

***Department of Purchasing and Contracting***

**ADDENDUM NO. 3**

March 15, 2024

TO: ALL RESPONDERS UNDER REQUEST FOR PROPOSALS (RFP) NO. 24-500665

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia  
For additional information, go to: <http://yourdekalb.com/purchasing/index.html>

SUBJECT: **RFP NO. 24-500665, “Parking Management Services-Camp Road Area and Downtown Decatur Area (Multiyear)”** is hereby modified as follows:

A. We have received questions pertaining to this RFP. The questions and their resulting answers appear below:

1. **Question.** Can the County share the historic contract that’s currently in place with the private operator & the County?  
**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>
2. **Question.** Can the County provide the last 3 years (2020 -2023) gross sum of transaction per facility?  
**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>
3. **Question.** Can you provide the number of employees currently parking for free at each facility?  
**Answer.** The Number of employees parking varies Daily.
4. **Question.** Does the average employee working hours range from 9a to 5p?  
**Answer.** Yes, but some employees start as early as 5am and work as late as 11:00pm.
5. **Question.** Do you require the employees of the county to have 24/7/365 access to the parking facility?  
**Answer.** YES.
6. **Question.** Can the operator propose a different service rate in their proposals for the County to consider? If no how often does the county adjust/reviews rates? What is the process & does the County have any restrictions that impede them from adjusting rates?  
**Answer.** Yes.

7. **Question.** On average what is the [number] of Jurors that park for free at the facilities and at what frequency? Will Juror parking be required to be free?  
**Answer.** The number of Jurors varies from day to day and yes all Jurors park free.
8. **Question.** If successful, would the County be open to capping the total number of at-risk parkers that the operator will need to accommodate for free (Ex. County Employees & Jurors)?  
**Answer.** This will be discussed with the successful bidder.
9. **Question** Section 2, “Statement of Work” can the County provide clarity on what is their acceptable standards for maintaining the facility?  
**Answer.** We require a clean, safe area for all patrons.
10. **Question.** Will the County provide the operations team on site with a furnished office to work from, will this office be free of charge?  
**Answer.** Yes.
11. **Question.** Currently, there are no provisions within the agreement that allow for rent adjustments in the event of catastrophes such as pandemics and/or unexpected acts of God, will the County allow for the introduction of this language to the successful operator?  
**Answer.** This will be discussed with the successful bidder if such incidents occur.
12. **Question.** Will the County allow the operator to utilize their equipment to collect revenues during the weekdays 9a – 5p, in addition to the night hours so long as they honor the agreed upon free parkers?  
**Answer.** The RFP, Section II. Statement of Work, is clear on how the successful bidder is to operate and collect fees and the hours of such activities.
13. **Question.** Is the 20% [LSBE] participation being calculated against the Operators estimated gross revenue or projected operating expenses to run the facility?  
**Answer.** Yes, gross revenue. Please review the DeKalbFirst Ordinance for participation guidelines.
14. **Question.** There are specific operating hours on all of the parking lots, can the operator operate these lots 24/7 even if the traffic is slow after hours?  
**Answer.** This will be discussed with the successful bidder.
15. **Question.** Will the county pay for the procurement of the parking routing information system and electric vehicle charging stations?  
**Answer.** This is included in the parking deck renovation project.
16. **Question.** How many claims did DeKalb county paid that was not covered by insurance for the past 12 months?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**17. Question.** Will the County be paying for the cost of re-lamping and re-ballast of light fixtures?

**Answer.** This is included in the parking deck renovation project.

**18. Question.** Will the County extend the proposal due date to allow for an adequate Q&A response time?

**Answer.** YES

**19. Question.** Can you please clarify the locations and number of spaces for each of the surface lots at Camp Road/Drive/Circle?

**Answer.** Please review the below image of lots in accordance with the RFP and you are welcome to inspect the lots during normal working hours.



