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Request for Proposals  
March 15, 2019

**Management & Operation of the  
Airport Parking Facilities**

The Eastern Iowa Airport  
2515 Arthur Collins Parkway SW  
Cedar Rapids, IA 52404

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## SIGNIFICANT DATES

The following schedule has been established for this selection process:

Scheduled Item	Scheduled Date
RFP Release Date ( <a href="http://flyCID.com/rfp">flyCID.com/rfp</a> )	Friday, March 15, 2019
Pre-Proposal Meeting Date and Time	Monday, March 25, 2019, 2:30 PM (CDT)
Deadline for Submittal of Written Questions	Wednesday, March 27, 2019, 4:30 PM (CDT)
Final Addenda, if any, posted on Airport's website	Friday, March 29, 2019
Proposal Due Date and Time	Tuesday, April 16, 2019, 4:30 PM (CDT)
Short Listing and Proposer Interviews (if applicable)	Weeks of April 15 <sup>th</sup> and April 22 <sup>nd</sup>
Award Recommendation	No later than April 30, 2019
Contract Start Date	July 1, 2019

## GENERAL TERMS AND CONDITIONS

### **A. General**

The Cedar Rapids Airport Commission (Commission) is accepting Proposals from parking management firms for the management and operation of the Airport Parking Facilities at The Eastern Iowa Airport (Facilities). The facilities consists of a short-term parking area capable of parking 436 vehicles, a long-term parking area capable of parking 2,825 vehicles, a remote public parking area capable of parking approximately 800 vehicles used for overflow during peak conditions in conjunction with a shuttle service, and an employee parking area capable of parking 125 vehicles. A pre-proposal meeting will be held at The Eastern Iowa Airport, Executive Conference Room, located in the Terminal Building across from baggage carousel #2, 2121 Arthur Collins Parkway SW, Cedar Rapids, Iowa 52404, at 2:30 PM (CDT) Monday, March 25, 2019. Official Forms for Proposals can be obtained at the Airport's website ([flyCID.com/rfp](http://flyCID.com/rfp)). Proposals are due no later than 4:30 P.M. (CDT) Tuesday, April 16, 2019, and should be submitted to the Office of the Airport Director, Administrative Office Building, The Eastern Iowa Airport, 2515 Arthur Collins Parkway SW, Cedar Rapids, Iowa 52404-8952.

### **B. Background**

The Commission commenced a comprehensive multi-year \$15 million capital improvement program of the parking lot facilities in 2014. The improvement program added over 400 parking spaces to long-term parking and reconstructed 30-year-old pavement in both long-term and short-term parking; and installed two ChargePoint electric vehicle-charging stations that serves two parking spaces in both long-term and short-term lots. The improvement program is scheduled for completion in FY2021 with pavement reconstruction projects commencing in each of the next three fiscal years.

### **C. Parking Access and Revenue Control System (PARCS) Equipment**

The Commission installed new PARCS equipment in 2014 purchased from and installed by HUB Parking Technology USA, Inc. HUB maintains and repairs the equipment through a maintenance agreement that expires in 2019. The Commission recently added a new pay-in-lane station in exit lane 2 and an exit station in exit lane 3 and activated credit card in/out (CCIO) technology at all of the entrances. A listing and pictures of the PARCS equipment is shown in Appendix A.

### **D. Payment Card Industry (PCI) Data Security**

The operator provides compliance with the Payment Card Industry (PCI) Data Security Standard (DSS) requirements for its systems and networks and Commission provided systems and networks under the Agreement; which store, process, and/or transmit cardholder data as defined by PCI Security Standard Council (Cardholder Data).

### **E. Current Management Agreement**

The Commission's current management agreement with Republic Parking System, Inc. commenced on July 1, 2012 for a three-year term ending June 30, 2015 and has continued on one-year extensions thereafter. The Commission last requested proposals for the management and operation of the airport parking facilities in 2012.

## OPERATIONAL REQUIREMENTS

Proposer's responsibilities and obligations include, but not limited to the following:

**A. Procedures Manual**

Operator to prepare and submit to the Commission a Procedures Manual including all procedures to be followed by Operator's personnel relating to control of revenue and expenses; employee standards of conduct, courtesy, appearance, and disciplinary guidelines; maintenance of Facilities and equipment; and other matters as the Operator considers prudent or the Commission may require. The Procedures Manual to be updated and/or amended when changes in the operation occur.

**B. Charges**

Operator shall charge all users of the Facilities the fees or rates for such use established by the Commission pursuant to Commission's internal procedures.

**C. Consultation**

The Operator may provide to Commission parking consulting services and advice with regard to the operation of the Facilities, parking access and revenue control system (PARCS) equipment, and development, implementation, and operation of a Customer Loyalty program.

**D. Complaints**

The Operator to provide the Commission with copies of any and all complaints received and the Operator's response thereto.

**E. Maintenance and Repair**

Operator to maintain the interiors of the toll booths, revenue control office, and any other structures that may be provided hereafter. The Operator shall conduct daily safety, cleanliness, and functional inspections (daytime and nighttime) of the Facilities. Written reports of the inspections to be submitted to the Commission indicating the condition of lighting, general appearance, potential safety hazards, fire equipment, graffiti, cleanliness, and any other items, which may be requested by Commission. The Operator will notify the Commission in writing of any areas requiring immediate maintenance and/or repair upon discovery of such items. Operator to inspect the parking equipment daily. Operator is responsible for maintenance and repair of the PARCS equipment.

**F. Personnel**

The management, maintenance, and operation of the Facilities to be under the supervision and direction of a full-time, qualified, competent Facilities Manager under the direction and control of the Operator. Operator to provide an adequate number of trained employees to operate the toll plaza in a first-class manner, to meet all reasonable demands of the public and to prevent existing patrons from waiting in line for a period in excess of ten (10) minutes. The Operator to schedule employees to minimize or avoid the payment of overtime. Operator shall employ a sufficient number of employees trained in the use and functions of the Revenue Control System supplied by the Commission. Operator to employ personnel to enter and update all computer data base functions including, but not limited to, vehicle inventory, ingress and egress of vehicles, toll plaza revenues, time functions, and ticket inventories.

