

**The Philadelphia Parking Authority
701 Market Street, Suite 5400
Philadelphia, PA 19106**

RFP No. 23-23

**Valet Services at Philadelphia International Airport
Addendum Two**

To: See Email Distribution List

From: Shannon Stewart
Manager of Contract Administration

Date: February 15, 2024

No Pages: 6

This addendum is issued on February X, 2024, prior to the proposal due date to add, delete, modify, clarify and/or to respond to questions submitted by Prospective Offerors regarding the work included in the above referenced solicitation.

CHANGES TO THE RFP DOCUMENT

1. **Proposal Due Date:** The proposal due date has been extended to March 14, 2024 at 12:00 PM.

QUESTIONS

1. **Question:** If the aviation department eventually puts the parking operation out to bid and the valet operation is under the Parking Authority and the Parking Authority doesn't maintain the management of parking operations here what happens to the valet contract, does that fall under the aviation division then or?
Response: The Authority intends to enter into a 1 year contract with 4 - 1 year options to renew. If the operational management at the airport changes during the term of the contract the new manager of airport parking would make the decision on existing contracts.
2. **Question:** Is the 25 percent the revenue tax or is it the revenue tax plus the 25 percent that you guys are looking for?
Response: The 25% is the Authority's management fee.
3. **Question:** Regarding the Work Statement, I think it talks about the integration of valet management systems with the existing park system and of course it's a turnkey project, but is that cost also part of the turnkey or can it be treated separately and to what extent you're expecting integration into the parks?
Response: Any integration with the PARCS system must be included in your proposal.
4. **Question:** The motorist assisting services, this is a separate position from the valet, but to be tied into the valet?
Response: Tied into the valet.
5. **Question:** We will be required to provide the vehicle, or would this be a city provided vehicle?
Response: The Authority is seeking a turnkey valet solution; the Valet provider will be required to provide any vehicles necessary to provide the Motor Assistance Services included in their proposal.

6. **Question:** Regarding the small business participation, understanding that the evaluation component is based on ten percent, as far as that portion goes how is that then calculated and, you know, once the contractor begins, I mean, how is that determined or measured?
- Response: The Small Diverse Business points will be awarded in full if the Offeror is a Small Diverse Business, completes the Small Diverse Business Submittal in their Proposal Form and attaches their SBPI certificate. If an Offeror is not a Small Diverse Business, no points will be awarded.**
7. **Question:** The Philadelphia Parking Authority is subcontracting to this, but the Offeror is not allowed to do any subcontracting even to benefit, correct?
- Response: No, subcontracting is not permitted for any part of this RFP.**
8. **Question:** How will the Authority provide updates to contract extensions if 1-year renewals are accepted?
- Response: Please see the sample contract for contract extension procedures.**
9. **Question:** Will an onsite office accommodation be provided to the valet services provider?
- Response: Yes, an onsite workspace may be provided. Offerors must detail what space they are requesting in their proposal.**
10. **Question:** Will the valet service provider utilize their company brand name, or will the service be named PHL Valet?
- Response: This question will be addressed in Addendum #3.**
11. **Question:** Can you provide scope of work passenger transport services will include?
- Response: Valet service provider will be responsible for work passenger transport services.**
12. **Question:** Can you provide scope of work motorist assistance services will include?
- Response: Please see response to Question 11.**
13. **Question:** Are employees required to be badged by the airport? And what is the cost of badging?
- Response: No.**
14. **Question:** Can you provide self-parking data for past 3-5 years for the Short Term and Long-Term garages?
- Response: This question will be addressed in Addendum number #3.**
15. **Question:** Who will manage marketing cost for valet service?
- Response: Offeror will manage any marketing costs for valet services.**
16. **Question:** Can you provide a more detailed explanation of the Fixed Fee and the Fixed Valet Service to Citizen, providing an example of bullet points A, B, C complies for final fee?
- Response: The Authority is seeking the Offeror's solution to the cost.**
17. **Question:** Will service provider have to include sales tax in this fee or add for the additional cost in to parking rate for the citizen?
- Response: Contractor will be responsible for any and all applicable taxes and fees.**
18. **Question:** What is the required number of separate customer vehicle drop-off locations on the departures level expected for this operation?
- Response: Up to three locations will be provided.**
19. **Question:** What is the required number of separate customer vehicle pick-up locations expected for this operation?

Response: Please see response to Question 18.

20. Question: Please provide a map that indicates each designated pick-up and drop-off location?

Response: Please refer to Appendix D of the RFP document.

