

**City of Philadelphia
Procurement Department**

**Addendum No. 1
Concession Bid # C-103-09
Bid Opening Date: May 8, 2009**

Dated: April 22, 2009

NOTICE

It is the sole responsibility of the bidder to ensure it has received any and all addenda and the Procurement Commissioner may in his/her sole discretion reject any bid for which all addenda have not been executed and returned.

PROPOSAL FOR

**Concession Bid for the Management & Operation of Parking
Operations in the Fairmount Park System**

BID # C-103-09

IS AMENDED AS FOLLOWS:

1. Replace existing Data for Parking Operations as Attachment 8, with the attached revised Data for Parking Operations sheets.

Please sign, date and return this addendum with your bid as it now becomes a part of the proposal.

Company Name (type or print): _____

Authorized Signature: _____ **Title** _____

Name (type or print): _____ **Date** _____

ATTACHMENT 8

DATA FOR PARKING OPERATIONS

Data for the **Eakins Oval Parking Lot:**

Feb-08	3198	\$7.00	\$22,386.00
Mar-08	2501	\$7.00	\$17,507.00
Apr-08	4098	\$7.00	\$28,686.00
May-08	3003	\$7.00	\$21,021.00
Jun-08	2605	\$7.00	\$18,235.00
Jul-08	1520	\$7.00	\$10,640.00
Aug-08	3744	\$7.00	\$26,208.00
Sep-08	1710	\$7.00	\$11,970.00
Sep-08	1200	\$8.00	\$9,600.00
Oct-08	1113	\$8.00	\$8,904.00
Nov-08	1607	\$8.00	\$12,856.00
Dec-08	1123	\$8.00	\$8,984.00

Totals	30102		\$215,757.00
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Jan-07	1236	\$7.00	\$8,652.00
Feb-07	1806	\$7.00	\$12,642.00

Data for the **East Park Regatta Parking:**

Manny Flick Regatta Parking 4/13/2008	446	\$8.00	\$3,568.00
Manny Flick Regatta Parking 4/20/2008	406	\$8.00	\$3,248.00
Manny Flick Regatta Parking 5/4/2008	763	\$8.00	\$6,104.00
Dad Vail Regatta Parking 5/10/2008-5/11/2008	1741	\$10.00	\$17,410.00
Stotesbury Regatta Parking 5/16/2008-5/17/2008	2463	\$10.00	\$24,630.00
Dragon Boat Regatta Parking 10/4/2008	1319	\$10.00	\$13,190.00
Dragon Boat Regatta Parking 10/25/2008	421	\$10.00	\$4,210.00

Totals	7921		\$75,256.00
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Data for Eagles Parking at **FDR Park:**

Season Average Number of Cars Parking Rates

2004	945	\$20.00
2005	733	\$20.00
2006	1090	\$20.00
2007	771	\$25.00
2008	732	\$25.00

**City of Philadelphia
Procurement Department**

**Addendum No. 2
Concession Bid # C-103-09
Bid Opening Date: May 8, 2009**

Dated: May 4, 2009

NOTICE

It is the sole responsibility of the bidder to ensure it has received any and all addenda and the Procurement Commissioner may in his/her sole discretion reject any bid for which all addenda have not been executed and returned.

PROPOSAL FOR

**Concession Bid for the Management and Operations of
Parking Operations in the Fairmount Park System**

BID # C-103-09

IS AMENDED AS FOLLOWS

On April 30, 2009, the Fairmount Park Commission, City of Philadelphia, conducted a Mandatory Pre-Bid Meeting pursuant to Bid # C-103-09. The purpose of this addendum is to incorporate the questions and answers from the Mandatory Pre-Bid Meeting:

Question and Answer Addendum

- 1) Is the Concessionaire responsible for paying Parking Taxes to the City of Philadelphia for Parking Operations at FDR Park?

Answer: The Concessionaire will be responsible for Parking Taxes owed to the City of Philadelphia for Parking Operations at Franklin Delano Roosevelt Park. Please refer to the description immediately below for further information:

3.4 Parking Taxes

Concessionaire shall be responsible for payment of the Parking Tax for each Parking Operation in accordance with Chapter 19-1200 of the Philadelphia Code.

- 2) Due to the fact that Bidders have to discuss this concession bid with senior management at meetings that are only scheduled once a week, is there a chance that the deadline for the bid opening date can be postponed to a future date?

Answer: The Bid Opening Date is locked in unless unforeseen circumstances result in its postponement.

- 3) Would it be possible to have the current percentage fees for After Tax Parking Revenues of the Eakins Oval and East Park Regatta Parking Operations provided to the Bidders?

Answer: Yes, the exact percentage fees for After Tax Parking Revenues of the Eakins Oval and East Park Regatta Parking Operations are as follows:

Eakins Oval: 70.52%

East Park Regatta: 31.59%

- 4) With regard to the activity level for parking at Eakins Oval, has Fairmount Park considered the impact of the newly opened garage at the Art Museum?