**G. Cleanliness of Premises**

Operator to maintain all facilities, equipment, and materials used in its operation in a clean, sanitary, and free from rubbish, refuse, garbage, dust, dirt, rodents, insects, and other offensive or unclean materials. Operator is responsible for all janitorial services in its office areas. The Operator to keep the Facilities, including all parking areas, the entrance and exit areas, exit toll booths, revenue

control offices, and rest rooms in or immediately adjacent to the Facilities in a neat and clean condition at all times.

**H. Operations**

Operator is responsible for the towing, impounding, and removal of all vehicles considered abandoned in accordance with procedures set forth in the Operator's Procedures Manual.

**I. Security**

Operator is responsible for the security and protection of Facilities assigned to it and any and all inventory, equipment, and Facilities now existing or hereafter placed on or installed in or upon its Facilities, and for the reasonable prevention of unauthorized access to its Facilities and unauthorized departure (drive-offs) from the Facilities.

**J. Airport Procedures**

Operator to observe and abide by all procedures, rules, and regulations promulgated from time to time by the federal, state, and local government, Commission or Airport Staff concerning security matters, parking, ingress and egress, and any other operational matters related to the operation of The Eastern Iowa Airport.

**K. License Plate Inventory**

Operator will operate a computerized license plate inventory service to be performed each night by Operator's employees. The inventory shall be by the license number listing county, state, and location of each automobile and shall be used in controlling lost and unaccounted tickets and identifying abandoned vehicles. Operator will complete and submit on forms approved by the Commission, daily, weekly, and monthly reports of the license plate inventory. The Commission will provide any and all devices and equipment used in this service at its own cost, such devices and equipment shall remain the property of the Commission. The current system is a Genetec mobile license plate recognition system (LPR) purchased in 2015.

## INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

### 1. **Submission**

Proposals must be received at the Office of the Airport Director, 2515 Arthur Collins Parkway SW, Cedar Rapids, Iowa 52404, prior to **4:30 PM (CDT) on Tuesday, April 16, 2019**. The Proposer must submit one (1) original and one (1) electronic copy in PDF format on a CD or USB flash drive in an envelope or box that is completely sealed, bears the name and complete mailing address of the Proposer and be clearly marked, "Proposal for Management and Operation of the Airport Parking Facilities". Proposals received after the deadline may be returned unopened.

Submitted Proposals may not be retrieved or withdrawn. Proposals must be submitted on the official Proposal Form, which is included with these instructions. No additions, alterations, or conditions other than those requested in the form will be permitted. Failure to complete any part of qualifications of the Proposal may void the Proposal. There shall be no conflict between the Proposal and the evidence of performance ability or other documents required to be included with the Proposal. Oral, facsimile or telephone Proposals or modifications will not be considered.

More than one (1) Proposal submitted by a Proposer under the same or different names will not be considered. Reasonable grounds for believing that the Proposer is submitting more than one or all Proposals will be rejected if there is reason for believing that collusion exists among Proposers and no participant in such collusion will be considered in future Proposals for operation of the concession.

### 2. **Pre-Proposal Meeting**

- A. A pre-proposal meeting will be held at the Eastern Iowa Airport, Executive Conference Room, located in the Terminal Building across from baggage carousel #2, 2121 Arthur Collins Parkway SW, Cedar Rapids, Iowa 52404, at **2:30 PM (CDT) on Monday, March 25, 2019**. Those unable to attend in person may participate in the Pre-Proposal Meeting via conference call; if interested, contact Don Swanson at (319) 731-5715 or [d.swanson@flyCID.com](mailto:d.swanson@flyCID.com). The purpose of this meeting is to provide an opportunity for prospective Proposers to examine the parking facilities to be managed, review the Request for Proposal (RFP), answer questions, and issue addendums as needed for the clarification of the Proposal documents. It is the Proposer's responsibility to attend the pre-proposal meeting, though the meeting is not mandatory. Participants are encouraged to submit questions in advance to Don Swanson at [d.swanson@flyCID.com](mailto:d.swanson@flyCID.com). The Commission will not be responsible for providing information discussed at the pre-proposal meeting to Proposers who do not attend the pre-proposal meeting.
- B. Written questions regarding the content of the Request for Proposal will be received until 4:30 P.M. (CDT), Wednesday, March 27, 2019. All questions will be answered in an addendum to this Request for Proposal and posted on the Airport's web site: [flyCID.com/rfp](http://flyCID.com/rfp). Questions should be emailed to [d.swanson@flyCID.com](mailto:d.swanson@flyCID.com).

**3. Submission of Questions/Commission Contact**

All inquiries should be directed to:

Donald D. Swanson, Director of Finance and Administration  
The Eastern Iowa Airport  
2515 Arthur Collins Parkway SW  
Cedar Rapids, IA 52404  
Telephone: 319-731-5715  
Email: [d.swanson@flyCID.com](mailto:d.swanson@flyCID.com)

Participants are encouraged to submit questions in advance to the pre-proposal meeting via email referencing paragraph and page numbers to which the questions pertain. If questions concerning the Request for Proposal submitted in writing prior to or verbally at the pre-proposal meeting are deemed to indicate a need for clarification of the documents, it will be done in the form of an addendum to the Request for Proposals. Should a proposer find a discrepancy in, or omission from, the general terms and conditions included in the request for proposal documents or instructions to proposers, or should there be any doubt as to their meaning, proposer shall notify the Commission contact in writing no later than **Wednesday, March 27, 2019**. Instructions/clarifications will be provided, in writing, to all prospective proposers of record.

**4. Proposal Preparation Costs**

Issuance of this Request for Proposal does not commit the Commission in any way, to pay any costs incurred in the preparation and submission of a Proposal. Nor does the issuance of this Proposal obligate the Commission to enter into an Agreement for any services or equipment. All costs related to the preparation and submission of a Proposal shall be paid by the Proposer.

