



CITY OF SAN ANTONIO

Aviation Department
Purchasing and General Services Department

P.O. Box 839966
SAN ANTONIO, TEXAS 78205

ADDENDUM III

SUBJECT: Request for Proposals (RFP) for Downtown Hotel Shuttle Service for San Antonio International Airport, dated November 30, 2010

DATE: January 3, 2011

A. THE ABOVE MENTIONED RFP IS HEREBY AMENDED AS FOLLOWS:

1. **Replace:** RFP Attachment B, Part Two – Pricing Schedule with RFP Attachment B, Part Two – Revised Pricing Schedule which is attached as a separate document immediately following Addendum III.

B. QUESTIONS RECEIVED BY CITY STAFF ARE ANSWERED AS FOLLOWS:

Question 1: Will this Contract have to comply with Chapter 33 of the City Code: Ground Transportation?

Response: This Contract will abide by State of Texas Regulations.

Question 2: Will the City provide a timeline to include City Council Agenda date and anticipated start date?

Response: The anticipated Council Agenda date will be in March 2011 with an anticipated start date of June 2011.

Question 3: Can cash be paid in place of the bond?

Response: No.

Question 4: Could the City provide a list of DBE certified firms that are being used by the current contractor?

Response: Respondents requesting information regarding DBE certified firms may contact the Disadvantage Business Enterprise Liaison Officer, Lisa Brice at (210) 207-3505 or by email at: lisa.brice@sanantonio.gov.

- Question 5:** Will you require two point or three point seatbelts for all passengers?
Response: The City does not have a preference; however, Respondents should include this information within their Proposed Plan response.
- Question 6:** Please provide the existing contract between the current provider and the City of San Antonio for Hotel Shuttle Service.
Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.
- Question 7:** How long has the existing contractor provided the current service?
Response: The commencement date for the current contract was October 1, 2009.
- Question 8:** Has the current contractor ever provided services to the City prior to the start date of the existing contract?
Response: No.
- Question 9:** Who will authorize the contract, Airport Manager, City Manager, City Council, or Mayor?
Response: City Council will authorize staff's recommendation for award through a voting process. Once approved, the City Manager will sign the contract.
- Question 10:** Please provide a calendar, or time points for the following actions:
- a. End of existing contract
 - b. Revised submission date (if approved)
 - c. Best and Final Offers (BAFO)
 - d. Potential interview dates (if necessary)
 - e. Agenda submission date(s) (One week prior to Council meeting, Two weeks, etc.)
 - f. Required approval date by Council, Mayor, etc for Contractor Transition Startup
 - g. Anticipated Transition date
 - h. Start Date of new Contract
- Response:
- a. May 31, 2011
 - b. January 18, 2011
 - c. Not Applicable
 - d. To Be Determined (TBD)
 - e. Not Applicable
 - f. Not Applicable
 - g. June 1, 2011
 - h. June 1, 2011
- Question 11:** Please explain if and how the City has an exclusive contract with hotels to provide the service in the RFP.
Response: The City does not have an exclusive contract with the hotels to provide the shuttle service in this RFP.

Question 12: Please provide clarification if the proposer is allowed, under City of San Antonio legislation/policies or Ordinances, to increase the current rate for trips to the airport, or reduced fares to the airport.

Response: The current rate trips to the airport are established in the current contract. Per the terms of the contract, the Director of Aviation has the authority to approve or deny a rate increase. The contract itself and all its terms are approved by Ordinance. For this solicitation, Respondents are to propose fare rates for the City's consideration. Additional information concerning fares is detailed in RFP Exhibit 6 – Draft Contract, Article 7 – Fares.

Question 13: Please provide the list of participating hotels/lodges, and or other establishments which are included in the Shuttle Service agreement with the City, if one does exist.

Response: Hotels/lodges, and or other establishments are not parties within the City's current agreement. As indicated in Section II - Scope of Services, boundaries have been established with the intent that any hotel/lodge or like establishment within the stated boundary may be served.

Question 14: Please provide clarification of revenue remittance to the City regarding contractor advertising sales on privately owned vehicles.

Response: The Contractor will be required to provide monthly reports of all gross revenue to include advertising income as it related to the agreement.

