



City of San Antonio

ADDENDUM I

SUBJECT: Request for Proposals, Valet Parking Service Concessionaire, (**RFP 16-012**), Date of Issue: March 18, 2016, Scheduled to Open: May 3, 2016

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: April 4, 2016

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

1. Change: Proposal due date and time is extended to Tuesday, May 3, 2016 at 2:00 p.m. Central Time.
2. Change: The following is deleted from RFP Section 012-Evaluation of Criteria:

“Up to 10 percentage (10%) points based on Narrative Statement

Up to 10 percentage (10%) points based on Respondent’s meeting the DBE/ACDBE goal.

- Percentage points will be based on the percentage of the goal met.
- Respondents meeting the goal will receive 10 points.
- Respondents attaining 50% of the goal will receive 5 points.
- Respondents attaining 25% of the goal will receive 2.5 points
- Less than 25% will be evaluated proportional to the level of utilization identified by the respondent.”

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 006, PRE-SUBMITTAL CONFERENCE:

On March 30, 2016, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Valet Parking Service Concessionaire Request for Proposals. Below is a list of questions that were asked at the pre-submittal conference. The City’s official response to questions asked is as follows:

Question 1: Has a valet service been offered at the Airport before? If so, when and please provide historical transaction and revenue data?

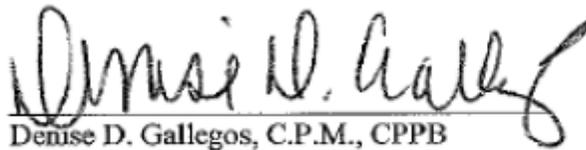
Response: The City has never offered valet service at the Airport. However, a private firm leased the lot next to the current cell phone lot. Although this lot appears to be Airport property, it is not. It is privately owned. The valet model was not a “true” valet. Customers parked at the facility and were driven to and from the terminal building. The service is no longer operating at the Airport. Exhibit A to Addendum I shows the revenue data for the years that they were in operation.

- Question 2: Does the Airport know of any announced new routes or air service to begin within the next 12 months?
Response: Frontier Airlines has announced it will start service to four destinations in May: daily service to Denver; four times a week to Atlanta and Philadelphia (Monday, Wednesday, Friday, and Saturday); and three times a week to Las Vegas (Tuesday, Thursday, and Sunday).
- Question 3: Can the Airport estimate the approximate start date of service for the Valet operation?
Response: There is no scheduled start date.
- Question 4: Are there any pricing restrictions on the Operator related to its proposed hourly and/or daily rates for valet parking?
Response: No. However, to be successful, the Operator will need to be competitive.
- Question 5: Please provide the number of current subscribers to the Airport's \$240/month Frequent Parker Program?
Response: Currently there are 50 subscribers.
- Question 6: Is there an employee cafeteria inside the Airport? Are the Contractor's employees allowed to purchase food and eat at terminal restaurants?
Response: There is no employee cafeteria at the Airport. Employees will have access to pre-security News and Gift concession shops (in the baggage claim area in Terminal B and ticketing area in Terminal A). They will not have access post-security. Food purchased from the pre-security concessions must be consumed at the concession or outside of the terminal proper. Contractors are not allowed to sit, eat, etc. in the waiting areas intended for the traveling public.
- Question 7: What is the frequency and schedule for payment to Airport by Operator of either the MAG or Percentage Rent?
Response: Monthly.
- Question 8: We respectfully request a reasonable period of 21 days between the date bidders are provided final answers to all questions asked and the due date for the Proposal.
Response: Due date and time is extended to Tuesday, May 3, 2016 at 2:00 p.m. Central Time.
- Question 9: Please clarify how ACDBE points will factor into the Evaluation Scoring when a goal of 0% has been identified for this contract?
Response: Points will not be assessed on this solicitation; however the selected contractor will have to abide by SAT's ACDBE Plan.
- Question 10: Please clarify if the Bidder must pay the fees outlined under "Airport Personnel Identification Badge ("SAT ID Badge") for each of its employees?
Response: The vendor is required to pay the fees for each employee.
- Question 11: If yes, please confirm that each new employee will require the Fingerprint-based Criminal History Records Check (\$65) and the Identification Badge (\$35)?
Response: Yes. The Criminal History Record Check fee of \$65 is every two (2) years. This is a new federal mandate as of July 2015.
- Question 12: How long is each SAT ID Badge valid for (i.e., 1 year, 2 years) before an employee must renew it?
Response: The badge is required to be renewed every year.
- Question 13: Are employees of the Contractor provided complimentary parking while on duty?
Response: Employees can park at the valet facility and be transported to the terminal as needed or Contractor may pay a monthly fee (currently \$30 per month) to park in the Airport Employee Parking (Purple Lot).

