

CITY OF SAN ANTONIO

AVIATION



**REQUEST FOR PROPOSAL
("RFP")**

for

VALET PARKING SERVICES CONCESSIONAIRE

16-012

Release Date: MARCH 18, 2016
Proposals Due: APRIL 20, 2016

002 - TABLE OF CONTENTS

002 - TABLE OF CONTENTS	2
003 - BACKGROUND	2
004 - SCOPE OF SERVICES	4
005 - CONCESSION AGREEMENT	8
006 - ADDITIONAL REQUIREMENTS.....	10
007 - PRE-SUBMITTAL CONFERENCE	10
008 - PROPOSAL REQUIREMENTS	11
009 - CHANGES TO RFP	12
010 - SUBMISSION OF PROPOSAL.....	13
011 - RESTRICTIONS ON COMMUNICATION.....	14
012 - EVALUATION OF CRITERIA.....	14
013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS	15
014 - SCHEDULE OF EVENTS	16
015 - RFP EXHIBITS.....	17
016 - RFP ATTACHMENTS	40

003 - BACKGROUND

Through this Request for Proposal (“RFP”), the City of San Antonio, Department of Aviation (“City”) invites the submission of proposals from experienced and qualified firms to manage and operate a curbside valet parking service concession on a 24 hour, daily basis at the San Antonio International Airport (“SAT” or “Airport”). The Selected Respondent will construct, install, and equip the Valet Parking Services. The Selected Respondent will be responsible to manage and operate the service with sufficient personnel to ensure an effective, efficient and convenient parking operation to visitors to the Airport.

At every level, the Selected Respondent will demonstrate the highest commitment to providing excellent customer service. Proposals that demonstrate such customer service commitment by including covered spaces are highly encouraged. Other related value-added services may include car washes/details, oil changes, fluid fills, state inspections and transfer of vehicle to a nearby dealership for repair/maintenance.

To be successful, the Selected Respondent will be required to demonstrate substantial experience operating as a valet parking operator at an airport, hospital, or similar environment. In addition, the Selected Respondent will demonstrate having adequate access to capital resources to successfully build out and staff the business. The Airport shall not contribute any funds for the construction, installation and equipment related to the valet parking services. The Airport will make available space for a valet kiosk along the curb on the upper level, past the terminals, for customers to pick up or drop off their vehicles.

The Airport will make space available at any one or more of three locations on Airport property for vehicle storage areas and the performance of value-added services. See Exhibits A-1, A-2, and A-3 for maps showing the three locations described below:

1. *Undeveloped Land (Exhibit A-1):* The City is offering up to 3.59 acres of undeveloped land for the vehicle storage area located west of Highway 281 and north of Loop 410. (NOTE: The final area to be leased will be defined in the Concessions Agreement based on the size and configuration of space that the Selected Respondent proposes.)
2. *Parking Garage (Exhibit A-2):* A portion of the Parking Garage will be made available. City is limited as to the amount of space it can make available in the garage and in no way guarantees that the space will be sufficient to accommodate all of the Respondent’s operational needs. (NOTE: For this reason, Respondents will provide the number of parking spaces, if any, they propose to lease in the garage.)
3. *Purple Lot (Exhibit A-3):* A portion of the employee parking lot, the Purple Lot, will be made available. The portion offered is currently marked for 125 parking spaces. (NOTE: Respondents can propose restriping to achieve additional parking spaces or to increase the portion to be leased, if the plan is approved by the Aviation Director.)

Respondents may propose to use any of these pre-identified locations and/or propose an alternate location for the City to consider, which may be on-Airport property or off-Airport property.

The City has begun construction on a five-level consolidated rental car facility (CONRAC) directly in front of Terminals A & B with an estimated construction completion date of March 2018. Two levels of short-term public parking will be open to

the public in April 2017. The Selected Respondent will be kept informed of the progress of the project. Currently, the closest parking is located in the former long-term parking garage, which is walking distance from the terminals.

A. Airport Information

1. Overview

Owned and operated by the City, SAT serves over 8 million passengers annually, in addition to airport employees and visitors. The Department of Aviation strives to run a safe and efficient Airport System while reflecting the unique, friendly character of San Antonio. The following scheduled passenger airlines currently operate from SAT and provide direct service to more than 70 cities in domestic and international markets including Mexico:

- Aeromexico
- Alaska
- Allegiant Air
- American
- Delta
- Frontier (*starting in May 2016*)
- Interjet
- Southwest
- United
- Volaris

The Federal Aviation Administration (FAA) classifies SAT as a medium hub airport. The airlines operate over 130 daily scheduled departures. In 2015, there were over four (4) million enplanements at SAT, including approximately 258,900 international enplanements to Mexico cities.

B. Enplanement Data

The total number of enplaned and deplaned passengers for 2015 was 8,507,459. Additional information concerning historical enplanements by carrier is available from the City's web site at: <http://www.sanantonio.gov/Aviation/FinancialInformationStatistics.aspx>

NOTE 1: San Antonio International Airport expects 2% average annual growth for the next five years.

NOTE 2: All data above is provided for informational purposes only. No assurance can be given as to the levels of aviation activity that will be achieved at the Airport in the future. Future traffic at the Airport is sensitive to a variety of factors beyond the City's control. Accordingly, the City does not guarantee the accuracy of the data or that the current airline market shares at the Airport will continue.

C. Public Parking Operations

1. Public Parking Facilities

a. Existing Public Parking Facilities (see Exhibit B):

- i. **Parking Garage:** The Parking Garage consists of a five-level garage accommodating approximately 5,400 vehicles. It is located across from the terminals, behind the CONRAC facility site that is under construction. The Garage is currently the only covered parking at the Airport and includes a reserved area for a monthly parking program. Passengers are able to walk to the terminals or utilize the services of a free shuttle while the CONRAC is under construction.
- ii. **Green Lot:** This is a surface parking lot located west of Airport Blvd and south of Dee Howard Way. It provides uncovered, public parking for approximately 1,600 vehicles. The Airport provides free shuttle service for passengers to and from the terminals.
- iii. **Red Lot:** This is a surface parking lot that serves as the secondary overflow lot for the Airport and is located east of Airport Blvd and south of Northern Blvd. It provides uncovered, public parking for approximately 550 vehicles.
- iv. **Short-Term Parking:** Short-term parking is scheduled to reopen in April 2017 with approximately 1,350 parking spaces.

2. Public Parking Rates*

Facility	Maximum Daily Rate
Parking Garage	\$11.00
Green Lot	\$8.00
Red Lot	\$8.00

The Parking Garage includes a reserved area for the Frequent Parking Program which is \$240.00 per month, subject to change

* Current rates and subject to change.

** The daily rental rate for the Short Term Parking area, when opened, is expected to be \$24.00.

D. Airport Operation Considerations

Respondents should understand that the airport environment present operators with unique challenges that do not exist in other valet parking services settings. Listed below are some of the key factors that may affect operations at the Airport:

1. Facilities must be open daily, 24 hours a day with staffing levels that support passenger activity at the Airport. The Transportation Security Administration (TSA) checkpoints currently open at 3:45 a.m.
2. Flight delays sometimes occur due to weather conditions or other events. To accommodate passengers, operations must be able to quickly add staff.
3. Everyone assigned to work at the Airport is considered an ambassador of the City and Airport; thus, employee training and superior customer service are essential.
4. All employees must pass a background check and be badged through the Airport Security office (See Exhibit C). The Selected Respondent must be able to provide at any time validation that all employees have passed the required security background check.
5. The Airport is a non-smoking facility. Employees and passengers are not permitted to smoke within the terminals and may only smoke at designated areas on the exterior of the terminal buildings.

004 - SCOPE OF SERVICE

The City intends to grant to a qualified and responsible Respondent the exclusive right and privilege to operate a curbside Valet Parking Services for our passengers and visitors at the Airport at the Selected Respondent's sole cost and expense for a term of five years.

The Selected Respondent will be required to enter into a Concession Agreement with the City to operate valet parking services at the Airport. The agreement will be negotiated after a proposal has been selected. The following is a summary of the Scope of Services to be provided by the Selected Respondent.

A. Concession Concept

1. Selected Respondent shall administer, manage, and operate a first-class Valet Parking Concession at the Airport.
2. Selected Respondent shall provide the agreed upon services daily to the public 24 hours a day including holidays.
3. Selected Respondent shall be responsible for furnishing all equipment and materials which may be necessary to install and operate the concession at its sole cost and expense, including any value added services the Selected Respondent adds to the Proposal including vehicle oil change, cleaning/detailing and other services as approved by the City.

B. General

1. It is the intent of the City to provide world-class parking valet services for customers of the Airport.

2. Selected Respondent shall furnish all management, labor, and supplies necessary for the efficient and effective operation of services included in the Concession Agreement.
3. Selected Respondent shall plan, develop, coordinate, manage and operate the services in accordance with this Scope of Service and the negotiated Concessions Agreement in order to enhance revenues, control expenses and provide first-class customer service to the customers of the Airport.
4. The Aviation Director or his designee will have the right to establish reasonable rules and regulations and/or operating directives for the valet operations, and the Selected Respondent agrees to comply with such regulations.
5. The Selected Respondent shall furnish its employees working at the Airport with standardized uniforms as approved by the Aviation Director or his designee that will be a color and style distinct from Airport employees. In addition to any Airport badge that may be required; each employee shall wear a uniform name tag identifying the employee, their title and the Company's name. All employees shall wear their uniform, required badge (if any), and name tag while performing services at the Airport.
6. Selected Respondent shall be responsible for the acts or omissions of its agents, employees, contractors, subcontractors, or their agents or employees; or any other persons performing services under the Concession Agreement.
7. Selected Respondent shall adhere to all efforts to ensure the safety and security of their customers and employees as well as the passengers and employees of the Airport.
8. Selected Respondent shall be required to send their employees to be trained by Airport Security or Airport Police personnel on how to inspect a vehicle for security purposes.
9. Selected Respondent shall provide all communications equipment, phone systems, computer equipment and software, mobile phone applications for customer reservations and notifications and credit card processing equipment. Electrical, telephone and network wiring may or may not exist at the curbside kiosk or vehicle storage area but the Respondent shall be responsible to determine the adequacy of or otherwise provide such facilities for their needs at their sole expense.
10. Respondents may include in their proposals additional services such as car washing, detailing or oil changing.

C. Safety and Environmental

1. Selected Respondent shall be responsible for implementing an Accident Prevention and Safety program to be used by its staff. First aid supplies as well as fire extinguishers must be available for use as necessary at both the curbside kiosk and the vehicle storage area.
2. Selected Respondent shall be responsible for training all employees on the use of all emergency, fire equipment, and environmental hazards and be cognizant of the locations of all such equipment and/or materials.
3. All on-site accidents and incidents involving employees shall be reported to the Concessions Manager immediately and the Safety Manager of the San Antonio Airport System.
4. Within 24 hours of the event, confirmation of the information must be sent to the Concessions Manager and the Safety Manager.
5. Selected Respondent shall also comply with all Safety Management System (SMS) requirements while operating on Airport property as well as on any operations that may take place off-Airport.
6. Selected Respondent is responsible for complying with any necessary environmental requirements.

