



The Management of Three Self-Park Facilities

RFP # 22-57

ADDENDUM No. 1

October 11, 2022

Any and all changes to the Contract Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the response due date to all who are known to have received a complete RFP document. Each respondent must acknowledge receipt of any addenda. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the response therein. Failure to acknowledge receipt of any addenda may cause the response to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum Number One (1) is attached and consists of a total of seven (7) pages including this cover sheet. Any changes to the contract noted within Addendum Number One (1) will be reflected in subsequent issues.
2. There are four (4) attachments:
 - Sample of Cash Sweep and Payment Collection
 - Sample of Monthly Revenue Report
 - Sample of Parking Tax Sheet
 - Current Staffing Schedule & Pay Rates

Please feel free to call (847-866-2910) or email (lithomas@cityofevanston.org) with any questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

The Management of Three Self-Park Facilities

RFP # 22-57

ADDENDUM No. 1

October 11, 2022

This addendum forms a part of RFP #22-57 and modifies these documents. This addendum consists of the following:

Questions Received:

Question 1

Can the City provide the current employees' titles, schedules, and pay rate?

Response 1

A schedule along with titles and pay rates is attached.

Question 2

What is the approximate installation date of the Skidata Parking Equipment?

Response 2

February 2016

Question 3

What is the contact information of the current parking equipment maintenance provider?

Response 3

Skidata

1-833-SKIDATA

Support.usa@skidata.com

Question 4

Who is responsible for snow removal and custodial services?

Response 4

Shine-On and Eco-Clean provide janitorial services. City staff provides maintenance support services including snow removal.

Question 5

Any vehicle damage claims due to equipment malfunction?

Response 5

None that the City is aware of.

Question 6

What is the City of Evanston payment term? Please confirm how the fees and expenses of the Operator are reimbursed by the City, is it a flat fee each month, do expenses get reimbursed at cost and are variable each month, etc.

Response 6

The City expects to pay a flat monthly fee for all services outlined in the bids on a Net 30 payment term. Any unforeseen expenses may be invoiced to the City on a Net 30 payment term.

Question 7

Is there a Collective Bargaining Agreement in place for the city and/or SP Plus parking employees? If yes, please provide additional information about the collective bargaining agreement.

Response 7

There is a CBA between SP Plus and their union employees. The City does not have further information regarding this CBA.

Question 8

Reports

- Would the city provide detailed revenue and expenses categories (P&L statements) by garage for the years 2019, 2020, 2021?
- Please provide a copy of a sample monthly report package from the current operator

Response 8

City revenues and expenses as well as Profit-Loss statements will not be provided, as these are not relevant to the RFP or bids. The operator will be expected to provide daily cash sweep reports as well as monthly revenue reports for transient transactions and monthly accounts for each facility, and will be expected to complete a monthly City-issued Tax sheet for Cook County filing purposes. Samples of these reports are attached, but the specific format for these reports is not mandated.

Question 9

Would the city confirm if a proposal bond is required? The RFP includes Exhibit K – Proposal Bond Submittal Label. There is no mention if a proposal bond is required.

Response 9

A bond is not required.

Question 10

Please confirm that security and janitorial contracts are held by the City and not the responsibility of the Operator to procure and maintain. Would the city provide a list of sub-contractors used today and what services they provide related to the management of the parking garages?

Response 10

Security and janitorial contracts are currently held and maintained by the City. The operator will not be responsible to procure and maintain these contracts. A full list of sub-contractors will not be provided, but the operator will have access to all sub-contractors should they need emergency service. All other sub-services will be managed by the City.

Question 11

Cost Form

- Would the city confirm if the type of cost model proposed (page 20). Example: Management fee plus expenses, Management fee with fixed expenses, Management fee, with fixed expenses and billable payroll, etc.?
- Would the city confirm if the pricing requested is the monthly or annual fee?

Response 11

The cost form included is a guide; it does not have to be strictly adhered to. The City expects to see bids that include expenses broken out for each garage, and inclusive of manpower expenses, management fees, and any other expected expenses. The pricing requested would be annual fees and expenses.

Question 12

Skidata equipment:

- Is the Skidata solution web based or is there a server on-site?
- Does the city have an active maintenance/support agreement with SkiData today?
- Does the city have any spare parts in inventory? If yes, would the city provide a list of the spare parts in inventory?
- How are repair and maintenance expenses handled? Are they paid directly by the City or does the Operator pay these on the City's behalf and then is reimbursed at cost?

