

March 5 , 2021

Addendum #2

RFP For Parking Management Services

This addendum dated March 5, 2021 forms a part of the Contract Documents and modifies the original RFP. Please include this addendum in your RFP submission.

Give the volume and complexity of the questions received from bidders, CRDA is extending the **date by which we will respond to all questions** from Friday, March 5, 2021 to **Friday, March 12, 2021**. Responses to most of the questions posed appear below.

Following from this, we are also extending the **proposal due date** from Monday, March 15, 2021 to **Monday, March 22, 2021**.

Response to Questions Posed by Bidders

1. Does CRDA have a designated office space for the selected parking operator? Is there a rent expense associated with this space? **Yes, office space is provided. No rent is associated with the space.**
2. Does CRDA presently have software that is used to maintain the parking and billing database? **No, software is provided by the garage operator.**
3. Does CRDA utilize any hand-held devices for parking facilities and events parking? **Yes.**
4. Could CRDA provide Parking Operating Expense budgets for FY 2019 and FY 2020, with a breakdown by expense item (example management fee, wages, utilities, etc.)? **Response to be provided next week.**
5. Do you require the Fee Proposal to be submitted in a separate sealed envelope? **No.**
6. Are all operating expenses associated with the CRDA facilities reimbursable, such as wages, benefits of the personnel servicing the facilities? How about insurance expenses associated with the operations of the facilities? **Yes.**

7. The RFP states that CRDA will accept electronic copies, however, do bidders need to mail four flash drive copies electronically or can we email an electronic PDF proposal to CRDA? **Bidders can simply email a pdf of their response to CRDA.**
8. Can CRDA share pass-through monthly or annual expense amount for subcontracted security per facility? **Will be included within the budget.**
9. Can CRDA share current and Pre-COVID staffing models for the facilities? Can that include staff positions and associated wages? **Response to be provided next week.**
10. Can CRDA share the specific allocations for snow removal expenses at each property? **Will be included within the budget.**
11. How many on-street metered spaces are there in the Adriaen's Landing District? Who currently handles on-street enforcement? **38 metered spaces. Parking operator handles enforcement.**
12. How many E/V Charging Spaces are there in the Convention Center / Front Street Parking Garages? **6 spaces at the Convention Center, 2 at the Science Center, and 2 at Front Street.**
13. How old is the current Federal ADP equipment? Is CRDA looking to procure new PARCS or capital financing options for new PARCS? **Approximately 17 years old. Yes, CRDA is interested in looking at new equipment.**
14. Does CRDA consider the dedicated General Manager a senior level role located in the region? Is this GM position in addition to any proposed Senior Facility Manager or Facility Manager(s)? **GM role is equivalent to a Senior Facility Manager.**
15. Would it be possible for CRDA to provide the existing parking management contract between CRDA and current parking operator? **Response to be provided next week.**
16. Does CRDA have a maintenance contract for the AVI and Revenue Control Equipment today? **No.**
17. Will CRDA provide vehicles to the selected parking operator? If no, how many vehicles and types of vehicles does the selected parking operator need to provide? **Response to be provided next week.**
18. Will the selected parking operator be providing the valet services? If no, what type of support is required for the valet operation? **Yes.**
19. Is CRDA or the selected parking operator the "Merchant of Record"? **Response to be provided next week.**

20. Is CRDA or the selected parking operator responsible for cash collections? **Parking operator.**
21. CRDA is asking the selected parking operator to administer owner contracts. What does that entail? (Example: reviewing applications, issuing payments, taking payments, etc.) **All of the above.**
22. How are the garages monitored and how are customer issues at the gate resolved after normal operating hours? **Either on-site parking operator personnel or parking operator call box system.**
23. On page 3 of the RFP, it states that the Adriaen's Landing District includes 3,683 spaces housed in four parking structures. Adding the number of the four garages, the total equals 3,821, a difference of 138 spaces. For insurance purposes, what is the exact number of spaces?
- a. CT Convention Center = 2,339
 - b. CT Science Center = 468
 - c. Front Street North = 657
 - d. Front Street South = 232
 - e. Oversized Parking = 125 **These approx. spaces are within Convention Center total.**
- 3,821

Additional spaces include:
Morgan Street = 2,300
Church Street = 1,299