

GOVERNMENT OF THE DISTRICT OF COLUMBIA
THE DEPARTMENT OF GENERAL SERVICES



ADDENDUM NO. 4 TO PARKING LOT MANAGEMENT SERVICES

This Addendum No. 4 is issued by e-mail on February 28, 2013. Except as modified below, the Request for Proposal (“RFP”) remains unchanged.

ITEM 1

Below is a list of questions and the Department’s response:

1. E.4.2 (e) How many Past Performance Evaluation Forms are required to be returned in the proposal? **Three Past Performance Evaluation Forms to be included in each proposal.**
2. Attachment C – There isn’t a unit rate spreadsheet to submit the additional year bids, may this be attached as a separate spreadsheet? **Item 3 of this Addendum No. 4 references a new Offer Letter attachment which includes option year pricing.**
3. The RFP asks for a Fixed Management fee on Attachment C. Please explain if it is a monthly fee or a yearly fee. **The Fixed Management fee is an annual fee paid out monthly.**
4. Is the revenue from the retail metered spaces and the monthly passes counted toward the garages total revenue? And will that be part of the percentage compensation to the operator? **All meters will be removed by the time the contract award is issued.**
5. How often and by whom are the retail meters monitored? **All meters will be removed by the time the contract award is issued.**
6. Since the contractor is not responsible for collecting monthly revenue, will contractor be responsible for implementing a control system such as hang tags, access cards, invoicing, coordination, and monitoring? **No.**
7. Will there be a cap on the number of monthly passes and DGS fleet vehicles? How many of these vehicles have 24 hour access/reserved parking? **Fleet and monthly parkers have 24 hour access to the garages. After-hours the monthly parkers’ assigned spots will not be reserved. As more agencies move into the building, DGS will need flexibility to accommodate primary tenants over daily parkers.**

16. On (B.1.2) you specified that contractor will not collect the monthly parkers' revenue (Should we assume that this is for the current monthly parkers and the contractor will be able to sell monthly parking to others?) **DGS will collect parking revenue for District employees who park monthly. Monthly parking will not be available for customers other than District employees.**
17. On (B.1.2) you request for books to be kept at each facility, do you have office space for the operator at each facility? **As per Item 2 of this Addendum No. 4, books will not be required to be kept on site. However, DGS requires immediate access to all accounting books upon their request.**
18. On (B.3) Maintenance: You require set schedules for Power-sweeping, Power-washing and striping. Who will be responsible for the daily up keep of the facilities (Trash removal, lighting repairs, porter service, etc.) **DGS will be responsible for daily maintenance.**
19. When were the facilities last powerwashed and powerswept? **July 2012**
20. During the pre-bid meeting you stated that your goal was to operate the parking facilities as profit centers. Taking this into consideration, will the operator be able to stack park vehicles in the garage or your goal will be to only use the lined spaces and 100% self-parking? **OJS: Yes Reeves: Potentially, for daily parkers only. Monthly parkers may not be blocked in. This will be up for discussion with operator after contract award if it can be done safely. Ist&E: Potentially. This will be up for discussion with operator after contract award if it can be done safely.**
21. Are we able to block cars in including monthly parkers if we operate during the day? **OJS: Yes Reeves: Potentially, for daily parkers only. Monthly parkers may not be blocked in. This will be up for discussion with operator after contract award if it can be done safely. Ist&E: Potentially. This will be up for discussion with operator after contract award if it can be done safely.**
22. Section B.6.1 says that the living wage of (31260 Parking and Lot Attendant) \$10.07 applies to all the parking attendants working for this contract. Attachment H says that the living wage to apply to this contract is \$12.50. Which one is correct \$12.50 or \$10.07? **The Living Wage Act prevails for this procurement and the wage to apply to this contract is \$12.50**
23. Are you interested in operators providing you with Capital Improvements offers? **Not other than noted in Section E.5.**
24. Are the Fleet parking spaces and Fleet share parking spaces part of the total monthly parking spaces reported on attachment A? **No.**
25. To clarify attachment A: Reeves Center has 362 spaces but 282 are monthly parking spaces, will the operator have 80 spaces to be used at any time? Can we park cars in

the aisles even if it blocks the self-parking spaces? **Based on the information in Attachment A, as of February 27, 2013 there are no available spaces in this lot. Please note, plans are currently under way for two District agencies to move into the Reeves Center, both of which have made requests for monthly and fleet parking spaces. We are unable to predict how many spaces will be available for the public. Parking in aisles is not currently allowed. This will be up for discussion with operator after contract award if it can be done safely.**

