

# TERMINAL AUTOMOBILE CONCESSIONS REQUEST FOR PROPOSALS

Pre-Proposal Meeting

September 12, 2018

# RFP Schedule

- RFP Issue: August 27, 2018
- Pre-Bid Conference: September 12, 2018
- Proposer Written Questions Due: September 19, 2018
- Addendum Issued Response to Questions: September 28, 2018
  
- **PROPOSALS DUE:** **October 10, 2018**  
**3pm local time**
  
- Interviews, if needed: October 15-19, 2018
- Recommended Selection to Commission: October 25, 2018

# RFP Document Overview

- Request for Proposals
  - Instructions, submittal information, evaluation criteria
  - Proposal Letter Template, Attachment A (percentages)
  - Qualifications/Experience Questionnaire
  - Parking Lot Map (Exhibit A)
  - Equipment Inventory List (Exhibit B)
  - Current Parking Rates (Exhibit C)
  - Historical Revenue and Enplanement Data (Exhibit D)
  - SAMPLE Parking Concession Agreement

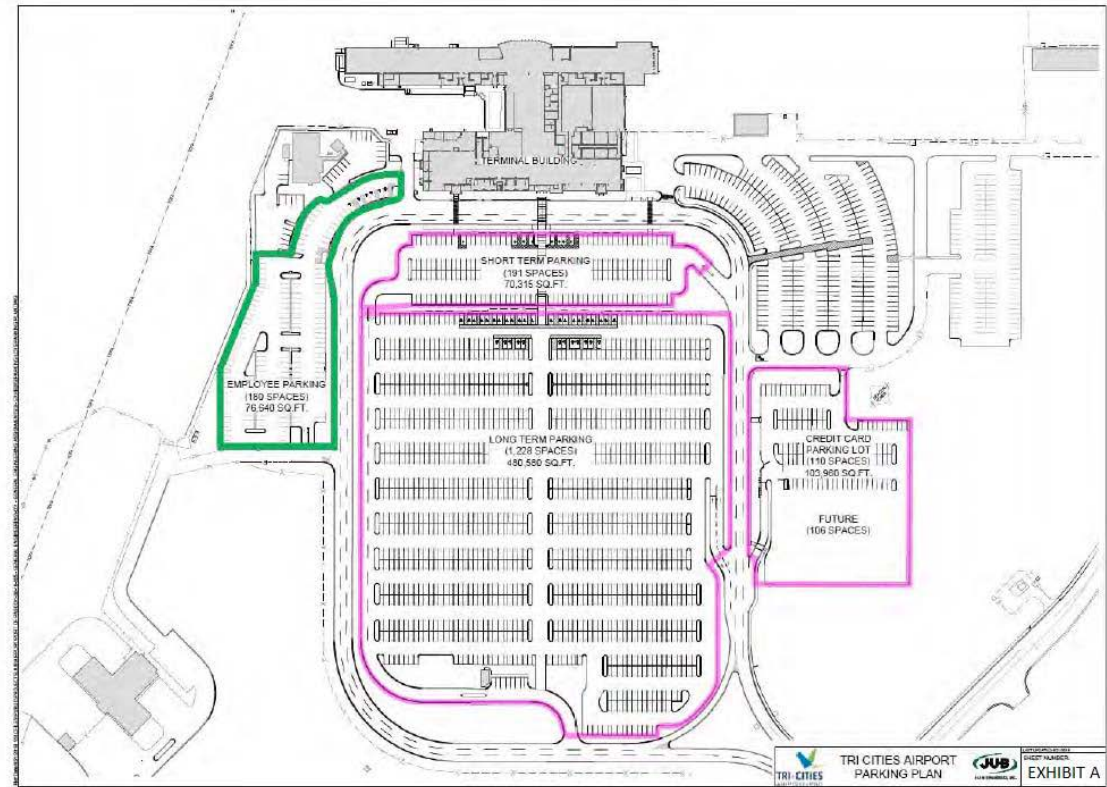
# Instructions to Proposers

- Purpose:
  - Providing for the operation of first-class, public automobile parking concessions at the Tri-Cities Airport (PSC)

# Instructions to Proposers

- Background Information
  - Non hub commercial service, 371,873 enplanements (2017)
  - Service
    - United: Denver and San Francisco
    - Delta: Salt Lake City, Minneapolis, Seattle
    - Alaska: Seattle
    - Allegiant: Las Vegas, Phoenix, LA (seasonal)
  - Previous Operators
    - Prior to 2009: AMPCO and PSC
    - 2009: Republic
    - 2014: Republic
  - Agreement Period for this RFP
    - February 1, 2019-January 31, 2024

# Instructions to Proposers



# Instructions to Proposers

- Paid Parking Spaces
  - Short term, paid lot: 191
  - Long term, paid lot: 1,228
  - Credit card, paid lot: 110
  - TOTAL, paid spaces: 1,529
- Non-Revenue Spaces, employee lot
- 24/7, 365 Operation; staffed at all times

# Instructions to Proposers

- Current Rate Schedule
  - Short Term:
    - 0-25 minutes: free
    - 25 minutes to 1 hour: \$2
    - Each additional hour: \$2
    - Daily Maximum: \$13
  - Long Term and Credit Card:
    - 0-10 minutes: free
    - 10 minutes to 1 hour: \$2.00
    - 1-24 hours: \$10
    - Each additional 24 hr period \$10
  - Employee Parking Lot no charge for registered employees