**5. Contents of the Proposal**

The Proposal shall consist of the entire Request for Proposal document including Instructions and Proposal Forms, Proposer's Qualification and Business Information Questionnaire, Statement of Qualifications, Introduction and Executive Summary, Management and Operating Plan, Experience Statement, Owning or Operating Competing Property, Budget, Transition Plan, PARCS Statement, Customer Loyalty Program Statement, Statement of Completeness, Non-Collusion Affidavit, Airport Concession Disadvantaged Business Enterprise (ACDBE) Proposal Form (if applicable), Proposal Bond or Cashier's Check, and Insurance Certificate.

All blanks must be completely filled in. The Proposal must be signed by a duly authorized official of the proposing entity or individual. The Proposer's name and form of organization must be fully stated.

**6. Proposals Not Confidential**

All proposal documents are presumed to be public records, open to inspection by members of the public; except for confidential records, which include trade secrets that are recognized and protected by law, and reports to governmental agencies, which, if released, would give advantage to competitors and serve no public purpose. Proposers may submit with its proposal a request for confidentiality identifying which portion or portions of the proposal that should be kept confidential and why.

**7. The Proposal Security**

The Proposal must be accompanied by a security in the form of a Proposal Bond or Cashier's Check in the amount of Ten Thousand Dollars (\$10,000), payable to the Cedar Rapids Airport Commission. The check or bond shall be conditioned that in event the Proposer's Proposal is accepted, the selected Proposer will within thirty (30) days of the award of the Agreement, execute and deliver to the Commission an Agreement binding the Proposer to perform the Proposal and submit the required insurance certificates, performance bond, and irrevocable standby letter of credit; and that

in the event of the selected Proposer's failure to do so, the Bond or the cashier's check security will be collected by the Commission. Upon approval of the Agreement and related papers and execution thereof by the Commission, the bond or cashier's check of the selected Proposer will be returned. Bond or cashier's check of Proposers other than the selected Proposer shall remain in full force until the approval of the Agreement with the selected Proposer or for a period of ninety (90) days from the date of the award. After this time period, bonds and checks shall be returned to the unsuccessful Proposers.

**8. Collusion Prohibited – Affidavit Required**

Proposers are prohibited from colluding with any other Proposer or person to put in a sham Proposal or to refrain from making a Proposal, and are prohibited from seeking, directly or indirectly, by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of the Proposer or of any other Proposer. Proposers will be required to execute and submit with their Proposals a Non-Collusion Affidavit in the form appended hereto.

**9. Proposer's Qualifications**

Proposer shall have a minimum of five (5) years successful experience in the management and operation of a public airport parking facility that includes a minimum of two thousand (2,000) revenue-generating parking spaces that involved gross receipts of Three Million Dollars (\$3,000,000) or more per year. The Commission reserves the right to disqualify any Proposer who, during the past five (5) years, has had an agreement or contract canceled, or threatened to be canceled by a public agency for cause including either failure to perform or illegal activity. Proposer's integrity, reputation, experience, and financial responsibility shall be important factors in awarding of any Agreement under this specification and the Commission reserves the right to be the sole judge of this determination and to accept or reject any or all Proposals. The Commission will be the sole judge as to the best qualified, responsible Proposer to serve the best interests of the Airport, and may waive any informalities or technical errors that, in their judgment, will best serve these interests.

**10. Operating or Owning Competing Projects**

- A. The selected Proposers or related entity shall not engage in or in anyway be associated with the operation of an automobile parking lot or parking structure within five (5) miles of The Eastern Iowa Airport public parking lots, for which it has the right to determine the fee for parking or derives a fee based on a percentage of the revenues of such facility during the term of the final Agreement; unless such off-airport facility is operated in conjunction with a revenue enhancement plan for the Commission and said plan is approved in advance by the Commission.
- B. A related entity shall be defined as persons, corporations, or partnerships that own or operate any other parking facility within the above area. Proposer shall be a related entity to another entity if there is any common ownership of each entity or if the same individual is an officer in each entity or if an owner of any part of one entity is an officer in the other entity. An entity shall be a related entity to a person if that person owns any part of such entity or is an officer of such entity. The determination of a related entity shall be at the sole discretion of the Commission.

**11. Scope of Operation**

- A. The selected Proposer will be required to provide management services and personnel necessary to efficiently operate public parking facilities at The Eastern Iowa Airport on a 24-hour basis. Subject to provisions of the final Agreement, the selected Proposer shall be required to provide the following services: Emergency vehicle starting services, lock-out assistance, inflate tires, car-search assistance, coordinate the towing and impounding of illegally parked vehicles, as directed by the Commission, invoicing and collection of services from firms or individuals parking in the public parking lot, and shuttle bus service during



periods of the remote public parking lot usage or as directed by the Commission, using Commission owned or leased equipment.

- B. The selected Proposer will be responsible for the cleaning and maintenance of the parking facilities and equipment as specified in the attached Sample Agreement. The cost of maintenance, cleaning and repairs, including personnel, equipment, and supplies, as well as services provided by the Commission, are considered operating expenses as provided for under Section 6.02 of the Sample Agreement. The selected Proposer shall provide maintenance and repair services to the revenue control system at The Eastern Iowa Airport as provided for under Section 9.05 of the Sample Agreement. Maintenance and repair shall include but not be limited to preventive maintenance, restocking of tickets, replacement of gate arms, resetting processors, the exchange of system components to include transports, controllers, printers, and similar equipment.
- C. The selected Proposer will be responsible for snow removal and ice control operations. At the discretion of the Commission, the selected Proposer may be required to use their own personnel, equipment, and materials; or the Commission may use airport personnel, equipment, and materials, or utilize a subcontractor who specializes in said operations. The Commission will not seek reimbursement from the selected Proposer for the use of airport personnel, equipment, and materials, or the utilization of a subcontractor who specializes in said operations. Specific responsibilities shall include but not limited to the removal of snow, ice, slush, and the spreading of sand or ice control chemicals on the entrance and exit lanes, ramps, interior circulation roads associated with the parking facilities, sidewalks, parking decks in a parking structure, if applicable, and the parking areas of the surface lots. Currently, the Commission uses airport personnel, equipment, and materials, and a subcontractor who specializes in said operations and does not seek reimbursement from operator. Operator employees maintain snow removal and ice control on the parking lots sidewalks utilizing Commission provided equipment and materials.
- D. The selected Proposer will be responsible for the operation of shuttle buses during periods of the remote public parking lot usage or as directed by the Commission, as stated above, provided by the Commission or leased for operation by the selected Proposer. The selected Proposer is responsible for providing drivers and limited maintenance for the vehicles including checking and adding fluids, reporting any maintenance problems to the Commission and cleaning the vehicles. Currently, the Commission does not require the operation of shuttle buses; and since expansion of the long-term lot remote parking has not been used during the past several years.
- E. All revenue derived from parking will remain the property of the Commission; consequently, the selected Proposer will be required to comply with rigid control procedures as may be prescribed.

