

**GREATER HARTFORD TRANSIT DISTRICT
GHTD RFP #04-022
PARKING MANAGEMENT SERVICES
(SPRUCE STREET LOT)**

ADDENDUM #1
October 19, 2021

The Request for Proposal (RFP) is modified/clarified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified/clarified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its proposal.

A Virtual Pre-Proposal Conference was held on **October 12, 2021 at 9:30 AM local time via Zoom** and was later followed by an **on-site walk-through of the project location, Spruce Street Parking Lot, Hartford, CT, 06103, at 11:30 AM local time**. The purpose of the meeting and walkthrough was to outline requirements the District will expect of the Proposer, as well as to provide the opportunity for questions and explanations. Attendance at the pre-proposal and walk-through was not mandatory, and was not a condition for final award. The following individuals attended the pre-proposal conference: Dennis Cote (Valet Park of America), Rick DiPietro (Propark), Kevin Ferrer (Premium Parking), Luis Henriques (LAZ Parking LTD LLC), Stathis Manousos (LAZ Parkin LTD LLC), Daniel Nash (Reef Parking), James Tinson (Propark), Mary Deppe (GHTD), LaShaunda Drake (GHTD), DJ Gonzalez (GHTD), and Vicki Shotland (GHTD). The following individuals attended the walk-through: Katy Carpio (Reef Parking), Luis Henriques (LAZ Parking LTD LLC), Stathis Manousos (LAZ Parkin LTD LLC), James Tinson (Propark), Mary Deppe (GHTD), LaShaunda Drake (GHTD), and Miguel LeFebre (GHTD).

Proposals are due on or before 2:30 PM local time, Thursday, November 4, 2021 at the District offices located at One Union Place, Hartford, CT. All questions and requests for clarification regarding GHTD RFP #04-022 must be submitted in writing to LaShaunda Drake at or before 12:00 PM local time, Wednesday, October 20, 2021.

The following clarification was made in reference to RFP 04-022:

PDF Page 9, #6. Qualification of Proposers

Prospective Proposers must meet the following minimum qualifications to be considered for selection. All Proposers to this RFP shall have at least five (5) years of experience in the provision of parking management services similar to the Spruce Street Parking Lot and demonstrate it has the ability to fulfill the obligations of this contract. Such services shall meet all criteria and requirements identified in the RFP. All Proposers must have sufficient financial capacity to complete the project. The District is the sole judge in determining compliance with qualifications standards.

The following requests for clarification were submitted:

- 1. Question: Does the GHTD have a designated office space for the Parking Operator in or around the Lot? Is there rent expense associated with this space?**

Answer: No.

2. **Question:** Does the GHTD presently have a software which is utilized for the parking operation? Who is responsible for the expenses associated with this software?

Answer: Yes. The District is responsible for the software expenses.

3. **Question:** How should we propose our fees? Should we include all operations expenses, vehicle, snow shoveling & salt, insurance, corporate overhead and profit within the hourly rates?

Answer: Expenses must be clearly itemized on the bid form. If there is not a designated area for the specific service, you must include the information under the miscellaneous section on the bid form.

4. **Question:** Is there any historic parking operations expenses (for last 2 or 3 years) the Authority can share with us?

Answer: The District does not divulge budgetary information.

5. **Question:** Can you share a copy of the contract (including price) for the company that is currently managing the lot?

Answer: Please reference **RFP 04-022 Addendum 1 – Attachment 1**. The District does not divulge budgetary information.

6. **Question:** Can you share a weekly employee work schedule for the lot? (Total number of employees and hours worked for one week)?

Answer: Supervisor - Monday to Sunday 1 hour per day for money collection and reporting.
Maintenance – Monday to Friday 1 hour a day.

7. **Question:** The bid sheet did not reference snow removal. Does the District contract for this service separately?

Answer: Yes. The District has a separate contract for snow removal services, however, it will be the successful Proposer's responsibility to make sure the parking lot is safe (to prevent slips and falls) and to notify the District if the snow removal service contractor failed to properly clear snow and ice from the lot.

8. **Question:** Is there any consideration for submitting proposals electronically rather than bound?

Answer: Yes. Proposals can be submitted via USB thumb drive, however, in addition you must also submit originals of all signature pages and notarized documents.

9. Question: How many special events are there during the year?

Answer: Pre-COVID there were roughly 5-10 events per year, with 4-5 considered major events.

10. Question: For the “Hourly Cost, event personnel” line item on the bid form, does the grayed-out cell under “Monthly” not require an entry?

Answer: Correct. You should only include the annual cost.

11. Question: Can you talk about the liquidated damages referenced in Exhibit A?

Answer: This reference is part of the Federally Required Contract Clauses (Exhibit A), specifically “Contract Work Hours & Safety Standards Act”, which states that the Contractor/Subcontractor cannot require or permit any laborer to work in excess of 40 hours in a workweek unless the Contractor/Subcontractor compensates said laborer at a rate of not less than one and one-half times the basic rate of pay for all hours worked in excess of 40 hours in such workweek. Additionally, if a Contractor/Subcontractor fails to comply with the afore-mentioned, they will be liable for the unpaid wages and also liable for liquidated damages in the sum of \$10 for each calendar day on which the laborer was required or permitted to work in excess of the standard workweek of 40 hours without payment of the overtime wages as required under this federal clause.

End of Addendum 1