- Question 14: Will any service vehicle used by Contractor in its operation be provided complimentary parking?
Response: No. Contractor vehicles should be parked at the valet facility or at the identified curb location (following the security inspection). If these options are not feasible, then a \$30/month parking card is available for the Purple lot.
- Question 15: Please provide the date when the Long Term Garage rates and Hourly Parking rates were last raised and the rates in effect at the time prior to the change?
Response: See the following exhibits to this addendum:
Exhibit B to Addendum I – Parking Rates Prior to October 1, 2013.
Exhibit C to Addendum I – Parking Rates Effective October 1, 2013.
Exhibit D to Addendum I – Parking Rates Effective February 14, 2014.
- Question 16: Does the Airport have any known plans to raise the current parking rates at any of its parking facilities?
Response: We are currently exploring raising rates in the short-term parking garage when it opens in April 2017. Any rate change would require the approval of City Council.
- Question 17: To assist with revenue projections, please provide the number of paid parking transactions by facility and by month for calendar years 2014 and 2015 and January through March 2016?
Response: See Exhibit E to Addendum I – Parking Transactions.
- Question 18: For the required curbside kiosk, is a booth acceptable?
Response: Yes.
- Question 19: Is the area for the curbside kiosk covered?
Response: No.
- Question 20: Is the vehicle storage area on a per car basis?
Response: The parking garage and Purple Lot areas are a per car basis and the Green Lot is based on square footage.
- Question 21: Can power be run to the curbside kiosk?
Response: Yes. However, it will be at the responsibility of the Contractor and will have oversight from the City/Aviation.
- Question 22: Does the Airport have any restrictions on tipping the valet drivers?
Response: No.
- Question 23: Will the Frequent Parking program be relocated once the hourly parking is open?
Response: Currently, there are no plans to relocate.
- Question 24: Why is the valet service not located between the terminals?
Response: There is too much congestion on the curb between the terminals.
- Question 25: Will there be a connection from the short term garage to the terminal?
Response: Yes, there will be a pedestrian skybridge from the garage to the Mezzanine level of Terminal B.
- Question 26: Will the Airport allow for rate increases by the Selected Respondent?
Response: Rate increases will be subject to approval.
- Question 27: Can the required Proposal Bond be in the form of a Cashier's Check?
Response: No.

Question 28: Can a copy of the Pre-Submittal sign in sheet be provided?

Response: See Exhibit F to Addendum I.



Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator
Finance Department – Purchasing Division