**12. Facilities, Equipment, and Training**

- A. The parking facilities at the Airport include the following surface lots: short-term, long-term, employee parking, and remote lot used for overflow during peak conditions all as shown on Exhibit C. During the term of the Agreement, the Commission reserves the right to reduce the number of parking spaces available, open temporary or permanent additional parking areas, or make any other modification to the existing parking facilities to accommodate the public.

- B. Proposer should include in its response, familiarity in operations with the following parking access and revenue control system (PARCS) equipment and as listed and shown in Appendix A:
  - (1) HUB Parking Technology USA, Inc. (HUB), i.e. gates, ticket dispensers, card readers, fee computers, fee displays, pay-in-lane station, and exit station validators.
  - (2) HUB revenue control system including, but no limited to, software associated with the system, setup, maintenance, and reports.
  - (3) Credit Card exit verifiers and power pads with associated validators, printers, and data caps associated with automatic credit card verification.
- C. Proposer shall be responsible for training its personnel in the latest versions of the above equipment, including any future upgrades or PARCS equipment replacement in part or in full.

**13. Financial Accounting Responsibilities**

The selected Proposer shall agree to the accounting procedures set forth in Article 5 of the Sample Agreement. In addition, Proposer is required to implement procedures and practices designed to provide a secure environment for handling of cash receipts. Management practices of the Proposer shall allow for effective use of personnel and resources. All formal reports presented to the Commission shall be concise, complete, and accurate.

**14. Employee Qualification and Specifications**

The selected Proposer shall select honest, competent, and courteous personnel to be employed at the public parking lot facilities, and it shall be the duty of the selected Proposer to train, supervise and maintain proper surveillance over all its employees to insure their integrity and maintenance of an honest and high standard of service to the public, which standard will be determined at the sole discretion of the Commission. Proposer shall follow its hiring process set forth in its Proposal and shall perform reasonable pre-employment screening including criminal background checks and drug screening on new-hired employees. The number, duties to be performed, and salary range of each employee the Proposer hires shall be subject to written approval by the Commission. The selected Proposer shall be responsible to insure that all requirements set forth in Section 9.06 of the final Agreement concerning employees are met.

**15. Airport Concession Disadvantaged Business Enterprise (ACDBE)**

- A. The Commission will give consideration to Proposers submitting a Proposal as an Airport Concession Disadvantaged Business Enterprise (ACDBE). If you are submitting your Proposal as an ACDBE you must also complete the ACDBE Proposal Form.
- B. The Commission is committed to a policy and program for the participation of ACDBEs in concession-related contracting opportunities in accordance with U.S. Department of Transportation's (DOT) 49 Code of Federal Regulations (CFR) Part 23 as may be amended. In advancing Commission's policy, the selected Proposer agrees to ensure that ACDBEs, as defined in 49 CFR Part 23 and Commission's ACDBE Program, have the maximum opportunity to participate in the performance of the Agreement. The selected Proposer will take all necessary and reasonable steps in accordance therewith to ensure that ACDBEs are encouraged to compete for and perform subcontracts under the Agreement.
- C. Non-Discrimination
  - (1) The selected Proposer and any subcontractor of the selected Proposer will not discriminate on the basis of race, color, national origin, or sex in the performance of the Agreement. The selected Proposer will carry out applicable requirements of 49 CFR Part 23 in the award and administration of agreements. Failure by the selected Proposer to carry out these requirements is a material breach of the Agreement, which may result

in the termination of the Agreement or such other remedy as the Commission deems appropriate.

- (2) The Agreement is subject to the requirements of the U.S. Department of Transportation's regulations 49 CFR Part 23. The selected Proposer agrees that it will not discriminate against any business owner because of owner's race, color, natural origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase of lease agreement, or other agreement covered by 49 CFR Part 23.
- (3) The selected Proposer will agree to include the statements in paragraphs (1) and (2) above in any subsequent concession agreement or contract covered by 49 CFR Part 23 that it enters and cause those businesses to similarly include the statements in further agreements.

