

**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS # 08 – 12**

Request for Proposals (RFP) Title: Parking Management Services: Operation of the Union Station Parking Lots

Date this Addendum Issued: October 15, 2008

Solicitation Coordinator: Daniel Spero, CPPB
Contracts Specialist
Professional Services
Portland Development Commission
(503) 823-3291 (office)
(503) 865-3738 (fax to email)
sperod@pdc.us (email)

GENERAL INSTRUCTIONS:

- This Addendum constitutes an integral part of the above-referenced Request for Proposals (RFP) and shall be read in conjunction with the RFP.
- Where inconsistent with the original RFP, or any subsequent Addendum, this Addendum shall govern.
- It is the responsibility of all Proposers to conform to this Addendum.
- Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged and can only be modified if in writing.

PURPOSE OF THIS ADDENDUM:

The purpose of this Addendum is to answer questions raised by a potential proposer as well as modify the “Schedule of Solicitation & Contract Award Events” listed on page 1 of the RFP.

PART I. CLARIFICATION OF THE RFP

Question 1: What are the current staffing levels at the Parking Lots?

PDC Response: The Parking Lots are unattended. The contract awarded from the RFP requires adequate staffing to perform the Scope of Work and this is paid to the selected Contractor as an allowable operating expense. PDC does not have data that indicates the current staffing levels on the existing Contract for these sites.

Question 2: During our site visit, we noticed several luggage carts in the lot. Who is responsible for collecting those carts?

PDC Response: The Union Station Train Depot is responsible for collecting loose luggage carts.

Question 3: What has been the gross income for each lot for the past three years?

PDC Response: Income for the last three years for the Parking Lots is as follows:

Year	Parking Lot	Gross Revenues
2006	Union Station Forecourt Lot	\$110,980
2006	Station Place Lot 7	42,776
2007	Union Station Forecourt Lot	148,660
2007	Station Place Lot 7	42,830
2008 (thru Aug. 2008)	Union Station Forecourt Lot	112,553
2008 (thru Aug. 2008)	Station Place Lot 7	31,429

Question 4: The RFP states that the pay and display equipment must be leased. What company leases the equipment and what is the current lease deal? Is there a current maintenance service contract?

PDC Response: The equipment is leased by the Operator and not by PDC. It will be the Operator's responsibility to negotiate directly with an equipment leasing company and determine whether a maintenance service contract is necessary.

Question 5: In the Union Station Forecourt lot, there is one space reserved for a Flex Car. Does the patron pay a monthly rate or premium fee for this space?

PDC Response: PDC is not charging any parking fees to the Flex Car Operator and is providing this parking space to promote the use of the Flex Car program.

Question 6: Section III (B) (10) of the RFP [page 7] states: "The Operator shall pay all wages of employees, payroll taxes, and worker's compensation insurance premiums, and provide health plans to the employees, supplies, and uniforms, at Operators own expense..." However, in Section II (A) (4) of the RFP [page 4] some of those items are listed under reimbursable expenses. Please clarify, are all expenses for the operation reimbursed?

PDC Response: The Operator will make these payments directly and show them as an itemized operating expense that is reimbursed from the parking revenues.

Question 7: Are the costs associated with the "Operators Responsibilities" in Section III (B) of the RFP [pages 6 and 7] considered a "reimbursable expense."

PDC Response: Yes. The expenses referenced in that section are considered a reimbursable expense.

Question 8: Station Place 7 lot is currently a monthly parking only lot. Would PDC be willing to open the lot to transient parking?

PDC Response: No. The "Central City Parking Plan" requires that Station Place Lot 7 be maintained for monthly parking only.

Question 9: Who is the current operator of the Parking Lots and how long have they managed the location?

PDC Response: The current Operator of the Parking Lots described in the RFP is City Center Parking. They have been managing these Lots under PDC Personal Services Contract #203149 ("the Contract") since November 2003.

Question 10: Can you provide us with a copy of the current Contract?

PDC Response: Copies of the Contract may be: 1) be viewed in-person at PDC offices at 222 NW 5th Avenue, Portland, Oregon 97209 but only upon appointment request to the Solicitation Coordinator for this RFP (contact info above); or 2) by submitting a [Public Records Request](#) to PDC Legal Services.

<http://www.pdc.us/pdf/about/public_records_request_form.pdf>

Question 11: Can you provide information on the “special events” referenced in Section III (B) (9) of the RFP [page 6], including associated revenue, expenses, amount of events, etc.?

PDC Response: As PDC does not require the current Operator to maintain records of such special events, no such records are available at this time.

PART II. CHANGES TO THE RFP

The “Schedule of Solicitation & Contract Award Events” on page 1 of the RFP is hereby deleted in its entirety and replaced with the following (changes from the RFP in bold underline):

“SCHEDULE OF SOLICITATION & CONTRACT AWARD EVENTS

The following schedule is subject to revision at PDC’s sole discretion.

Request for Proposals Issued	October 3, 2008
Deadline for Proposer Questions/Requests for Change(s)	October 10, 2008
Proposals Due <i>(not later than)</i>	<u>October 24, 2008</u> <u>by 3:00 PM</u> (Pacific Time)
Evaluation Period, Ending <i>(tentative)</i>	<u>October 30, 2008</u>
Anticipated Notice of Intent to Award <i>(tentative)</i> :	<u>October 31, 2008</u>
Anticipated Date of Contract Execution <i>(tentative)</i>	<u>November 14, 2008</u>

NOTE: NO pre-proposal conference or meeting is scheduled for this solicitation.”

END OF THIS ADDENDUM