D. Staffing

1. The Selected Respondent will employ, train, schedule and assign management and supervisory personnel to sufficiently and competently perform daily management, supervision, record-keeping and customer service duties associated with the efficient and effective operation of the services to be provided under the Concessions Agreement. All such persons will be selected and assigned based on the highest level of competency, honesty, and courteous service available to the Selected Respondent through diligent recruiting, selection, and training.

2. There shall be at least one employee designated as a supervisor on duty at all times.
3. All personnel employed by the Selected Respondent to provide services under this Agreement shall be fully qualified and licensed under applicable federal, state and local laws to perform for such services.
4. Selected Respondent shall remove from its employment, in the performance of the Agreement, any employee who, in the reasonable opinion of the Aviation Director or his designee, engages in improper conduct, is not qualified or is not licensed to perform the required services.
5. All management and staff personnel of Selected Respondent shall present a professional, positive, and courteous attitude. All employees shall act in a courteous and helpful manner at all times with all customer and all other employees. Employees shall:
 1. Provide a friendly and professional greeting to all customers whenever and wherever they make contact.
 2. Display a positive attitude towards passengers and fellow employees.
 3. Remain calm when encountering an upset customer, listen carefully and show empathy to the problem.
 4. Never use foul or inappropriate language at any time when on duty.
 5. Not eat or smoke at the workplace in the view of customers.
 6. Present a well-groomed, neat and clean professional appearance.
 7. Not nap or sleep while on duty.
 8. Assist customers with their luggage to and from their vehicles.
6. Selected Respondent shall ensure that employees assigned to perform the services of this Agreement:
 - a. Are bonded against theft, embezzlement and other losses of customer vehicles and personal property and/or property of the Airport.
 - b. Maintain a valid Texas State Driver's License appropriate for the types of vehicles being driven.
 - c. Have no outstanding warrants.
 - d. Have passed a security background check and obtained Airport security badge, if required
 - e. Have never been charged with and/or convicted of Driving Under the Influence or Driving While Intoxicated
 - f. Are familiar with the duties and responsibilities of Selected Respondent under the Concession Agreement.
 - g. Comply with the Rules and Regulations of the San Antonio Airport System ([http://www.sanantonio.gov/Portals/0/Files/Aviation/Documents/Airport%20Rules%20and%20Regs%20-%202015%20\(full-size\).pdf](http://www.sanantonio.gov/Portals/0/Files/Aviation/Documents/Airport%20Rules%20and%20Regs%20-%202015%20(full-size).pdf)). The document is updated every one or two years and authorized changes are required to be implemented by all vendors at the Airport.
 - h. Are alert, attentive and responsive while on duty.
 - i. Do not commit any act which may bring discredit upon the Airport.
 - j. At all times exercise prudent and mature judgment in taking whatever action is necessary to protect the property of the Airport and the customer and to ensure normal, efficient operations.
 - k. Obey all traffic laws, rules and regulations and/or operating directives of the Airport at all times.
 - l. All supervisory personnel shall be known to the employees and conduct frequent inspections to ensure that posts, stations and work areas are properly staffed with qualified employees and areas are kept clean.
7. The Airport values excellent customer service as one of its primary strategic goals. The Selected Respondent shall provide on-going customer service training that reminds staff of the importance of courtesy and helps them with dealing with difficult customer situations.

E. Valet Operating Locations and Procedures

The Selected Respondent shall operate and manage the service for 24 hours a day, 365/366 days per year for the term of the agreement.

1. Curbside Kiosk (See Exhibit D): The Airport will make space available on the curbside of the upper roadway system at the second light post past the west end of Terminal B for the kiosk. The Respondent shall design and construct the kiosk; the Aviation Director or his designee shall approve the color, size and specific location of its installation.
 - a. The kiosk shall be attractive.
 - b. Signage shall be placed on or close to the kiosk that provides the name of the concessionaire and the rates of the service. The Airport shall approve the signage and its location before it goes into production or is installed.

- c. The kiosk shall be staffed with sufficient personnel to greet customers dropping off their cars and assist customers picking up their vehicles.
 - d. The kiosk shall have the appropriate administrative, communications and support facilities to provide the curbside valet customer a receipt for their vehicle and enable processing of the customer's payment and recovery of their vehicle.
 - e. The Selected Respondent shall be responsible for the maintenance, repairs and cleaning of the kiosk and surrounding area.
 - f. The Airport reserves the right to relocate or move the curbside valet kiosk if necessary.
2. Vehicle Parking Drop-Off and Pick-Up Area (See Exhibit D): The City shall provide approximately 40 linear feet along the curb before the kiosk and approximately 60 linear feet along the curb after the kiosk to serve as the drop-off and pick-up of valet parking customers' vehicles.
- a. Staff shall immediately inspect all vehicles being dropped off at the kiosk location for security purposes, including the possibility of explosive devices or substances which might cause injury to persons and/or property damage, and staff shall not allow any customer to leave the vehicle or receive a vehicle claim check until it has been inspected by staff. The inspection of the vehicle shall include staff inspecting underneath the vehicle, opening the hood of the vehicle, opening the trunk and all vehicle compartments within the vehicle. All packages that are remaining in the vehicle shall also be inspected.
 - b. No vehicle shall be allowed to remain unattended. Staff shall provide a visual indicator, such as a magnetic or cone attached to each vehicle, to relay to any security or law enforcement personnel that the vehicle has been inspected.
 - c. Selected Respondent shall manage and allocate the staging of customer vehicles in accordance with all security directives of the Transportation Security Administration and the Security Office of the San Antonio Airport System. It is the responsibility of the Respondent to report any security concerns, including but not limited to, the possible presence of explosives in a vehicle immediately to the San Antonio Airport Police Department.
 - d. The area will be shared with other vehicles, including ground transportation and airport vehicles.
 - e. Upon both drop-off and pick-up, the vehicle must be inspected for exterior damage to the vehicles.
 - f. Customers shall have minimal wait time for picking up their vehicle upon their return to SAT. Once a customer returns to the Airport and notifies Respondent of their return (in-person, phone call, mobile application or other), staff shall immediately transport the customer's vehicle to the curbside drop-off/pick-up area.
3. Vehicle Storage Area: The Airport has identified three locations that it will make available for lease on Airport property. Proposals may also include an alternate location for the vehicle storage area for the City to consider, which may be on-Airport property or off-Airport property. For any property leased by the Selected Respondent, the following shall apply:
- a. Selected Respondent shall use the vehicle storage area to provide for any required office/administrative areas, break room(s), bathroom(s), non-vehicle storage areas, and signage, as appropriate.
 - b. Selected Respondent is responsible for all improvements to the leased property including requirements for controlled access and canopies or other type of covering, if proposed. If vehicle storage area site requires modification, it shall be the responsibility of the Selected Respondent for any costs, including utilities.
 - c. Selected Respondent is responsible for securing the leased property from public and/or employee parking spaces, controlled access, maintenance and cleaning.
 - d. Selected Respondent shall secure any vehicle storage area utilized, whether on or off airport property or in the garage.
 - e. Selected Respondent shall secure keys accepted from customers to all the vehicles stored and retain such keys under the Selected Respondent's physical control.
 - f. Selected Respondent shall not leave keys in any vehicle parked in any publically accessible location.
 - g. Selected Respondent shall account for all vehicles in the vehicle storage area daily.
4. Valet Runners
- a. The Selected Respondent shall be responsible for providing transportation for the valet runners between the curbside kiosk and vehicle storage area.
 - b. Employees may not use Airport-provided shuttles that are intended for Airport passengers as part of their travel to or from the kiosks and the vehicle parking area as part of their duties.
 - c. Employees may not use Airport terminal restrooms.
 - d. No employee break rooms are available for use of the employees of the Selected Respondent.

F. Value-Added Services

1. Selected Respondent shall provide value-added services as proposed. Such services may include car washes/details, oil changes, fluid fills, state inspections and transfer of vehicle to a nearby dealership for repair/maintenance.
2. If the Selected Respondent proposes to provide value-added services (with or without additional charge to Valet parking guests), then any required modification(s) to Airport property shall be the responsibility of the Respondent.

G. Reservation System

1. Respondents shall supply an online and cell phone application reservation and notification system.
2. Respondents must submit specifications containing details of the reservations process along with illustrations of the proposed reservation system.
3. After the customer uses the system to make the reservation, each guest will receive an on-line or text confirmation detailing the transaction including specific pick-up and drop-off instructions.

H. Other

1. The Airport may engage the Selected Respondent to provide value-added service to patrons of the Airport.
2. The Airport will work with the selected Respondent on possible marketing promotions including, for example, the issuance of cards, coupons, etc. for free valet parking to passengers and patrons of the Airport at the cost of the Airport or City of San Antonio.

005 - CONCESSION AGREEMENT

Following the selection of a proposal, the City shall negotiate with the Selected Respondent on a Valet Parking Concessions Agreement. The following summarizes some of the key terms and conditions of the offered concessions that are to be incorporated in the Agreement. This summary is not intended to be a complete description of the Concession Agreement.

The concessions shall be operated under the terms and conditions of the fully executed and delivered Concession Agreement by and between the City and the selected Respondent.

A. Term of Agreement

The Agreement will become effective and binding upon execution by the City and is comprised of two parts: the Transition Term and the Primary Term, as follows:

1. Transition Term

The Transition Term begins on the tenth date following approval of City Council of the Concession Agreement and ends upon the date that the Concessionaire opens for business.

2. Primary Term

Primary Term commences upon the date the Concessionaire opens for business and shall continue for five years.

B. Compensation to the City

The Selected Respondent will pay to the City, on an annual basis, rental equal to the greater of (a) the Minimum Annual Guaranteed Rent ("MAG") or (b) the Percentage Rent, in accordance with the terms of the Agreement.

1. Minimum Annual Guaranteed (MAG) Rent:

1. During the first Lease Year of the Primary Term, MAG equals the full MAG as proposed by Selected Respondent and accepted by the City.
2. The MAG for Lease Years Two through Five of the Primary Term shall be equal to 85% of the prior year's rental requirement for the prior Lease Year. In no event shall MAG be less than 100% of the MAG proposed for Lease Year 1.

2. Percentage Rent

Respondent shall propose a percentage rent to be paid on Gross Revenues, including parking fees and all ancillary services. The minimum percentage rent is 10%.

3. Ground Rent/Rental Space/Building Rent

The selected Respondent will be responsible for the rental of any space – ground, parking or building – located on-Airport property. The rent is based on the Airport campus-wide appraisal. For any space not included below or if the Respondent would like to rent space within the terminal building or other areas, the Respondent shall contact the Airport for the rental rate for the ground, building or space.

Undeveloped Land: The ground rent for the property included in this proposal located west of Highway 281 and north of Loop 410 is \$1.00 per annual square foot.

Long Term Parking Garage or Purple Parking Lot: The rent shall be the current daily parking rate in the Long-Term Parking Garage, which is currently \$11. The rental rate shall be \$11 per parking space per day. If the City changes the daily parking rate for the Long-Term Parking Garage, the rate shall change to match. The Respondent shall expect to pay the rent for each requested parking space, regardless of its occupancy.

The Selected Respondent is responsible for payment of the ground rent on a monthly basis commencing the first date of the month following approval of the Concession Agreement by City Council.