Date _____

Company Name _____

Address _____

City/State/Zip Code _____

Signature

EXHIBIT A TO ADDENDUM I

	Commissions to City	Gross Revenue
41348 FEB 2013 - ADD'L COMMISSIONS/OFF AIRPORT PARKING	\$ 24.18	\$ 241.80
41389 MARCH 2013 - ADD'L COMMISSION	\$ 378.09	\$ 3,780.90
41409 APRIL 2013 - ADD'L COMMISSION-OFF AIRPORT PARKING	\$ 164.92	\$ 1,649.20
41439 MAY 2013 - ADD'L COMMISSION	\$ 354.54	\$ 3,545.40
41470 JUNE 2013 - ADD'L COMMISSION	\$ 539.38	\$ 5,393.80
41501 JULY 2013 - ADD'L COMMISSIONS	\$ 680.30	\$ 6,803.00
41533 AUG 2013 - ADD'L COMMISSIONS	\$ 875.30	\$ 8,753.00
41561 SEPT 2013 - ADD'L COMMISSIONS	\$ 958.82	\$ 9,588.20
41598 OCT 2013 - ADD'L COMMISSIONS	\$ 950.25	\$ 9,502.50
41624 NOV 2013 - ADD'L COMMISSION	\$ 887.12	\$ 8,871.20
41662 DECEMBER 2013 ADD'L COMMISSIONS	\$ 1,407.30	\$ 14,073.00
41694 JANUARY 2014 ADD'L COMMISSIONS	\$ 1,261.77	\$ 12,617.70
41722 FEBRUARY 2014 ADD'L COMMISSIONS	\$ 1,000.25	\$ 10,002.50
41757 MARCH 2014 ADD'L COMMISSIONS	\$ 1,323.59	\$ 13,235.90
41791 APRIL 2014 ADD'L COMMISSIONS	\$ 1,193.31	\$ 11,933.10
41814 MAY 2014 ADD'L COMMISSIONS	\$ 1,306.89	\$ 13,068.90
41843 JUNE 2014 - ADDITIONAL COMMISSION	\$ 1,919.45	\$ 19,194.50
41876 JULY 2014 - ADDITIONAL COMMISSION	\$ 1,925.98	\$ 19,259.80
41911 AUGUST 2014 - OFF AIRPORT COMMISSION	\$ 1,921.14	\$ 19,211.40
41936 SEPTEMBER 2014 - OFF AIRPORT COMMISSION	\$ 1,685.72	\$ 16,857.20
41974 OCTOBER 2014 - ADDITIONAL COMMISSION	\$ 1,773.16	\$ 17,731.60
42006 NOVEMBER 2014 - ADDITIONAL COMMISSION	\$ 1,690.52	\$ 16,905.20
	<u>\$ 24,221.98</u>	<u>\$ 242,219.80</u>

EXHIBIT B TO ADDENDUM I

**SAN ANTONIO INTERNATIONAL AIRPORT
COSA AVIATION DEPARTMENT
PARKING RATES**



NUMBER OF DAYS	HOURLY	LONG TERM
1	\$ 24.00	\$ 10.00
2	\$ 48.00	\$ 20.00
3	\$ 72.00	\$ 30.00
4	\$ 96.00	\$ 40.00
5	\$ 120.00	\$ 50.00
6	\$ 144.00	\$ 60.00
7	\$ 168.00	\$ 70.00
8	\$ 192.00	\$ 80.00
9	\$ 216.00	\$ 90.00
10	\$ 240.00	\$ 100.00
11	\$ 264.00	\$ 110.00
12	\$ 288.00	\$ 120.00
13	\$ 312.00	\$ 130.00
14	\$ 336.00	\$ 140.00
15	\$ 360.00	\$ 150.00
16	\$ 384.00	\$ 160.00
17	\$ 408.00	\$ 170.00
18	\$ 432.00	\$ 180.00
19	\$ 456.00	\$ 190.00
20	\$ 480.00	\$ 200.00
21	\$ 504.00	\$ 210.00
22	\$ 528.00	\$ 220.00
23	\$ 552.00	\$ 230.00
24	\$ 576.00	\$ 240.00
25	\$ 600.00	\$ 250.00
26	\$ 624.00	\$ 260.00
27	\$ 648.00	\$ 270.00
28	\$ 672.00	\$ 280.00
29	\$ 696.00	\$ 290.00
30	\$ 720.00	\$ 300.00
31	\$ 744.00	\$ 310.00

HOURLY PARKING AREA	
FIRST 15 MINUTES	FREE
16 - 30 MINUTES	\$1.00
31 - 59 MINUTES	\$2.00
1 - 1 1/2 HOURS	\$3.00
1 1/2 - 2 HOURS	\$4.00
2 - 4 HOURS	\$7.00
4 - 6 HOURS	\$11.00
ALL DAY (24 HRS)	\$24.00

LONG TERM PARKING AREA	
FIRST 15 MINUTES	FREE
16 - 59 MINUTES	\$2.00
1 - 2 HOURS	\$4.00
2 - 3 HOURS	\$7.00
3 - 4 HOURS	\$9.00
ALL DAY (24 Hrs)	\$10.00