21. Question: Is there any sales tax associated with the valet parking rate? If so, who will be responsible for remitting the tax to the taxing authority?

Response: Please see response to Question 17.

22. Question: Is the operator responsible for the cost associated with credit card processing fees?

Response: Yes, Contractor is responsible for all fees associated providing the Valet Services.

23. Question: Please clarify: PPA will be charging 125% on the current daily garage rate which is currently \$28/day. If the valet fee to the customer is \$50, for example, then the PPA is expecting additional % on the difference between the garage rate and valet rate $\$50 - \$28 = \$22$. What is PPA's minimum expectation on the additional revenue share?

Response: The daily Garage rate plus 25% referenced in the cost form is the minimum owed to the Authority per day.

24. Question: Will the operator be required to pay a minimum of \$35 per/day, per/vehicle (daily rate of \$28 x 125%)?

Response: Yes.

25. Question: If the daily rate increases, will the minimum required payment be increased proportionally?

Response: Yes.

26. Question: In addition to the \$35 per/day minimum, will the operator be expected to provide a percentage share of the remaining revenue with the Parking Authority?

Response: Yes.

27. Question: Would the Authority allow the valet services provider to collect the customer fee without an integration with the current PARCS environment?

Response: Yes.

28. Question: Please clarify, the valet storage area on Garage F will be segregated from garage customer parking by movable barricades only, and there will not be a secured ingress or egress lane(s)?

Response: Yes, only moveable barricades will be provided.

29. Question: What company currently services the current revenue control system?

Response: Please see page 13 of the RFP document.

30. Question: What level of integration with the current revenue control system is expected?

Response: Offeror must identify what level of integration they will need in their proposal.

31. Question: Are any costs of integration with the revenue control system reimbursable?

Response: No.

32. Question: It was indicated at the pre-bid meeting that all operation expenses related to this operation, including start-up expenses, are not reimbursable, and that this project is to be completely turnkey, with all expenses built into the product rate. Please confirm?

Response: Yes.

33. Question: Per the RFP IV-2.A.3 Proposed Operation – Valet Procedures ... the upper parking deck of Garage E/F is available for Valet vehicle storage with a total capacity of approximately 457 parking spaces. However, during the walk through it was conveyed that approx. 227 spaces of Garage F will be available at the beginning with approx. 237 spaces of Garage E available for overflow, segregated via movable jersey barriers. Does PPA expect the offerors to include the total 457 parking spaces in the cost proposal? If the offeror is only offered approx. 227 parking spaces in Garage F, the overflow in Garage E will have non-valet vehicles parked in it until the valet demands additional overflow spaces?

Response: Yes, Offeror should include up to 457 spaces in their cost proposal.

34. Question: Height restrictions for the tunnel for suggested valet parking route is 6ft. Sign on Garage E/F entrance show 6ft 2in for level 2 through 4. What is the height restriction on the ramp?

Response: 6 ft 3in.

35. Question: Time difference between loops from each customer drop off location varies significantly. Will PPA consider providing spaces in the garages closest to the customer drop off locations?

Response: Not at this time.

36. Question: Due to the significant distances and multiple locations, will PPA consider providing a “key room”/ booth on Garage E/F rooftop?

Response: Please see response to Question 9.

37. Question: Where will the administrative offices for the valet operation be located? Are there any expenses associated with the office facilities?

Response: Please see response to Question 9.

38. Question: Is PPA going to make sure that vehicle drop off and vehicle pickup locations are near a power outlet to support VMS equipment, charging of handhelds and POS terminals for revenue collection?

Response: Please see response to Question 9.

39. Question: Is PPA going to install canopies to provide covers for customers and equipment?

Response: Canopies will not be provided and/or installed.

40. The suggested designated area for vehicle pickup is on the right side which will require the operator to block a half of the left lane. Is that acceptable?

Response: The designated curb space for vehicle pickups were identified during the site visit. The curb lanes do not impede traffic flow.

41. Question: Is the proposer allowed to mark space numbers for valet spaces in garages?

Response: No.

42. Question: Who will be responsible for snow plowing near/around valet vehicle drop off/pickup areas and the parking area on garage roof top?

Response: The Valet provider will not be responsible.

43. Question: Will PPA install customer shelters near each Pickup/Drop-off location?

Response: Please see response to Question 39

44. Question: It was indicated at the pre-bid meeting that if the proposer is not a small diverse business certified with the Pennsylvania Department of General Services, then the proposer is not eligible for the 10% weighted

value related to the small diverse business participation as a part of the proposal evaluation criteria. Can you please confirm?