C. Other Fees

1. Taxes, License and Permit Fees - The Selected Respondent is solely responsible for the timely payment of all appropriate taxes, license and permit fees that may be levied by City, County, State, Federal governments or agencies thereof.
2. Badging – The Selected Respondent is responsible for the payment of fees associated with badging.
3. Late Fees – The Selected Respondent is responsible for the prompt payment of any fees associated with late payment or reports to the Aviation Department.
4. Other fees – The Selected Respondent is responsible for the prompt payments of any citations or other fees incurred during their operations.

D. Capital Investment and Improvements

The on-Airport property areas for the curbside valet parking kiosk and proposed vehicle storage area will be available to the Selected Respondent in an “as is” condition. Selected Respondent shall be responsible for capital improvements at its sole expense. All concession space must be maintained in “opening day” condition throughout the term of the lease.

1. Upon selection, City and Selected Respondent will negotiate final construction schedule.
2. The City reserves the right to review and approve all improvements and other capital investments. The Concession Agreement will include a provision that the Selected Respondent will submit to the City, detailed plans of its proposed facilities in accordance with the terms and conditions of the Design Criteria Manual, which is attached hereto as RFP Exhibit E. Upon written notice by the City of its approval of the plans, the Selected Respondent will coordinate with the City the construction and installation of its facilities. The Selected Respondent will be required to procure all necessary permits. The Selected Respondent may procure permitting in conjunction with the Airports review of detailed plans of its proposed facilities.

E. Airport Concession Disadvantaged Business Enterprise (ACDBE) Participation

The requirements of 49 CFR Part 23, regulations of the U.S. Department of Transportation, applies to this concession. It is the policy of the Airport to practice non-discrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit bids/proposals. Award of this concession will be conditioned upon satisfying the requirements of this proposal/bid specification. These requirements apply to all concessions firms and suppliers, including those who qualify as an ACDBE.

No concession specific goal (0%) has been applied to this Concession. SAT strongly encourages the utilization of ACDBE and Small Businesses if an opportunity arises from this concession.

006 - ADDITIONAL REQUIREMENTS

Proposal Bond

Respondent must submit a Proposal Bond, in a form acceptable to City, made payable to the City of San Antonio, executed by a corporate surety acceptable to the City who is licensed pursuant to the Texas Insurance Code and listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept. Circular 570) in the amount of \$10,000.00. The Proposal Bond shall be valid for 180 days following the deadline for submission of proposals. The Proposal Bond must be accompanied by an original signed and notarized Power-of-Attorney bearing the seal of the issuing surety company and reflecting that the signatory to the bond is a designated Attorney-in-Fact. If Respondent is not selected, the City will not collect on the bond, but will keep the original document pursuant to the Local Government Records Act and applicable retention schedule. Any proposals received without a Proposal Bond will be disqualified.

For hard copy proposals, the proposal bond must accompany the proposal. For electronic submissions, Respondent must provide the original proposal bond to the City Clerk prior to the proposal due date in accordance with the instructions for submission of hard copy proposals.

Performance Guarantee

Upon City Council award and prior to commencement of any Concession Agreement and not later than final execution by City, Selected Respondent(s) shall provide a performance guarantee in the form of a surety bond or Irrevocable Letter of Credit for the benefit of the City of San Antonio. The surety bond must be executed by a corporate surety acceptable to City which is licensed pursuant to the Texas Insurance Code and listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept Circular 570) in the amount of 50% of the MAG for Lease Year 1. Said surety bond must have attached thereto a Power of Attorney as evidence of the authority of the person executing the bond to bind the surety. The surety bond must clearly and prominently display on the bond or on an attachment to the bond: (1) the name, mailing address, physical address, and telephone number, including the area code, of the surety company to which any notice of claim should be sent; or (2) the toll-free telephone number maintained by the Texas Department of Insurance under §521.051, Texas Insurance Code, and a statement that the address of the surety company to which any notice of claim should be sent may be obtained from the Texas Department of Insurance by calling the toll-free telephone number.

007 - PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held at **San Antonio International Airport, Terminal A Mezzanine Conference Room, 9800 Airport Blvd., San Antonio, TX 78216** at **2:00 p.m., Central Time, on March 30, 2016**. Respondents are encouraged to prepare and submit their questions in writing 3 calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Site Tours will begin at the conclusion of the conference.

This meeting place is accessible to disabled persons. The San Antonio International Airport is wheelchair accessible. Accessible parking spaces are located at the Long Term Parking Garage, where a free shuttle will take you to the Terminals. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Only written responses shall be official and all other forms of communication

with any officer, employee or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in the Restrictions on Communication section, after the conclusion of the Pre-Submittal Conference.

008 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Submit one original, signed in ink, five paper copies, and one copy of the proposal on a flash drive or compact disk (CD) containing an Adobe PDF version of the entire proposal. Each of the items listed below must be labeled with the heading indicated below as a separate file on the flash drive or CD.

TABLE OF CONTENTS

EXECUTIVE SUMMARY. The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM. Use the Form found in this RFP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFP as Attachment A, Part Two.

PROPOSED CONCESSION PLAN. Use the Form found in this RFP as Attachment A, Part Three.

COMPENSATION SCHEDULE. Use the Compensation Schedule that is found in this RFP as Attachment B.

CONTRACTS DISCLOSURE FORM. See RFP Attachment C. Respondent may download the form at:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

AIRPORT CONCESSIONS DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) PROGRAM REQUIREMENTS. Complete, sign and submit the required ACDBE Good Faith Effort Plan for Federally Funded Contracts (DBE Form 1), found in this RFP as Attachment E. If proposed subcontractor/s/suppliers are certified, attach a copy of their Certification Affidavit to DBE Form 1. If Respondent is a Joint Venture, submit the required Joint Venture documentation described in RFP Attachment E.

Respondents must submit a Narrative Statement which describes their:

Business Diversity Plan which should include, but not be limited to, the following types of information: commitment in addressing diversity; activities to be taken to assure equal employment opportunity for all persons, regardless of race, color, religion, age, national origin, citizenship status, or disability; and institutional strategies to ensure diversity.

Historical DBE/ACDBE utilization on previous contracts.

Efforts to achieve significant and meaningful diversity on this project team compilation.

CERTIFICATE OF INTERESTED PARTIES (FORM 1295). See RFP Attachment F. Respondent must complete Form 1295 online at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and submit a notarized copy with Respondent's proposal.

VETERAN-OWNED SMALL BUSINESS (VOSB) PROGRAM TRACKING FORM. Complete, sign and submit the VOSB form, found in this RFCSP as Attachment G.

PROPOSAL BOND. Respondent must submit a proposal bond which shall include the following provisions:

- Made payable to the City of San Antonio.
- Executed by a corporate surety acceptable to the City who is licensed pursuant to the Texas Insurance Code and listed on the United States Department of the Treasury's Listing of Approved Sureties (Dept Circular 570).
- In the amount of TEN THOUSAND DOLLARS (\$10,000.00).
- Valid for one hundred eighty (180) days following the deadline for submission of proposals.
- Must be accompanied by an original signed and notarized Power-of-Attorney bearing the seal of the issuing surety company and reflecting that the signatory to the bond is a designated Attorney-in-Fact.

If respondent is not selected, the City will not collect on the bond, but will keep the original document pursuant to the Local Government Records Act and applicable retention schedule.

The proposal bond shall provide assurance that the proposal has been submitted in good faith, the Respondent intends to enter into the contract in accordance with the proposal, and will provide the required performance bond, if awarded the contract. Failure to enter into the contract, if awarded, or to provide the required performance bond, may result in a forfeiture of the proposal bond.

Failure to submit a proposal bond with submittal will render the proposal non-responsive and therefore disqualified from consideration.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

FINANCIAL INFORMATION. Submit a copy of Respondent's three most recent annual financial statements, prepared in accordance with Generally Accepted Accounting principles, audited by an independent Certified Public Accountant.

SIGNATURE PAGE. Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment H. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFP as Attachment I.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. **FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.**

009 - CHANGES TO RFP

Changes to the RFP, made prior to the due date for proposals shall be made directly to the original RFP. Changes are captured by creating a replacement version each time the RFP is changed. It is Respondent's responsibility to check for new versions until the proposal due date. City will assume that all proposals received are based on the final version of the RFP as it exists on the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP.

010 - SUBMISSION OF PROPOSAL

Submission of Proposals.

Respondent shall submit one original, signed in ink, five paper copies, and one copy of the proposal on a flash drive or CD containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, "Valet Parking Services Concessionaire" on the front of the package.

Proposals must be received in the City Clerk's Office no later than **11:00 a.m.**, Central Time, on **Wednesday, April 20, 2016** at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the Office of the City Clerk by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

Office of the City Clerk
Attn: Aviation Department "Valet Parking Services Concessionaire"
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

Office of the City Clerk
Attn: Aviation Department "Valet Parking Services Concessionaire"
100 Military Plaza
City Hall San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

Proposal Format. Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper. If submitting a hard copy, place proposal inside a three ring binder or other securely bound fashion. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and, in the case of hard copy submissions, printed two-sided. Margins shall be no less than 1" around the perimeter of each page. Websites, or URLs shall not be submitted in lieu of the printed proposal or electronic submission through City's portal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section 008, Proposal Requirements, and each section and attachment must be indexed and, for hard copy submissions, divided by tabs and indexed in a Table of Contents page. For electronic submissions, whether on a flash drive or CD, each separate section should be attached as a separate file. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the due date for submission of proposals and submitted in the same manner as original proposal. For hard copy proposals, provide a cover letter with the proposal, indicating it is a modified proposal and that the Original proposal is being withdrawn.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A, Part One.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Aviation shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred eighty (180) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

011 - RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **2:00 p.m.**, Central Time, on **Friday, April 8, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail or through the portal.

Marisol Amador, Procurement Specialist III
City of San Antonio, Aviation Department
Marisol.amador@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

Respondent and/or their agents may contact the Aviation Department's DBE/ACDBE Liaison Officer for assistance or clarification with issues specifically related to the DBE/ACDBE policy and/or completion of the Good Faith Effort Plan. Point of contact is Ms. Lisa Brice, who may be reached via telephone at (210) 207-3505 or through e-mail at lisa.brice@sanantonio.gov. Respondents and/or their agents may contact Ms. Brice at any time prior to the due date for submission of proposals. Contacting her or her office regarding this RFP after the proposal due date is not permitted.

Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council agenda date and a review of the solicitation process.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

012 - EVALUATION OF CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below.

The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Evaluation criteria:

Experience, Background, Qualifications (45 points)

Proposed Plan (40 points)

Compensation Schedule (15 points)

Airport Concessionaire Disadvantaged Business Enterprise Program (ACDBE) (Pass/Fail):

ACDBE participation shall be evaluated based on the participation plan and other information submitted by respondent as set forth in the Airport Concessionaire Disadvantaged Business Enterprise Program Requirements and Forms (Response Attachment D).

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.

013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one or no contract(s) in response to this RFP.

The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.

City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.

City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

City will require the selected Respondent(s) to execute a contract in substantially the form as attached with the City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

The Selected Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City.

Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial

interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City’s Ethics Code. (Discretionary Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.)

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent’s actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor for answers to questions regarding the statute or form.

014 - SCHEDULE OF EVENTS

Following is a list of projected dates/times with respect to this RFP:

RFP Release Date	March 18, 2016
Pre-Submittal Conference	March 30, 2016 at 2:00 P.M.
Final Questions Accepted	April 8, 2016 at 2:00 P.M.
Proposal Due	April 20, 2016 at 11:00 A.M.

