

Parking Management Services RFP#2020-05

Questions and Answers – 8/17/2020

1	Page 20 Section 11.6 -Would the Authority please extend the number of pages from 30 to 50 to allow us to fully answer all questions with complete responses?	We will only allow 30 pages. Attachments are not included in this figure.
2	Page 19 Section 11.2 - It is requested that the proposal contains a Cover letter and a Table of Contents. Would the Authority approve switching the order of the 11.2 Preliminary Pages so the Table of Contents comes before the Cover Letter	No. The way the RFP reads is how you should submit your proposal.
3	Page 33 Attachment 2 - Please clarify on Attachment 2, the minimum qualification whether we need to state 10- or 5-years existence	This should state 5 years in existence. We will do an amendment and include this change.
4	Pages 38 – 42 Attachment 6 - On Attachment 6, ACDBE utilization statement, are pages 3-5 sample reports and not to be included in the proposal? We should only include page 1 and as many of page 2 as we have ACDBEs?	Correct. Page 1 should be filled out, page 2 is for each individual ACDBE that you will partner with, and pages 3-5 are sample submissions.
5	Page 19 Section 11.3 - For our client references there are 6 total requested between airport parking management operations and similar services rendered. Can we provide the same reference location for both or is the requirement for six separate points of reference?	We need 3 references total. If you are providing more for similar services rendered, you can refer to the previous reference.
6	Page 8 Section 4.3 - Can the construction reference on page 8 of the RFP be one of the same airport operations or similar services references or is this a separate 7 th reference contact needed?	You may utilize a reference more than once. We need total of 3 Separate References.
7	Page 4 Table 1 - Would the Authority please extend the due date to two weeks after responses to questions are posted to allow time for proposers to consider the Authority's responses and adjust our proposals and budget accordingly before allowing time to bind and ship the printed copies?	We will not be extending the Proposal due date.

8	How many and which staff members are required to have security badges, and do they have to be re-badged if a new operator is hired?	We do not require badges for the Parking Management Company or their employees to enter the airport. If they want to park in the employee parking lot, they will need to have a badge to enter this lot.
9	Please confirm the free parking for employees based at the airport includes the employees of the parking operator?	Yes, the Parking Management Company may utilize the employee parking lot for their employees.
10	Please confirm how many exits there are in each lot and garage. How many of those exits have cashier booths and can those booths function unmanned?	Both covered and open lots funnel into five exit lanes. Four lanes with booths three of those lanes have credit card readers with the potential to be unmanned. One exit lane is an office with potential to be a manned booth (currently roped off, with no gate arm.)
11	Is the operator responsible for providing tickets or will that be an Authority expense? If the operator, please provide the total number of tickets used for the last two years.	The operator is responsible for providing the tickets and we do not have this cost.
12	Please confirm the number of designated garbage, trash, and recycling units the Authority will require to be placed throughout the airport.	Minimum thirty (30) - 50 Gallon covered, leak-proof receptacles.
13	Page 9 Section 5.3 - Please confirm if, in addition to removing refuse from the premises using covered, leak-proof receptacles and conveyances and delivering such refuse to the proper containers, the operator is responsible for providing and emptying any dumpsters. If so, at what frequency are they emptied?	Yes. Current operator contracts for a single 8-yard dumpster emptied weekly.
14	Please confirm the parking rates when customers are diverted to the Overflow lot while the parking garage is under construction. Does the Authority expect there to be a drop in parking revenue as a result of construction?	The rates are the same as the open lot.
15	Un-Numbered page 49 Exhibit 6 item I - Please confirm if the operator will be responsible for snow removal and if this should be included in the operator's costs.	The operator is responsible for snow removal and associated costs.
16	Page 11 Section 6.1 and Page 12 Table 4 - Is the supporting information for Table 4: Additional Parking Functionality to be considered outside of page limits and presented after the Attachments as the request is not identified in the format?	Table 4 would be considered an attachment
17	Page 7 Section 4.0 - Please confirm the operator should propose parking control equipment for the Overflow Lot only and not the other parking areas? If so, would the Authority prefer the Overflow Lot parking control equipment to be the same as the	The following sentence should be ignored in Section 4.0. It will be removed in a subsequent amendment: "all responses should contain Proposals with a revenue control system for the Overflow Parking Lot."

