

**STATE OF ALASKA RFP NUMBER 2525H002**  
**AMENDMENT NUMBER One (1)**  
**AMENDMENT ISSUING OFFICE:**



Department of Transportation & Public Facilities  
Statewide Contracting & Procurement  
P.O. Box 112500  
(3132 Channel Drive, Room 350)  
Juneau, Alaska 99811-2500

**THIS IS NOT AN ORDER**

**DATE AMENDMENT ISSUED: May 29, 2025**

**RFP TITLE: Anchorage Airport Parking Operations**

**DUE DATE:** June 16, 2025 at 2:00 PM. (Alaska Standard Time)

**This is a mandatory return Amendment.** *Your bid may be considered non-responsive if this signed amendment is not received [in addition to your bid] by the date and time bids are due.*

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Offerors Name: \_\_\_\_\_

The purpose of this Amendment #1 is to:

- **Answer Questions Received**
- **Modify Sections of the RFP**
- **Provide Meeting Location for the Offeror Site Inspection**

**Questions and Answers**

**Question #1**

On page 22, Sec 4.04 C Reference is made to a Federal APD SST system with Scan NT software That system was replaced quite sometime ago. Current Revenue control system is a Hub/Datapark System.

**Answer #1**

Yes, Please see Modification #1

**Question #2**

Workers Comp insurance On page 65 Agreement, Article VIII, D 6 c  
Under excluded item, worker's compensation is included.  
Shouldn't this read as "excluding"

See page 87 Article XVIII C

Last sentence states. Worker's Compensation Insurance costs will be reimbursed by the State.

**Answer #2**

Yes, Please see Modification #2

**Question #3**

Page 64 Article VIII A Management Fee is listed as 2%. Won't this percentage be the amount of the management fee proposed by the successful bidder?

**Answer #3**

Yes, Please see Modification #2

End of Questions and Answers

Modifications to Sections of the RFP

**Modification #1**

RFP **Section 4.04 Demonstrated Experience & Industry Knowledge** is removed in its entirety and replaced with the following language.

**SEC 4.04 DEMONSTRATED EXPERIENCE & INDUSTRY KNOWLEDGE**

Offerors must provide comprehensive narrative statements that illustrate their experience and industry knowledge of airport parking operations.

**Demonstrated Experience**

- A. The offeror shall describe how it and its proposed daily management team have active, satisfactory experience and responsibility that meets the minimum experience requirement outlined in this RFP and the Parking Operations Agreement.
- B. The offeror shall describe how it and its proposed daily management team have active, satisfactory experience with, and responsibility for the management and operation of a comparable vehicle and aircraft parking facilities and shuttle bus services similar to the ones to be awarded.
- C. The offeror shall describe how it and its proposed daily management team have the capability of operating a revenue control system similar or equal to the **Hub/Datapark system**.
- D. The offeror shall specifically describe its demonstrated experience at other comparable locations with similar facilities of equal size and level of activity, describing experience managing and maintaining similar facilities, collecting and processing high column cash transactions, and entailing significant service and contact with the public. The offeror should specifically address experience related to vehicle and aircraft parking facilities and shuttle bus service.
- E. The offeror shall clearly state how the duration and extent of the offeror's experience and qualification in the parking facilities management and shuttle bus service qualify the offeror to operate a business the size and magnitude of the contract to be awarded.
- F. The offeror shall describe its experience of providing parking operations in cold weather

climates and shall highlight any parking operations involving similar weather conditions to those experienced by the ANC airport.

G. The offeror shall provide the name, address, phone number and airport employee name to contact at the offeror's best parking (and shuttle bus) services locations or the two separate parking and shuttle bus services locations which are most similar to ANC Airport AND the locations that meet the minimum experience criteria established in this RFP, if different from the other locations described in this subsection. The offeror should provide the following information about the locations identified in the subsection:

1. A description of the location, the number of public vehicle and aircraft parking spaces, buildings, areas and/or garages managed.
2. The type of revenue control equipment and cash collection and accounting procedures (by brand, model, capability and type of software).
3. The scope of management, maintenance, janitorial, security, administrative, and subcontracting responsibilities.
4. The gross revenues and expenses of the operating budgets for the period managed, but not more than the five most recent years.
5. The number and size of shuttle buses and scope of management and maintenance for the shuttle bus fleet.
6. The type of agreement (straight management).