D. ACDBE Participation and Compliance

- (1) ACDBE Goal: The requirements of 49 CFR Part 23, regulations of the U.S. Department of Transportation, applies to this opportunity. It is the policy of the Commission to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this opportunity. All firms qualifying under this solicitation are encouraged to submit proposals. Award of the Agreement for this opportunity will be conditioned upon satisfying the requirements of this proposal specification. These requirements apply to all firms and suppliers, including those who qualify as an ACDBE. An ACDBE specific goal has not been established for this opportunity, but the Commission encourages participation by firms owned and controlled by socially and economically disadvantaged persons. ACDBE participation will be one factor considered as part of the proposal evaluation process. The selected Proposer agrees that it shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26 (Attachment 6) to pursue subcontracting opportunities with ACDBE firms, certified with the Iowa Unified Certification Program, to provide goods and services purchased under the Agreement for each year of the term, or clearly demonstrate in a manner acceptable to Commission its good faith efforts to do so.
- (2) The selected Proposer will be required to submit the following information: (1) the names and addresses of ACDBE firms and suppliers that will participate in this opportunity, (2) A description of the work that each ACDBE will perform; (3) The dollar amount of the participation of each ACDBE firm participating; (4) Written and signed documentation of commitment to use a ACDBE who will participate in this opportunity; (5) Written and signed confirmation from the ACDBE that it is participating in this opportunity as provided in the prime concessionaire's commitment; and (6) evidence of good faith efforts.
- (3) ACDBE Termination and Substitution: The selected Proposer will not terminate an ACDBE for convenience without the Commission's prior written consent. If an ACDBE is terminated by the selected Proposer with the Commission's consent or because of the ACDBE's default, then the selected Proposer must make a good faith effort, in accordance with the requirements of 49 CFR Part 23.25 to find another ACDBE to substitute for the original ACDBE to provide the same amount of ACDBE participation.
- (4) Reporting Requirements: The selected Proposer agrees that within (20) twenty days after the expiration of each calendar quarter during the term of the Agreement, it will provide an ACDBE Utilization Activity Report to the Commission, in a form acceptable to the Commission, the total actual payments received by each of its ACDBE subcontractors and vendors for such fiscal year, calculated in accordance with the requirements of 49 CFR Part 23. If the ACDBE participation required is not met, the selected Proposer will explain in its report the reason for its failure to meet the

prescribed goal and the corrective actions(s) the selected Proposer proposes to take in the next fiscal year(s) to meet said goal.

- (5) **Monitoring:** Commission will monitor the compliance and good faith efforts of the selected Proposer in meeting the requirements of this Section. Commission will have access to the necessary records to examine such information as may be appropriate for the purpose of investigating and determining compliance with this Section, including, but not limited to, records, records of expenditures, contracts between the selected Proposer and the ACDBE participant, and other records pertaining to the ACDBE participation plan, which the selected.
- (6) **Prompt Payment:** The selected Proposer agrees to pay each subcontractor under the Agreement for satisfactory performance of its contract no later than (10) ten calendar days from the receipt of each payment the selected Proposer receives from the Commission. The selected Proposer agrees further to release retainage payments to each subcontractor within (10) ten calendar days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Commission. This clause applies to both ACDBE and non-ACDBE subcontractors.
- (7) **Sanctions for Non-Compliance:** Commission may, in addition to pursuing any other available legal remedy for the selected Proposer's failure to comply with this Section, terminate, suspend or cancel the Agreement in whole or in part; and/or suspend the selected Proposer from future Agreements with the Commission.

**16. Opening of Proposals**

Proposals will not be publicly opened. Proposals will be opened at a convenient time for the Commission and evaluated promptly after opening. The results of the Proposals will be reported to the Commission in April 2019.

**17. Award of Proposals**

The Proposals will be acted upon at a time and date to be set by the Commission. The Commission reserves the right to reject any and all Proposals, in whole or in part, with or without cause; to waive any informalities and technical deficiencies in any Proposal; to enter such contracts as it deems in the best interest of the Commission; to re-advertise; or for the Commission to takeover the operations of the Parking Facilities utilizing its own employees.

**18. Evaluation of Proposals**

The Commission will evaluate the Proposals received and may award the Management Agreement to the Proposer making the best Proposal. Consideration will be given to the following elements:

- A. **Management Capability:** depth of experience management team has with comparable airport facilities; depth of experience management team has with airport parking access and revenue control systems and the Proposer's plan to protect parking revenues; and depth of experience management team has with customer loyalty plans; Weight 25%
- B. **Organization Structure:** focus will be on Proposer's Management Plan, Operating Plan, and Transition Plan; Weight 25%
- C. **Management Fee:** proposed rates the Proposer agrees to charge Commission as a Management Fee; Weight: 25%
- D. **Financial Responsibility:** focus will be on the Proposer's proposed operating expenses, with emphasis on proposed employee staffing and pay structure and associated costs, and all other reimbursable operating expenses. Weight 25%

The Commission may request the submission of additional information to assist in the evaluation of a Proposal and the Proposer will be expected to cooperate fully with such a request. In addition, the Commission may schedule interviews with the Proposers as part of the evaluation process. If scheduled, the interviews will be used to clarify information provided by the Proposer.

The Commission will make the final judgment and determination as to which Proposer has offered the best Proposal and will employ such analysis techniques as it deems necessary to make such judgment. The Commission is not obligated to accept the best economic Proposal. The Commission may reject any and all Proposals, in whole or in part, with or without cause; waive any informalities and technical deficiencies in any Proposal; re-advertise; or the Commission may takeover the operations of the Parking Facilities utilizing its own employees to manage and operate the Airport Parking Facilities at The Eastern Iowa Airport.

**19. Term of Agreement**

The term of the Management Agreement, if awarded by the Commission, will be for three (3) years commencing July 1, 2019 and will continue through June 30, 2022. The Management Agreement may be renewed at the same terms and conditions for two (2), one (1) year periods at the discretion of the Commission. Such renewal will be effective by issuance of an amendment. If all such renewal options are exercised and approved by the Commission, the Agreement will have a final termination date of June 30, 2024.

**20. Insurance, Bonding, and Indemnity Requirements**

The selected Proposer will, in its Agreement with the Commission, be required to agree, defend, pay on behalf of, indemnify, and hold harmless the Commission and the City of Cedar Rapids, its elected and appointed officials, and employees, as more particularly provided in the Sample Agreement hereto. The selected Proposer will be required to obtain and maintain in continuous effect during the term of its Agreement with the Commission, the insurance coverages set forth in the attached Sample Agreement, with amounts, coverages, limits, exclusions, and endorsements as therein provided. The selected Proposer will be required to provide a performance bond to the Commission, in the form appended hereto as Exhibit B, or letter of credit. Such bond or letter of credit must be submitted to the Commission at the time that the Commission approves the proposal and authorizes execution of a Management Agreement with the selected Proposer, as provided. In addition, selected Proposer will provide to the Commission a fidelity bond or an employee dishonest insurance policy covering all selected Proposer's personnel under the Management Agreement; and a payment bond or letter of credit guaranteeing selected Proposer will promptly make payment to all persons supplying it labor, materials, supplies, and services used directly or indirectly under the Management Agreement. The bond requirements are set forth in the attached Sample Agreement.