Response 12

The Skidata solution is web-based. There is currently an active maintenance/support agreement with Skidata. Management staff will be responsible for submitting support tickets to Skidata for maintenance and repair, but all invoicing and payment will be handled by The City. The City has a small amount of spare parts in inventory, mainly gate arms and fastening bolts for gate arms.

Question 13

Operations Equipment:

- The operator is responsible for coordinating traffic flow out of the garages. Does the city have equipment such as cones, etc. that the operator can use?
- What type and how many vehicles (truck, van, golf cart, suv, etc.) are in use today to support the parking operations at the 3 garages? Is the city or the operator responsible for providing the vehicles?

Response 13

If necessary, the City can provide traffic cones or other traffic control equipment. Currently there are no vehicles dedicated to the garage management staff. If the winning firm would like vehicles for management staff, they would provide them.

Question 14

Office Space:

- Is office space provided?
- If yes, does the city charge rent for the office? If yes, what is the monthly rent?
- What office furniture, equipment (printer, computer, etc.) is included?

Response 14

There is office space available at each of the 3 facilities. There is no charge for the usage of the office space by garage management staff. There is a basic office furniture set-up at each facility including desks and chairs. The Sherman office is best equipped with computers and printers, but equipment can be requisitioned and/or moved between offices as needed.

Question 15

Utilities:

- Is the city or operator responsible for utilities such as electric, phone, internet, trash, etc.?
- If the operator is responsible, what type of communications (fiber, standard, etc.) is required?

Response 15

The City is responsible for utilities. All utility invoices are sent directly to the City.

Question 16

Would the city confirm all credit card transactions (permits and transients ticket) are processed through the city's credit card processor?

Response 16

Yes, all credit card transactions are processed through the city's processor.

Question 17

Permits

- Would the city confirm all monthly permits will be managed through Passport Parking? Page 9 indicates monthly permits are transitioning to the city's permit system Passport Parking.
- Has the city established the integration between Passport Parking and Skidata for monthly permits?
- Will corporate accounts also be managed through Passport Parking?

Response 17

Monthly permits are currently handled through the SP+ platform, and will continue to be managed through the winning firm's platform at the start of the new contract. If the City decides to transition to Passport, the winning firm will be expected to assist in the transition. There is currently no integration between Passport and the Skidata

equipment. If a transition to Passport occurs, corporate accounts would be evaluated to determine best processes

Question 18

M/W/EBE Goals

- The RFP mentions a goal of 25%. Would the city confirm this is a goal and not a requirement? If an operator was to reach M/W/EBE goal of 10%, would the operator still be considered or disqualified from the RFP process since the participation percentage is not met?
- Would the city confirm if the current contract has M/W/EBE goals? If yes, is SP Plus meeting the participating goals?

Response 18

If a bidder is unable to meet the 25% goal, the bidder must seek a waiver or modification of the goal, which includes a narrative and documentation of agencies contacted. Detailed information can be found on pages 28-32 of the original RFP document.

SP+ has and continues to meet M/W/EBE goals.

Question 19

Maintenance

- The city mentions a contract with Eco-Clean & Shine On. Would the city describe the specific services provided by Eco-Clean & Shine On?
- Are there maintenance related items the city may manage today, but source to the SP Plus for completion? Example – power washing, lane striping, power sweeping, etc.? If yes, please provide a list of maintenance tasks outsourced to SP Plus.

Response 19

Eco-Clean provides cleaning services in all three facilities on a regular basis, including lobbies, stairwells, and other common areas. Shine On provides cleaning services in the main lobby and retail areas of Sherman garage. Outside of day-to-day operation of the facilities, the City manages all maintenance and sub-services of the facilities.

Question 20

For each of the garages, please confirm how many calls are initiated through the intercom system.

Response 20

For the period of October 2021 through September 2022 there were approximately 19,400 calls initiated through the intercom system from the 3 facilities.

Question 21

Please confirm how you would like bidders to project their staffing structures, as is with the current market conditions, or forward-looking with the planned changes downtown and the opening of the new theatre.

Response 21

Proposals should include details on minimum staffing levels for current conditions as well as details regarding staffing levels for special events (Farmer's Markets, blockbuster movie openings, etc.) and potential for scale-up if needed as occupancy and demand changes. Please include labor rates for Supervisors, legal auditors, Customer Service Representatives, Porters, etc in the event that the City would like to add staffing or services at a later date.

ATTACHMENTS:

1. Sample of Cash Sweep and Payment Collection
2. Sample of Monthly Revenue Report
3. Sample of Parking Tax Sheet
4. Current Staffing Schedule & Pay Rates

Note: Acknowledgment of this Addendum is required in the RFP.