The entities submitted by the offeror as references may be contacted by the State to obtain information regarding the offeror's operation and performance, including, but not limited to, the effectiveness and quality of operation, customer complaint record, financial status, timeliness of deposits and payments, and overall satisfaction with performance

### **Industry Knowledge**

- A. Submit a statement that demonstrates the offeror understands its role as the vehicle and aircraft parking and shuttle bus service operator at AIAS –Ted Stevens Anchorage International Airport. Describe any differences or similarities in the management and operation of the parking facilities and shuttle bus service at the AIAS –Ted Stevens Anchorage International Airport compared to other airports managed and operated by the offeror.
- B. Describe the offeror's assessment of the status of the current parking and shuttle bus operations at AIAS –Ted Stevens Anchorage International Airport and how this relates to the traveling public's perception of AIAS –Ted Stevens Anchorage International Airport.

- C. Describe the offeror's plans to enhance the parking and shuttle bus service to better serve the traveling public. Ticketless transactions, prepaid parking and other service enhancements should be included, addressing the pros and cons of the implementation of those programs at AIAS –Ted Stevens Anchorage International Airport.
- D. Provide the offeror's assessment of industry trends that may impact future parking facilities, shuttle bus service and ground transportation strategies at AIAS –Ted Stevens Anchorage International Airport.
- E. Describe what the offeror considers is its best example of how it adjusted its operating procedures to adapt to a major change in the parking facilities management and shuttle bus service.

## **Modification #2**

**RFP Attachment #3 Parking Operations Agreement Article VIII ANC MANAGEMENT FEE** is removed in its entirety and replaced with the following language.

### **ARTICLE VIII** **ANC MANAGEMENT FEE**

Fee provisions associated with the ANC parking operations will consist of two primary components: (1) a management fee paid to contractor and (2) expense reimbursement. This arrangement, and associated specific accounting requirements, are more fully described below.

- A. **Management Fee**: The State will pay the contractor a monthly management fee for its operations at ANC. The management fee will be \_\_\_\_\_ percent (\_\_\_\_%) of the monthly Gross Revenues generated by the Parking Facilities. However, the management fee will be reduced by any charge or liquidated damages stipulated in this Agreement and assessed by the State. The State will pay the net fee on or before the thirtieth (30th) day after the State receives the contractor's monthly activity report.
- B. **Monthly Certified Activity Report**: contractor will submit a monthly certified activity report of all Gross Revenues collected during the preceding calendar month. Each report must reflect the total revenue generated by the Parking Facilities by rate class, ticket count and payment type, as well as to specify revenue generated by each pay-for-parking location (e.g., for example, short-term parking garage, long-term, pre-pay, North Terminal lot and the Park, Ride & Fly lot). This report will include a summary of operating expenses for the Parking Facilities and Shuttle Bus Services and an invoice for the amount to be reimbursed. The summary report will be accompanied by evidence of disbursements, as well as invoices including receipts for petty cash. The certified activity report will include credit for employee benefits collected from the State but not paid to the employee if the employee was terminated prior to eligibility of benefits. The certified activity report must also reflect free parking validations and discounted parking rates, if any.
- C. **Operating Expense Reimbursement**: The contractor will pay all costs and expenses connected with the Parking Facilities when due. The Contractor will submit a written report to the State by the tenth (10th) day of each month, listing all expenses previously authorized in accordance with Sections C and D of this Article that were incurred and paid in the operation of the Parking Facilities and Shuttle Bus Service for the preceding month. The State will process reimbursements and pay approved costs on or before the thirtieth (30th) day after the State receives the contractor's monthly activity report.
- D. **Annual Budgets**: The contractor will prepare a detailed annual budget, broken out by month, covering the anticipated Parking Facilities and Shuttle Bus Service operating expenses for the period of July 1, 2025 through June 30, 2026, 12 months, for the first year, July 1, 2026 through June 30, 2027 for the second year, and each succeeding July 1 through June 1 according to the State's fiscal year.

- 1. The budget for the first year shall not exceed \$2,200,000.00 dollars and for the second year shall not exceed \$2,200,00.00 dollars and must be submitted in its final form, to the State no later than July 1, 2025.

The final budget must reflect the Proforma submitted during the Request for Proposal process.

2. The contractor may request incremental inflationary increases in the annual budget, starting year three (3), July 1, 2027. The increase must be identified and justified in the annual budget for review and approval by the State.

