

HILLSBOROUGH COUNTY AVIATION AUTHORITY

Revised Addendum #3

Parking Facilities and Shuttle Services Management
Tampa International Airport
Request for Proposals (RFP) #11-534-046

A copy of this signed Revised Addendum #3 must be included with all submissions.

A. **Material Changes**

RFP No. ~~11-534-046, Website Redesign, Development, and Consulting Services 11-534-046, Parking Facilities and Shuttle Services Management~~, is hereby amended and includes the following material change to the RFP document. The changes are noted by double strike through (~~strike through~~) for deletions and double underline (underline) for additions.

Appendix C, Proposal Response, Tab 5, Operations and Staffing, A, Operation Procedures, Item (4), is modified as follows:

- (4) Marketing Plan
Provide a description of the Respondent's proposed marketing plan, ~~utilizing current resources, that will be implemented by the selected Respondent utilizing its resources,~~ to encourage the public to use the parking facilities and shuttle service at the Airport.

Yes, a copy of the marketing plan is attached to this Section.

B. **Clarifications**

1. Question: Page 8, A-Will the Authority please provide its definition of "Comparable Facilities"?

Answer: Comparable facilities would include the components of the minimum qualifications as listed in Tab 2.

2. Question: Page 14, 2-How should past employment/employer be listed if the individual has experience that is not related to parking?

Answer: Complete the sections of each table as applicable to the individual's experience. If the past employer was not related to parking or shuttle operations, the sections requesting information relating to parking or shuttle operations would not be completed and the specific responsibilities and duties can be described in that section of the table.

3. Question: Page 22, B1b-Will the Authority please explain the difference between "Revenue Control Equipment" and "Manufacturer"?

Answer: The revenue control equipment could be the manufacturer but may not be the same.

4. Question: Page 26, 4-Will the Authority please provide its definition of "current resources"?

Answer: See section A, Material Changes, item #1 above.

5. Question: Are the current operator's employees represented by a labor union? If yes, would the

Authority please provide a copy of the current Collective Bargaining Agreement or the Local's contact information?

Answer: No.

6. Question: RFP – Page 5 – Para 3 – data was provided for self service credit card transactions only (1,425,564). What was the total number of all credit card transactions?

Answer: The total number of all credit card transactions for the 12 month period beginning October 1, 2010 was 1,119,743. The number reported in the RFP under 1.02(B)(3)(b)(i), 1,425,564, was all transactions through the self-service lanes that included credit card transactions and the under one hour, no charge, exits.

7. Question: RFP – Page 7 – Para 3.02 – Evaluation Criteria/Proposed Fees – would the Authority consider an incentive fee program in addition to the fixed fee?

Answer: No.

8. Question: RFP – Page 8 – Para 4.0 – Solicitation Schedule – It is our understanding that the minimum qualifications evaluation meeting scheduled for 1/20/12 is a public meeting. Can you confirm the time and place of the meeting.

Answer: It is a public meeting and will be held January 20, 2012, 10:00 a.m., in the lobby B conference room of the Administrative Building located across the drive from the main terminal, 2nd level, red side.

9. Question: RFP – Page 9 – Para 6.02 – Operating Budget and Payments – Would the Authority consider an operating advance or bi-monthly billings for payroll and operating expenses?

Answer: No.

10. Question: RFP – Page 11 – Para 8.04 (and Sample Agreement – Article 14) – Is a separate performance and payment bond required or will the Authority accept a combined Performance & Payment Bond in the amount of \$1,000,000.

Answer: Respondents are only required to submit the \$20,000 proposal guarantee as requested in Tab 8 of Appendix C, Proposal Response. The requirement for the guarantees detailed in Subsection 8.04, Paragraph B, of the RFP, will be discussed with the selected Respondent.

11. Question: RFP – Page 14 – Para 8.14.C.1 – Please confirm that the calculation of ACDBE participation will be based on Total Expenses less Payroll.

Answer: The answer to this question will be included in Addendum #4.

12. Question: RFP – Page 14 – Para 8.14.C.1 – Please confirm that if the shuttle service is subcontracted to an ACDBE firm, which would include driver payroll, the extra amount of the subcontract will be allowed in the participation percentage.

Answer: The answer to this question will be included in Addendum #4.

13. Question: Appendix A – Page 5 – Para A.1.d/f – Will the Operator be responsible for insuring the Modified High Vehicle Disabled Parking and the Overflow Parking lots?

Answer: Yes.

