedule provided. Provide a plan for continued staffing and replacing experience staff with qualified personnel to meet all operational hours at the lowest turnover cost to the operation.

Include any employee incentive program you may wish to implement under this contract.

Include a description of the employment policies you would require your on-site manager to follow, including the details of any program for the hiring of disadvantaged individuals, relatives, friends, Airport employees, tenants and their relations, etc.

Provide a description of management policies that you would observe in your performance of your obligations under the contract, including supervision, and surveillance or auditing to be rendered by the corporate and/or regional office.

Provide a detailed description of your training program to insure all positions are well trained for the specific FMA operation and the equipment utilized at FMA.

Provide your policy regarding uniforms and ID badges and the general appearance of the employees assigned to FMA.

Provide a sample SOPs manual, which will be customized for the airport subsequent to signing the contract.

#### **Proposed Operations / Project Understanding**

A detailed description of the operating procedures you propose to implement for the handling of cash and ticket stock, including the internal financial controls and auditing procedures, reports to the Airport, handling of non-standard transactions (such as lost tickets) complimentary parking, handling of suspected and known employee theft, and customer relations.

A detailed description and/or SOPs for handling cash control and reporting daily receipts and statistical reporting.

Your proposed procedures and schedules for general maintenance of the facilities and equipment.

The maintenance and operational revenue collection procedures relating to the revenue control equipment during power outages, maintenance issues and other down time.

The program you would employ to maintain and increase the standards of the parking service at the Airport.

Procedures for dealing with abandoned vehicles.

Security procedures for safekeeping of each vehicle and its contents.

Any creative cost saving program you feel is appropriate for FMA and would like the Airport to consider.

Provide a detailed description of the procedures for recording of entrance and exit counts and reconciling them to daily revenue and vehicles in inventory.

Any procedures you will use for dealing with customers with mechanical difficulties such as snow covered vehicles, dead batteries and flat tires.

#### **Equipment Purchasing and Installation**

Please describe your company's capabilities to bid, finance/amortize, provide and install operating equipment that meets the operating conditions / requirements at FMA,



Specifically, discuss experience in providing equipment including any discounts that can be passed on to FMA, cost of financing and the number of installations your company has completed in projects similar to the FMA.

### **Automation and Remote Management**

Please describe your automation and customer assistance capabilities should the Airport wish to employ an automation and remote management operation.

Describe how an automation and remote assistance would be implemented and at what staffing levels and oversight would be proposed. Both locally and off-site.

Provide a proposed implementation schedule should the Airport decide to employ such a system in the future.

### **Financial Information**

Audited financial statements for the past 2 years.

State whether the organization, corporation, partnership, or principal owners have ever declared bankruptcy. If so, provide the details including the date, case number, court jurisdiction, amount of liabilities, number of assets and status/resolution.

### **References**

Provide the name and address of at least three (3) locations at which your company has conducted similar services and requirements. Specifically, describe your company's experience in successfully completing similar projects. Also, include a list of current clients and current projects the firm is presently working on. Provide names and contact information for each reference.

### **Other Relevant Information**

Proposers may submit other relevant information, which the proposer feels would help in the evaluation of its proposal.

### **Parking Operator Information**

The forms referenced below must be submitted with the Parking Operator's proposal. Those areas that do not apply to your proposal, **please mark with an N/A - do not leave any space blank.**

Affidavit Concerning Conflicts of Interest - Complete Attachment "A"

Company Information – Complete Attachment "B"

Client References – Complete Attachment "C"

## Section 5 - Proposal Evaluation

### Evaluation Procedures

Proposals will be evaluated by a Selection Committee composed of FMAA representatives including FMAA Board members and airport staff, or other representatives deemed appropriate by FMAA. The Selection Committee will consider how well the Parking Operator's proposed solution meets the needs of the FMAA. In evaluating the proposals, the FMAA will be using a criteria evaluation process. All proposals will be evaluated using the same criteria and weighting.

### Scoring and Evaluation Factors

The evaluation factors reflect a wide range of considerations. While cost is important, other factors are also significant. Consequently, the FMAA may select a proposal other than the lowest cost solution. The objective is to choose the Parking Operator capable of providing a reliable and effective solution within a reasonable budget.

Evaluations will be based on criteria as below. All proposals will be evaluated using the same criteria and weighting.

