

**Questions to RFP
Parking Management Services
Friedman Memorial Airport (SUN)
Sent Via Email to:
lisa@iflysun.com**

1. Has a specific ACDBE goal or requirement been established for the contract? If so, please specify the percentages, ACDBE directory utilized by FMAA and any other relevant details.

No specific requirement or goal has been established.

2. Page 4 – Response Format, indicates a 30 page limit (15 pages, double-sided). Page 11 - Monthly Revenue and Expense Reporting and Activity Reports, refers to a 50 page maximum page count. Please clarify what the page limit is.

There is a 30 page limit for proposal submittal excluding attachments, staffing proposal and manuals.

3. Page 4 – Required Number of Proposals, Page 4 of 31. In order to ensure there are no email delivery problems associated with the file size or potential SPAM issues, may Proposers provide the electronic copy of the proposal on a USB drive, delivered along with the hard copies, in place of the email requirement?

Yes, a USB drive is acceptable provided it is delivered by the due date and time.

4. Please provide a copy of the current contract between the FMAA and its current parking Operator.

A current contract can be provided, please note it is a concessionaires lease and will not apply for this RFP. The contract that will be used for the management contract is being drafted.

5. Please confirm the City is responsible for all structural repairs and capital improvements, including replacements, upgrades or improvements to equipment, systems and fixtures.

Yes, FMAA will be responsible for all replacements and improvements regarding the parking operation. Although the Parking Operator should budget for normal operating repairs and replacements.

6. Please provide a copy of the current staffing plan and/or schedules.

FMAA does not control or direct staffing with current operator. Please submit your proposed staffing plan. A current flight schedule has been included for your evaluation of required staffing.

7. Please confirm that FMAA is responsible for the payment of any sales or parking tax, if applicable, to the appropriate governing agency

FMAA will remit all required revenue collection taxes to the proper authority. Operator shall budget and pay all purchasing and fees required for parking operations.

8. Page 11 – Accounting Records, requires all records to be kept on site for a minimum of seven (7) years, which exceeds operator’s base term of three (3) years and potential maximum term of five (5) years including options. Please adjust the record retention requirement in to be in accordance with the term of the agreement.

Operator shall keep records on site for the entire contract period.

9. Collections and Deposits of Revenue, page 12 of 31. Is a FMAA-owned safe provided in the existing parking office/booth for the new operator’s use or is a new safe required? If a new safe is required, will it be at FMAA’s expense or the Operator’s?

If a safe is required for FMAA funds it will be a reimbursable expense, FMAA approval is required for final authorization to purchase. Security of Parking Operator funds will be the Operators expense.

10. Please confirm what office equipment and furnishings will be made available to the new operator upon commencement of the contract.

Office equipment and furnishings shall be a reimbursable item.

11. Is the operator required to provide any computers, copiers, fax machine, etc. and if so is the cost of this equipment considered a reimbursable expense?

FMAA will allow access to general office equipment such as copier and fax. Any equipment needed for Parking Operators business, revenue reporting or employee use will be the Parking Operators ownership and expense.

12. Please advise as to whether the Operating Agreement will require a Performance Bond, and if so what is the amount of the Bond?

The Operating Agreement will not require a Performance Bond; however, property damage and general liability insurance will be required.

13. Page 15 – Past Experience/Qualifications, calls for Proposers to provide contact information for references. Is this intended to be contact information for the five (5) locations detailed in the paragraph above this one? Or is this in reference to the References section on page 17, which requires three (3) references?

Page 15 refers to the facilities you manage currently or have managed in the past that are “similar and related to FMA” Please delete the requirement to provide contact information for these facilities.

14. Page 17 – Client References – Attachment “C”, also calls for reference information. Should references be provided as Attachment “C” as well?

Provide three current operating references that FMAA may contact as required by RFP in Attachment “C”

15. Please clarify if Workers Compensation is a Reimbursable Expense as it is a direct expense to payroll or if it is a Non-Reimbursable Expense and it to be Included in the Operator’s Management Fee.

Workers Compensation shall be included in the Operator’s Management Fee.

16. In an effort to concisely but satisfactorily answer the considerable number of questions and/or information requested in the base proposal, would the Airport consider increasing the maximum page limit to sixty (60) pages (thirty pages front and back)?

There is a 30 page limit for proposal submittal excluding attachments, staffing proposal and manuals. If selected for an interview, proposers will be able to further explain their qualifications.