VEHICLE STORAGE AREA – UNDEVELOPED LAND



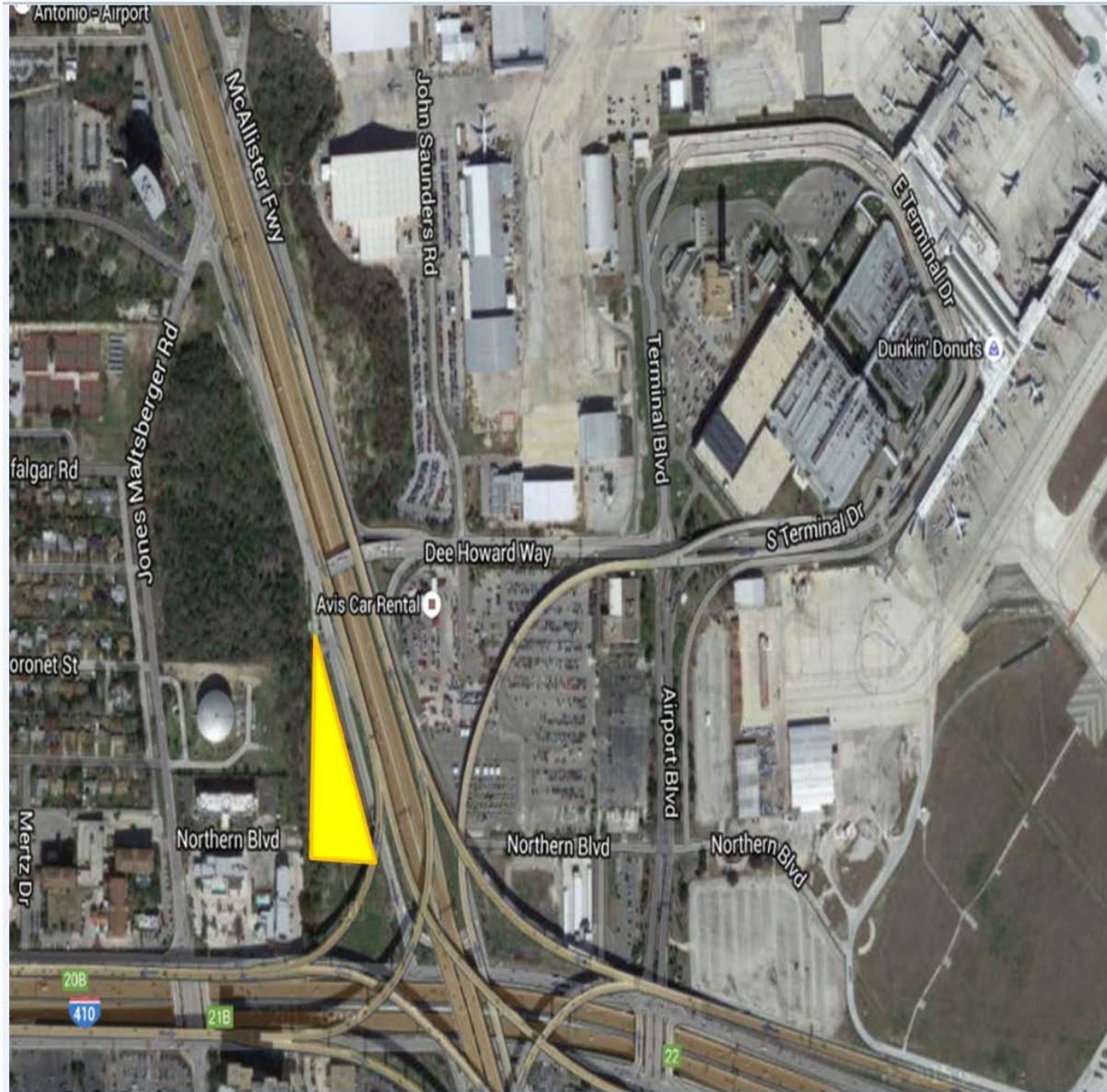
Undeveloped Land Proposed Area for Vehicle Storage Area

3.59 acres

Ground Rent of \$1.00/Square Foot

RFP EXHIBIT A-1

VEHICLE STORAGE AREA – LOCATION OF UNDEVELOPED LAND



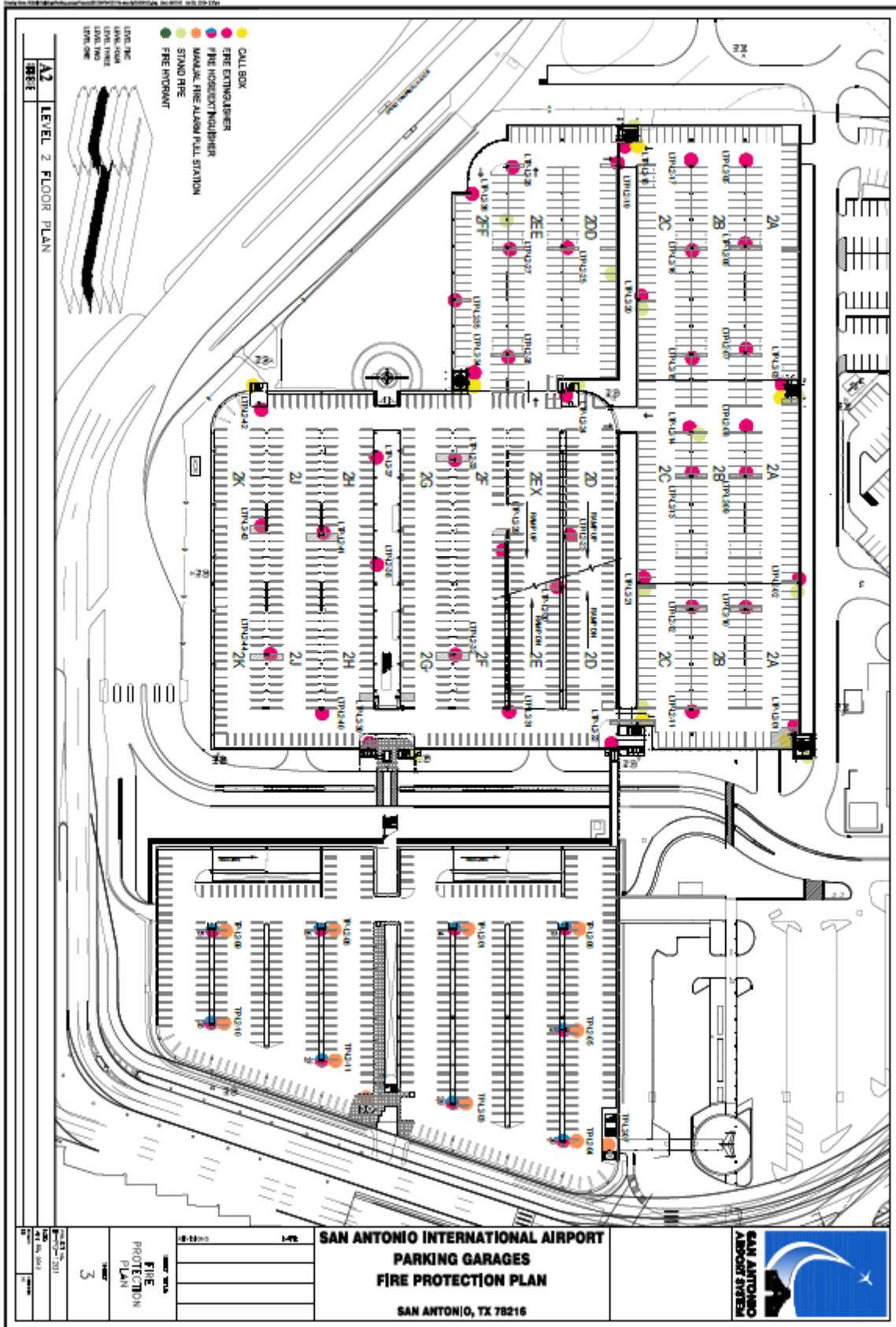
VEHICLE STORAGE AREA – LONG TERM PARKING GARAGE



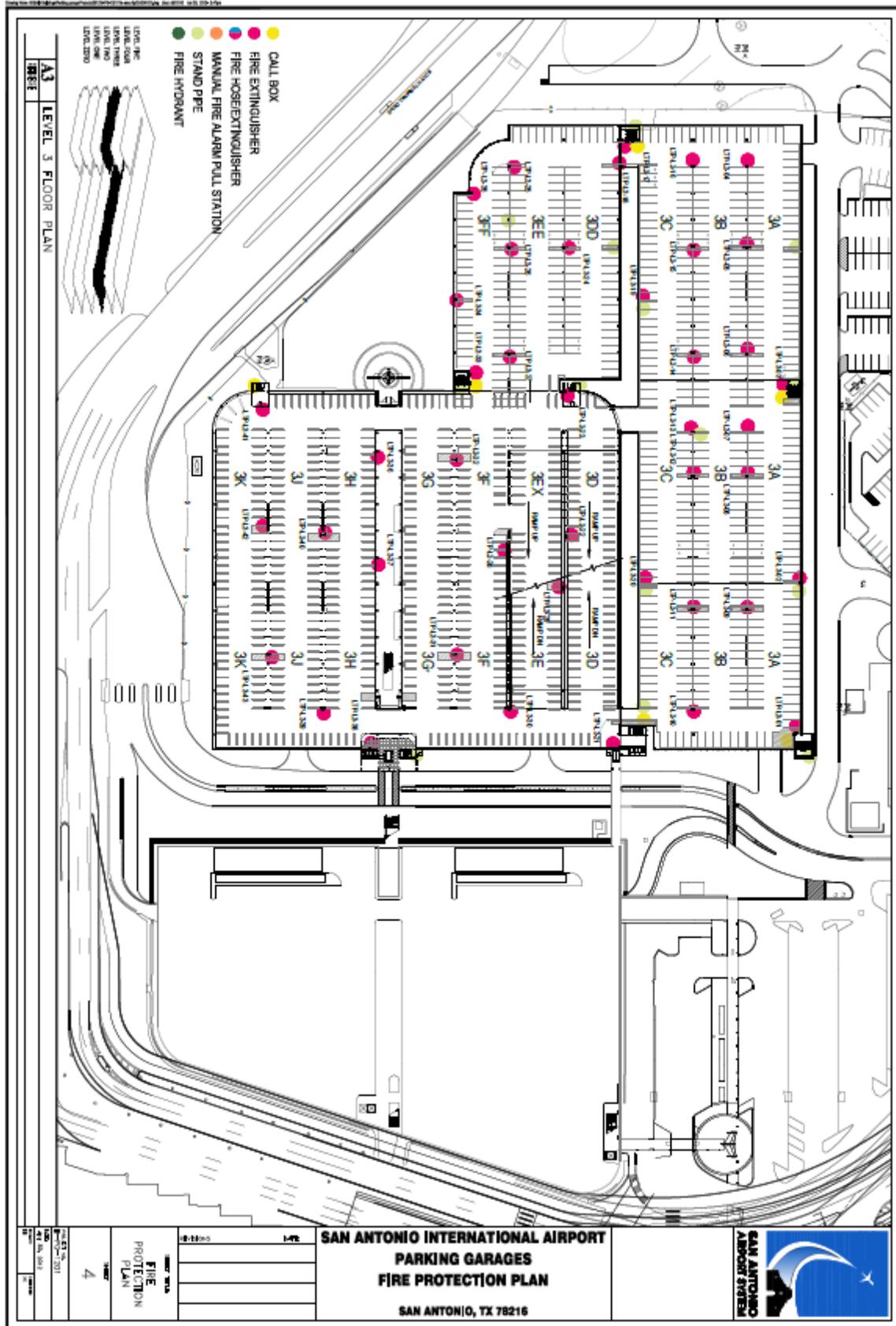
Long Term Parking Garage Proposed Area for Vehicle Storage Area
Proposal should include number of spaces and area within Garage
Rent of \$11.00/Parking Space