Evaluation Criteria	Possible Points
<b>Responsiveness/Completeness of Proposal</b> <ul style="list-style-type: none"> <li>• Were all the forms completed and everything included that was required by the RFP?</li> <li>• Proposal submitted by deadline?</li> </ul>	10
<b>Experience/Qualifications</b> (based on submittal and reference checks) <ul style="list-style-type: none"> <li>• Parking Operator's experience working within the requested services. Additional consideration will be given for Regional Airport experience.</li> <li>• Parking Operator's experience working with municipalities or other government agencies</li> <li>• Parking Operator's ability to successfully complete the scope of services on time and on budget</li> <li>• Parking Operator's ability to successfully work with FMAA staff</li> <li>• Parking Operator's references and relevance of the referenced projects to this contract</li> <li>• Qualifications of Parking Operator's proposed on-site Manager</li> <li>• Qualifications and experience with providing parking services and the initialization of parking revenue and control equipment and corresponding software</li> </ul>	20
<b>Scope of Work</b> <ul style="list-style-type: none"> <li>• Does the Parking Operator understand what it will take to successfully achieve the goals and objectives of the requested services within a highly visible and sensitive environment?</li> <li>• Parking Operator's approach to complaint resolution and customer feedback to achieve high customer service</li> <li>• Did the Parking Operator propose any revisions and/or changes to the Scope of Services that would better serve the FMAA?</li> <li>• Organization, size, management, and structure of firm to provide services</li> </ul>	30
<b>Cost Proposal</b> <ul style="list-style-type: none"> <li>• Does the cost seem reasonable for the scope of services proposed; does the cost provide the FMAA good value?</li> </ul>	40
<b>Total Points Possible</b>	100

### **Parking Operator Presentation, Committee Interviews and/or Additional Information or Reviews**

After the proposals are evaluated, the Selection Committee will determine whether formal presentations and interviews are necessary, and if so, which Parking Operators may be invited to make a formal presentation and/or sit for a panel interview with the Selection Committee. Interviews will be limited to 45 minutes and shall be limited to 3 attendees from Parking Operator.

The following factors will be taken into consideration during oral presentations, if conducted.

- Quality of presentation
- Value of the presented information and relevance to proposed scope of work
- Responses to provided questions / clarifications
- Ability to respond to additional general questions

The FMAA may choose not to require formal presentations or interviews.

The FMAA may choose to contact officials from other jurisdictions regarding the Parking Operator, their prior work experience, and their ability to successfully complete the scope of services. The FMAA may request clarification or additional information from a specific Parking Operator to assist in the FMAA's evaluation of a proposal. Finally, the FMAA may require changes in the scope of services as deemed necessary by the FMAA, before execution of the contract.

### **Final Selection**

The Selection Committee will formulate their recommendation for award of the contract and forward their selection to the FMAA Board of Directors for approval.

### **Contract Award and Execution**

The FMAA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the Parking Operator.

The FMAA shall not be bound or in any way obligated until both parties have executed a Parking Management Agreement.

The general conditions and specification of the RFP and the successful Parking Operator's response, as amended by contract between the FMAA and the successful Parking Operator, including e-mail or written correspondence relative to the RFP, will become part of the contract documents. Additionally, the FMAA will verify Parking Operator representations that appear in the proposal. Failure of a Parking Operator to perform services as represented may result in elimination of the Parking Operator from further competition or in contract cancellation or termination.

The Parking Operator selected as the apparent successful Parking Operator will be expected to enter into a contract with the FMAA.

The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during negotiations of the final contract.

If the selected Parking Operator fails to sign the contract within five (5) business days of delivery of the final contract, the FMAA may elect to cancel the award and award the contract to the next-highest ranked Parking Operator.

All parties may incur no cost chargeable to the proposed contract before the date of execution of the contract.