	rest of the parking areas? If so, please provide specifications on the current parking control equipment.	All lots currently have parking control equipment. If they were to break, it would be the current operator's responsibility to fix them per Exhibit 6.
18	Page 9 Section 5.2 - of the RFP states there is no capital investment required within this RFP, however there is a request to provide proposals for the parking control equipment in the Overflow lot. Is it the Authority's intention to purchase that equipment directly or will the operator be responsible for those costs?	<p>There will be no capital investment requirement for this Request for Proposals. We are removing the Parking Control Equipment Request in a forthcoming Amendment. You must follow the requirement of Exhibit 6.</p> <p>D. Parking Control Equipment</p> <ul style="list-style-type: none"> • Check for proper operation • Repair/replace entrance gate arms within 24 hours after notice of damage • Maintain inventory of spare parts adequate to provide repair/replacement as detailed above
19	Page 6 Section 4.0 -Will the operator be responsible for paying for the PARCS maintenance for either the new equipment in the Overflow Lot and/or the current equipment in the rest of the parking areas? If so, would the Authority please provide the current maintenance agreement and any additional costs for the last two years?	The SRAA is not requiring any new equipment at this time but will require maintenance for all equipment. The SRAA does not have the agreement for services as it was not purchased by the Authority.
20	Would the Authority please provide title, current wage rates and benefit elections for each employee, both salaried and hourly, for the entire operation included in the RFP?	The Syracuse Regional Airport Authority does not have this information
21	Would the Authority please provide a current and pre-COVID staffing schedule, by position, including hourly and salaried personnel for the current operations in this RFP and including any subcontractors.	The Syracuse Regional Airport Authority does not have this information.
	Are any of the employees of the operation currently members of a union or represented by a bargaining unit? If yes, please identify which employees and provide copies of the respective collective bargaining agreements. If not, is there any expectation that they may be in the future?	The Syracuse Regional Airport Authority does not have this information.

22												
23	Would the Authority agree to a minimum management fee in the event the parking revenues unexpectedly decline, and the operator cannot meet the expenses required to perform the services on this contract?	The Authority will not commit to specific contract provisions at this time but will negotiate the contract in good faith.										
24	Would the Authority please provide the last two years of reimbursements to the current operator?	Current agreement structure does not contain reimbursement to the operator.										
25	Would the Authority please provide a copy of the current Agreement between the airport and operator for the parking operation and any addenda?	It is the Authority's policy that requests for Authority records must be done through the Authority FOIL Policy pursuant to which records are not provided sooner than 25 days after receipt of a request.										
26	Is there a money count room provided for the operator? If so, is the equipment provided by the Airport or does the operator need to provide their own?	The Syracuse Regional Airport Authority does not provide a money count room.										
27	Is there an armored car service for revenue pickup used currently? If so, what company currently provides that service and what is the frequency of pickups required?	The Syracuse Regional Airport Authority does not have this information.										
28	For budgeting purposes, would the Authority please provide the last two years actual costs broken out by year for the maintenance items the operator is responsible for providing?	Information not available. Current agreement is structured where all maintenance falls under operator.										
29	Please provide the names of any third party subcontractors currently employed by the operator to provide maintenance, cleaning, janitorial, or waste removal services.	The Syracuse Regional Airport Authority does not have this information.										
30	General Question - Please provide the names of any ACDBE firms that currently provide services covered in the scope of this RFP.	Leslie Saunders Insurance Agency, Inc. Global Parking System, Inc.										
31	Please provide the parking revenue for 2020 through July, by parking lot.	<table> <thead> <tr> <th></th> <th style="text-align: right;"><u>YTD</u> <u>7/31/2020</u></th> </tr> </thead> <tbody> <tr> <td>Monthly Permit Sales</td> <td style="text-align: right;">\$108,472</td> </tr> <tr> <td>Garage Income</td> <td style="text-align: right;">\$2,420,378</td> </tr> <tr> <td>Overflow/Remote Revenue</td> <td style="text-align: right;">\$134,830</td> </tr> <tr> <td>Surface Lots</td> <td style="text-align: right;">\$1,021,847</td> </tr> </tbody> </table>		<u>YTD</u> <u>7/31/2020</u>	Monthly Permit Sales	\$108,472	Garage Income	\$2,420,378	Overflow/Remote Revenue	\$134,830	Surface Lots	\$1,021,847
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32	Please provide a breakdown of parking revenue for 2017, 2018, and 2019 by parking lot.	<p>Information not available in this format for this time period.</p> <table border="1"> <thead> <tr> <th><u>Year Ending</u></th> <th><u>Gross Revenue</u></th> </tr> </thead> <tbody> <tr> <td>6/30/17</td> <td>\$10,164,267</td> </tr> <tr> <td>6/30/18</td> <td>\$10,944,878</td> </tr> <tr> <td>6/30/19</td> <td>\$11,846,079</td> </tr> <tr> <td>6/30/20</td> <td>\$9,064,484</td> </tr> </tbody> </table>	<u>Year Ending</u>	<u>Gross Revenue</u>	6/30/17	\$10,164,267	6/30/18	\$10,944,878	6/30/19	\$11,846,079	6/30/20	\$9,064,484
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33	Please confirm the revenues listed in the RFP for 2018 and 2019 include the employee lot revenue? Does the revenue percentage fee to the operator include employee parking revenue?	Revenues are inclusive of all parking areas.										
34	Please provide any parking revenue projections for the next five years.	The only projection data we have is our enplanement information through the end of this year which was shared on the PowerPoint.										
35	Would the Authority please provide title, current wage rates and benefit elections for each employee, both salaried and hourly, for the entire operation included in the RFP?	The Syracuse Regional Airport Authority does not have this information.										
36	Would the Authority please provide a list and amounts of any administrative fees that may be charged to an operator for failure to maintain the standards expressed in the RFP? What amounts have been charged to the current operator within the last 3 years?	As of the date of this response there have been no administrative fees charged to the current operator in the last 3 years.										
37	What is the current license plate inventory equipment? How often is vehicle inventory performed?	The Syracuse Regional Airport Authority does not have this information.										
38	Will the Airport Authority provide any maintenance equipment (Snow, Sweeping, and Flush down)? If so, please list?	No, the Airport does not provide any maintenance equipment.										
39	Are the sanitary and runoff plumbing systems fully operational?	Flushing & cleaning these lines are the responsibility of the Parking Management Company. At this time no information has been provided to the SRAA that they are not fully operational.										
40	<p>Is the 4th floor of the parking garage utilized during winter months?</p> <p>a. Does the snow have to be removed from the roof?</p> <p>b. If so, where is the dump zone located?</p>	<p>Yes.</p> <p>a. Yes</p> <p>b. North end on the 4th floor</p> <p>c. As often as to not impede operations & traffic lanes</p>										