26. To clarify attachment A: One Judiciary Square has 400 spaces but 211 are monthly parkers, the operator will have access to 189 spaces at any time? Can we park cars in the aisles even if it blocks the self-parking spaces? **Yes. Cars may be parked in the aisles on the contractor's side of the garage, but not the employees' side.**
27. To clarify attachment A: 1st and E street has 34 spaces but all of them are for monthly parkers, will the operator have access to these spaces only Monday to Friday from 6pm to 6am? **Spaces in this lot are not 100% occupied by monthly parkers. Whatever is not occupied by monthly parkers is available for daily parkers.**
28. Where will the revenues collected by the operator be deposited? Operator's account or city account? **Any monies are required to be deposited in the operator's designated account (not co-mingled with other funds), and an accounting and reconciliation done, monthly, with funds due to DC Government remitted via check.**
29. With all the variables presented in this RFP and the fact we have not been able to perform walkthroughs for 2 of the properties do you expect to extend the proposal deadline from the original March 1st date? **As indicated in Addendum No. 1 of the solicitation, site visits for all properties were conducted on Thursday, February 21, 2013. If Vendors would like to do a self-guided walkthrough they may do so at their convenience. As noted in Addendum 3, the deadline for submission of proposals has been changed to 2:00 PM, Wednesday, March 6.**
30. Is this contract a set aside? **Yes, this RFP is being offered only for the sheltered market of Certified Business Enterprises registered with the Department of Small and Local Business Development.**
31. What is the current lease amount being paid for the garage use? **Not applicable**
32. Is there a storage area in each garage that is available to the operator? Is this area secured? **No.**
33. At the Reeves center there is an area for retail and restaurants. Is this area still active and can we use these spaces for our daily parkers? **No. This area is no longer active, but it can be used by daily parkers.**

34. Who is responsible for the meters? **Meters will be removed by the time the contract goes into effect.**
35. What are your monthly reporting requirements? **Please see Section B.1.2.**
36. It takes 4 to 6 weeks to obtain a certificate of good standing which is after the proposal is due. Can this be eliminated or changed as a requirement? **There is no requirement in the solicitation for a certificate of good standing. There is, however, a requirement for a notarized Tax Affidavit, found in attachment E.**

ITEM 2

Collection and Accounting of Parking Fees for Parking Operations

Section B.1.2 (c) - Delete and Replace with:

Books and records of parking fees, and other records related to the delivery of the required services, will not be required to be kept on site. The Contractor shall, however, make the records available for the Department's review at any time during normal business hours, immediately upon request.

Section B.1.2 (e) - Add:

Any monies are required to be deposited in the operator's designated account (not co-mingled with other funds), and an accounting and reconciliation done, monthly, with funds due to DC Government remitted via check.

ITEM 3

Offer Letter

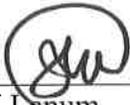
Replace Attachment C of solicitation with Attachment C in this Addendum to include space to propose option year pricing. Please see Attachment C Offer Letter.

ITEM 4

Site Visit

A site visit will be held for all parking lots on Monday, March 4, 2013. The site visit for the Reeves Center parking lot will begin at 10:00am at the entrance to the parking lot. The site visit for One Judiciary Square and 1st & E Street will begin at 12:00pm at the entrance to the One Judiciary Square parking lot. Vendors will meet Paul Dowell at the entrance to the parking lots at

the assigned times. The facility tour will allow vendors the opportunity to view the premises. Vendors should limit the personnel in attendance to a manageable number.



JW Lanum
Associate Director/Contracting Officer

2/28/13
Date

Proposals are due by **Wednesday, March 6, 2013 by 2:00pm EST.**

End of Addendum No. 4