14. Question: Appendix A – Page 6 – Para A.3.b – How many employees currently staff the employee parking management office? What are the hours of operation of the employee parking management office? What methods of payment are accepted?
- Answer: All of this information is already provided in RFP document.
15. Question: Appendix A – Page 7 – Para B.2.a.iv – Is the Operator responsible for the development of the “informational tape?” Will the buses be equipped with a “talking bus” system?
- Answer: No.
16. Question: Appendix A – Page 9 – Para A.1.b – Can the Authority provide the specs on the radio equipment currently in use?
- Answer: Provided by current operator, not available.
17. Question: Appendix A – Page 10 – Para A.2.a.v – Is the electric personal vehicle provided by the Authority approved for use on the public roadways?
- Answer: No.
18. Question: Appendix A – Page 10 – Para A.2.b – This paragraph states that fuel “will either be provided by the Authority....or will be allowed as a reimbursable expense.” Should we include a line item for fuel in our proposed operating budgets?
- Answer: Yes, as appropriate.
19. Question: Appendix A – Page 11 – Para A.3 – As the Authority has the right to “require additional vehicles at its sole discretion,” please provide the number and type of “Company Provided Vehicles” that are currently in use and the number and type required for the new Agreement.
- Answer: Both answers are already in RFP document.
20. Question: Appendix A – Page 15 – Para B – Please define what the Authority will accept as “proof of payment” with regard to reimbursable expenses.
- Answer: All proof of expenditures for reimbursement must be in compliance with generally accepted accounting principles.
21. Question: Appendix A – Page 15 – Para C – Please confirm that the FAPD PARCS is PCI Compliant or will be so by July 1, 2012.
- a. Also, is there a reason why the Authority prefers wireless broadband verses a hard-line?
- Answer: ScanNet is compliant to version 1.2 of the PA-DSS. The Authority does not prefer either as long as it is PCI compliant.
22. Question: Appendix A – Page 15 – Para D – Should the Operator budget for any SunPass Plus discount and transaction fees?
- Answer: No.

23. Question: Appendix A – Page 24 – Section 11 – Please define those janitorial supplies which will be supplied by the Authority and those which should be budgeted by the Operator.
- Answer: The Authority will provide or reimburse reasonable, approved janitorial supplies with the exception of the cleaning of the shuttle buses.
24. Question: Appendix A – Page 39 – Para A – Is the agreement with the armed courier with the Authority or parking operator?
- Answer: Parking operator.
25. Question: Appendix A – Page 47 – Section 20 – How many employee parking permits are currently outstanding? What manufacturer provides the equipment for Employee Lot 1?
- Answer: Approximately 6,500. Federal APD provides the equipment. Credit cards go through Omni machine.
26. Question: Appendix A – Page 51 – Para A.3 – When a customer retrieves their vehicle from the Valet operation, how do they pay their parking fees?
- Answer: Customers pay valet parking fees at the exit toll plaza.
27. Question: Appendix A – Page 55 – Section 22 – Will additional staff be required if these services are required? Should our proposed operating budget include this expense?
- Answer: Yes additional staff will be required and the cost will be reimbursable. Budget is not required as part of this proposal.
28. Question: Attachment 2 – Can the Authority provide the contact information on Premier Auto SPA?
- Answer: Larry Gawronski [larrygawronski@hotmail.com]
29. Question: Attachment 3 – Page 3 – Para J – What is the passenger capacity for the shuttle buses to be provided by the Authority?
- Answer: 14.
30. Question: Attachment 3 – Whose employees physically fuel the shuttle buses, the Operator's or the Authority's?
- Answer: Operator.
31. Question: Attachment 3 – Other than the 2-way radio system, is there additional equipment that the operator is required or permitted to provide for the shuttle buses or shuttle operation?
- Answer: Other equipment is not currently required; however, the Authority may require additional equipment in the future. If required, it will be reimbursable. The Authority may permit the operator to install additional equipment at its own expense.
32. Question: Attachment 4 – Are the staff provided by the current operator's ACDBE accounting firm included in this attachment? If not, can the information (headcount, wages, benefits, etc.) on these employees be provided?
- Answer: Yes.

33. Question: Attachment 4 – Can the Authority provide a breakdown on the number of FT vs. PT employees currently employed with the incumbent operator?
- Answer: All but four employees are full time.
34. Question: Appendix C – Page 33 – Para 6 – Is the 5-Year Annual Expenses Operating Budget submitted as Tab 6 of this Proposal Response fixed for all five years of the initial term of the agreement or will it be approved on an annual basis?
- Answer: The budgets will be approved on an annual basis.
35. Question: Appendix D – Page 9 – Para 3.05 – If the Authority terminates the contract without cause, will the cost of any unamortized capital expense made by the Operator (Company provided vehicles for example) be reimbursed to the Operator?
- Answer: Yes; however, the Authority would evaluate the life expectancy and condition of the equipment to determine the reimbursement amounts.
36. Question: Appendix D – Page 9 – Para G – Please define the scope & frequency of the external audits so that they me accounted for adequately in the management fee.
- Answer: Normally audits are performed by the Authority’s internal audit staff. To date, the audits have been performed without cost to the operator; however, the Authority reserves the right to engage an external auditor in the event there was evidence suggesting significant maleficent by the operator.
37. Question: Appendix D – Page 14 – Para 5.05.T – This statement seems to indicate that the Authority will provide cell phones to the Operator. Is this correct? If so, how many phones will be provided?
- Answer: The Authority currently provides 1 cell phone (local calls only) and 15 direct connect Nextel's. Programmed for direct connect and 911 calls only.
38. Question: Appendix D – Page 20 – Para 9.01 – Would the Authority consider adding language regarding “remedies” or “cure periods” for any the Operator?
- Answer: No.
39. Question: Addendum #1 – Page 1 – Para A.1.B – Is the Maintenance Fee for the Shuttle Bus Operation to be fixed for the entire five years or can it escalate from year to year?
- Answer: The Maintenance Fee should be realistic based on the projected need for each budgeted year of the contract.
40. Question: Will the Authority provide a list of all operating equipment that will be provided to the Operators for its use in the performance of the services?
- Answer: This information is provided in the RFP documents.

REMINDER: The deadline for submissions for this RFP is Tuesday, January 17, 2012, no later than 2:00 p.m., ET.

I _____ acknowledge receipt of this Revised Addendum #3.

Company's signature

Date