	<p>c. How often does the dump zone have to be cleared?</p> <p>d. Who pays to have the snow hauled from the dump zone?</p>	<p>d. Parking Management Company is responsible for removal.</p>										
41	Does the Airport Authority salt the parking lots and plow and salt the sidewalks?	The SRAA maintains the sidewalks. It is the Parking Management Company's responsibility to plow and salt the parking lots. See attached Map to show Parking Management Company's areas of responsibility.										
42	Does the Airport Authority maintain the landscaping and mulching	The Parking Management Company is responsible for mowing in front and back of the garage and around the poles and guardrails. See attached map.										
43	Who is your current pest control vendor	The Authority does not have a pest control vendor for the garage.										
44	Do all subcontractors have to be paid prevailing wage	The Authority cannot provide legal advice. Proposers should contact their legal counsel and/or the New York State Department of Labor for guidance on this issue.										
45	Are the employees unionized? If unionized, what is the current wage scale?	The Syracuse Regional Airport Authority does not have this information.										
46	If not unionized, do you require a living wage	The Authority cannot provide legal advice. Proposers should contact their legal counsel and/or the New York State Department of Labor for guidance on this issue.										
47	Please provide the 2017, 2018 and 2019 parking profit and loss statements	Revenue only is available as current agreement structure has all costs covered by operator.										
48	Please provide a copy of the current 2020 parking budget	Revenue only is available as current agreement structure has all costs covered by operator.										
49	Please supply Gross Revenues for the last 3 years - broken down by month and lot. If not available, please provide the monthly reporting for the last 18 months from your current Parking Management vendor?	<table> <thead> <tr> <th><u>Year Ending</u></th> <th><u>Gross Revenue</u></th> </tr> </thead> <tbody> <tr> <td>6/30/17</td> <td>\$10,164,267</td> </tr> <tr> <td>6/30/18</td> <td>\$10,944,878</td> </tr> <tr> <td>6/30/19</td> <td>\$11,846,079</td> </tr> <tr> <td>6/30/20</td> <td>\$9,064,484</td> </tr> </tbody> </table>	<u>Year Ending</u>	<u>Gross Revenue</u>	6/30/17	\$10,164,267	6/30/18	\$10,944,878	6/30/19	\$11,846,079	6/30/20	\$9,064,484
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51	Is the yearly engineering inspection and bi-annual pavement sealing and other Parking Facility Improvements (Section 4.3) a reimbursable expense?	The yearly Engineering Inspection and Pavement maintenance along with all of the additional items stated as the responsibility of the Parking Management Company are not reimbursable expenses and are the responsibility of the Parking Management Company to complete and maintain in good working order and in acceptable condition.																																																																											
52	Who manages the Employee parking access programs? a. On Page 6, Section 4.0 , you state that there are 450 spaces dedicated to the Employee Lot, a 150 are revenue producing, what is the use of the other 300 spaces?	The SRAA Security division handles the parking program for all badged tenants. Non-airport employees are managed by the parking management company																																																																											
53	Is there a Parking Security Camera Network? If so, how many cameras are there? Is the Parking Manager responsible for the maintenance, operation and replacement?	We have 2 pan and tilt cameras at the entrance and exit of the employee lot. We have 1 pan and tilt camera at the entrance of the overflow lot. The SRAA is responsible for the maintenance, operation and replacement.																																																																											
54	Table 3 on page 7, Section 4.2 it lists the daily max rates. Is there an hourly rate or grace period or any promotional offering that would need to be accounted for?	Garage 0-1 hour \$5.00 1-3 Hours \$7.00 3-6 hours \$9.00 6-24 hours \$14.00																																																																											