Question 15: Please provide the passenger boarding reports, from the current provider, for the last twelve (12) months.

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

Question 16: Please verify the total number of vehicles the current contractor is using, in an exclusive manner, for the airport to downtown hotel shuttle service (not total contractor fleet, but dedicated to the contract).

Response: The current Contractor is utilizing eleven (11) vehicles. NOTE: Response amends previous response provided in Addendum II, Section B, Question # 1.

Question 17: Please provide clarification of total passengers per month in each fare category, including the individual fare rate per passenger, per fare category, including:

- a. Full fare
- b. Group Rate
- c. Discounted
- d. Free
- e. Charter
- f. Special Service (if such service is outside of charter service, but included in the passenger counts)
- g. Other (not mentioned above)

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

- Question 18:** Please provide copies of the last twelve (12) months of remittance from the existing contractor to the City.
- Response: Total Gross Revenues are provided on page 4, Section I – Background, Item B – Current Shuttle Services.
- Question 19:** Please forward provide the last twelve (12) months of contractor required DBE Obtainment Reports showing the total DBE participation for the existing contract.
- Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.
- Question 20:** Please provide the last twelve (12) months of contractor required ACDBE subcontractor reports detailing the vendors associated with the prime contractor and the percentage of the total month’s expenses by each ACDBE subcontractor.
- Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.
- Question 21:** Please provide the enabling legislation requiring ACDBE participation in a Concessionaire contract when federal dollars are NOT involved and there is no compensation from the City to the existing or new contractor providing this service.
- Response: Federal Regulation [49 CFR Part 23, Participation of Disadvantaged Business Enterprise in Airport Concessions](#), Section 23.3.
- Question 22:** Please provide a list of all City of San Antonio qualified DBE firms.
- Response: A listing of all certified DBE firms may be obtained at <http://www.dot.state.tx.us/business/tucp/default.htm>. For additional assistance, please contact the Aviation Department’s DBE/ACDBE Liaison Officer as directed in Section VIII – Restrictions on Communication, item #3.
- Question 23:** In regard to DBE goal, will the City give a “non-DBE” firm 100% of the available points if the firm makes a good faith effort to purchase goods and services, but does not reach the goal?
- Response: Evaluation points are applied as stated in Section IX – Evaluation Criteria, pages 12-13. For additional assistance related to the DBE/ACDBE Program, please contact the Aviation Department’s DBE/ACDBE Liaison Officer as directed in Section VIII – Restrictions on Communication, item #3.
- Question 24:** Will the City give DBE credit for purchases from State of Texas HUB certified firms?
- Response: No. Only utilization or purchases from certified DBE/ACDBE firms will be recognized.
- Question 25:** There are 20 points (20%) for the DBE program, is this a normal percentage in City contracts?
- Response: Yes.

Question 26: This service is not like a construction contract wherein you have easily divisible trades and sub-contracts that can be awarded. The problem is that there are most likely not sufficient discretionary dollars for a non-DBE proposer to meet the DBE goal. Please advise us on how to address this situation and not be penalized in the scoring process.

Response: The ACDBE Goal for this solicitation was determined by utilizing the methodology set forth in 49 Code of Federal Regulations Part 23 and received the Federal Aviation Administration's approval. For additional assistance related to the ACDBE Program or finding qualified DBE/ACDBE subcontractor/suppliers, please contact the Aviation Department's DBE/ACDBE Liaison Officer as directed in Section VIII – Restrictions on Communication, item #3.

Question 27: There are no points associated with past performance with the City. Will the City consider adding this to the scoring?

Response: Past Performance is included within Evaluation Criteria A – Experience, Background, and Qualifications.

Question 28: Will the City consider lowering the amount of points associated with the DBE program?

Response: No.

Question 29: Please indicate if the City will allow the deduction of sales tax from the revenue reports.

Response: As stated in RFP Exhibit 6 - Draft Contract, Article I - Definitions, item 1.11, page 3:

Excluded from "Gross Revenue" are amounts received from any of the following sources:

- (a) The amounts of any sales or gross receipts tax imposed by any federal, state, or municipal governmental authority, added to the selling price of Airport Shuttle Services or related items, and paid directly by Concessionaire to such governmental authority, whether currently or hereinafter levied or imposed;
- (b) Amount of gratuities paid or given by patrons of Concessionaire to employees of the Concessionaire;
- (c) Receipts from the sales or cost of uniform or clothing to the Concessionaire's employees where such uniforms are required to be worn by such employees.