**20. Question.** Are the pay stations in the surface lots owned by the County or current operator? Who owns the pay stations on the lots and are they paid for?

**Answer.** All equipment is owned by DeKalb County at all locations.

**21. Question.** Do we need to register with DeKalb County if we are planning on bidding or do we just submit our documents by the due date?

**Answer.** We encourage all interested parties to bid accordingly, however, all bidders must be registered to receive award of contract.

**22. Question.** It is our understanding that Lanier Parking managed the deck for the past several years and when we drove the deck there are signs for Universal Parking. Can you explain why Universal Parking is suddenly managing the deck and how you selected Universal Parking? Can you provide the Lanier and Universal agreements and any addendums you have with them?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>

**23. Question.** Can you provide the actual monthly gross revenues, by revenue category (transient, validation, monthly, special event, etc.), for the past 3 years while Lanier operated the deck and lots?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**24. Question.** What is the transient revenue for 2023 site A-F respectively?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**25. Question.** Can you provide the actual monthly gross revenues, by revenue category (transient, validation, monthly, special vent, etc.), for the past 30-60 days while Universal Parking has been operating the deck and lots?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**26. Question.** What are the number of transient transactions, annually, at sites A-F?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**27. Question.** Can you provide the actual P&Ls for the past 3 years while Lanier operated the deck and lots?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**28. Question.** Can you provide the actual P&Ls for the past 30-60 days while Universal operated the deck and lots?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**29. Question.** What was the staffing plan while Lanier operated the deck and lots?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>

**30. Question.** What is the staffing plan while Universal Parking is operating the deck and lots?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**31. Question.** Can you provide the current minimum guarantee and “percentage” of gross receipts that was payable to the County after an agreed upon gross dollar amount or participation on a monthly basis for the past three years?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**32. Question.** Can you provide the current “Security Services” that is being provided by Lanier and Universal?

**Answer.** Please refer to Section II, Statement of Work for the RFP.

**33. Question.** I believe there is a parking office in the deck, can you provide an inventory of what will be staying in it? In other words, are there desks and chairs and such? Are there any cleaning supplies or other items that will be staying?

**Answer.** This will be discussed with the successful bidder.

**34. Question.** Does the City own the stuff that is in it or is that owned by the current operator?

**Answer.** This will be discussed with the successful bidder.

**35. Question.** On Page 8 Security and Safety you refer to a 24-hour security monitoring system. Is there currently such a system in place (Blue lights/cameras) and who owns the system? If not, are you looking for us to quote one? Would this be for the deck and surface lots?

**Answer.** No current system exists. This was included in the RFP. Please bid accordingly.

**36. Question.** On page 8 Scope of Maintenance Services, you refer to, “properly maintaining (the properties) according to the standards acceptable to the County.” Can you detail what those acceptable standards to the County might be?

**Answer.** This will be discussed with the successful bidder.

**37. Question.** Can you provide drawings for the deck?

**Answer.** This will be provided to the successful bidder.

**38. Question.** Can you identify the recent capital projects you have performed on the deck surface lots or that are planne[d] by the County?

**Answer.** This will be discussed with the successful bidder.

**39. Question.** Do you require that cash be accepted at all locations, or can we move to credit card/digital payments only?

**Answer.** This will be discussed with the successful bidder.

**40. Question.** Who is the point of contact for the RFP outside of procurement?

**Answer.** The Purchasing and Contracting Department is the sole point of contact until final award is made.

**41. Question.** How many monthly customers are there at sites A-F respectively?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**42. Question.** What is the monthly revenue for sites A-F respectively?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**43. Question.** What is the current guarantee?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**44. Question.** What is the current operating costs, annually, at sites A-F?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**45. Question.** Is the current staff union?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**46. Question.** Will there be an opportunity to perform a walk-through?