		<p>Open Lot</p> <p>0-1 hour \$4.00</p> <p>1-3 Hours \$6.00</p> <p>3-6 hours \$8.00</p> <p>6-24 hours \$12.00</p> <p>There are no promotional offerings.</p>
55	<p>Page 9, Section 5.5 it states: <i>The rates charged for all parking services shall be established by the Syracuse Regional Airport Authority.</i></p> <p>Please share when the last rate change was at the Airport.</p> <p>a. Is there a schedule for any rate increases going forward?</p>	<p>The last rate change was in July 2020. Rates will be reviewed annually to assess any adjustments needed to maintain market pricing.</p>
56	<p>Please provide the employee staffing schedule for the last 12 months.</p>	<p>The Syracuse Regional Airport Authority does not have this information.</p>
57	<p>Who is your current PARCS maintenance vendor? What is the current yearly cost?</p>	<p>The SRAA is not aware of who the PARCS maintenance vendor is. The Parking Management Company is responsible the maintenance and cost.</p>
58	<p>Please provide the following Parking Manager maintenance logs for the last 12 months</p> <p>a. PARCS</p> <p>b. Garage/ Lot</p>	<p>See attached maintenance logs for the Garage/lots.</p> <p>We do not have the information on PARCS. This was installed and maintained by the Parking Management Company.</p>
59	<p>What is the current annual cost of Water, Gas and Electric?</p>	<p>These costs would not be billed to the operator.</p>
60	<p>1. Page 11, Section 6.0, it notes: <i>The Airport owns the luggage carts and provides them for use by Airport patrons free of charge. Operationally, the Airport patron inserts the equivalent of \$1.00 to obtain the luggage cart, and when the cart is returned, the patron receives a single \$1.00 coin in return. The coins deposited by patrons must be emptied and the single \$1.00 coins must be re-supplied by Parking Manager on a daily basis. There is no revenue generation from this operation.</i></p>	<p>Yes</p>

	Are the carts that the Parking Management Company returns considered \$1.00 tips?	
61	<p>Page 15, Section 9.1 it states: <i>The Syracuse Regional Airport Authority reserves the right to terminate the contract awarded to the successful Proposer, or any part of said contract, immediately upon notice mailed or delivered by the Authority to the successful Proposer.</i></p> <p>Would the termination be effective immediately or is there a period to cure?</p>	The termination provision referred to deals with the pre-contract effective date/Commencement Date time frame. Once contract is executed and effective date/Commencement Date occurs, termination provisions of contract will control.
62	Proposed Management Fee Percentage (Section 6.0 and Attachment E), what is the airport contemplating as a compensation formula for the Parking Manager during the COVID 19 crisis?	The management fee and requested formula modifications should be part of the proposal by the operator. SRAA will consider the request during the review of submissions received.
63	Section 8.1, page 15 of the RFP identifies the ABCDE goal of 2.68% is based upon. Is that of total parking revenue or of the management fee?	The ACDBE percentage is on the annual gross receipts of goods and services purchased.
64	Section 6.0, item F requires the Parking Manger to resupply the coin return fund in the luggage carts, as this operation does not generate, will the Airport fund the \$1.00 coin replacement?	The money exchange machine takes \$1.00 bills and gives out \$1.00 gold colored coins. It is an even exchange. We provide the cart services for free to our passengers.
65	Section 6.0 item F, how many occurrences per day should the Parking Manager budget for the Cart collection and return?	Twice a day.
66	Exhibit 6, item B. Please clearly define your expectations for Elevator Maintenance. Does the Airport require that the Operator replace the elevators as described in the exhibit?	No, this will be removed in the Amendment
67	Exhibit 6, item J. Please further define the Scope of this item.	Maintenance and/or Emergency Repairs of the items identified as the responsibility of the Parking management company outlined in the contract documents and Exhibit 6.
68	Is a proposal bond required with the proposal? If so, in what amount?	There is no proposal or bid bond requirement. Only a performance bond or letter of credit per Section 11.7 of the RFP.

69	Would the Authority allow proposers to have an Exhibits section outside of page limits referenced within the body to provide full page client letters of reference and full page supporting published articles that pertain to our references and in recognition of construction success outside of page limits?	Yes
70	Would the Authority allow proposers to place resumes of our proposed Project Managers, each up to 2 pages in length, in an Exhibits section outside of page limits, but referenced in the body?	Yes
71	On page 20, Section F we are asked to identify the Project Manager who will be in overall charge of this project. If that person is undecided are resumes of candidates or a job description for the recruitment of this position permissible?	Yes
72	Do the Table of Contents and Cover Letter count in the page numbering or would the page numbering begin at 11.3 with the Background of Firm?	The Table of Contents and the Cover Letter count as part of the 30 pages.
73	Page 37, Attachment 5 Due to revenue decline from COVID there is not a plausible way to provide one percentage split (share) for each year in the bid. While the airport is currently at over 50% of LY and growing there is no way to tell what the impact will be when other competing airports start to open or if another event occurs that affects enplanements. Without revenue protection language in the contract to protect the operator from these types of events OR a tiered bid that is based on parking revenue or enplanement growth / decline, it is too precarious and risky to bid on the current structure required in the RFP. Would the Airport allow a bid structure based on a percentage split of revenue or enplanement growth or revenue protection language in the contract based on the same?	The Authority will not commit to specific contract provisions at this time but will negotiate the contract in good faith.
74	Page 38 Attachment 6 -Is the percent split of revenue based on gross or net revenue?	It is net of sales tax and defined fees.
75	Page 38 Attachment 6 - If the split is based on gross who pays for the taxes, Fastpass fees and credit card fees?	The fees and taxes are submitted by the operator.
76	Exhibit 6 Daily Item I, Snow and Ice Control - Please provide specifications on snow removal, including criteria for storage or hauling the snow away.	Snow removal is the responsibility of the parking management company. Areas include garage roof (dump area is located on the northeast corner of the roof. Below is a concrete pad for the snow to be stored until it needs to be trucked to closed runway 6-24. Other areas