Response: This is correct.

45. Question: Are the current Philadelphia Parking Authority employees working at PHL represented by a Union?

Response: Yes.

46. Question: Do you anticipate the valet employees to be represented by a Union?

Response: This decision is at the discretion of the Offeror.

47. Question: Would the Parking Authority consider extending the proposal due date to a minimum of three (3) weeks following the response to questions?

Response: The proposal due date has been extended 3 weeks, please refer to "Changes to RFP Document."

48. Question: Is the proposer responsible for set-up/installation and ongoing costs related to supplying required power and Internet for the valet operation?

Response: Yes.

49. Question: Could the Authority consider granting at least a two-week extension to the deadline of this RFP?

Response: Please see response to Question 47.

50. Question: Is it possible to submit an optional pricing structure along with our proposal for this RFP?

Response: Yes.

51. Question: Where in the Cost Form is there a section to input a Management Fee, as mentioned on pages 15 and 16 of the RFP? The pricing structure on the Cost Form clearly indicates a fixed fee based on a daily rate.

Response: The Management Fee referenced in Part IV-2 section 8. Customer Feedback, is referring to the Fixed Fee owed to the Authority.

52. Question: In the RFP, there is a mention about removal of abandoned vehicles. Does the Authority have an existing procedure for abandoned vehicles? Who will be responsible for towing abandoned vehicles?

Response: Yes, the Authority has a procedure and the Authority will be responsible for towing.

53. Question: Is a tow truck available for removal of abandoned vehicles and is provided by the airport?

Response: Please see response to Question 52.

54. Question: Is the abandoned vehicle inquiry through DMV done by the contractor as agent to the authority?

Response: Please see response to Question 52.

55. Question: Will associates be required to be badged?

Response: Please see response to Question 13.

56. Question: Are EV charging stations available in the area designated for valet parking?

Response: Not at this time.

57. Question: Is there a minimum state wage required ordinance? If so, what is the rate?

Response: Contractor must adhere to all local, state and federal laws and ordinances related to wages.

58. Question: Will parking be free for valet employees? If not, what is the cost of employee parking?

Response: The Authority may provide a limited amount of employee parking.

59. Question: Is it possible to submit the proposal for this RFP electronically?

Response: All proposals must be presented with one (1) original and six (6) copies, individually numbered, and an electronic version consisting of one PDF file via USB drive. Please do not password protect the USB drive or file. Please see the How section on page 2 of the RFP document for more information.

60. Question: Please confirm if the label on the proposal needs to be handwritten, or if a typewritten label is acceptable.

Response: Whether mailed or hand-delivered, all envelopes must display the company's name and must be boldly and clearly handwritten (not typewritten) "RFP No. 23-23 Valet Services at Philadelphia International Airport". Please refer to the How section on page 2 of the RFP document.

61. Question: Can the Authority confirm whether accommodation for ADA guests is included in this contract?

Response: Contractor will be required to adhere to all ADA requirements.

62. Question: Based on the distance required to drive to the parking area, we propose that the Operator not be held responsible for parking ADA-customized vehicles. Additionally, please confirm that the Operator will not be responsible for assisting any ADA-customized vehicle guests with regard to wheelchairs or any other equipment.

Response: The existing Authority policy provides for self-parking on the ground level of the Garage in the Short-Term, Ground Level, for specially equipped vehicles.

63. Question: Can the Authority please provide the last 3 years of parking occupancy levels for each of the parking facilities at the Airport?

Response: Please response to Question 14.

64. Question: Will the Authority provide designated spaces for employees to have lunch, take breaks, conduct training, and store/charge batteries for radios/valet technology devices?

Response: Please see response to Question 9.

65. Question: In Section IV-2, it states the Contractor will be responsible for janitorial services of designated areas. Can you please provide what designated area this entails?

Response: At this time, it is not anticipated that contracted janitorial services will be required.

66. Question: Given the capital investment required for this operation, would the Authority consider extending the initial contract term from one year to at least three years? Would the Authority consider a three-year initial term with additional one-year option period?

Response: No.

67. Question: Please confirm that the Authority will be responsible for plowing the designated parking location, specifically the upper parking deck of Garage E/F, in the event of snow.

Response: Yes.

68. Question: If it is determined that there is no demand for valet service in certain overnight hours, would the Authority consider adjusting operating hours accordingly?

Response: Yes, the Authority would consider adjusting operating hours, at the Authority's sole discretion.

END OF ADDENDUM TWO