RFP EXHIBIT A-2

VEHICLE STORAGE AREA – LONG TERM PARKING GARAGE – LEVEL 2

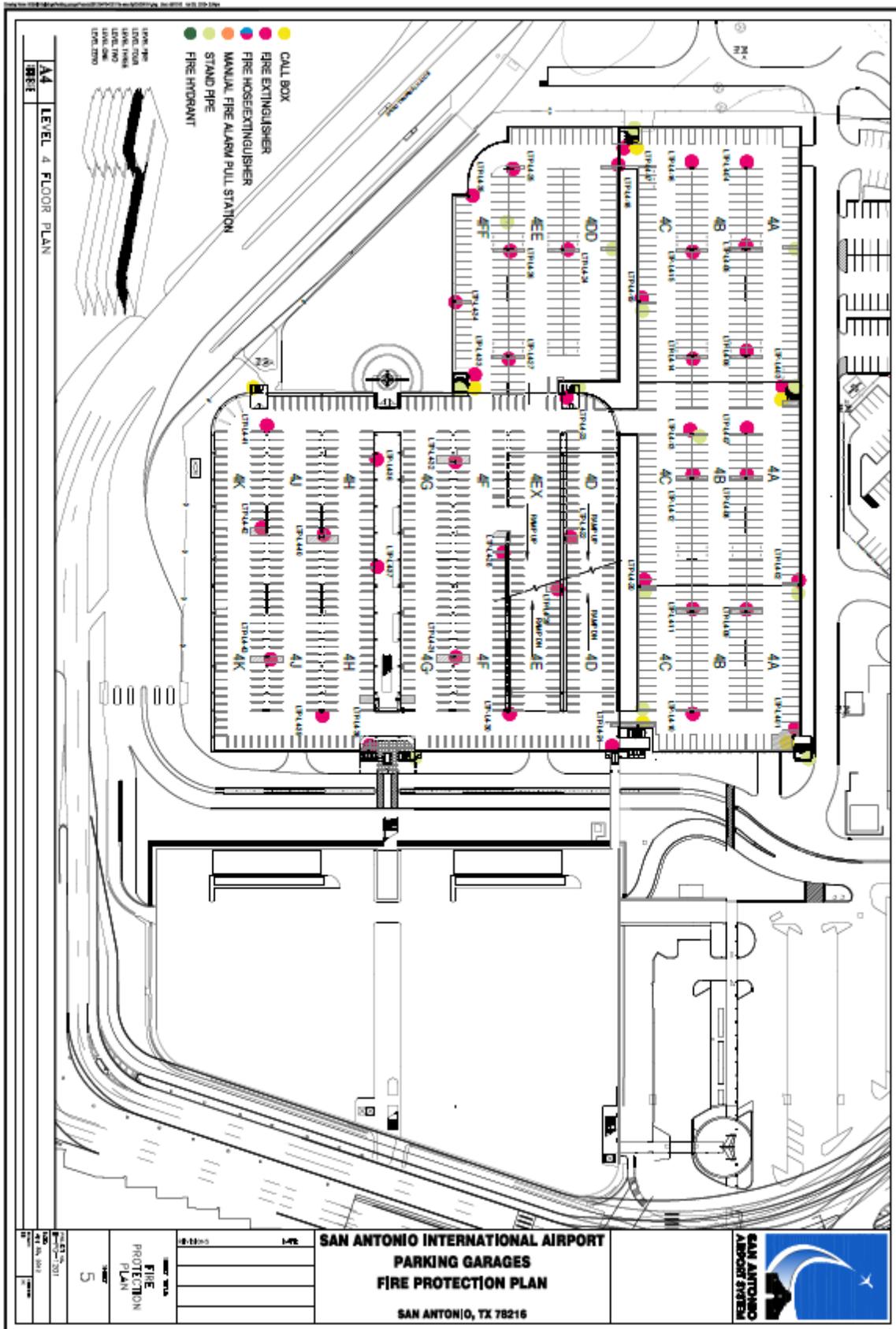


VEHICLE STORAGE AREA – LONG TERM PARKING GARAGE – LEVEL 3

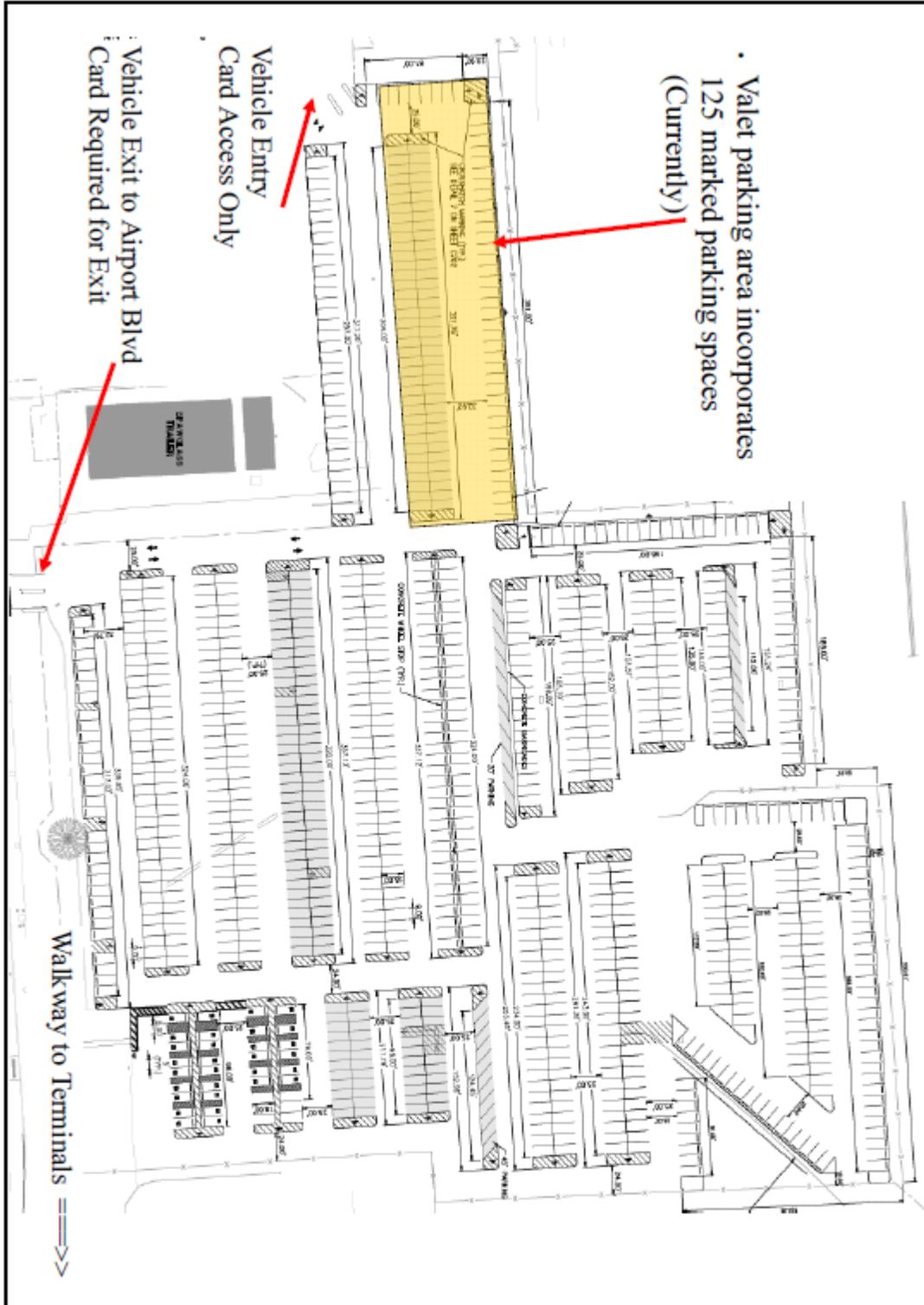


RFP EXHIBIT A-2

VEHICLE STORAGE AREA – LONG TERM PARKING GARAGE – LEVEL 4



VEHICLE STORAGE AREA – PURPLE LOT



SAN ANTONIO INTERNATIONAL AIRPORT
Purple Lot—Employee Parking
Potential Valet Parking Area

TJM: 3/14/2016



RFP EXHIBIT B

EXISTING PUBLIC PARKING FACILITIES



RFP EXHIBIT C

PROCEDURES FOR OBTAINING AIRPORT PERSONNEL IDENTIFICATION BADGE AND AIRFIELD DRIVER'S LICENSE AT SAN ANTONIO INTERNATIONAL AIRPORT (SAT)

As per FAA/TSA guidelines, a person performing work in the Security Identification Display Area (SIDA), Secured Area, Sterile Area or Airport Operations Area must have a valid Personnel Identification Badge (known as a SAT badge) or be under an airport approved escort by a person having a SAT badge with the white "E" (escort endorsement) on the badge. Furthermore, each badge holder with the white "E" may escort up to two (2) unbadged individuals while keeping same under positive control at all times while in the SIDA, Secured Area, Sterile Area and/or the project site. **Note:** If the person is disqualified from receiving a SAT badge during the badge application process, or becomes disqualified after receiving a SAT badge, the individual can no longer be present anywhere within the SIDA, Secured Area, Sterile area and/or the project areas.

If driving is involved, the person must have a valid SAT badge and the appropriate airfield driver's license to operate a vehicle in the SIDA and/or the project site. If a vehicle escort is required, each SAT badge holder with the white "E" on his badge (and the appropriate airfield driver's license) may escort up to two (2) vehicles if there is only one unbadged person in each vehicle being escorted.

All vehicles operating in the SIDA or the project area must have the appropriate airport approved company signage on the vehicle. The signage must meet the following requirements: Company name must be in at least six inch (6") tall lettering and/or the company logo must be at least twelve inches (12") tall. The signage must be placed on both vertical sides of any self propelled, motorized vehicle at all times while within the SIDA or the project site. If signage is not available, an Airport issued "Top Hat" may be used for vehicles under an airport approved vehicle escort or while parked in the SIDA.