# Instructions to Proposers

- Register as a Proposer of Record
  - [taraw@portofpasco.org](mailto:taraw@portofpasco.org)
    - Company Name, Contact, email, address, phone number
- Written Questions
  - [taraw@portofpasco.org](mailto:taraw@portofpasco.org)
  - Due September 19, 2018

# Instructions to Proposers

- Minimum Qualifications
  - 5 years engaged in airport terminal parking business
  - Produced gross revenues of at least \$5,000,000 in each of those 5 years
  - Proposers not meeting minimum qualifications will not be considered

# Instructions to Proposers

- Compensation to the Port of Pasco Tri-Cities Airport
  - Greater of Minimum Monthly Guarantee (MMG) or the percentage of Gross Revenue
  - MMG is due by the first calendar day of the month
    - If percentage is higher, difference due by the 15<sup>th</sup> calendar day of the month
  - MMG is a monthly obligation, compensation is not annualized at the end of the year to result in a credit for an individual month
    - No adjustments or credits

# Instructions to Proposers

- Minimum Services and Operating Requirements
  - Prompt, courteous, efficient; local full-time, experienced resident manager employed at all times with sufficient number of personnel needed to assure prompt service
  - Operational and staffed 24 hours per day, 7 days per week, 365 days per year
  - All equipment maintained and updated to ensure efficiency
  - Responsible and professional conduct, demeanor, appearance
  - Clean, neat, businesslike premises
  - Submit detailed written operating, security, revenue control procedures
  - Fully comply with DHS, TSA, FAA and Airport rules and regulations

# Instructions to Proposers

- Utilities and Maintenance
  - Port provides
    - Electric power, water, sewer, garbage
    - Keep utility equipment in good repair
    - Parking lot pavement, curbs, gutters
    - Snow removal in lots and road
  - Concessionaire provides
    - All other utility charges
    - Maintenance/updates on all equipment
    - Ice melt for gate entrances, ticket dispenser areas
    - Any additional equipment needed for operation

# Instructions to Proposers

- Performance Bond
  - During term of agreement
    - Three times the MMG

# Instructions to Proposers

- Insurance
  - Comprehensive general liability coverage not less than \$2,000,000 combined single limit per occurrence
  - Port is listed as additional insured

# Instructions to Proposers

- Confidentiality of Records
  - Proposers must identify each portion of their proposals which they deem confidential, or which contain proprietary information, patents, copyrights or trade secrets. Proposers must provide justification of what materials, upon request, should not be disclosed by the Port. Tri-Cities Airport is owned and operated by the Port of Pasco, a municipal corporation organized under the laws of the State of Washington, and as such, its records are subject to disclosure to the public under the Washington Public Records Act [RCW42.56]. Notwithstanding any provision herein to contrary, the Port may disclose or produce any proprietary information, patents, copyrights or trade secrets it is required to disclose or produce by formal discovery request, subpoena, court order, governmental action or pursuant to the Washington Public Records Act. The Port may use or disclose the data submitted by each proposer for any purpose, unless its use is so identified and restricted by a proposer. The proposers' opinions of proprietary information are not binding on the Port.



# Proposal Submittal Information and Requirements

- Proposal Submittal: DUE OCTOBER 10, 2018 3 PM LOCAL
  - [taraw@portofpasco.org](mailto:taraw@portofpasco.org), pdf or doc file
  - Proposals Opened no later than Friday October 12, 2018
  - Proposals MUST Include:
    - Proposal Checklist
    - Completed and Signed Proposal Letter and Attachment A
    - A Proposal Surety of \$5,000 payable to Tri-Cities Airport
    - Completed Qualifications and Experience Questionnaire with all attachments
    - If applicable, copies of addenda issued by the Port

# Proposal Submittal Information and Requirements

- Proposal Surety, \$5,000.00
  - Certified check, Cashier's check payable to Tri-Cities Airport
  - Guarantee that selected proposal will execute a formal agreement with the Port of Pasco
  - Sureties of unsuccessful proposers will be returned within ten days after the date of rejection
  - Surety of successful proposer will be held until an agreement is executed and performance bond and proof of insurance are received

# Proposal Submittal Information and Requirements

- Proposal Rejection and Disqualification
  - List of non exhaustive qualifying events
    - Failure to provide complete documentation, as required
    - Evidence of collusion
    - Default or termination of other contracts
    - Lack of reasonable ability to operate as proposed
    - Omissions or fraudulent statements
    - Current or past outstanding overdue debts to the Port
    - Other causes as deemed relevant by the Port in its sole discretion

# Proposal Evaluation

- Evaluation Criteria
  - Sum total of MMG and Concession Fee Percentages proposed
  - Previous background/experience
  - Quality of proposer's operating performance and conduct at other airports
  - Adequacy of the proposer's parking revenue control procedures
  - Previous history of default/arrearage with the Port or other airports
  - Employment practices, wages and benefit packages of employees

# Proposal Evaluation

- Proposer Responsibility
  - Confirm, by email, receipt of all documents regarding this RFP
  - Questions in writing, addressed in addenda
  - Familiarize with parking lot and equipment
  - Examine carefully all documents related to RFP
  - Use discretion and knowledge of industry when proposing

# DUE DATE

- Proposals are due

**Wednesday October 10, 2018, by 3 pm local**

# Questions?

- All questions asked today will be recorded and answered in the addendum issued on September 28, 2018
- Written questions will be accepted via email until September 19, 2018, [taraw@portofpasco.org](mailto:taraw@portofpasco.org)