**21. General Airport Information**

The Eastern Iowa Airport is owned by the City of Cedar Rapids and is operated by the Commission. It is served by the following scheduled certificated carriers:

	Allegiant Air American Airlines	Delta Air Lines Frontier Airlines	United Airlines
Activity Summary		Parking Lot	Operating
<u>Fiscal Year</u>	<u>Enplanements</u>	<u>Gross Revenue</u>	<u>Expense</u>
2014	543,743	\$3,746,256	\$333,237
2015	563,228	\$4,844,165	\$350,265
2016	534,884	\$4,700,280	\$397,046
2017	567,472	\$5,149,822	\$365,616
2018	583,487	\$5,680,486	\$365,542

**22. AIRPORT PARKING FACILITIES INFORMATION**

<u>Parking Supply</u>	<u>Spaces</u>
Long-Term	2,825
Short-Term	436
Employee Parking	125
Remote (overflow)	800 (estimated)

Each entrance has (2) two ticket dispensers with CCIO technology, intercom, and proximity readers. All parkers exit from a single Toll Plaza with five (5) exit lanes with booths. The first exit lane is staffed by the operator. Exit lane 2 has a pay-in-lane station accepting cash and credit plus a fee computer that allows for staffing during peak times. Exit lanes 3, 4, and 5 have exit stations accepting credit cards and proximity cards. A listing and pictures of the revenue control equipment is shown in Appendix A. If there is any question as to the installed equipment, it is Proposer's responsibility to conduct its own field check. Proposer shall be responsible for training its personnel in the latest versions of the revenue control equipment. Proposer should include in its response familiarity in operations with the revenue-control equipment.

Proposer may be responsible for operating twenty-four (24) hour per day shuttle bus service to the remote lots during its usage, which in the past has been limited to peak parking lot usage (i.e., spring break, winter break, and Thanksgiving break). However, since expansion of the long-term lot remote parking and the shuttle bus service has not been used during the past several years. Throughout the term of the Agreement and as applicable, the Commission shall designate the shuttle bus pick-up points, and the Commission may utilize its own employees or another third party firm to operate the shuttle bus service.

Rental Car Ready parking is separate from the public parking area, and will not be the general responsibility of the selected Proposer.

**PUBLIC PARKING RATES**

The following public parking lot rates were effective January 1, 2019, and are subject to change by the Commission at any time during the term of the Agreement.

<b>Interval</b>	<b>Short-Term</b>	<b>Long-Term</b>
0 - 20 minutes	Free	Free
21 - 30 minutes	\$2.00	\$2.00
31 - 60 minutes	\$3.00	\$3.00
additional 1/2 hour	\$1.00	\$1.00
Daily	\$14.00	\$8.00

Remote (Overflow): Parking fee paid at point of entry with free flow exit. Rate same as long-term rate of \$8.00 per day.

Valet Parking: Operated by Airport Guest Services employees at a daily rate of \$16.00 (short-term rate plus \$2.00 per day valet fee). Operator reports valet parking operations and valet revenue in conjunction with valet reporting system provided by the Airport.

Employee Parking: Tenant employees with offices or places of business on the Airport shall be permitted to park in a designated employee parking lot, currently at no charge. The Commission has the option of implementing a charge for tenant employee parking. If implemented, selected Proposer will be in charge of invoicing and collection of tenant employee parking fees. If employee parking lot is full, tenant employees may use the long-term parking lot at no charge. Entrance and exit pass card will be provided to employees using the

long-term public parking lot. One (1) parking space in the short-term public parking lot is available for each tenant's manager.

**Airline Crew Parking:** Airline crew of air transportation companies shall be permitted to park within the long-term parking lot for a fee of \$50.00 per month with annual payment option of \$480.00 that discounts the fee \$120.00 per year. Entrance and exit pass cards will be issued to the airline crew. Selected Proposer will be in charge of invoicing and collection of airline crew fees.

**Lost Ticket Fee:** For the short-term or long-term parking lots, the lost ticket fee will be Fourteen Dollars (\$14), plus, the parking rate will be calculated using the number of days of which the patron's vehicle was included in the nightly license plate inventory. The maximum daily rate shall apply to both the date of entry and the date of exit as well. For patrons not on the overnight inventory, the charge shall be for one day at that facility's maximum daily rate.

PROPOSAL FORM

Proposals due at the Offices of the Airport Director no later than 4:30 P.M., on Friday, April 12, 2019.

The undersigned, herein referred to as the Proposer, having familiarized themselves with the legal advertisement, Instructions to Proposers, Proposal Form, and Management Agreement requirements relating to the Proposed Agreement for the operation of the Airport Parking Facilities at The Eastern Iowa Airport and having acquainted themselves with the Facilities hereby proposes to operate pursuant to the terms and conditions above. As compensation for Proposer providing its services and performing its duties and obligations hereunder, the Commission shall pay to the Proposer in equal monthly installments, a fixed annual management fee as follows:

<u>Management Agreement Term</u>	<u>Annual Management Fee</u>
July 1, 2019 through June 30, 2020	\$ _____
July 1, 2020 through June 30, 2021	\$ _____
July 1, 2021 through June 30, 2022	\$ _____
July 1, 2022 through June 30, 2023	\$ _____ (if term extended)
July 1, 2023 through June 30, 2024	\$ _____ (if term extended)

The term "annual" shall mean a period of twelve (12) months beginning July 1, 2019, and each twelve-month period thereafter.

IF PROPOSER IS PROPOSING AS AN AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE), PROPOSER'S ACDBE QUALIFICATION FORM HAS BEEN COMPLETED IN FULL AND IS ATTACHED HERETO, AND MADE A PART HEREOF.

It is agreed that the Commission reserves the right to reject any and all Proposals, in whole or in part, with or without cause; to waive any informalities and technical deficiencies in any Proposal; to enter such contracts as it deems in the best interest of the Commission; to re-advertise; or for the Commission to takeover the operations of the Parking Facilities utilizing its own employees.