The procedures to obtain an Airport Personnel Identification Badge and/or an airport driver's license are as follows:

A) Airport Personnel Identification Badge (SAT ID Badge):

- 1) The Airport Security Personnel Identification Office (AS PIO) is located at 9623 West Terminal Drive, Bldg. #1322.
- 2) Once an Aviation Department division has notified the AS PIO of an approved City contract which will require the badging of personnel, the Contactor's designated representative for badging must call (210) 207-3526 to schedule an appointment with the AS PIO to make arrangements to become an Authorizing Signatory for all SAT badges to be issued to the Contractor's employees working on the contract. Once the Authorizing Signatory has completed the required procedures (i.e., fingerprint-based Criminal History Records Check (CHRC)), Security Threat Assessment (STA) background check, SIDA training, Authorizing Signatory training, etc.) to receive his SAT badge, he will then be authorized to approve applications for other Contractor employees under his responsibility. **Note:** If an employee of Contractor has been convicted of any of the offenses listed in Exhibit 1 hereto, that employee will be immediately disqualified from obtaining a SAT badge and will be ineligible to perform work at SAT
- 3) All SAT ID badge applications are processed electronically via an online application process. Once the Contractor's Authorizing Signatory has been trained successfully on his responsibilities and completed all phases of the badging process, the website address for Contractor's employees to use to complete the application will be provided. Furthermore, the Authorizing Signatory will be provided instructions on how to setup, use and approve badge applications via the online badging system.

4) As of October 1, 2011 badge processing fees are:

Airport Security Badge & ID Office Service	Amount
Fingerprint-based Criminal History Records Check (CHRC)/STA	65.00
Identification Badge (new/renewal/replacement/exchange)	35.00
Non-Returned Identification Badge	75.00
Reactivation of Identification Badge (Security Violation)	
1 st Offense	25.00
2 nd Offense	50.00
3 rd Offense	75.00
Progressive Security Fee Program	Sliding Scale
AOA Parking Decal (for General Aviation leasehold only)	5.00

There is no refund for badge processing fees.

- 5) As part of the badging process, all Contractor employees are required to complete a computer-based SIDA training class. All documents necessary to complete the application process (including obtaining the applicants fingerprints to conduct a CHRC must be completed before the Contractor's employees may attend the computer-based SIDA training class. The class is held on a first come, first served basis and is generally available during the following days/times: Monday – Thursday, 8:00 a.m. – 3:00 p.m., and Friday, 8:00 a.m. – 10:30 a.m. and 1:00 p.m. – 3:00 p.m. The SIDA class takes approximately 45 minutes to 1 hour to complete and the applicant must make a 100% on the final test to successfully complete this stage of the badging process. The SAT badge can only be issued after the applicant successfully completes the SIDA class; the Airport Police completes the CHRC; and the Airport Police receives an approved STA check from the TSA. It can take anywhere from three (3) business days to 2 weeks before the applicant may be issued his SAT badge.
- 6) At the end of the contract, the Contractor's Authorizing Signatory shall return all issued airport identification badges to the AS PIO directly and inform the Aviation Department division that managed the contract that all badges have been returned before final payment for the work can be processed.
- 7) Any lost or stolen SAT ID badge shall be reported to Airport Security immediately by contacting (210) 207-3526 or 207-3433 so the badge can be deactivated. The Contractor's employee must contact Contractor's Authorizing Signatory to make arrangements to complete the necessary paperwork to receive a replacement SAT badge. The Contractor shall be responsible for any fees/fines resulting from the lost, stolen, or otherwise unaccounted for SAT badge.

B) Airfield Driver License:

- 1) Contact the Airport Operations Office (AOO) at 207-3475 for hours of operations and procedures. The Airport Operations Office is located at 457 Sandau Rd., San Antonio, TX 78216. The individual has to show a current valid Texas Driver License, a current valid Airport Personnel Identification Badge and a copy of certificate of insurance document of the individual's employer with the proper coverage must be submitted to the AOO to be kept on file.
- 2) The non-movement classes are held on every Monday at 1:00 P.M., Tuesday and Friday at 9:00 A.M. The movement classes are held every Tuesday at 1:00 P.M. and Thursday at 9:00 A.M. There will be a test at the end of each class. The airfield driver license can only be issued to a person passing the test.
- 3) A copy of the Airfield Driver's Training Program Fees dated Sept. 30, 2008 is attached for the information. Contact with AOO for the current fees. A \$5.00 refund will be issued if the lost license is found within 30 days of the receipt date. For the construction contracts, there is no separate line item on the bid proposal for the costs involved and the costs shall be considered incidental to mobilization expenses.
- 4) The licensed driver can only travel on the areas authorized and use the gate approved by the Airport Police. A driver who loses his or her Airfield Driver License is responsible for reporting the loss immediately to Airport Operations Office. The employee will be responsible to pay the replacement fee for his/her airfield license.

- 5) The company shall have coverage for the vehicles used inside Air Operations Area for the project involved at all times. An Automobile Liability Policy with no less than a Combined, Single Limit for Bodily Injury and Property Damage of \$5,000,000 per occurrence, or its equivalent in Umbrella or Excess Liability Coverage. In addition, the City of San Antonio must be listed as an "additional insured" in the endorsement section.

The Insurance can be under the Company name if a company vehicle will be used and the vehicle must be listed in the insurance policy either specifically by VIN number or generally by covering all autos owned, leased or operated while conducting business on behalf of the company. If this is a private vehicle covered only by personal insurance, the insurance must be under the drivers name and VIN number must be listed. It is the company's responsibility to notify the Aviation Department for any insurance changes.

- 6) At the end of the project, the authorized Project Manager shall return all airfield driver licenses to Planning and Development and at the end of the return process the final payment for the work can be processed.

ATTACHMENT A TO RFP EXHIBIT 1

LIST OF DISQUALIFYING CRIMES

AUTHORIZATION FOR FINGERPRINT-BASED CRIMINAL HISTORY RECORDS CHECK

Please read and review the following list of disqualifying criminal offenses as listed in Transportation Security Regulation (TSR) 1542.209 (d).

1. Forgery of certificates, false marking of aircraft, and other aircraft registration violations: 49 USC 46302
2. Interference with air navigation: 49 USC 46308
3. Improper transportation of a hazardous material: 49 USC 46312
4. Aircraft Piracy: 49 USC 46502
5. Interference with flight crew members or flight attendants: 49 USC 46504
6. Commission of certain crimes aboard aircraft in flight: 49 USC 46506
7. Carrying a weapon or explosive aboard aircraft: 49 USC 46505
8. Conveying false information and threats: 49 USC 46507
9. Aircraft piracy outside the special aircraft jurisdiction of the United States: 49 USC 46502(b)
10. Lighting violations involving transporting controlled substances: 49 USC 46315
11. Unlawful entry into an aircraft or airport area that serves air carriers or foreign air carriers contrary to established security requirements: 49 USC 46314
12. Destruction of an aircraft or aircraft facility: 18 USC 32
13. Murder
14. Assault with intent to murder
15. Espionage
16. Sedition
17. Kidnapping or hostage taking
18. Treason
19. Rape or aggravated sexual abuse
20. Unlawful possession, use, sale, distribution, or manufacture of an explosive or weapon
21. Extortion
22. Armed or felony unarmed robbery
23. Distribution of, or intent to distribute, a controlled substance
24. Felony arson
25. Felony Involving a threat
26. Felony involving
 1. Willful destruction of property
 2. Importation or manufacture of a controlled substance
 3. Burglary
 4. Theft
 5. Dishonesty, fraud, or misrepresentation
 6. Possession or distribution of stolen property
 7. Aggravated assault
 8. Bribery
 9. Illegal possession of a controlled substance punishable by a maximum term of imprisonment of more than one year
27. Violence at international airports: 18 USC 37
28. Conspiracy or attempt to commit any of the criminal acts listed in this paragraph

RFP EXHIBIT D

CURBSIDE KIOSK, VEHICLE DROP-OFF, AND VEHICLE PICK-UP



RFP EXHIBIT E

DESIGN CRITERIA MANUAL

(Attached as a separate document)

RFP EXHIBIT F

DBE/ACDBE PROGRAM OVERVIEW AND REQUIREMENTS

THE ACDBE GOAL FOR CURBSIDE VALET PARKING SERVICE CONCESSION is 0%

DISADVANTAGED BUSINESS ENTERPRISE CLAUSE

- A. It is the policy of the City of San Antonio that disadvantaged business enterprises (DBEs), as defined under 49 CFR Part 23, shall have “equality of opportunity” to participate in the awarding of federally-assisted Aviation Department contracts and related subcontracts, to include sub-tier subcontracts. This policy supports the position of the U.S. Department of Transportation (DOT) in creating a level playing field and removing barriers by ensuring nondiscrimination in the award and administration of contracts financed in whole or in part with federal funds under this contract. Therefore, on all DOT-assisted projects the ACDBE program requirements of 49 CFR Part 23 applies to the contract.
- B. The Respondent agrees to employ good-faith efforts (as defined in the Aviation Department’s DBE Program) to carry out this policy through award of subcontracts to disadvantaged business enterprises to the fullest extent consistent with the sufficient performance of the Aviation Department Contract, and/or the utilization of DBE/ACDBE suppliers where feasible. Aviation Department respondents are expected to solicit bids from available DBE/ACDBEs on contracts which offer subcontracting opportunities.
- C. Respondent specifically agrees to comply with all applicable provisions of the Aviation Department’s DBE Program. The DBE Program may be obtained through the airport’s DBE/ACDBE Liaison Officer at (210) 207-3505 or by contacting the City’s Aviation Department.
- D. **Notification is hereby given that an ACDBE contract specific goal has been established on this contract.** The applicable ACDBE goal is 0% of the total gross revenues of this contract for **Curbside Valet Parking Services** Concessions. Any ACDBE attainment will count towards the San Antonio Airport System’s Race Neutral ACDBE attainment.
- E. The Respondent shall appoint a high-level official to administer and coordinate the Respondent’s efforts to carry out the DBE/ACDBE Policy and Program requisites. The Respondent’s official should coordinate and ensure approval of the required “*Good-Faith Effort Plan*” (RFP Attachment D - **DBE/ACDBE Form 1**).
- F. The Respondent shall maintain records, as specified in the audit and records section of the contract, showing: (i) all subcontract/supplier awards, specifically awards to DBE/ACDBE firms; (ii) specific efforts to identify and award such contracts to DBE/ACDBEs; and (iii) submit when requested, copies of executed contracts to establish actual DBE/ACDBE participation.
- G. The Respondent shall agree to submit periodic reports of subcontract and/or supplier awards to DBE/ACDBE firms in such form and manner and at such times as the Aviation Department shall prescribe and shall provide access to books, records, and accounts to authorized officials of the City, Aviation Department, state, and/or federal agencies for the purpose of verifying DBE/ACDBE participation and good-faith efforts to carry out the DBE/ACDBE Policy and Program. All Aviation Department Respondents may be subject to a post-contract DBE/ACDBE audit. Audit determination(s) may be considered and have a bearing in the evaluation of a Respondent’s good-faith efforts on future airport contracts.
- H. All concession Respondents with contracts subject to formal review and approval shall make good-faith efforts (as defined and approved by the City through the Aviation Department in its DBE/ACDBE Program) to subcontract and achieve the applicable contract specific DBE/ACDBE goal with certified DBE/ACDBEs. Respondents failing to achieve the applicable contract specific DBE/ACDBE goal or Respondents failing to maintain the specific DBE/ACDBE goal percentage involvement initially achieved, will be required to provide documentation demonstrating that they have made good-faith efforts in attempting to do so through the submittal of an Aviation Department approved “*DBE/ACDBE Good-Faith Effort Plan*”. *Respondents are required to satisfy applicable DBE/ACDBE program requirements prior to the award of the Aviation Department contract.* Respondents must submit a *DBE Good-Faith Effort Plan* or they will be considered non-responsive.
- I. The City and Aviation Department encourage the Respondent/Contractor to utilize currently approved and certified DBE/ACDBE firms on the contract for DBE/ACDBE goal achievement and credit purposes. The Aviation Department utilizes the services of the South Central Texas Regional Certification Agency (SCTRCA) to certify DBE/ACDBE eligibility status. Please contact the SCTRCA at 3201 Cherry Ridge, Building C-319, San Antonio ,

TX 78230, (210) 227-4722 or fax (210) 227-5712 for information regarding DBE/ACDBE trade areas or to apply for DBE/ACDBE status. The Aviation Department accepts DBE/ACDBE certification from any one of the six (6) certifying agencies under the Texas Unified Certification Program (TUCP) – Texas Department of Transportation (TxDOT), North Central Texas Regional Certification Agency (NCTRCA), South Central Texas Regional Certification Agency (SCTRCA), City of Houston, City of Austin and the Corpus Christi Regional Transportation Authority.