**Exhibit A**  
**Current Parking Rates and Hours of Flight Operations**

Parking Hourly Rate Breakdown	Rates
0 to 1/2 Hour	Free
1/2 to 1 1/2 Hour	\$2.00
1 1/2 to 2 Hours	\$3.00
2 to 2 1/2 Hours	\$4.00
2 1/2 to 3 Hours	\$5.00
3 – 24 Hours	\$10.00
Monthly – Main (Upper) Lot	\$175.00
Monthly – Lower Lot	\$140.00

**Source: Friedman Memorial Airport**  
<http://iflysun.com/self-parking-info/>

## Exhibit B Historical Gross Revenue and Enplanements

### Terminal Auto Gross Revenues

	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
October	\$15,101.36	\$15,892.00	\$17,338.24	\$30,478.00	\$28,322.00	\$28,891.00
November	\$12,294.99	\$12,152.00	\$14,877.00	\$24,459.00	\$26,490.00	\$32,230.25
December	\$11,029.94	\$12,358.00	\$15,115.00	\$23,436.00	\$24,201.90	\$29,838.00
January	\$14,614.35	\$14,779.00	\$19,257.00	\$26,312.83	\$27,240.00	\$29,155.00
February	\$16,508.00	\$17,062.00	\$22,779.00	\$27,181.82	\$29,688.70	\$32,796.00
March	\$16,330.00	\$19,944.00	\$29,797.00	\$33,979.00	\$37,642.00	\$42,887.00
April	\$12,035.00	\$14,336.00	\$16,457.00	\$19,469.63	\$22,897.00	\$32,230.30
May	\$13,330.00	\$14,790.00	\$4,565.99	\$5,938.00	\$24,143.00	\$34,948.01
June	\$17,193.00	\$15,927.00	\$26,623.00	\$30,313.00	\$29,237.17	
July	\$16,117.50	\$21,600.00	\$29,944.00	\$33,386.00	\$35,489.00	
August	\$15,813.00	\$17,319.00	\$32,652.36	\$34,909.00	\$38,249.80	
September	\$16,903.00	\$22,571.00	\$31,018.14	\$29,244.01	\$34,924.00	
<b>Total:</b>	<b>\$177,270.14</b>	<b>\$198,730.00</b>	<b>\$260,423.73</b>	<b>\$319,106.29</b>	<b>\$358,524.57</b>	<b>\$262,975.56</b>

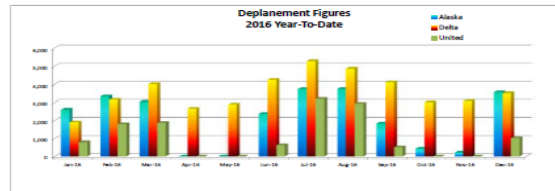
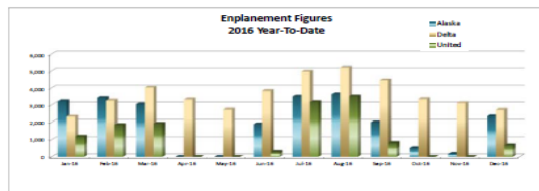
#### Friedman Memorial Airport December 2016

# of Flts	2016 Enplanements															Total Enp.	Prior Year Total Enp.	Total % Change
	Alaska Airlines					Delta Airlines					United Airlines							
	Revenue	Non- Revenue	Total	Prior Year Month	Total % Change	Revenue	Non- Revenue	Total	Prior Year Month	Total % Change	Revenue	Non- Revenue	Total	Prior Year Month	Total % Change			
Jan-16	3,194	38	3,232	2,616	24%	2,285	41	2,326	2,996	-22%	1,166	31	1,197	1,277	-6%	6,755	6,889	-1.9%
Feb-16	3,348	59	3,407	3,261	4%	3,162	70	3,232	2,703	21%	1,818	32	1,850	1,194	55%	8,519	7,158	19.0%
Mar-16	2,975	73	3,048	3,362	-9%	3,929	94	4,023	4,294	-6%	1,999	23	2,022	1,437	34%	8,993	9,063	-0.8%
Apr-16	0	0	0	0	0%	3,232	95	3,327	2,373	40%	0	0	0	0	0%	3,327	2,373	40.2%
May-16	0	0	0	0	0%	2,642	93	2,735	635	193%	0	0	0	0	0%	2,735	935	192.5%
Jun-16	1,839	54	1,893	1,661	14%	3,705	120	3,825	3,344	14%	291	8	299	203	47%	6,017	5,208	15.5%
Jul-16	3,426	66	3,492	3,508	0%	4,867	97	4,964	3,801	31%	3,133	54	3,187	2,807	14%	11,643	10,116	15.1%
Aug-16	3,559	81	3,640	3,661	-1%	5,072	124	5,196	3,766	37%	3,458	48	3,506	3,299	6%	12,342	10,748	14.9%
Sep-16	1,968	36	2,004	2,071	-3%	4,326	117	4,443	3,569	23%	801	18	819	756	8%	7,266	6,426	13.1%
Oct-16	511	6	517	511	1%	3,288	59	3,347	3,616	-7%	0	0	0	0	0%	3,864	4,126	-6.3%
Nov-16	187	2	189	0	100%	3,039	83	3,122	2,520	24%	0	0	0	0	0%	3,311	2,520	31.4%
Dec-16	2,261	84	2,345	1,397	68%	2,638	84	2,722	2,135	27%	681	13	694	832	-17%	5,761	4,364	32.0%
<b>Totals</b>	<b>23,268</b>	<b>499</b>	<b>23,767</b>	<b>22,048</b>	<b>8%</b>	<b>42,215</b>	<b>1,077</b>	<b>43,292</b>	<b>36,071</b>	<b>20%</b>	<b>13,247</b>	<b>227</b>	<b>13,474</b>	<b>11,805</b>	<b>14%</b>	<b>80,533</b>	<b>69,924</b>	<b>15.2%</b>

