



ADDENDUM #1
CITY OF SPRINGFIELD, MISSOURI
SPRINGFIELD-BRANSON NATIONAL AIRPORT
REQUEST FOR PROPOSAL #002-2018

RETURN TO : Kristy Bork, Assistant Dir. - Admin
Springfield-Branson National Airport
2300 N. Airport Blvd Suite 100
Springfield, MO 65802

Date Issued: January 23, 2019
Email: kbork@flyspringfield.com
Telephone Number: 417-868-0500
Fax Number: 417-868-0501
REVISED DUE DATE: February 14, 2019

The Invitation for Bid specified above is hereby amended and revised as described below. **This addendum must be acknowledged on the Affidavit of Compliance provided in the bid documents.**

DESCRIPTION

PUBLIC PARKING AND TAXI LOT CONCESSIONS

1. Change: RFP Section 1.15

“such policies shall name the City as an Additional **Named** Insured....”.

2. Change: RFP Section 4.3.1

Concession Fees: The Proposer will be required to pay Concession Fees to the Board for the privileges and rights of operating the Concessions in an amount equal to the greater of: (1) the Gross Revenues Percentage Payments or (2) the Minimum Annual Guarantee

Gross Revenues Percentage Payment: Each submitted Proposal shall clearly specify the percent of Gross Revenues it agrees to be bound to pay for the entire Term of the Agreement. Tiered percentage proposals, i.e., effective percentage based on different levels of Gross Revenues, are acceptable. However, the Gross Revenue Percentage Payment at all tiers for **parking and taxi lot operations** must be no less than eighty seven percent (87%). **The Proposer may propose some other schedule or rate, which is less than 87%, for proposed amenity services such as but not limited to valet services. Additionally, any fees/costs (i.e. credit card fees, bank fees, etc.) that the Proposer expects to deduct from gross revenue**

should be noted in the proposal, no deductions to gross revenue will be allowed if the fees are not noted in the proposal.

Minimum Annual Guarantee and Gross Revenue Percentage Payment: Each proposer shall specify the Minimum Annual Guarantee they propose for the first year of the Term of the Contract. Each subsequent year the Minimum Annual Guarantee shall be 85% of the concessionaire's previous year's Concession Fee.

3. The final deadline for proposer questions has been extended to close of business on **Wednesday January 30, 2019.**
4. The final deadline for the Airport to answer questions is **Wednesday February 6, 2019.**
5. The bid due date has been extended to **Thursday, February 14, 2019 at 3:00 PM CST.**

Below find the Airport's response to questions received prior to the initial deadline for questions.

1. Is the new proposed Economy Lot to be operated full time or as an overflow lot? What is the proposed daily rate for the overflow lot?

A: The new economy lot will be operated on a full time basis, not just an overflow lot. As shown in the RFP, the exit for the economy lot is being designed to use current exit toll booth. The Airport expects to adjust rates when the Economy lot opens so that the Economy lot rate will be set at the current long-term lot rate, and the airport will adjust the long-term and short-term rates accordingly. The current rates are as follows: Short Term: \$2 each half hour, daily maximum \$16; Long Term: \$1 each hour, with daily maximum of \$11 and weekly maximum of \$66

2. May we have the last 3 years operator operating expenses?

Can we see the Cashiers and Maintenance Personnel's schedule on a:

- i. Weekly Basis?
- ii. Monthly Basis?
- iii. Current Hourly Wage Rate for Cashiers?

A: We do not maintain records regarding the operating expenses, and therefore we don't have those records to provide. The current Concessionaire agreement requires that the concessionaire pays for all utilities, and is responsible for keeping the lots clean and free from dirt, snow, refuse, and other matter and we expect the Successful Proposer to also maintain the lots at that level.

The current agreement was prepared prior to completion of the current facility, and after the facility was opened it was determined that the booths themselves were not metered separately from other utilities. As such the Airport and the Concessionaire determined the average cost of utilities and the current vendor pays the Airport \$500/month for booth utilities.

Additionally we don't have the current personnel schedules; we have provided what was submitted by our current vendor when the last RFP went out, we do not make any guarantees to the accuracy of such information in the current operating environment.

3. Can you please clarify Paragraph 1.13.1? It is unclear whether the successful proposer is to purchase and pay for the install or oversee the purchase and install? I understand we are to maintain equipment, just unclear the amounts of cash outlay expect by the Concessionaire.
 - a. Who owns the current equipment in the long term and short term lots?

