



# CITY OF SAN ANTONIO

Aviation Department  
Purchasing and General Services Department

P.O. Box 839966  
SAN ANTONIO, TEXAS 78205

## ADDENDUM I

SUBJECT: Request for Proposals (RFP) for Parking Consultant, dated April 4, 2011

DATE: April 14, 2011

### **A. QUESTIONS RECEIVED BY CITY STAFF ARE ANSWERED AS FOLLOWS:**

**Question 1:** On page 3, Section II – Scope of Services, Item 2 states, “Prepare and submit for City’s review, a written Scope of Services for a new PRCS (PRCS Scope)”. Does the wording “scope of services” imply that the parking consultant will provide the City with written specifications for the new PRCS?

Response: Yes.

**Question 2.** Does the City of San Antonio have a project schedule in mind that they would like for the parking consultant to meet?

Response: City plans to recommend a selected consultant for City Council approval not later than June 16, 2011 and issue a solicitation for the new PRCS in September 2011.

**Question 3.** Are there accurate as-built drawings available showing all power, communication and conduit runs for the entire PRCS system?

Response: Yes.

**Question 4.** Is the consultant expected to include an electrical engineer to design and specify any needed changes to power, communication and/or conduit runs as part of their team or does the airport supply electrical engineering?

Response: The consultant team is not expected to include an electrical engineer.

**Question 5.** Does the Airport have a specific list of items that they would like to improve as a part of this process?

Response: No, there is not a specific list. Selected consultant will receive input from internal stakeholders to understand needed improvements.

**Question 6.** Will the Airport be able to advertise the new features of a new PRCS system upon project completion to assist in gaining public acceptance and utilization?

Response: Yes.

**Question 7.** So that proposers can better understand whether peripheral parking such as cargo terminal or outlying locations are to be included or excluded, can the City please provide a simple map or diagram with the location of each of the 4 garages / lots that will be under the scope of work of this RFP?

Response: See map at [http://www.sanantonio.gov/Aviation/map\\_parking.asp](http://www.sanantonio.gov/Aviation/map_parking.asp).

**Question 8.** Can the City please provide a breakdown or inventory of the current equipment types and lanes and their locations relative to the above map of garages / lots?

Response: See Exhibit A attached.

**Question 9.** Is the City looking for a fixed price for these services “Total Project Price”, a “not to exceed” or an estimate based upon the hourly rates listed above in Chart 1?

Response: The contract will be a not-to-exceed contract.

**Question 10.** In Pricing Schedule, Chart 2, Proposed Fee [A], is the breakdown by “person/hours/rate” to be included within that chart, or on a separate sheet?

Response: Only the selected Respondent will be required to provide the breakdown.

**Question 11.** So that proposers may better understand the types of meetings required, can the City please provide an estimate of the number of City / Airport staff that will be involved in dealing with the Consultant and the PRCS equipment selection process?

Response: During the Specification Development Phase, selected Respondent will primarily work with Assistant Directors (3), Contract Compliance staff (1), Fiscal staff (1), Parking staff (1), and Procurement staff (1). During the Solicitation Evaluation Phase, selected Respondent will work an Evaluation Committee of 5 voting members and 7 advisory members. Many of the committee members will be the same people that were involved with the specification development. During Negotiation Phase, the staff group will be smaller but will also include a staff member from the City Attorney’s Office.

**Question 12.** What aspects, if any, of the existing PRCS is the City expecting to be re-used in the new PRCS (i.e., loop detectors, dynamic signage, static signage, cashier booths, communication)?

Response: None.

**Question 13.** Does the City of San Antonio have a list of SBE firms within the San Antonio Metro Area that are qualified to perform this work that can be disseminated for our reference and teaming opportunities?

Response: A list of pre-qualified SBE firms is not available. Respondents are encouraged to research the South Central Texas Regional Certification Agency ([www.sctrca.org](http://www.sctrca.org)) for SBE certified firm when exploring teaming opportunities.

**Question 14.** In regards to Page 11, Section XI - Evaluation Criteria, Item D, please clarify whether or not points will be awarded for subcontracting to a local SBE firm if we are a non-certified SBE firm?

Response: No, only SBE prime respondents are eligible to receive the preference points.

**Question 15.** RFP Attachment E - Subcontractor/Supplier Utilization Plan states, “API Requirements: Small Business Enterprise (SBE) Prime Respondents shall not receive evaluation preference points associated with this solicitation if subcontracting to non-certified SBEs, within the San Antonio Metro Area, exceeds 49% of the contract value.” Does this wording imply that if a prime, local SBE subcontracts work to a non-certified SBE outside of the San Antonio Metro Area that they would receive the 15 evaluation points?

Response: No.

**Question 16.** RFP Attachment E - Subcontractor/Supplier Utilization Plan states, “API Requirements: Small Business Enterprise (SBE) Prime Respondents shall not receive evaluation preference points associated with this solicitation if subcontracting to non-certified SBEs, within the San Antonio Metro Area, exceeds 49% of the contract value.” As a point of clarification, does this wording imply that if a SBE primes this project they must retain 51% of the contract to get the 15 SBE evaluation points?

Response: No; at least 51% of this contract must be either: (1) self-performed; or (2) subcontracted to other certified Small Business Enterprises (SBEs) with a Significant Business Presence within the San Antonio Metropolitan Statistical Area in order for SBE Prime Respondents to receive the evaluation preference points.

**NOTE:** Questions previously submitted but not answered above will be addressed in a second addendum that the City plans to issue on Monday, April 18<sup>th</sup>.

## Request for Proposals for Parking Consultant

### Exhibit A to Addendum I

Type of Equipment	Employee Main Lot	Employee Overflow Lot	Hourly Parking (incl. Shared Exit Plaza)	Long-Term Parking (incl. Taxi Gate)	(Dormant) Economy Lot	Totals
Gates	7	3	13	4	7	<b>27</b>
Spitters	0	0	3	3	4	<b>6</b>
AVI Reader	0	0	5	2	2	<b>7</b>
Prox Reader	4	1	6	0	0	<b>11</b>
RC Gate	2	2	0	0	0	<b>4</b>
Fee Computer Units (Fee Computer, Printer, Validator)	0	0	7	0	1	<b>8</b>
External Fee Displays	0	0	8	1	1	<b>10</b>
Exit Verifier	0	0	6	0	1	<b>7</b>
Pay on Foot Station	0	0	3	3	0	<b>6</b>
Handheld LPI Units	0	0	2	3	0	<b>5</b>
Count System	0	0	1	1	1	<b>3</b>
Various Communication Units (Fiber, Copper)	0	0	1	0	0	<b>1</b>
Server (software)	0	0	1	0	0	<b>1</b>
Workstation Software Licenses	0	0	6	0	0	<b>6</b>