Answer: Activity levels at Eakins Oval have remained constant despite the opening of the Art Museum garage. With the opening of the Barnes Museum in the coming years and the pricing rates for the parking garage at the Art Museum, Fairmount Park believes the level of parking activity at Eakins Oval will either stay at or grow from its current levels.

- 5) Has Fairmount Park considered the installation of equipment at Eakins Oval to control entrance into the lot and a metered machine to ticket incoming vehicles in lieu of a staff member?

Answer: The Park has not considered installation of automated parking equipment at Eakins Oval. The Concession Bid contemplates an attendant managed parking lot. However, the Park will entertain any proposals from the successful

Concessionaire concerning equipment installations at the Eakins Oval Lot. Any equipment costs shall be the sole responsibility of the Concessionaire. Please refer to the description immediately below for further information:

3.3 Equipment for Parking Operations; Maintenance and Repair

The Concessionaire shall, at its sole cost and expense, provide and use all equipment, material, and supplies necessary and prudent for the safe, efficient and successful performance of the Parking Operations including, but not limited to, cones, tape, signs, parking tickets, uniforms (with reflectors) and flashlights. All maintenance, repair, and replacement of the equipment, materials, and supplies used by Concessionaire for the Parking Operations shall be the sole responsibility of the Concessionaire.

- 6) Will it be difficult to differentiate between Philadelphia Eagles Game attendees and Park users for recreational activities at FDR Park?

Answer: Typically incoming patrons and their vehicles for Philadelphia Eagles Games have paraphernalia displayed indicating their purpose for visiting FDR Park.

- 7) How many cars were parked last night and the night before at FDR Park for the Bruce Springsteen Concerts and how much was each car charged for parking their vehicle at FDR Park for both those concerts?

Answer:

Cars Parked for the Bruce Springsteen Concert at FDR Park (04/29/09): 369

Cars Parked for the Bruce Springsteen Concert at FDR Park (04/28/09): 522

Rate per Vehicle for each Bruce Springsteen Concert at FDR Park: \$10.00

- 8) The 40% Percentage Fee for After Tax Parking Revenues for Other Events at FDR Park pertains to what types of events?

Answer: The 40% Percentage Fee of After Tax Parking Revenues for Other Events at FDR Park pertains to events other than parking for Philadelphia Eagles Games. Events may include parking for Philadelphia Phillies Games and Concerts.

- 9) What is the extent of Park Staff involvement in the Parking Operations?

Answer: For Parking Operations at FDR Park, Park staff direct traffic within FDR Park and flag the vehicles to the parking spots. For East Park Regatta Parking and Eakins Oval, Park staff is not involved in the Parking Operations.

- 10) Can you provide gross receipts from the Parking Operations at Eakins Oval Lot for January 2008?

Answer: Provided below are the Gross Receipts for the Eakins Oval Lot for January 2008. The Totals for the 2008 Calendar Year for Eakins Oval Lot remain the same because they accounted for the Gross Receipts for January 2008.

Jan-08	2680	\$7.00	\$18,760.00
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- 11) Can you discuss why there are two descriptions of Gross Receipts from the Parking Operations at the Eakins Oval Lot for September 2008?

Answer: The parking rate at the Eakins Oval Lot changed to \$8.00 midway through September 2008 thus two reports were produced for that month. Please note that the current parking rate policy for the Eakins Oval Lot is as follows:

Monday: Closed
Tuesday – Friday: \$8.00 (\$10.00 if parking for more than 6 hours)
Saturday – Sunday: \$10.00

- 12) If the Concessionaire has Commercial Liability Coverage that includes coverage for crime insurance does the Concessionaire have to also obtain a Fidelity Bond?

Answer: The Concessionaire does not have to obtain a Fidelity Bond if it satisfies the requirements of the Concession Bid for crime insurance coverage. Please refer to the description immediately below for further information:

(C) Fidelity Bond.
Concessionaire shall, at its sole cost and expense, obtain and maintain during the Term and any renewal Terms of this Agreement, a fidelity bond in an amount of Fifty Thousand Dollars (\$50,000), covering Concessionaire's employees who have financial responsibilities related to the receipt and disbursement of funds under this Agreement. In lieu of a fidelity bond, Concessionaire may obtain coverage for crime insurance with limits of Fifty Thousand Dollars (\$50,000). The fidelity bond or crime insurance, whichever is obtained by Concessionaire, shall name the City as a beneficiary. Evidence of the existence of the fidelity bond or crime insurance shall be submitted to the City prior to the commencement of Services. Notification of crime insurance is subject to the provisions of 11 (A). Failure to maintain the Fidelity Bond shall be considered a material breach.

- 13) Does Fairmount Park require minimum staffing levels for the Parking Operations?