Legend for Chart:

# of Flts	2016 Deplanements															Total Dep.	Prior Year Total Dep.	Total % Change
	Alaska Airlines					Delta Airlines					United Airlines							
	Revenue	Non- Revenue	Total	Prior Year Month	Total % Change	Revenue	Non- Revenue	Total	Prior Year Month	Total % Change	Revenue	Non- Revenue	Total	Prior Year Month	Total % Change			
Jan-16	2,556	34	2,590	2,168	19%	1,851	37	1,888	2,176	-13%	767	23	790	722	9%	5,267	5,066	4.0%
Feb-16	3,267	74	3,341	3,360	-1%	3,082	64	3,146	2,729	15%	1,757	30	1,787	1,319	35%	8,274	7,438	11.2%
Mar-16	2,967	66	3,033	3,066	-1%	3,924	81	4,005	3,919	2%	1,810	48	1,858	1,192	56%	8,990	8,177	8.8%
Apr-16	0	0	0	0	0%	2,567	71	2,638	2,062	28%	0	0	0	0	0%	2,538	2,062	20.1%
May-16	0	0	0	0	0%	2,769	86	2,855	628	211%	0	0	0	0	0%	2,855	628	210.0%
Jun-16	2,293	69	2,362	2,323	2%	4,149	108	4,257	3,604	18%	627	9	636	547	16%	7,255	6,474	12.1%
Jul-16	3,887	53	3,940	4,036	-7%	5,170	105	5,275	3,800	39%	3,133	65	3,198	2,882	11%	12,213	10,718	13.9%
Aug-16	3,663	80	3,743	3,546	6%	4,737	125	4,862	3,424	42%	2,581	47	2,628	2,522	16%	11,533	9,462	21.5%
Sep-16	1,768	58	1,826	1,904	-6%	3,983	122	4,105	3,261	25%	498	15	513	509	1%	6,444	5,791	11.3%
Oct-16	432	4	436	499	-13%	2,934	65	2,999	3,222	-7%	0	0	0	0	0%	3,435	3,721	-7.7%
Nov-16	230	1	231	0	100%	3,004	72	3,076	2,441	26%	0	0	0	0	0%	3,307	2,441	35.5%
Dec-16	3,502	48	3,550	2,072	71%	3,444	66	3,510	2,546	38%	1,018	11	1,029	1,064	-3%	8,089	5,882	42.4%
<b>Totals</b>	<b>24,364</b>	<b>487</b>	<b>24,851</b>	<b>23,094</b>	<b>8%</b>	<b>41,644</b>	<b>1,002</b>	<b>42,646</b>	<b>34,172</b>	<b>25%</b>	<b>12,491</b>	<b>248</b>	<b>12,739</b>	<b>10,754</b>	<b>18%</b>	<b>80,236</b>	<b>68,020</b>	<b>18.0%</b>

Legend for Chart:



Source: Friedman Memorial Airport  
<http://iflysun.com/statistics/>

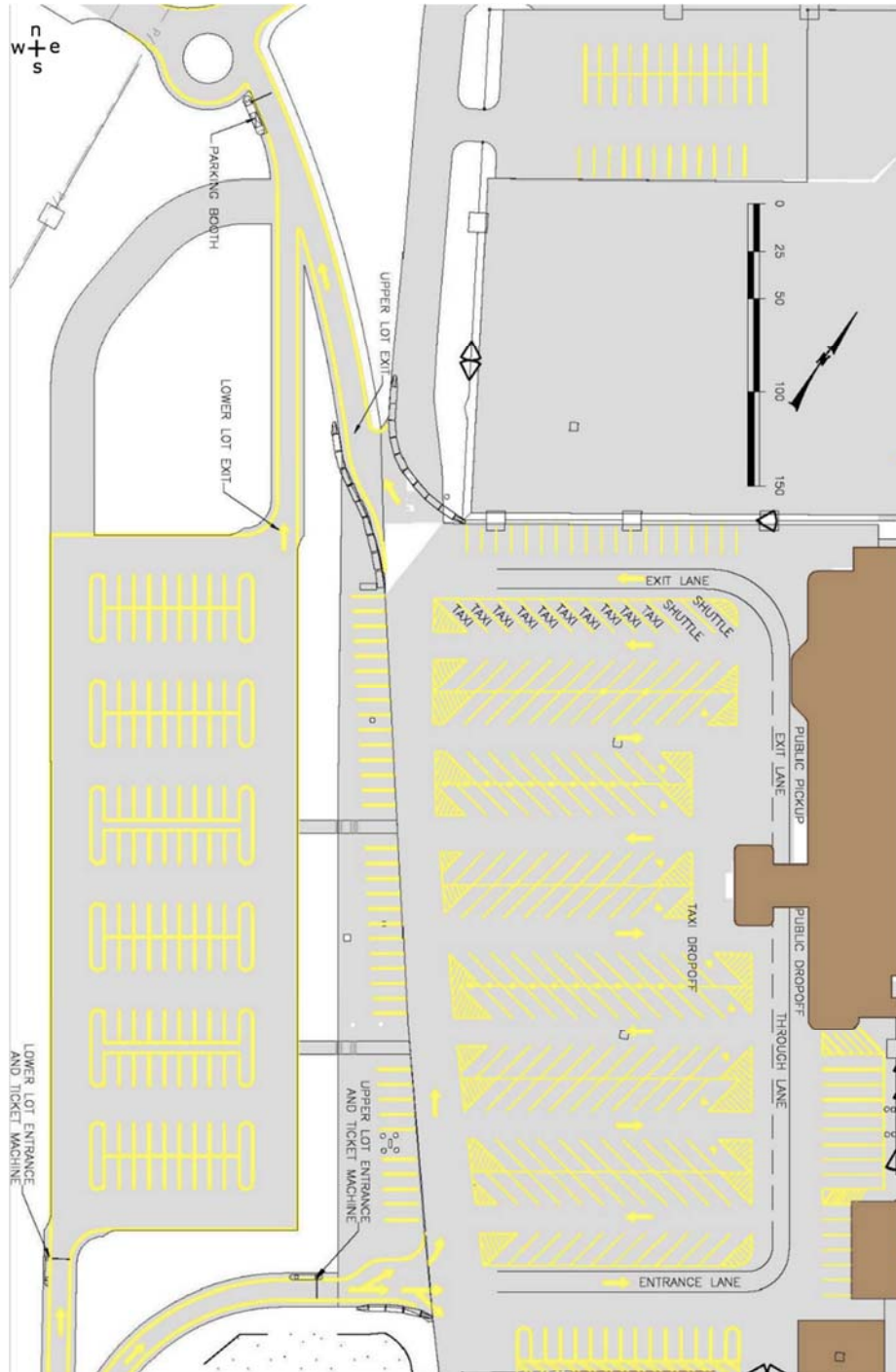


**Exhibit C**  
**Current Flight Departure and Arrival Schedule**  
Source: Friedman Memorial Airport <http://iflysun.com/check-sun-fares-first/>