		include Open lot, employee lot, and overflow lot. Piles can be made in designated areas determined by the garage management company.
77	Exhibit 6, Yearly, Item C. - Please provide the last two copies of structural inspections.	See Attached labeled Syracuse Hancock Airport Garage Survey Report 2018
78	Page 10 Section 6.0 - Does the operator pay for utilities? If so, please provide the last 2 years of costs.	No.
79	Page 10 Section 6 - Who owns the credit card processing?	The Operator
80	Page 8 Section 4.3 - During the time of constructing a new garage, what happens to spaces while they are building the new garage and then what happens to all the parking when it opens?	If necessary, the Airport will provide temporary parking to accommodate demand. All passenger parking lots will fall under this contract.
81	Page 8 Section 4.3 (1 Construction Ref), Page 11 Section 6.1 (4 Additional Functionality Refs), Page 19 Section 11.3 Item B (3 Refs with one set of requirements + 3 Refs with different requirements) – It was clarified at pre-bid that this proposal only requires 3 references and we can duplicate references across requests. In the places where references are requested there are slightly different requirements for each request. Is this intentional or would the Authority clarify what is needed for a contact/reference across all cited references? If we need to provide additional references, beyond 3 to cover all points, will they also be considered?	Please use at least 3 references. If you need to use one of the 3 again, you may do so. Please include all requirements requested in all 3.
82	Page 8 Section 5.0 - Please clarify the operator's responsibilities with regards to overflow lot equipment.	This was an error and will be removed in the amendment.
83	Exhibit 6 Yearly Section - requests a yearly inspection by a Professional Engineer. Will the annual engineering facility report be required for any period when the facility is under renovation?	The report will be required if any portion of the parking garage is open and actively being used.
84	<ol style="list-style-type: none"> 1. Who maintains the Park SYR software and integration? <ol style="list-style-type: none"> a. Where is the Park SYR funds deposited? Who oversees the deposited funds: Parking Manager, Airport Authority, or New York State? If New York State, when and how often is it reconciled? b. What Credential accesses the Park SYR Ingress and Egress process and who manages that? 	<p>The Parking Management Company maintains the Park SYR software and integration.</p> <ol style="list-style-type: none"> a. The Parking Manager b. The Current Parking Manager manages the credentials, etc. c. The SYR would prefer that this changes to an EZ pass lane.

	<p>c. Are there costs associated with the operation of the Park SYR besides credit card processing? If so, what are they and who will be receiving them?</p>	
85	<p>Are the Gross Parking Revenues you provided in the document, Net of Sales Tax?</p>	<p>The documents show gross sales by category (surface, garage, permits, etc), sales tax remitted and net revenue. Supporting schedules outlining daily receipts are also included.</p>
86	<p>In the last RFP (Reference Number 02-2014) the RFP requested a 4 level Parking Management Fee (Section 2.3, Page 11 or Addendum 4). Please share at what level the last contract was awarded (Level 1, 2, 3A, 3B or 4).</p> <p>a. What was the proposals annual fee as outlined above paid to Republic Parking during the Five Years? Please list it by yearly payments.</p>	<p>The last level awarded was 3B. The proposed annual fee should be submitted as part of the RFP by the operator.</p>

	Level	Description	Proposed Annual Fee					
	1	Management of Parking Garage, Open Lot, Overflow Lot (as needed), and Employee Lot as described in this Bid, in addition to responsibilities as described in Exhibit C2, Inspection Schedule.						
	2	All requirements as described in Level 1 and installation of a new revenue control system, including new terminal-based payment kiosks.						
	3a	All requirements as described in Level 1 and Level 2 plus valet parking and shuttle service to and from the Open and Overflow Lots and the Airport Terminal.						
	3b	All requirements as described in Levels 1 and 2, plus the development of web-based applications which allow some combination of the following: real-time reporting system that shows Airport Parking Lot users any and all parking lot availability based on specific percentages of vacancy within all Airport Parking lots; information regarding the availability of specific parking spaces located closest to the Airport Terminal Building ("Premium Spaces"); a system that allows Airport Users to reserve Premium Spaces; a system that allows users to pay for parking and exit the facility using a "smartphone" application.						
	4	All requirements as described in Levels 1, 2, 3a, and 3b.						
87	What is FY 2019-2020 parking management fee paid to REEF (Republic Parking)?			The proposed annual fee should be submitted as part of the RFP by the operator.				
88	Does the Overflow Lot require a PARCS capital investment?			No, this was an error. It will be removed in the Proposal Amendment.				
89	The Management fee to be proposed, which is 7-11 percent, is that multiplied by Gross Revenues including Sales Tax or Net of Sales Tax?			The Management fee proposed will be gross revenues before sales tax.				
90	Please provide the Gross Parking Revenues, Net of Sales Tax for January and February 2020.			<table border="0"> <tr> <td data-bbox="1075 1274 1123 1307">Jan</td> <td data-bbox="1264 1274 1396 1307">\$1,077,885</td> </tr> <tr> <td data-bbox="1075 1323 1123 1356">Feb</td> <td data-bbox="1264 1323 1396 1356">\$1,123,908</td> </tr> </table>	Jan	\$1,077,885	Feb	\$1,123,908
Jan	\$1,077,885							
Feb	\$1,123,908							
91	Is the ice melting equipment on the roof operational and can be used?			There is no ice melting equipment on the roof. There is a dedicated snow dump location on the ground at the north end of the roof with dump guides to dump the snow to the snow pad on the ground below.				