Answer: Fairmount does not require minimum staffing levels for the Parking Operations. Fairmount Park does however require that staffing levels for each Parking Operation be sufficient to provide quality parking and customer service and an efficient and well maintained operation. Additionally the Concession Bid requires that each Bidder submit an operational plan for each Parking Operation

that details the staffing level for each Parking Operation. Please refer to the description immediately below for further information:

3.10 Operational Plan

All bids must include a detailed operational plan for each Parking Operation site.

3.10.1 Each Bidder must submit a detailed operational plan with their bid. At a minimum, the following must be included in the operational plan:

3.10.1.1 A detailed description for operating and managing the Parking Operations for each site, including, but not limited to, staffing levels and equipment to be utilized in fulfilling the requirements specified in this Bid Specification.

3.10.1.2 Identification of Bidder's management team and description of the team's background and experience.

3.10.1.3 Description of the procedures for addressing City complaint concerning the quality and availability of services.

3.10.1.4 Proposal of quality assurances for the Parking Operations to prevent inappropriate transactions between customers and the Parking Operation's Personnel.

14) After the commencement of the Bid Opening Date, will Bidders be permitted to request information pertaining to all the bids that are submitted?

Answer: Yes, once the bids are opened, all bidders will be able to request information pertaining to all the bids that are submitted.

15) Attachment 8 details the gross revenue collected for parking during the regattas. Does the revenue shown include any of the surcharges/donations and if so please detail the amount?

Answer: Except for the Manny Flick Regattas, the gross revenues collected for the East Park Regatta Parking include surcharges/donations. The surcharge was an additional \$2.00 for each vehicle, which was incorporated in the parking rate. Please refer to the description immediately below for further information:

3.1.2.4 Upon request of the Commissioner of Fairmount Park, Concessionaire shall be required to collect an additional parking surcharge for every vehicle that parks in the East Park Regatta Parking area to cover the cost of regatta operations for the regatta sponsor. The parking surcharge shall at no time exceed 25% of the Parking Fee.

- 16) How many days a year, other than the listed days, is Eakins Oval closed to the parking operator? Who will make the determination as to when the Oval is to be closed and how many days in advance of an event will the Oval be closed? If Eakins Oval is closed during a peak period of business other than the days listed, will the operator be compensated for the lost revenue?

Answer: Other than the listed days provided in Attachment 5 of the Concession Bid, it is difficult to determine, on average, how many days a year the Eakins Oval Lot is closed. Typically, on any given year, Eakins Oval Lot is closed during the events listed in Attachment 5. The determination for when Eakins Oval will be closed will be made by Fairmount Park and the City's Special Event Office. On average, the Eakins Oval Lot will be closed in advance of an event anywhere between two (2) days to two (2) weeks, depending on the size of the event. The Concessionaire will not be compensated for lost revenues resulting from closures of the Eakins Oval Lot.

- 17) How many police officers are provided during the regatta events to assist with the detour and provide security in the parking areas? Are any assign for traffic control and parking ticket writing? Who is the contact in the Police Department assigned to manage the events? Are police detailed to be in the Park or along Kelly Drive? Are there ever problems with break-ins or other crime?

Answer: From time to time, police officers may drive through and/or be stationed at the Regatta Parking areas. It is not guaranteed that they will provide assistance with detours and security in the Regatta Parking Areas. Police Officers typically provide traffic control along Kelly Drive, and may, at their discretion, issue parking tickets. The contact in the Police Department assigned to managing Regatta Events is the Police Captain. From time to time, police officers may be detailed in the Park and along Kelly Drive for Regatta events. From time to time, break-ins may occur in the Regatta Parking areas. No other crimes have been committed in the Regatta Parking Areas to the Park's knowledge.

- 18) Since this is a public park, are any Fairmount Park employees assigned to handle issues un-related to the parking? For example: problems with ball players, picnickers, etc.

Answer: Typically District staff of the Park and Park Rangers are assigned to address issues with Park users. However, from time to time, the Park users may confront the Concessionaire with issues as well.

- 19) During the regattas, are there other users of the Park properties that require parking in the parking lots? Are these people charged for parking? Can they be turned away during larger events?

Answer: During Regatta Parking, the road surrounding Edgely Field has parking for both Park users and Regatta participants. Park users parking for activities other than Regatta Events are not charged for parking during Regatta events and they can not be turned away for larger events.

**ADDENDUM NO. 2
ACKNOWLEDGEMENT OF RECEIPT
MAY 4, 2009**

**CITY OF PHILADELPHIA
FAIRMOUNT PARK**

**CONCESSION BID FOR THE MANAGEMENT AND OPERATION OF
PARKING OPERATIONS IN THE FAIRMOUNT PARK SYSTEM
BID NO. C-103-09**

The attached **Addendum Acknowledgement** contains a clear listing of contents of the addendum for total number of pages. I have carefully read the addendum and verified the presence of all attached documents and number of pages in each document. I certify that I have received all pages listed in Addendum Number 2 for the Concession Bid for the Management and Operations of Parking Operations in the Fairmount Park System.

Name of Company

Address

Telephone/Fax

Signature/Title