ARRIVALS						
START	END	ARRIVE	DEPART	FLIGHT	AIRCRAFT	WEEKLY SCHEDULE
SLC	SUN	10:45am	9:35am	DL 4765	CRJ 700	Saturday Only
SEA	SUN	10:49am	8:00am	AS 2432	Q400	Su, M, T, W, Th, F, S
SLC	SUN	10:58am	9:45am	DL 4765	CRJ 700	Sunday Only
SLC	SUN	12:10pm	11:00am	DL 4610	CRJ 700	M, T, W, Th, F
SEA	SUN	12:10pm	9:30am	DL 4806	CRJ 700	Saturday Only
LAX	SUN	12:33pm	9:25am	DL 4583	CRJ 700	Sunday Only
SLC	SUN	12:46pm	11:40pm	DL 4610	CRJ 700	Saturday Only
PDX	SUN	3:06pm	12:40pm	AS 2104	Q400	W, S
SLC	SUN	3:07pm	1:55pm	DL 4590	CRJ 700	Su, M, T, W, Th, F
LAX	SUN	4:26PM	1:20PM	DL 4734	CRJ 700	Saturday Only
LAX	SUN	5:14pm	1:47pm	AS 2342	Q400	Su, M, T, W, Th, F, S
SFO	SUN	7:25pm	4:30pm	UA 5886	CRJ 700	Su, M, T, W, Th, F, S
SLC	SUN	9:18pm	8:15pm	DL 4635	CRJ 700	Saturday Only
SLC	SUN	10:55pm	10:00pm	DL 4635	CRJ 700	Su, M, T, W, Th, F

DEPARTURES						
END	START	DEPART	ARRIVE	FLIGHT	AIRCRAFT	WEEKLY SCHEDULE
SLC	SUN	6:50am	7:42am	DL 4660	CRJ 700	Saturday Only
SLC	SUN	7:00am	7:51am	DL 4660	CRJ 700	Su, M, T, W, Th, F, S
LAX	SUN	7:30am	8:45am	DL 4614	CRJ 700	Sunday Only
SFO	SUN	8:28am	9:37am	UA 5288	CRJ 700	Su, M, T, W, Th, F, S
LAX	SUN	11:24am	1:02pm	AS 2167	Q400	Su, M, T, W, Th, F, S
LAX	SUN	11:20am	12:40pm	DL 4793	CRJ 700	Saturday Only
SLC	SUN	11:35am	12:35pm	DL 4721	CRJ 700	Sunday Only
SLC	SUN	12:45pm	1:45pm	DL 4876	CRJ 700	M, T, W, Th, F, S
SLC	SUN	1:15pm	2:19pm	DL 4704	CRJ 700	Sunday Only
SEA	SUN	1:21pm	2:04pm	DL 4802	CRJ 700	Saturday Only
SLC	SUN	3:42pm	4:45pm	DL 4882	CRJ 700	Su, M, T, W, Th, F
PDX	SUN	3:42pm	4:10pm	AS 2105	Q400	W, S
SEA	SUN	5:55pm	6:45pm	AS 2445	Q400	Su, M, T, W, Th, F, S

## Exhibit D Current Facility Layout



Source: Friedman Memorial Airport

<http://iflysun.com/self-parking-info/>





**Attachment B  
Company Information**

Company Name:

Corporate Office Address:

Business Address that would directly serve the FMA personnel:

Website Address:

Name, Title, Address, Telephone Number, FAX Number and Email Address of the person to be contacted concerning the proposal:

If Applicable, Name of the Parent Company:

Parent Company Office Address, Telephone Number and Website Address of the Parent Company:

Describe the parent company's relationship with the Parking Operator:

If applicable, does the person signing the proposal have the authority to sign on behalf of the Parking Operator?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

Names of companies that will share significant and substantive responsibilities with the Parking Operator in performing the scope of services under the contract:

**Attachment C  
Client References**

**Client References #1**

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the FMAA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

**Client References #2**

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the FMAA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

**Client References #3**

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the FMAA's Scope of Services?	<input type="checkbox"/> Yes – Explain similarities: <input type="checkbox"/> No

**Attachment D**  
**Proposed Draft Revenue and Expense Budget and Staffing Plan**

(Parking Operator to insert proposed budget, staffing plan/schedule and detailed backup information for budget assumptions)

**Attachment E**  
**Equipment Proposal**  
(if required)

**Attachment F**  
**Draft Standard Operating Procedures**

(Parking Operator to insert Standard Operating Procedures Information)

**Attachment G**

## **Management Fee Structure Proposal**

(Parking Operator to insert Management Fee Structure Proposal Information)