3. The annual budget for year three (3) and each succeeding year must be submitted to the State for review and approval, no later than October 15 of the previous year. The budget for year three (3) starting July 1, 2027 through June 30, 2028 is due no later than October 15, 2026.

4. The annual budget, broken out by month, will include all expenses the contractor anticipates in the normal operation of the Parking Facilities and Shuttle Bus Service, and will be based on staffing levels approved by the State. The contractor will submit a staffing plan for State approval with each annual budget.

5. The annual budget will include the following elements: cashiering, management, security, utilities, supplies, routine maintenance, structural maintenance, snow removal, elevator/PARCS maintenance, and other expenses. The State may add or remove particular elements at its discretion, or as mutually agreed.

6. The annual budget will exclude the following items that the contractor will provide at its own expense:

- a. All licenses, permits, fees, and business taxes necessary to conduct business.
- b. Headquarters (contractor home office) costs and expenses of legal, administrative, bookkeeping, executive personnel and company officials.
- c. The cost of insurance (**excluding** Worker's Compensation) and bond coverage required by this Agreement, including insurance deductibles.
- d. Cost of repairs for damages caused by negligence or omissions of the contractor.
- e. Travel accommodations and professional membership for the contractor.
- f. Funds needed for a cashier's change bank.
- g. Charitable or political contributions.
- h. Amounts due to the State because of cashier shortages, lost, stolen or unaccounted-for funds.
- i. NSF checks and/or IOU amounts resulting from failure to use proper procedures.
- j. Any liquidated damages allowed to the State under this Agreement.

7. The contractor will include in the Annual Budget an amount sufficient to cover impound charges for each year of the Agreement Term.

E. Reports:

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1. Daily: On the 1st business day following the day of deposit, the contractor must submit to the State a reconciliation of gross receipts report. Required information and format will be approved by the State.

2. Weekly: On the first business day of the week, provide a report of vehicles parked in South Terminal employee lot to audit for potential overstay. This report will include the type of vehicle, plate number and state of issuance, start date and time of first being recorded in the lot, end date and time of last inventory audit by contractor and total length of stay.

3. Monthly: The contractor must submit to the State the following monthly reports by the 20th day of each month:

- a. A summary of parking and shuttle bus activities for the preceding month. The parking activity report will include monthly validations and total amount, lost tickets and total amount, and number of automobiles exiting each lot by the following categories: free, hourly, daily, other, and total. The shuttle bus activity will include number of passengers carried for the month, summarized by each day of the month.
- b. A report of new hires and/or terminations during the preceding month. This report will include employee's name, hire date, termination date, rate of pay, monthly and year-to-date earnings; and for terminated employees, an indication that the employee was or was not eligible for benefits.
- c. The contractor will prepare and submit monthly budgets to the State no later than the twenty-fifth (25th) day of each calendar month for the upcoming month. The budget will compare actual costs to estimated costs by month, and on a year-to-date basis.

4. Annually: Within sixty (60) days after the end of each fiscal year, the contractor will submit an annual report reflecting all of the contractor's business in connection with the operation of the Parking Facilities and Shuttle Bus Services. The format of the annual report is subject to the State's approval.

All budgets, invoices, activity reports, etc., will be hand delivered, mailed, or emailed to:  
Mail - Ted Stevens Anchorage International Airport (c/o Airport Operations),  
P.O. Box 196960, Anchorage, Alaska 99519-6960.

Hand delivery - ANC North Terminal, room NA203  
Email – dot.aia.ops.landside@alaska.gov

F. Overtime Reimbursement: No employee overtime payment in excess of any amount approved in advance by the State will be reimbursed by the State unless and until the contractor submits a satisfactory written justification of actual overtime payments and the State approves the employee overtime.

G. Benefit Reimbursement: The contractor will reimburse the State for accrued employee benefits (i.e. holiday, vacation, health insurance, etc.) not paid to employees if termination was prior to the employee being eligible for the benefit.

H. Reimbursement Limitations: Cumulative monthly reimbursements of expenses for equipment, supplies, and services will not exceed the State-approved annual budget for each category of equipment, supplies, and services unless prior written approval is received from the State.

I. Subsidies and Grants: Any subsidy or monetary grant the contractor receives from a government agency for participating in a government-sponsored program for persons employed by the contractor will be deducted from the annual and monthly budget. The State will not make double payments to the contractor.