Attached is the required Proposal guarantee in the amount of Ten Thousand Dollars (\$10,000). In making this Proposal, we fully understand that this amount will be forfeited as liquidated damages if we fail to furnish the required Bonds, Certificates of Insurance, and execute the Management Agreement if selected.

Respectfully submitted.

\_\_\_\_\_  
Business Name

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ACKNOWLEDGEMENT OF ADDENDA

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_



**Qualification and Business Information Questionnaire**  
(Submit as Attachment A)

It is the intent of the Commission that Proposers possess certain experience and qualifications to ensure a high quality Airport Public Parking Facilities. Therefore, the following information is to be furnished by Proposer and must be sworn to, before a notary public, by an officer (authorized representative) or Proposer who has the responsibility and authority to bind the company statements made.

Each Proposer shall show all requested information pertaining to their organization or to the firm personally, and submit same as a part of the firms Proposal. Failure to do so shall disqualify the Proposer from further consideration of award of Agreement. The undersigned Proposer agrees to furnish, upon request from the Commission, any additional information needed to substantiate or clarify the Proposer's ability to satisfactorily fulfill the requirements of this proposal.

THE UNDERSIGNED PROPOSER DECLARES THAT THE FOLLOWING DATA AND INFORMATION ARE TRUE STATEMENTS CONCERNING FIRM'S FINANCIAL AND PERFORMANCE ABILITY TO COMPLY WITH THE REQUIREMENTS OF THE SERVICES TO BE SUPPLIED.

Name of Firm (exactly as it is to appear on the Management Agreement):

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Principal Office Address:

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Telephone Number: \_\_\_\_\_

Form of Business Entity: (Check one)

- ( ) Corporation
- ( ) Partnership
- ( ) Individual
- ( ) Joint Venture

**Corporation Statement**

If a corporation, answer the following:

When incorporated? \_\_\_\_\_

Where incorporated? \_\_\_\_\_

Is the corporation authorized to do business in Iowa?

Yes ( ) No ( )

If so, as of what date? \_\_\_\_\_

The corporation is held: Publicly ( ) Privately ( )

Furnish the name, title, and address of each officer, director, and principal shareholders owning ten percent (10%) or more of the corporation's issued stock.

<u>DIRECTOR'S NAMES</u>	<u>ADDRESS</u>	<u>PRINCIPAL BUSINESS AFFILIATION OTHER THAN PROPOSER'S DIRECTORSHIP</u>
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

<u>OFFICERS NAME</u>	<u>POSITION</u>
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

<u>PRINCIPAL SHAREHOLDERS NAME</u>	<u>ADDRESS</u>
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Partnership Agreement**

If a partnership, answer the following:

Date of Organization: \_\_\_\_\_

General Partnership ( ) Limited Partnership ( )

Partnership Agreement recorded? Yes ( ) No ( )

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DATE            BOOK            PAGE            COUNTY

Has the partnership done business in Iowa?

Yes ( ) No ( ) When? \_\_\_\_\_

Name, address and partnership share of each general partner:

	NAME	ADDRESS	SHARE
1.	_____	_____	%
2.	_____	_____	%
3.	_____	_____	%
4.	_____	_____	%
5.	_____	_____	%

**Joint Venture Statement**

If a joint venture, answer the following:

Date of Organization: \_\_\_\_\_

Joint Venture Agreement recorded? Yes ( )      No ( )

\_\_\_\_\_  
DATE      BOOK      PAGE      COUNTY

Have the Joint Venturers done business in Iowa?

Yes ( )      No ( ) If so, when? \_\_\_\_\_

Name and address of each Joint Venturer and percent of ownership of each:

	<u>NAME</u>	<u>ADDRESS</u>	<u>% OF OWNERSHIP</u>
1.	_____	_____	____%
2.	_____	_____	____%
3.	_____	_____	____%
4.	_____	_____	____%
5.	_____	_____	____%

Attach a complete copy of the Joint Venture Agreement.

## Financial References

### INSTRUCTIONS

List at least three (3) persons or firms with whom you have conducted significant financial transactions during the past three (3) years. If firms are used, give the name of the department and/or person who may be contacted.

*Proposers are encouraged to attach a letter of reference from each of the below listed persons or firms.*

### REFERENCE NO. 1

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

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### REFERENCE NO. 2

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

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### REFERENCE NO. 3

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

Firm: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Operational References

### INSTRUCTIONS:

List at least three (3) officials from separate public agencies, preferably airports, who have knowledge of your ability to operate a high quality public parking facilities and have used your services considerably within the past three years.

### REFERENCE NO. 1

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

Public Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Association: \_\_\_\_\_

### REFERENCE NO. 2

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

Public Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Association: \_\_\_\_\_

### REFERENCE NO. 3

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

Public Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Association: \_\_\_\_\_

What is the principal business activity of the Proposer?

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How many years has the Proposer been continuously engaged in the Management and Operation of Public Parking Facilities \_\_\_\_\_?

Has Proposer ever had a Public Parking Facility Management Agreement cancelled or terminated due to default or breach of Agreement by the Proposer? Yes ( ) No ( )

If yes, identify the Lessor, the year, and the cause of cancellation or termination.

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Has Proposer ever been sued by an Airport or other Public Parking Facility for issues pertaining to fee payments, rental payments, and/or performance? Yes ( ) No ( )

If yes, identify the Lessor, the year and the cause of such suit.

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Has Proposer ever had a Bond or Surety cancelled or forfeited?  
Yes ( ) No ( )

If yes, identify the Bonding Company, year of cancellation or forfeiture, amount and reason for cancellation or forfeiture.

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Has Proposer ever filed for protection under Federal Bankruptcy Laws? Yes ( ) No ( )

If yes, list the date, Court of Jurisdiction, and amount of assets and liabilities.