92	When will the garage be striped next and who's expense will it be?	The Stripping of the Garage is being done by the current provider. The winning proposer will be responsible for the Pavement Maintenance per Exhibit 6 under "Yearly" (B).																								
93	Where is the onsite Parking Dumpster located?	Behind the office at the exit lanes for the covered/ open lot.																								
94	Is the PARCS software the current version? Does the PARCS maintenance agreement include Hardware Firmware and Software upgrades?	The Syracuse Regional Airport Authority does not have this information.																								
95	Please provide a map outlining the boundary limits for snow, sidewalk and lawn cutting maintenance.	See Attached Map.																								
96	Will there be a shuttle bus system requirement in the future? Who will purchase (how many?), operate, maintain and staff the shuttle system?	A shuttle bus will be required if there is a garage renovation. The Parking Management Company will be responsible for this.																								
97	Will the Airport Authority allow Capital Surety Bond form for the Performance Bond requirement	Surety Company issuing bond must be licensed in the State of New York, have an A.M. Best rating of A or better and appear on the most recently published Department of Treasury's Listing of Approved Sureties (Department Circular 570).																								
98	The COVID-19 pandemic has negatively impacted air travel worldwide. The 8/11/20 presentation by the Syracuse Regional Airport Authority confirmed that passenger traffic is down -53% from 2019. As operator fees are based on a percentage of revenue and at risk to pay expenses out of non-fixed income, will the Airport Authority consider implementing a revenue/fee floor to protect operators from the potential risk of dramatic revenue declines?	What it states in the proposal is desired. Other options could be negotiated with the selected vendor. However, the Authority will not commit to specific contract provisions at this time but will negotiate the contract in good faith.																								
99	Is the Airport Authority willing to disclose 2020 revenue information from January through July	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="3" style="text-align: right;"><u>YTD</u></th> </tr> <tr> <th></th> <th colspan="3" style="text-align: right;"><u>7/31/2020</u></th> </tr> </thead> <tbody> <tr> <td>Monthly Permit Sales</td> <td colspan="3" style="text-align: right;">\$108,472</td> </tr> <tr> <td>Garage Income</td> <td colspan="3" style="text-align: right;">\$2,420,378</td> </tr> <tr> <td>Overflow/Remote Revenue</td> <td colspan="3" style="text-align: right;">\$134,830</td> </tr> <tr> <td>Surface Lots</td> <td colspan="3" style="text-align: right;">\$1,021,847</td> </tr> </tbody> </table>		<u>YTD</u>				<u>7/31/2020</u>			Monthly Permit Sales	\$108,472			Garage Income	\$2,420,378			Overflow/Remote Revenue	\$134,830			Surface Lots	\$1,021,847		
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101	Can the Airport Authority provide the current operator’s full staffing plan for both non-peak and peak (overflow) seasons? Please include managers, supervisors, maintenance, license plate inventory, customer service attendants, etc.	The Syracuse Regional Airport Authority does not have this information.
102	Is the current operator responsible to act under the same performance mandates as incorporated in the 2020 RFP? Any significant differences?	It is the Authority’s policy if you request a contract, it must be done through the FOIL Policy our FOIL Policy. Please find this information at https://syrsraa.com/foil-requests/
103	Is the Airport Authority willing to make a copy of the current contract available	It is the Authority’s policy if you request a contract, it must be done through the FOIL Policy our FOIL Policy. Please find this information at https://syrsraa.com/foil-requests/
104	Are the annual engineering assessment costs a reimbursable item	The annual structural assessments are a contract requirement and are not reimbursable
105	Does the 2.68% ACDBE mandate apply to our management fees or the annual overall gross revenue level?	The ACDBE percentage is on the annual gross receipts of goods and services purchased.
106	Does the Airport Authority currently have a penalty matrix in place for non-performance or is this in development? If already in place, please share.	This is currently in development. =====
107	Are any of the following service agreements maintained and paid directly by the Airport Authority: a. Pest Control b. Elevator Maintenance & Repairs c. Parking Revenue Control Equipment	a. This is the responsibility of the Parking Management Company b. This is the responsibility of the Authority c. This is the responsibility of the Parking Management Company