- J. The following DBE/ACDBE-related contractual clause shall be applicable and is specifically included as part of the concession contract. Respondents/Contractors shall also include this clause in each subcontract the prime contractor signs with a subcontractor.

“The contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 23 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate”.

Additionally, Contractors agree to the following prompt payment and retainage payment clause:

“The Prime Contractor agrees to pay each subcontractor under this Prime Contract for satisfactory performance of its Contract no later than thirty (30) days from the receipt of each payment the Prime Contractor receives from the City of San Antonio. The Prime Contractor further agrees to return retainage payments to each subcontractor within thirty (30) days after the subcontractor’s work is satisfactorily completed. Any delay or postponement of payment from the above referenced timeframe may occur only for good cause following written approval from the City of San Antonio. This Clause applies to both DBE/ACDBE and non-DBE/ACDBE subcontractors”.

- K. All changes to the list of subcontractors submitted with the bid and approved by the City or Aviation Department, including major vendors, shall be submitted for review and approval by the Aviation Department’s DBE/ACDBE Liaison Office. DBE Form 3, *Change of Subcontractors/Suppliers* is to be completed and submitted to Aviation Department officials for approval when adding, changing, or deleting subcontractors on airport projects. *Contractors shall make a good-faith effort to replace DBE/ACDBE subcontractors unable to perform on the contract with another DBE/ACDBE.*
- L. Failure or refusal by a Respondent or Contractor to comply with the DBE/ACDBE provisions herein or any applicable provisions of the DBE/ACDBE Program, either during the solicitation process or at any time during the term of the Contract, may constitute a material breach of Contract, whereupon the Contract, at the option of the Aviation Department, may be cancelled, terminated, or suspended in whole or in part, and the Contractor may be debarred from further contracts with the City of San Antonio.

COUNTING JOINT VENTURES

Joint Ventures do not have to be fifty-one percent (51%) DBE owned in order to be counted toward the participation goal. *Joint ventures that do not include any DBE firms will not count toward the goal.* A joint venture with ownership of DBE partners in any percentage will be counted for that percentage equal to the distinct, clearly defined portion of the work of the contract that the DBE performs with its own forces, (provided the DBE ownership is real and substantial and the DBEs are performing a commercially useful function).

The required documentation to be submitted to the City, along with the proposal, for Joint Ventures with DBE partners shall include:

- a. The Joint Venture Agreement for the specific contract including a detailed statement of ownership.
- b. Corporate resolutions or other documents authorizing the firms to enter into the Joint Venture.
- c. A description of the work to be performed by all the Joint Venture Partners.
- d. Proof of current certification status of the individual DBE venture partners.

RECONSIDERATION MECHANISM

The Aviation Department’s DBE/ACDBE Liaison will evaluate the “good faith efforts” of a firm. If after reviewing the good faith efforts submitted by Respondent, the DBE/ACDBE Liaison determines that the Respondent has failed to adequately document its good faith efforts, then the Respondent shall have the opportunity to provide written documentation or argument, to the Aviation Director, concerning the issue of whether it met the goal or made adequate good faith efforts to do so. The Respondent will have the opportunity to meet in person with the Aviation Director to discuss the issue of

whether it met the goal or made adequate good faith efforts to do so. The Aviation Director will provide a written decision on reconsideration explaining the basis of his decision. In cases of dispute, the final decision in determining whether Good Faith Efforts have been made rests with the Aviation Director.

The Aviation Director may determine that the efforts of the Respondent substantially comply with the purpose of this program and such determination is in the best interest of the DBE/ACDBE Program and the City. However, if the Aviation Director determines that the Respondent did not make good faith efforts to meet the goal, the decision is not administratively appealable to the Department of Transportation.

COMPLIANCE

If a Respondent is awarded a contract:

1. The Respondent must not terminate for convenience a DBE/ACDBE subcontractor (or an approved substitute DBE/ACDBE firm) and then perform the work of the terminated subcontract with its own forces or those of an affiliate, without the City's prior written consent. When a DBE/ACDBE subcontractor is terminated, or fails to complete its work on the contract for any reason, the Respondent must notify the City immediately of the DBE/ACDBE's inability or unwillingness to perform and provide reasonable documentation.
2. The Respondent will be required to make good faith efforts to find another DBE/ACDBE to perform at least the same amount of work under the contract as the DBE/ACDBE that was terminated, to the extent needed to meet the contract goal the City has established for this contract. The Respondent will be required to obtain the DBE/ACDBE Liaison's prior approval of the substitute DBE/ACDBE, through the submittal of Change of Subcontractors/Suppliers (RFP Attachment D - **DBE/ACDBE Form 3**) and to provide copies of new or amended subcontracts, or documentation of good faith efforts. If the Respondent fails or refuses to comply in the time specified, our office may issue a termination for default.

CONTRACT REQUIREMENTS

The goals on this contract shall also apply to amendments that require work beyond the scope of services originally required to accomplish the project. The Respondent is asked to make "good faith efforts" to obtain DBE/ACDBE participation for additional scope(s) of services. Amendments that do not alter the type of service originally required to accomplish the project may be undertaken using the subcontractor and suppliers already under contract to the prime contractor. Any amendment affecting the scope of service or value of the contract should be documented on a form acceptable to the City.

16. Please provide information relating to the approximate **number** of management, administrative, support and non-management employees that will be required to operate the business and indicate whether they will be employees of the ACDBE, non-ACDBE or joint venture.

	<u>Non-ACDBE Firm</u>	<u>ACDBE Firm</u>	<u>joint venture</u>
Management			
Administrative			
Support			
Hourly Employees			

17. Please provide the name of the person who will be responsible for hiring employees for the joint venture. Who will they be employed by?

18. Are any of the proposed joint venture employees currently employees of any of the joint venture partners?
_____yes _____no
If yes, please list the number and positions and indicate which firm currently employs the individual(s).

19. Attach a copy of the proposed joint venture agreement, Promissory note or loan agreement (if applicable), and any and all written agreements between the joint venture partners.

RFP EXHIBIT G

INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

INSURANCE

A) Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City's Aviation Department, which shall be clearly labeled "Curbside Valet Parking Services Concessionaire" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier, and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City's Aviation Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City's Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Respondent's financial integrity is of interest to the City; therefore, subject to Respondent's right to maintain reasonable deductibles in such amounts as are approved by the City, Respondent shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Respondent's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

TYPE	AMOUNTS
1. Workers' Compensation 2. Employers' Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence

D) Respondent agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Respondent herein, and provide a certificate of insurance and endorsement that names the Respondent and the CITY as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Respondent. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Respondent shall be required to comply

with any such requests and shall submit requested documents to City at the address provided below within 10 days. Respondent shall pay any costs incurred resulting from provision of said documents.

City of San Antonio
Attn: Aviation Department
P.O. Box 839966
San Antonio, Texas 78283-3966

F) Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies the City may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided..

L) Respondent and any Subcontractors are responsible for all damage to their own equipment and/or property.

RFP EXHIBIT H

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

Defense Counsel - CITY shall have the right to select or to approve defense counsel to be retained by RESPONDENT in fulfilling its obligation hereunder to defend and indemnify CITY, unless such right is expressly waived by CITY in writing. RESPONDENT shall retain CITY approved defense counsel within seven (7) business days of CITY'S written notice that CITY is invoking its right to indemnification under this Contract. If RESPONDENT fails to retain Counsel within such time period, CITY shall have the right to retain defense counsel on its own behalf, and RESPONDENT shall be liable for all costs incurred by CITY. CITY shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.

Employee Litigation - In any and all claims against any party indemnified hereunder by any employee of RESPONDENT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for RESPONDENT or any subcontractor under worker's compensation or other employee benefit acts.

016 - RFP ATTACHMENTS

RFP ATTACHMENT A, PART ONE

GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent.
(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile". Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. Contact Information: List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. Local/County Operation: Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide four (4) references, one of which must be from a financial institution that has provided Respondent with banking services during the past three years. Remaining three shall include references for whom Respondent has provided similar services and shall have agreed to Respondent's request to serve as a reference on this solicitation. The contact person named should be familiar with the day-to-day management of the contract with the Respondent and be willing to respond to questions regarding the type, level, and quality of service provided by the Respondent. Prior to submitting the Proposal, please coordinate with the named contact persons to determine their willingness to respond to such questions.

Reference No. 1: (Financial Institution)

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

RFP ATTACHMENT A, PART TWO

EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. Restate the question when providing the response. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Describe Respondent's experience managing and operating a valet parking service program at an airport, hospital or similar operating environment. Firms demonstrating three (3) continuous years of experience will be given preference.
2. Provide an Organization Chart which reflects corporate, regional, and local support for the proposed concession program.
 - a. Name;
 - b. Title;
 - c. Role in Respondent's proposed concession program;
 - d. Number of years experience in proposed role;
 - e. Describe relevant experience in detail;
 - f. Professional qualifications (such as licenses, certifications, association memberships, etc.) that they hold or have been awarded; and
 - g. Educational attainment.
3. Have any contracts, leases or license agreements held by Respondent ever been cancelled or terminated during the past 5 years? If yes, provide the details, such as the name, location, date of such cancellation or termination, an explanation of the reasons for such and a contact name and telephone number.
4. If Respondent is proposing as a team or joint venture or has included sub-contractors, describe the rationale for selecting the team and the extent to which the team, joint venturers and/or sub-contractors have worked together in the past.
5. Identify the number and professional qualifications (to include licenses, certifications, associations) of staff to be assigned to the project and relevant experience on projects of similar size and scope.
6. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

RFP ATTACHMENT A, PART THREE

PROPOSED CONCESSION PLAN

Prepare and submit responses to address the following items. Responses shall be inserted into this form; do not delete the questions.