J. Supporting Documentation: The State has the right to request data from the contractor to support any budget item(s) and to require modifications to the budget. Upon written approval from the State, a budget will be considered adopted.

K. Gross Revenues are Public Funds. Gross Revenues from the operation of the Parking Facilities and any other services offered in conjunction with this Agreement are public funds of the State's International Airport Revenue Fund. Such funds will be held in trust by the contractor and, segregated from the contractor's non-trust funds while the funds are in the contractor's custody and control.

If any Gross Revenue is lost, stolen, or otherwise unlawfully removed from the custody and control of the contractor, the contractor remains responsible for the revenue, and will deposit a like sum of monies in a bank designated by the State within forty-eight (48) hours after discovery of such loss, theft or unlawful removal. If the loss, theft or unlawful removal is insured or otherwise secured by the contractor, any payment made to the State by the insurance company, bonding company, or other, will be reimbursed to the contractor.

L. Collection and Deposit of Revenue: The contractor will collect, hold in trust for the State, account for, and deposit all Gross Revenues derived from the operation of the Parking Facilities under this Agreement. Deposits will be made daily to the bank account designated in writing by the State. Arrangements for deposits, including the use of armored transport, will be subject to the approval of the State. All deposits will be credited to the State of Alaska, Alaska International Airport Revenue Fund. The contractor will submit payments and deposits free from any claim, demand, setoff, or counterclaim of any kind against the State.

M. Taxes: As a reimbursable expense under this Agreement, the contractor will pay all taxes of which lawfully may be levied or charged upon the Airport, upon the right of the contractor to perform operational services, and upon the contractor's equipment, fixtures or other property, all with reference to services and operations related to this Agreement. In the event the tax assessor of the Municipality of Anchorage seeks to levy any ad valorem (possessory interest) tax against the contractor or upon improvements, facilities, or other property owned or used by it, the contractor, forthwith upon receipt of bill or other notification of such action, will notify the State. The contractor expressly undertakes and agrees to comply with any written direction by the State with respect to such ad valorem taxes, including, but not limited to, protesting same, petitioning for equalization, and litigating the amount of legal validity of any such taxes, and to nominate the Attorney General as its attorney and legal representative with respect to such direction and said ad valorem taxes, and to pay the same under protest, if so directed. In such cases, all of the contractor's actual expenses associated with or related to payment of ad valorem taxes will be reimbursable by the State. However, if any such levy is assessed based only on the contractor's management fee income, or if the State otherwise elects not to direct the contractor with respect to such ad valorem taxes, the contractor may, after notice to and consent of the State, take whatever lawful action the contractor chooses, holding harmless the State from any liability, therefore.

N. Cash Overages and Shortages: If the contractor charges any patron a price in excess of the established rate, the amount by which the actual charge exceeds the established rate will constitute a cash overage which will be returned to the patron, where possible. If it is not possible to return overages to the patron, upon realization of such, and subsequent to a demonstration of a good faith effort to perform such, any overage will be included within the next scheduled deposit and identified as an unreturnable overage.

If the contractor charges any patron a price which is less than the established schedule of rates, the amount by which the actual charge is less than the established rate schedule will constitute a cash shortage. Any shortage will be identified as a shortage on the cashier's report form.

Each day, the contractor will account for and report the total overages and/or shortages for the last 24-hour period. At the end of each calendar month, the contractor will calculate the month's net cash overages and shortages. The daily net figures for overages and shortages may offset each other; however, if there is a net monthly difference of shortages, the contractor will deposit the difference in the State's account on the first day of the following calendar month. If, in the State's sole discretion there are unreasonable shortages on a daily basis, the State may make the contractor responsible for the shortages. If the State decides the contractor is responsible for the amount of any shortage, the shortage will not be reimbursed to the contractor.

Further, overages and shortages will not offset each other at any time except on the aforementioned daily basis and then on a monthly basis; the monthly figures will not be netted annually.

O. Electronic Reporting. Daily cash reporting, monthly CAR reporting, annual budgets, and monthly budget submissions must be in electronic format as prescribed by the State.

### End of Modifications to Sections of the RFP

### Meeting Location for the Offeror Site Inspection

Ted Stevens Anchorage International Airport (ANC), North Terminal, The State will provide shuttle bus transportation to take perspective proposers around the site for inspection.

Signature:  B3CD8040641845F...

Date: 5/29/2025

Name: Chris Hunt

Title: Procurement Specialist 5