**Answer.** The deck and parking lots are available for inspection during normal working hours.

**47. Question.** Is there a revenue control system in place currently?

**Answer.** YES

**48. Question.** Can the current schedules along with pay schedules be provided?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**49. Question.** Are lighting repair/replacement, minor painting, power sweeping, and power washing included in the scope of work?

**Answer.** YES

**50. Question.** Will the CC/MID and fees associated with these be an operator expense or SJTA?

**Answer.** Your question is not clear.

**51. Question.** In addition to LSBE is there an MBE goal associated with this project?

**Answer.** No there is not an MBE goal.



**52. Question.** In section G, it states there is a \$10k minimum guarantee and in cost proposal it is \$10k minimum per site (Camp Area Road Sites and Trinity Sites). Just want to verify the county is requiring a total of \$20k minimum guarantee if operator is bidding on the collective whole.

**Answer.** The question is not clear, please read the RFP carefully and bid accordingly.

**53. Question.** Can we receive the revenue statements (by all revenue types, and by site locations) for the last 2 years?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**54. Question.** Are there any outstanding loans on the equipment of all facilities?

**Answer.** This will be discussed with the successful bidder.

**55. Question.** What is the number of reserved spaces at Site F?

**Answer.** This will be discussed with the successful bidder.

**56. Question.** Type of access for employees (card, code, etc)

**Answer.** This will be discussed with the successful bidder.

**57. Question.** How do jurors receive free parking – Do they get a code or do they notify the attendant?

**Answer.** Currently Code.

**58. Question.** What is the number of visitors per day and can it be broken out by “paid vs comp?”

**Answer.** That information is not available at this time.

**59. Question.** What is the current staffing plan?

**Answer.** This will be discussed with the successful bidder.

**60. Question.** Can the county provide a list of all pre-bid attendees?

**Answer.** The attendance list is available on County website for this RFP.

**61. Question.** Can the county provide us with the last 3 years of historical (2020 -2023) financials for the facilities mentioned within the RFP?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**62. Question.** In addition to 24-hour security monitoring, does County require on-site security personnel?

**Answer.** This will be discussed with the successful bidder.

**63. Question.** Will County complete all required upgrades, power-washing scrubbing, initial painting, cleaning, and parking surface upgrades for the Downtown Decatur Parking Sites and the Camp Area Parking Sites at its own cost?

**Answer.** We will discuss this with the successful bidder.

**64. Question.** When will the required construction upgrades be completed?

**Answer.** 2025

**65. Question.** In regard to the West Trinity deck, is the ‘tarped off area’ next to the Courthouse segregated for employee parking?

**Answer.** Restricted Area.

**66. Question.** Will the County provide Exhibit C which gives the format to complete the two-year income & expense budget.

**Answer.** This will be discussed with the successful bidder.

**67. Question.** Does the County have a more relevant Agreement for Parking Management Services?

**Answer.** This will be discussed with the successful bidder.

**68. Question.** Can you provide a copy of the current contract with provider?

**Answer.** Submit request to Open Records Request (ORR) via <https://www.dekalbcountyga.gov/open-records-request-purchasing>.

**69. Question.** When is the County’s potential go live date?

**Answer.** It is anticipated for second quarter 2024.

- B. All other conditions remain in full force and effect.
- C. It is the responsibility of each Responder to ensure that he/she is aware of all Addenda issued under this RFP. You may contact the Brenda Redus, Sr. Procurement Agent @ 404-371-4943 or via email [bredus@dekalbcountyga.gov](mailto:bredus@dekalbcountyga.gov) before the bids are due to confirm the number of addenda issued.
- D. All responders to this Request for Proposals must acknowledge receipt of this Addendum by signing the below Acknowledgement form and returning it with your proposal.

\_\_\_\_\_ *for*  
Brenda H. Redus, Senior Procurement Agent  
Department of Purchasing and Contracting



## ACKNOWLEDGEMENT

The above Addendum No. 3 is hereby acknowledged:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature & Title

DR:bhr