1. **Operating Plan.** Each Respondent shall include the day-to-day operating and maintenance procedures including but not limited to the following:
 - a. Management – Describe the company’s daily parking valet operational procedures to include the following:
 - i. Provide specific details to include but not limited to attendants/managers, traffic control, accommodations for the handicap adapted vehicles, assistance with vehicle issues, internet reservations, process for vehicle pick-up/drop-off, estimated wait times, and any additional services available to the customer.
 - ii. How the valet transportation needs will be met, including the purchase of any vehicle(s) to transport staff between the curbside kiosk to the vehicle parking area.
 - b. Customer Service - Submit a copy of your procedures for handling customer service and customer complaints. Include in procedures your plan for training staff on providing professional and courteous customer service.
 - c. Safety Training – Submit your Accident Prevention and Safety program, consistent with requirements in RFP Section 004-Scope of Service, Item C-Safety.
 - d. Security – Submit how you will handle securing the vehicle parking area and the vehicles’ keys as well as meeting the any directives from TSA or the Security. Include the procedures to be followed to inspect the vehicle when it is dropped off.
 - e. Additional Services – List and describe how you will provide any value-added services. Include where the services will be provided and how the vehicles will be transported if off-Airport property.
2. **Staffing Plan.** Describe the proposed plan to include the following:
 - a. A description of the company process for hiring, selecting and retaining employees, incentive programs, disciplinary policy, drug testing program and grounds for termination and termination procedures.
 - b. An organizational chart showing positions for managers, drivers, mechanics and all other personnel assigned to the contract.
 - c. Job description for each position identified in organizational chart, including all certificates, licenses, and registrations required for the job.
3. **Facilities Plan.** Describe Respondent’s plan for proposed capital improvements to be made to the space. Include with response the following:
 - a. 11” by 17” layout/space plans for the curbside valet parking service kiosk to include the size, proposed signage, and utility and telecommunications requirements.
 - b. 11” by 17” architectural renderings of the curbside kiosk including: fixtures, general color scheme, signage and graphics, and overall design concept.
 - c. 11” by 17” layout/space plans for the proposed vehicle storage area to include the entrance and exit access point(s), proposed signage, and fencing. It should also include additional security measurements such as cameras and area to provide additional services if applicable.
 - d. Identify the number of parking spaces Respondent will need for an efficient and effective valet parking service operation.
 - e. 11” by 17” architectural renderings of the structure that will house the office, break room, bathrooms and any storage needs to support the services including: size, fixtures, general color scheme, signage and graphics, and overall design concept. If already on-site, show any improvements that will be made to existing structure.
 - f. Identify proposed architectural design team, specifying prior experience on a similar project.

4. Financial Plan. Prepare and submit responses to address the following items. Demonstrate proof of financial backing necessary to install, maintain and service a Valet Parking Concession.

- a. Respondent must provide evidence of its ability to finance and undertake the monetary commitments required to successfully develop, construct, and operate the proposed concessions. Generally, this means that the Respondent must have a) net worth greater than the proposed investment or b) demonstrated access to credit sufficient to undertake the proposed investment.
- b. Respondent must provide a capital financing plan indicating the sources of funding to be used for space improvements and working capital, including: (i) financing for the estimated costs for the initial improvements, including defined expenses for design, engineering, construction, improvements, furniture, fixtures, equipment, and construction management costs (NOTE: Please note that architectural design and engineering costs may not exceed fifteen percent (15%) of the total capital investment cost). The construction management costs shall exclude the cost of inventory, start-up, employee uniforms and any other costs not related to the improvement of the concession spaces; and (ii) for estimated working capital.

5. Proposed Pricing Structure

- a. Provide the proposed pricing list for parking valet services and any value-added services being offered.
- b. The Respondent may propose adjustment to the pricing for the parking valet services, or any value-added services, subject to the approval of the Aviation Director or his designee

RFP ATTACHMENT B

COMPENSATION SCHEDULE

Compensation is the greater of the proposed Minimum Annual Guarantee or the Percentage Rent. The Selected Respondent is also responsible for additional rent.

A. Proposed Minimum Annual Guarantee (MAG):

1. Indicate the proposed MAG. \$ _____

NOTE: The MAG proposed here shall apply in the first Lease Year of the Primary Term. The MAG for Lease Years Two through Five of the Primary Term shall be equal to 85% of the prior year's rental requirement for the prior Lease Year. In no event shall MAG be less than 100% of the MAG proposed for Lease Year 1

B. Ground Rent (different percentage rents can be proposed for parking and value-added services):

1. Parking: _____ % (Minimum of 10%)

2. Value Added Services: _____ % (Minimum of 10%)

C. Additional Rent: The ground rent is based on the San Antonio International Airport appraisal of April 29, 2013.

Based on the proposed on-Airport property, if applicable, for vehicle storage area

1. Undeveloped Land, located west of Highway 281 and north of Loop 410, the annual ground rent is:

_____ (total square footage of area) X \$1.00 (ground rent for area) = \$ _____

2. Parking Garage the rent is:

_____ (total number of parking spaces) X \$11.00 (rent per parking space) X 365 (days) = \$ _____

NOTE: The \$11.00 is the current daily rate in the long-term parking garage. If the City changes the daily rate, the contract rate will also change.

3. Purple Lot Parking Area the rent is:

_____ (total number of parking spaces) X \$11.00 (rent for parking space) X 365 (days) = \$ _____

NOTE: The \$11.00 is the current daily rate in the long-term parking garage. If the City changes the daily rate, the contract rate will also change.

4. Other On-Airport Property the ground rent is:

_____ (total square footage of area) X \$ _____ (ground rent for area) = \$ _____

The Proposal may include other area approved by the Aviation Director or his designee for administrative/office space, break room or storage area. Please provide the location below:

Location Description: _____

_____ (total square footage of area) X \$ _____ (annual building rent for area) = \$ _____

NOTE: If the proposed space includes an existing parking lot, the rate shall be based on airport daily rate, currently \$11.00.

RFP ATTACHMENT C
CONTRACTS DISCLOSURE FORM

Contracts Disclosure Form may be downloaded at <https://www.sanantonio.gov/efrms/atty/ContractsDisclosureForm.pdf>

Instructions for completing the Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFP ATTACHMENT D

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ___ No ___

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFP ATTACHMENT E

BDE/ACDBE FORM(S)

**LIST OF SUBCONTRACTORS/SUPPLIERS
For Federally Assisted Projects
ADBE Form 1b**

NOTE: The Bidder/Proposer is encouraged to solicit available ACDBE's contractors to participate in potential subcontracting opportunities under the proposed contract.

The Bidder/Proposer, _____, as part of the procedure for the submission of bid/proposals on a project known as _____, submits the following list of subcontractors/suppliers for proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

NAME OF PARTICIPATING SUBCONTRACTOR/SUPPLIER	DBE CERTIFICATION NUMBER	PERCENT AND DOLLAR AMOUNT OF SUBCONTRACT

List all DBE subcontractors/suppliers solicited but not selected for participation on project. (Note: Do not include participating subcontractors/suppliers listed above). If none were solicited, provide an explanation. Use additional sheets, if necessary.

NAME OF SUBCONTRACTOR/SUPPLIER SOLICITED	DBE CERTIFICATION NUMBER	REASON NOT SELECTED

Only companies certified as a ACDBE by the City of San Antonio's certifying organization South Central Regional Certification Agency (SCTRCA) can be applied toward San Antonio International Airport Fiscal Year DBE goal. All ACDBE subcontractors/suppliers must submit a copy of their certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a business is not certified, call the Aviation Department's Small Business Program Office at (210) 207-3505 for information and details on how subcontractors/suppliers may obtain certification or contact the SCTRCA (210) 227-4722, www.sctra.org.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Disadvantage Business Enterprise Liaison Officer (DBELO) (through the submittal of the Change or Addition of Subcontractors/Suppliers on Federally Funded Contracts).

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT.

NAME AND TITLE OF AUTHORIZED OFFICIAL: _____
SIGNATURE: _____ DATE: _____

NAME OF PROJECT:

Curbside Valet Parking Services

DECLARATION OF PRIME CONTRACTOR

I hereby declare and affirm that I am the

(Title of Declarant)

and a duly authorized representative of

(Name of Prime Contractor)

to make this declaration and that I have personally reviewed the material and facts set forth in this Intent to Perform form. To the best of my knowledge, information and belief, the facts and representations contained in this form are true, the owner or authorized agent of the firm signed this form in the place indicated, and no material facts have been omitted.

The undersigned intends to enter into a formal agreement with the listed firm for work as indicated by this form and will, if requested, provide the Airport's DBE Liaison with a copy of that agreement within three (3) business days of execution.

(Name of Declarant)

(Signature)

(Date)

SUBMIT THIS PAGE FOR EACH SUBCONTRACTOR/SUPPLIER FOR THIS CONTRACT, AS LISTED ON ITEM 1 OF DBE GOOD FAITH EFFORT PLAN FOR FEDERALLY FUNDED CONTRACTS [DBE FORM 1] AND/OR CHANGE OR ADDITION OF SUBCONTRACTORS/SUPPLIERS ON FEDERALLY FUNDED CONTRACTS (DBE FORM 3)

RFP ATTACHMENT F

CERTIFICATE OF INTERESTED PARTIES (Form 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234). The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

“Intermediary”, for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person’s participation;
- (2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- (3) is not an employee of the business entity.

RFP ATTACHMENT G

**CITY OF SAN ANTONIO
VETERAN-OWNED SMALL BUSINESS PROGRAM**

Veteran-Owned Small Business Preference Program (VOSBPP) Ordinance

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Program Tracking Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Program Tracking Form

(VOSB form posted as a separate document).

RFP ATTACHMENT H

SIGNATURE PAGE

Respondent, and co-respondent, if any, must complete City's Certified Vendor Registration (CVR) Form prior to the due date for submission of proposals. The CVR Form may be accessed at: <http://www.sanantonio.gov/purchasing/>.

By submitting a proposal, whether electronically or by paper, Respondent represents that:

If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits G & H.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.

Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.

Respondent agrees to fully and truthfully submit the Respondent Questionnaire form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

(S)he is authorized to submit this proposal on behalf of the entity.

Acknowledgement of Prohibition regarding Campaign and Officeholder Contributions

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

If submitting your proposal electronically, through City's portal, Co-Respondent must also log in using Co-Respondent's log-on ID and password, and submit a letter indicating that Co-Respondent is a party to Respondent's proposal and agrees to these representations and those made in Respondent's proposal. While Co-Respondent does not have to submit a copy of Respondent's proposal, Co-Respondent should answer any questions or provide any information directed specifically to Co-Respondent.

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

RFP ATTACHMENT I

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
General Information and References RFP Attachment A, Part One	
Experience, Background & Qualifications RFP Attachment A, Part Two	
Proposed Concession Plan RFP Attachment A, Part Three	
Compensation Schedule RFP Attachment B	
Contracts Disclosure Form RFP Attachment C	
Litigation Disclosure Form RFP Attachment D	
* DBE/ACDBE Form (RFP Attachment E) Associated Certificates, if applicable Joint Venture Documentation Narrative	
* Veteran Owned Small Business Program Tracking Form (RFP Attachment G)	
* Certificate of Interested Parties (Form 1295) RFP Attachment F	
Proposal Bond and Associated Power-of-Attorney	
Proof of Insurability (See RFP Exhibit G) Insurance Provider's Letter Copy of Current Certificate of Insurance	
Financial Information	
* Signature Page RFP Attachment H	
Proposal Checklist RFP Attachment I	
* Addendum, if any	
One (1) Original, five (5) paper copies, and one (1) flash drive or CD of entire proposal in PDF format if submitting in hard copy.	

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.