



CLARIFICATION MEMO #1

TO: Registered Bidders
CCDC Website

FROM: Pam Sheldon, Contracts Manager

DATE: December 9, 2011

SUBJECT: DPPS Parking Operator RFP

Responses to questions asked by prospective Respondents are as follows:

1. **Page 10, Paragraphs 2, 3 and 4**
Please Note: These paragraphs have been revised; please see item 2 in Addendum No. 1

2. **Page 11, Item 4.a.ii**

This criterion requires references for three municipal parking garage systems where the Respondent has a current contract, and the contract has been in place for two years. Would CCDC accept in lieu of this requirement reference projects from Respondent's previous employment with a different firm?

Answer: No. After consideration, CCDC is leaving the requirement as is.

3. **Page 14, Item 8(b)**

Would bank references and the ability to procure fidelity and performance bonds be satisfactory to CCDC in lieu of audited financials?

Answer: No. CCDC is requiring that audited financials be submitted since they provide an independent, professional assessment of the financial condition of the Respondent.

4. Page 20, ATTACHMENT B – FY 2011 DPPS Parking Operator Budget:

a. What is included in “All other insurance”?

Answer: This amount includes general commercial liability, auto liability, theft, workers compensation and employer’s liability insurance.

b. The amount for telephone/cell phones is \$20,518 for Capitol Terrace, which is much higher than the amounts for the other garages. Is this number correct?

Answer: The 20,518 number is a typographical error. It should be 2,518. (See item 4 in Addendum No. 1.)

c. Who pays for the Parking Office rent?

Answer: CCDC pays for the office rent directly. It is not included in the Parking Operator budget.

d. What types of maintenance expenses are paid by the Parking Operator and what types are paid by CCDC?

Answer: The Parking Operator budgets and pays for routine maintenance and minor repairs – cleaning and sweeping the parking floors, stair and elevator lobbies, elevator floors, and the outdoor entrances to the garages and stair / elevator towers; minor painting, electrical, plumbing items, replacing light bulbs, etc. The Parking Operator also pays for restriping the pavement markings in the garage and getting rid of graffiti.

The Parking Operator pays for annual elevator inspections and routine maintenance, and annual inspections of the fire sprinkler system and fire extinguishers.

CCDC pays for major maintenance / repairs and capital reinvestment projects. CCDC has a parking reinvestment plan that includes such items as waterproofing, repairing concrete delamination & spalling, exterior painting and painting stairwells and elevator lobbies, upgrading or replacing elevators, extensive repair or replacement of building systems, signage systems, etc. CCDC also pays for unanticipated expenses such as structural damage from careless or impaired drivers, vandalism.

e. Can we get operating budgets for the last 4 to 5 years?

CCDC is providing actuals for 2009 and 2010 (see charts below). This is the most accessible data we have for the six-garage system that is the subject of the DPPS Parking Operator RFP. Previous budgets and actuals reflect a DPPS system with different combinations of garages and surface parking lots.

CCDC is preparing a chart that will show 2011 actuals, so that prospective Respondents will have the 2011 budget, and actuals for 2009, 2010 and 2011. The 2011 actuals will be sent to registered firms as soon as they are available.

Spaces	FY 2009 Actuals							Total All 2561
	600/645 Overhead	612 Eastman 396	613 Cap Terr 495	617 City Centre 568	618 Grove 543	625 Blvd 216	651 Myrtle St 343	
Salaries/Vacation/Taxes	303,486	105,619	168,069	139,092	41,458	79,226	114,781	951,729
Employee insurance	18,269	18,331	31,155	20,236	4,730	5,810	18,361	116,893
All other insurance	13,906	7,371	10,369	10,300	6,833	4,713	7,324	60,816
Utilities/Water/Electric Power		20,001	24,640	37,070	21,046	9,776	15,450	127,983
Security	118,534							118,534
Repairs - Garage, Equipment	374	6,794	18,274	13,996	2,471	1,195	8,763	51,866
Repairs & Mtc Elevator		9,569	19,992	22,853	3,810	2,382	7,566	66,172
Routine Mtc & Snow Removal	1,398	7,989	6,349	8,770	4,640	1,106	2,242	32,494
General Supplies	9,886	5,539	11,782	10,834	6,551	2,121	5,353	52,066
Telephone/cell phones	9,330	1,401	2,161	2,239	919	341	1,768	18,160
All other expenses	60,338	2,589	3,968	2,354	3,326	1,918	2,331	76,824
Management Fee	86,050							86,050
Totals	621,571	185,202	296,758	267,743	95,784	108,589	183,939	1,759,586
Direct Cost per Space		468	600	471	176	503	536	
Allocation of Overhead (does not equal total b/c FY 09 Included Ave A) Calculated amount to Ave A: \$151,458; 24%		72,694 12%	90,868 15%	104,268 17%	99,679 16%	39,651 6%	62,965 10%	470,125
Total, with overhead		257,896	387,626	372,011	195,463	148,240	246,904	