108	Is it understood that the operator is responsible for snow plowing and de-icing? Is the operator also responsible for snow removal? If yes, is there a specified site on airport grounds to transport the snow to? Which party is responsible the making judgements regarding the necessity/frequency to remove snow, the Airport Authority or operator?	The parking management company is responsible for snow plowing and deicing and snow removal. Snow removal can be trucked to closed runway 6-24 and via an escort by the SRAA maintenance division. The operator is responsible for judgements regarding necessity and frequency of snow removal.																											
109	Are the Employee and Overflow Lots to be included in the asphalt sealing schedule?	Yes, this is the responsibility of the Parking Management Company																											
110	Can the Authority provide the previous parking rates, prior to the rate increase in 2020?	<table border="1"> <thead> <tr> <th></th> <th><u>Garage</u></th> <th><u>Surface</u></th> </tr> </thead> <tbody> <tr> <td>0-1 hr</td> <td>\$3.00</td> <td>\$2.00</td> </tr> <tr> <td>1-1.5</td> <td>\$4.00</td> <td>\$3.00</td> </tr> <tr> <td>1.5 -2</td> <td>\$5.00</td> <td>\$3.50</td> </tr> <tr> <td>2 -3</td> <td>\$6.00</td> <td>\$5.00</td> </tr> <tr> <td>3 - 4</td> <td>\$7.00</td> <td>\$5.75</td> </tr> <tr> <td>4 - 5</td> <td>\$8.00</td> <td>\$6.50</td> </tr> <tr> <td>5 - 6</td> <td>\$9.00</td> <td>\$7.25</td> </tr> <tr> <td>6 - 24</td> <td>\$12.00</td> <td>\$10.00</td> </tr> </tbody> </table>		<u>Garage</u>	<u>Surface</u>	0-1 hr	\$3.00	\$2.00	1-1.5	\$4.00	\$3.00	1.5 -2	\$5.00	\$3.50	2 -3	\$6.00	\$5.00	3 - 4	\$7.00	\$5.75	4 - 5	\$8.00	\$6.50	5 - 6	\$9.00	\$7.25	6 - 24	\$12.00	\$10.00
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111	Please provide car count and occupancy information for the previous years.	The Syracuse Regional Airport Authority does not have this information																											
112	Is the revenue associated with leasing spaces to car rental agencies included in the provided gross parking revenue figures? (pg. 7, Section 4.1) If yes, please provide a breakdown of the car rental space lease revenue.	No, the Car Rental Space is paid directly to the Authority and not included in the Gross Parking Revenue figure.																											
113	Who is responsible for repair and ongoing service of the existing ZEAG equipment?	The Parking Management Company is responsible for all service, repair and replacement.																											
114	Is snow removal performed in-house by the current parking vendor, or is this service outsourced? If outsourced, who is the vendor?	Snow Removal is performed by the current Parking Management Company.																											

115	Please define the area maintained by the parking operator, particularly any non-paved areas requiring lawn mowing or landscaping (exhibit 6, Weekly Landscaping)	See attached Map
116	Proposers are required to submit a parking percentage management fee in the form of a percentage of gross revenues. Please clarify if "gross revenues" includes sales tax and/or credit card processing fees.	The Management fee proposed will be gross revenues before sales tax.

117

Please provide gross revenues and revenues net of applicable sales taxes, by month, for 2018, 2019 and 2020 through July.

GROSS REVENUE NET OF SALES TAX				
Month	2017	2018	2019	2020
Jul	\$856,100	\$867,160	\$821,089	\$910,520
Aug	\$698,728	\$738,592	\$901,261	\$984,124
Sept	\$853,822	\$900,440	\$852,044	\$958,010
Oct	\$847,576	\$933,704	\$1,059,230	\$1,102,776
Nov	\$1,047,670	\$1,088,208	\$972,649	\$970,447
Dec	\$964,149	\$1,064,914	\$824,537	\$923,625
Jan	\$901,930	\$907,882	\$990,883	\$1,077,885
Feb	\$773,428	\$810,354	\$1,037,063	\$1,123,908
Mar	\$748,845	\$821,089	\$1,234,587	\$704,247
Apr	\$757,842	\$852,044	\$1,180,063	\$47,761
May	\$762,949	\$901,262	\$1,052,827	\$100,956
Jun	\$951,228	\$1,059,230	\$919,848	\$160,225
Total	\$10,164,267	\$10,944,878	\$11,846,079	\$9,064,484
GROSS REVENUE BEFORE SALES TAX				
Month	2017	2018	2019	2020
Jul	\$925,013	\$936,964	\$887,184	\$983,814
Aug	\$754,974	\$798,046	\$973,810	\$1,063,343
Sept	\$922,553	\$972,922	\$920,631	\$1,035,127
Oct	\$915,803	\$1,008,864	\$1,144,495	\$1,191,546
Nov	\$1,132,004	\$1,175,805	\$1,050,944	\$1,048,565
Dec	\$1,041,760	\$1,150,636	\$890,909	\$997,974
Jan	\$974,532	\$980,964	\$1,070,646	\$1,164,652
Feb	\$835,687	\$875,585	\$1,120,544	\$1,214,379
Mar	\$809,124	\$887,184	\$1,333,967	\$760,937
Apr	\$818,846	\$920,631	\$1,275,054	\$51,606
May	\$824,365	\$973,810	\$1,137,576	\$109,083
Jun	\$1,027,799	\$1,144,495	\$993,892	\$173,123
Total	\$10,982,460	\$11,825,908	\$12,799,653	\$9,794,148

118

Please provide a copy of the current parking management agreement and all amendments.

It is the Authority's policy that requests for Authority records must be done through the Authority FOIL Policy pursuant to which records are not provided sooner than 25 days after receipt of a request.