Question 30: Will the selected Respondent be able to advertise and/or sell its related services/businesses such as city tours on the vehicles, in the vehicles and on the in-airport counter?

Response: Any advertising on the contractor's vehicles are subject to advertising rates either for Third-Party or affiliated business. In no event is anything other than shuttle service to be advertised and/or sold at the in-airport counter.

Question 31: Please provide the last 12 months of passenger counts in total and by route.

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

Question 32: The last competitive concession contract was awarded to a joint venture of Centex and City Tours. A joint venture is a form of general partnership. Under Texas law, it is well established that general partners are jointly and severally liable for the debts of the joint venture. It has been reported in the papers that the joint venture was in arrears with the City in the amount of approximately \$225,000. How did this arrearage occur and has it been entirely repaid? If it has not been entirely repaid are either or both joint venturers in good standing with the City to be awarded this concession.

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

Question 33: Please provide the last 12 months of passenger counts in total and by route.

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

Question 34: Please provide the type of buses being used for this service.

Response: The vehicle requirements for this contract agreement is described on page 4, Section II – Scope of Services, item 2.

Question 35: Please provide the following numbers for the last 5 years:

- a. Monthly ticket sales – downtown: number and dollar amount, one-way and round trip
- b. Monthly ticket sales – all other locations besides downtown: number and dollar amount by zip code or location
- c. Monthly refunds: number and dollar amount
- d. Monthly departure times (please let us know if you are still allowing the averaging of departure times) i.e. one 40 minute departure and one 3 minute departure and one 20 minute departure = avg. departure time of: 21 minutes.
- e. Monthly compliment and complaint numbers.
- f. Monthly revenue reports for advertising revenue.

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

Question 36: Please provide the last 12 months mileage in total and by route.

Response: Because the question seeks information which is not relevant to the development of a response to the RFP, no response shall be provided.

Question 37: The vendor collects all revenue from the passenger fares, correct?

Response: Yes.

Question 38: Please confirm that the price quote is basically how much of a commission the vendor would pay the City.

Response: Respondents are to complete RFP Attachment B, Part Two – Revised Pricing Schedule which includes three pricing components: (1) Minimum Annual Guarantee (MAG) for Year 1; (2) Percentage of Gross Revenue; and (3) Percentage of Advertising Revenue. The selected Respondent will be required to pay the MAG or percentage of Gross Revenue based upon which ever is higher.

Question 39: What is the mechanism for fare increases?

Response: Information regarding Fare Increases is detailed in RFP Exhibit 6 – Draft Contract, Article VII – Fares, Section 7.3 – Fare Increases, pages 15-16.

Question 40: Is the current provider’s facility available for this service? For example, is it owned and leased from the City?

Response: The City leases ticket counter space with no other facilities available

Question 41: Does the 50 page limit mean 50 pages two sided or 25 pages two sided?

Response: Twenty five (25) sheets, printed two-sided.

Question 42: Is there a performance bond requirement and for what amount?

Response: Yes, the selected Respondent will be required to provide a performance bond the amount of the contract price as stated on pages 14-15, Section XI – Performance Bond of the solicitation document.

Question 43: Can the proposal copies also be submitted in a three ring binder?

Response: Yes; however, each proposal copy would require its own binder. For more economical options, please read Section VII – Submission of Proposals, Item B – Proposal Format.

Question 44: What is the revenue currently generated by advertising?

Response: None.

Question 45: Is advertising revenue included in the \$246,411 paid to City?

Response: No.

Question 46: Is rent of counter space located in terminals included in the \$246,411 paid to City?

Response: No.

Question 47: Does the City have a regulation concerning types of advertising?

Response: Yes, advertising regulations are described in RFP Exhibit 6 - Draft Contract, Article III - Privileges and Obligations of the Concessionaire, Section 3.11 – Third-party Advertising, page 8.