Spaces	FY 2010 Actual							2561
	600/645 Overhead	612 Eastman 396	613 Cap Terr 495	617 City Centre 568	618 Grove 543	625 Blvd 216	651 Myrtle St 343	
Salaries/Vacation/Taxes	373,722	85,288	160,103	100,828	36,649	66,618	108,545	931,753
Employee insurance	24,445	20,597	38,443	24,982	6,331	14,622	18,541	147,961
All other insurance	15,207	7,303	11,207	9,785	6,920	4,755	7,868	63,044
Utilities/Water/Electric Power		22,518	25,963	42,346	22,929	10,760	17,832	142,348
Security	113,389							113,389
Repairs - Garage, Equipment	2,896	8,673	17,274	22,256	2,029	3,379	5,326	61,834
Repairs & Mtc Elevator		13,034	10,688	13,133	5,618	1,076	7,735	51,285
Routine Mtc & Snow Removal	2,094	7,471	11,815	11,570	3,071	2,623	2,118	40,761
General Supplies	10,212	4,635	8,361	5,067	6,942	1,467	1,267	37,952
Telephone/cell phones	10,231	2,342	3,391	3,201	1,750	1,186	2,880	24,981
All other expenses	55,703	3,990	5,624	5,454	5,421	2,537	5,206	83,936
Management Fee	90,600							90,600
Totals	698,499	175,852	292,869	238,622	97,659	109,023	177,320	1,789,844
Direct Cost per Space		444	592	420	180	505	517	
Allocation of Overhead (does not equal total b/c FY 09 Included Ave A) Calculated amount to Ave A: \$167,408; 24%		81,691 12%	102,114 15%	117,173 17%	112,016 16%	44,559 6%	70,758 10%	528,311
Total, with overhead		257,543	394,983	355,795	209,675	153,582	248,078	-

4. Page 27, ATTACHMENT H
Please Note: Format for Attachment H has been revised; see item 4 in Addendum No. 1

5. Who repairs the elevators in the DPPS system?

Answer: There are three brands of elevators in the DPPS system – ThyssenKrupp, Otis and Schindler. The Parking Operator has maintenance contracts with these companies.

6. Who is the current security company providing services to the garages? What services are they providing? How many guards, on foot, on bike or in a vehicle?

Answer: The current security company is Wackenhut.

- Daily (Monday – Sunday) from 6 pm to 2 am: One officer conducting roving patrols.
- Wednesday – Saturday from 7:00 pm to 3 am: One additional officer
- Friday to Saturday from 5:00 pm to 11 pm: Second additional officer

Roving patrols are conducted in a vehicle, on bicycle and on foot.

7. Do any of the parking garages in the DPPS have rolling grills that are lowered after hours?

Answer: No.

8. Is the Parking Operator responsible for cleaning the sidewalks surrounding the garages or any other areas outside the footprint of the garages (i.e. where is the cleaning line)?

Answer: The Downtown Boise Association (DBA) is responsible for cleaning and clearing snow from the sidewalks surrounding the parking garages. However, the Parking Operator routinely cleans and shovels the sidewalk at the entrances to the stair / elevator towers. The Parking Operator is also responsible for cleaning and shoveling the driveways into and out of the garages.

9. Who is providing the current sweeping/cleaning of the garage?

Answer: Parking Operator

10. Who is providing the current snow removal?

Answer: Parking Operator clears snow from driveways into and out of garages and sidewalks at the street level entrances to the elevator / stair towers. Parking Operator has a contract with a snow removal company (Summer Lawns) to clear the top decks of the parking garages which are exposed to snow fall.

11. Does each parking garage have storage space for maintenance supplies, etc.

Answer: Yes.

The garages also include storage areas used by other downtown organizations such as the Downtown Boise Association (tables and chairs for large events on the Grove Plaza are stored in the Boulevard Garage) and the Capital City Public Market stores (tents & other items) in the Capitol Terrace Garage.

CCDC has an agreement with the Hampton Inn and Suites that requires CCDC to have a card reader system in place that will allow hotel door keys to serve as credentials to use the Myrtle St Garage.

19. What bonds will the operator be required to provide? Where are they included in the budget?

Answer: The operator will be required by the contract to provide a fidelity bond and performance bond. The costs of bonding should not be stated separately; it would be paid from the Management Fee.

If you have a question about this Clarification Memo #1, please contact:

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END OF CLARIFICATION MEMO #1