A: See Item 1.5 where it states: “The Successful Proposer will be required to provide Parking Access and Revenue Control Systems, either by acquiring the currently installed system by the Incumbent Concessionaire, or provide its own equipment.” The Airport specifically didn’t put a required dollar amount as Airport management are not experts on how much or how often the equipment needs to be updated. Due to the age of the equipment, we had assumed newer equipment might be necessary, but that would be left up to the proposer to provide us with their best offer.

Additionally, per the current concessionaire agreement, the Airport does own all “improvements Concessionaire makes to its leasehold” but the “Concessionaire owns all furniture, furnishings, and supplies it uses on its leasehold”. The Airport interprets that section of the agreement to mean that the Airport will maintain the physical equipment currently installed, i.e. gates, ticket spitters, etc., but not necessarily the software to run that equipment. That is why it is up to the Proposer to determine if they can use what is out there and incorporate the hard/physical equipment with their own software/systems, if new equipment and software are necessary, or if they would need to enter into an agreement for any items with the current Concessionaire.

4. Concerning section 1.13.4
 - a. When was the last time the lot was sealed and striped?
 - b. Is the reasonable amount of time referred to in paragraph 5 year term or can it be extended to the 10 year term?

A: All portions of the lot will have been resealed within the last 12-18 months. This is a term in the current contract and the current vendor has only had to reseat the lots once in the last 10 years. This is in the RFP as we expect to continue to have this term in the agreement, I don’t think we expect to request it be done in the first 5 years, but we reserve the right to request the service to be performed if necessary.

5. Do you have the full 2018 Concession gross receipts?

A:

CALENDAR YEAR	DEPLANED PASSENGERS	CONCESSION GROSS RECEIPTS
2013	377,845	3,719,700
2014	422,233	4,134,244
2015	456,620	4,432,899
2016	475,573	4,784,652
2017	497,391	4,970,833
2018	537,160	5,390,641

Source: SGF statistical summary and SGF monthly parking revenue summary.

6. Regarding proposed valet parking and other amenities concessionaire may offer, can the proposed revenue split of the parking lot be adjusted to account for the increase labor and service costs?

A: See amended item 4.3.1 noted above.

7. Section 1.9 Customer Service on page 12 requires proposers to provide a list of premium services that they would provide to the public parking users, i.e. valet parking and other listed services including golf cart shuttles. Although some of the services listed can be included within proposers' base rent structure, offering/providing an additional service such as valet parking would significantly impact the proposer's operating expenses. As such, can proposers offer these services as an option with a different rent structure or be open to negotiation if the Airport decides to have Operator implement additional services?

A: See amended item 4.3.1 noted above.

8. Section 1.15 Insurance Requirements on page 14 requires Operator to list the City as an additional insured on the certificates of insurance, followed by a requirement that "such policies shall name the City as an Additional Named Insured...". Please consider removing the word "Named" from this requirement. This requirement is highly unusual in the parking industry. Typical insurance programs would allow the City to be listed as an Additional Insured, but not a NAMED Insured. The differences are material and we would not be able to agree to this language if not changed.

A: See change to section 1.15 noted above.

9. Section 5.13 ACDBE Program on page 25 identifies the ACDBE Goal as 1%. Would the Airport accept certified MBE and/or WBE firms in lieu of ACDBE?

A: Yes this is allowed.

10. Section 5.14 Liability and Indemnity on page 26 requires Operator to indemnify the City from all costs and claims "arising out of or in connection with the contract". This language is very broad and could make Operator liable for damages caused by parties outside of its control. Please consider limiting indemnity to damages caused or alleged to be caused by Operator's actions or omissions.

A: This is city boilerplate language that can only be changed at the approval of the City Attorney. We will not change the language at this time, but will consider negotiating with the chosen proposer.



F. Staffing Schedule

Standard Parking will provide the appropriate staffing levels to maintain the highest standards of customer service at all times. The following staffing schedules are based on assumptions that the new parking facilities will have three exit lanes with at least one lane equipped with automated credit card processing.

Cashiers:

Booth #1	24 hours per day	7 Days/Week
Booth #2	9:00 AM to 1:00 AM	7 Days/Week
Booth #3	Automated Credit Card	24/7

Supervisor:

Days	8:30 AM to 5:00 PM	Sat, Sun
Evenings	4:00 PM to 12:30 AM	Wed, Thu, Fri
On Call - 24 Hours per day, 7 Days/Week.		

Parking Facility Manager

Days	8:00 AM to 5:00 PM	Mon thru Fri
On Call - 24 Hours per day, 7 Days/Week.		

Employee Pay Scale

Cashiers:	\$7.50 - \$9.00 per hour
Supervisor:	\$9.50 - \$10.50 per hour
Facility Manager:	\$40,000 - \$42,000 annual salary