119	Have there been any management fee adjustments to the current management agreement as a result of the pandemic? If so, please describe.	There have not been any adjustments.
120	Since parking manager's role under this Sec. 4.3 seems a bit broad, may proposers assume that parking manager's costs incurred in undertaking the various upgrades and replacements anticipated under Sec. 4.3 of the RFP shall be reimbursed by the Authority to parking manager? (Pg. 8, Sec. 4.3)	The Airport would reimburse approved/requested Capital Improvements.
121	Given the events in the airline and travel industry in the past 4 months, which have resulted in drastically reduced enplanements and parking revenues, and given that restoration of enplanements and revenues to pre-pandemic levels is not at all assured to happen on any definite timeline, would the Authority consider different fee structures? <u>For examples:</u> A fixed base fee plus a revenue-based incentive fee. Or, a fee equal to the greater of a base fee or a percentage of revenues. Or, a fee representing only parking manager's profit and administrative costs, with all operating expenses reimbursed by the Authority. (Page 10, Section 6.0)	The Authority will not commit to specific contract provisions at this time but will be reasonable and negotiate the contract in good faith. However, respondents should ensure that their responses satisfy the requirements of the RFP.
122	In answering the litigation question, may respondents assume that the Authority is interested only in material litigation that could impact respondent's ability to perform, financially or otherwise? For example, is the Authority really interested in a respondent's list of fully-insured slip-and-fall claims? If a respondent is a diversified company, with operations outside of the airport sector, then should respondent nevertheless disclose litigation or claims unrelated to its airport operations? (Page 20, Section 11.4F)	The cited section does not deal with litigation. Assuming respondent was referring to Section 11.4H, the Authority wants to understand what kind of business partner the respondent would be. Excessive litigation may reflect on that issue. Numerous slip and fall claims may relate to maintenance issues. If a respondent has a significant airport operations portfolio, limiting responses to that portfolio should be sufficient. However, the Authority reserves its rights to require further information if it deems it advisable.
123	What forms of the Performance Bond are acceptable to the Board? (Page 20, Section 11.7)	Surety Company issuing bond must be licensed in the State of New York, have an A.M. Best rating of A or better and appear on the most recently published Department of Treasury's Listing of Approved Sureties (Department Circular 570).
124	Can the Authority verify the conditions of all parking facilities and system and equipment will be functional and in good	Yes

	order and condition at the time of the transition to the new agreement?	
125	Regarding 12.1.B, is there a fixed schedule of fees that the Authority may assess for these parking manager failures, as in a schedule of liquidated damages and will parking manager be given notice and a reasonable opportunity to cure any alleged performance issue? (Page 21, Section 12.1B)	No. The Authority will not commit to specific contract provisions at this time but it will be reasonable and negotiate the contract in good faith.
126	Please provide a draft Agreement for Parking Management Services. (Page 23, Section 15)	There is no draft Agreement available at this time. The Authority will not commit to specific contract provisions at this time but will be reasonable and negotiate the contract in good faith
127	Please provide a detailed equipment inventory of the current Revenue Control Systems (PARCS).	We currently have revenue control system at the garage, open lot, employee lot, and the overflow lot.
128	Has the current PARCS been certified as being PCI compliant? Who is responsible for ensuring and paying for costs associated with on-going PCI compliance of the PARCS?	The Parking Management Company is responsible.
129	Are credit card processing fees and discounts the responsibility of the Authority or the Operator?	The Operator
130	Is the cost of utilities (water, gas, and electric) the responsibility of the Authority or the Operator?	The Authority
131	Are the funds associated with the ParkSYR program deposited into the Authority's or the operator's bank account? Who pays for the credit card processing fees and discounts associated with this program? If the Operator, please provide the total revenue associated with this program for each of the last three years	The revenue is not broken out separately. Preference would be to move to a consolidated platform like EZ Pass.
132	Is the operator responsible for pressure washing the parking facilities? If so, please provide the frequency of this responsibility and well as provide the date(s) it was last completed.	Cleaning of the facility is a requirement of the management company and frequency is detailed in the documents. Utilization of a pressure washer will be at the discretion of the management company. Given the climate and the resources used to keeps roads/parking lots safe (Salt, Sand, etc.), it is recommended to flush the drainage system and floors with the proposed method annually.

133	Please provide a copy of the independent third-party financial audit submitted by the current operator for each of the last three years.	The Syracuse Regional Airport Authority does not have this information.
134	Please provide a copy of the monthly statement provided by the current operator for each of the last three months.	This information is not relevant to the current RFP.
135	Please provide the amount of Administrative Fees for Non-Performance assessed to the current operator for the last three years.	As of the date of this response there have been no administrative fees charged to the current operator in the last 3 years.
136	Please provide a copy of the Inspection by Professional Engineer report for each year submitted by the current operator.	See attached.
137	Will Operator be permitted to utilize Airport-provided trash dumpster(s) and/or recycling facilities?	The Parking Management Company provides these.
138	Please explain how the ACDBE participation goal is calculated. Is it a percentage of the Operator's management fees? Or other? (Section 8.1, page numbered 15)	The ACDBE percentage is on the annual gross receipts of goods and services purchased.
139	Statement on page 20 of the RFP document states "Attachments are not considered to be a part of the 30 pages" Does "Attachments" mean only the forms (labeled as Attachments) or are proposers able to include exhibits outside of the page count?	Only the attachments labeled as attachments unless otherwise specified in the Q&A's should not be considered as part of the 30 pages.