**DISTANCE FROM TERMINAL
2 - 4 MINUTES**

**DISTANCE FROM TERMINAL
3 - 6 MINUTES**

**HOURLY & LONG TERM
LOST TICKET FEE: \$24**

**VISA, MASTERCARD,
AMERICAN EXPRESS, & DISCOVER**

EXHIBIT C TO ADDENDUM I

**SAN ANTONIO INTERNATIONAL AIRPORT
COSA AVIATION DEPARTMENT
PARKING RATES**

EFFECTIVE OCTOBER 1, 2013



HOURLY PARKING AREA	
FIRST 15 MINUTES	FREE
16 - 30 MINUTES	\$2.00
31 - 59 MINUTES	\$3.00
1 - 2 HOURS	\$5.00
2 - 3 HOURS	\$8.00
3 - 4 HOURS	\$11.00
4 - 5 HOURS	\$14.00
5 - 6 HOURS	\$18.00
6 - 24 ALL DAY (24 HRS)	\$24.00

**DISTANCE FROM TERMINAL
2 - 4 MINUTES**

**HOURLY & LONG TERM
LOST TICKET FEE: \$24**

LONG TERM PARKING AREA	
FIRST 15 MINUTES	FREE
16 - 59 MINUTES	\$2.00
1 - 2 HOURS	\$4.00
2 - 3 HOURS	\$7.00
3 - 4 HOURS	\$9.00
ALL DAY (24 Hrs)	\$11.00

**DISTANCE FROM TERMINAL
3 - 6 MINUTES**

**VISA, MASTERCARD,
AMERICAN EXPRESS, & DISCOVER**

NUMBER OF DAYS	HOURLY	LONG TERM
1	\$ 24.00	\$ 11.00
2	\$ 48.00	\$ 22.00
3	\$ 72.00	\$ 33.00
4	\$ 96.00	\$ 44.00
5	\$ 120.00	\$ 55.00
6	\$ 144.00	\$ 66.00
7	\$ 168.00	\$ 77.00
8	\$ 192.00	\$ 88.00
9	\$ 216.00	\$ 99.00
10	\$ 240.00	\$ 110.00
11	\$ 264.00	\$ 121.00
12	\$ 288.00	\$ 132.00
13	\$ 312.00	\$ 143.00
14	\$ 336.00	\$ 154.00
15	\$ 360.00	\$ 165.00
16	\$ 384.00	\$ 176.00
17	\$ 408.00	\$ 187.00
18	\$ 432.00	\$ 198.00
19	\$ 456.00	\$ 209.00
20	\$ 480.00	\$ 220.00
21	\$ 504.00	\$ 231.00
22	\$ 528.00	\$ 242.00
23	\$ 552.00	\$ 253.00
24	\$ 576.00	\$ 264.00
25	\$ 600.00	\$ 275.00
26	\$ 624.00	\$ 286.00
27	\$ 648.00	\$ 297.00
28	\$ 672.00	\$ 308.00
29	\$ 696.00	\$ 319.00
30	\$ 720.00	\$ 330.00
31	\$ 744.00	\$ 341.00

EXHIBIT D TO ADDENDUM I

**SAN ANTONIO INTERNATIONAL AIRPORT
 COSA AVIATION DEPARTMENT
 PARKING RATES**

EFFECTIVE February 14, 2014



HOURLY PARKING AREA	
FIRST 15 MINUTES	FREE
16 - 30 MINUTES	\$2.00
31 - 59 MINUTES	\$3.00
1 - 2 HOURS	\$5.00
2 - 3 HOURS	\$8.00
3 - 4 HOURS	\$11.00
4 - 5 HOURS	\$14.00
5 - 6 HOURS	\$18.00
6 - 24 ALL DAY (24 HRS)	\$24.00

**DISTANCE FROM TERMINAL
 2 - 4 MINUTES**

**HOURLY & LONG TERM
 LOST TICKET FEE: \$24**

LONG TERM PARKING AREA	
FIRST 15 MINUTES	FREE
16 - 59 MINUTES	\$2.00
1 - 2 HOURS	\$4.00
2 - 3 HOURS	\$6.00
ALL DAY (24 Hrs)	\$8.00
ALL DAY (24 Hrs)	\$11.00

**DISTANCE FROM TERMINAL
 3 - 6 MINUTES**

**VISA, MASTERCARD,
 AMERICAN EXPRESS, & DISCOVER**

NUMBER OF DAYS	HOURLY	LONG TERM
1	\$ 24.00	\$ 11.00
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27	\$ 648.00	\$ 297.00
28	\$ 672.00	\$ 308.00
29	\$ 696.00	\$ 319.00
30	\$ 720.00	\$ 330.00
31	\$ 744.00	\$ 341.00