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**Introduction and Executive Summary**  
(Submit as Attachment B)

Submit a letter of introduction and an executive summary of the proposal. Summarize the reasons you believe this Proposal should be accepted. Identify the key strengths of your company and personnel. The letter must be signed by a person authorized by the firm (or joint venture) to obligate the firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by the firm that it is willing and able to perform the commitments contained in the proposal.



**Statement of Qualifications**  
(Submit as Attachment C)

Submit a statement identifying how the Proposer meets the qualifications set forth within this Request for Proposals (RFP).

**Management and Operating Plan**  
(Submit as Attachment D)

- A. Attach a description of the management structure to be used in the operation. Charts, diagrams, and descriptive materials as desirable or appropriate may be used to expand or clarify. Identify the relationship between the local operation and the Proposer's main headquarters. Information provided should include:
- Proposer's local and off-site management team, with emphasis on on-site manager and his/her experience operating comparable airport parking facilities;
  - Identification of local and off-site management duties and responsibilities, by individual position, as they relate to the operations of the Airport;
  - Organizational chart of the local and corporate levels;
  - Customer service policy and training program;
  - Personnel policies such as employee duties, qualifications, recruitment, hiring, pay scale, training evaluation, advancement, and dismissal;
  - Equal employment opportunity policy; and
  - Sexual harassment policy;
- B. Describe in detail the operating procedures you Propose to implement, including internal financial controls and audit procedures, handling of non-standard transactions (such as lost tickets), preemptive measures that are designed to reduce the risk of both internal and external theft, and customer relations. Operating Plan shall address at a minimum the following the Proposer's plan to perform the scope of services to include:
- Operating and managing the Airport Parking Facilities in accordance with the scope of operation outlined in Section 11 of the RFP;
  - Collecting all parking facilities fees and charges (including the processing of credit card charges) legally due, and providing bookkeeping and accounting services;
  - Accounting methods including the handling of non-revenue and lost tickets;
  - Cashier and supervisor procedures for cash handling;
  - Detailed preliminary and secondary auditing procedures;
  - Performing routine maintenance of the Parking access and revenue control equipment;
  - Removing improperly parked or abandoned vehicles
  - Performing nightly license plate inventory of all vehicles in Airport parking facilities;
  - Maintaining the Parking Facilities so that they are clean and free of litter;
  - Providing Parking Facilities customers with battery jump-starts and other reasonable emergency vehicle assistance; and
  - Establishing and maintaining a high level of customer service.

**Experience**  
(Submit as Attachment E)

- A. Provide a summary of the Proposer's experience in managing and operating public Airport Parking Facilities. As a minimum, such summary must include the name and location of the public agency involved, the inclusive dates and type of agreement, i.e., lease, concession, management services, etc., and the amount of gross receipts generated by each facility for each agreement year.
  
- B. Provide a resume and job description of the resident manager you propose to assign to the Public Parking Facility. If an individual has not been selected, then provide the qualifications, annual salary, and level of experience you will require when hiring a manager. Also, describe the qualifications, salary level, and level of experience you will require when hiring other personnel. Prepare a chart of the organizational structure that you would propose to use in your operation and management of the Public Parking Facility.
  
- C. Provide information and narrative regarding the Proposer's revenue control philosophy. Describe the personnel policies and practices that you would implement in the performance of your obligations under the Management Agreement, including the supervision and surveillance to be rendered by the corporate office, if applicable.
  
- D. Provide a personnel flow chart or similar listing showing your recommended staffing plan for a hypothetical week of time.

**Owning or Operating Competing Projects**  
(Submit as Attachment F)

Submit a statement as to whether the Proposer does or does not operate or own a competing project within the five (5) miles of public parking facilities at The Eastern Iowa Airport.

**Budget**  
(Submit as Attachment G)

- A. Submit a Proposed budget for the first year of the operation of the parking facilities from July 1, 2019, thru June 30, 2020, of the Agreement term detailing expenses to be incurred including staff wages and benefits costs per classification, as well as other reimbursable operating costs.
- B. Operating expenses are limited to those identified in the Sample Agreement listed as Exhibit "A".
- C. A Sample Budget Form is provided as Exhibit 5. Proposer should provide information in the level of detail deemed necessary to demonstrate knowledge and understanding.

**Transition Plan**  
(Submit as Attachment H)

Describe the proposed transition plan for assuming management responsibilities following approval of the Agreement. Incumbent shall provide information showing steps taken to improve parking operations at this location.

**Parking Access and Revenue Control System (PARCS) Equipment**  
(Submit as Attachment I)

Describe Proposer's familiarity in operations with the Commission's existing HUB Parking Technology USA, Inc. parking access and revenue control system (PARCS) equipment. A listing and pictures of the PARCS equipment is shown in Appendix A.

**Customer Loyalty Program**  
(Submit as Attachment J)

Commission participates in the “**Thanks Again**” Customer Loyalty Program in conjunction with customer use of the airport public parking lot facilities and airport concessions. The program costs are invoiced directly to the operator, which is reimbursed by the Commission. Proposers should describe its history and detailed experience with “**Thanks Again**” or similar programs and list the costs associated with the program it would implement including the transaction fee.



**Statement of Completeness**  
(Submit as Attachment K)

State of \_\_\_\_\_

County of \_\_\_\_\_

(I), (We), the undersigned, being duly sworn and acting as an \_\_\_\_\_ of \_\_\_\_\_ do hereby affirm that (I), (We), have the responsibility and authority for providing information on behalf of \_\_\_\_\_ and that same as submitted is true, accurate and correct.

Further, (I), (We), hereby affirm that \_\_\_\_\_ to the best of (my), (our), knowledge and belief meets the criteria and possesses those qualifications required of the Cedar Rapids Airport Commission for the Management and Operation of the Airport Parking Facilities at The Eastern Iowa Airport.

If Proposer is an individual, sign here:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Doing Business As

If Proposer is a partnership or joint venture, at least two (2) partners or each of the joint venturers must sign here:

\_\_\_\_\_  
(Partnership or Joint Venture Name)

NOTE: Attach additional signature pages as necessary. (Member of the Partnership or Joint Venture) By: \_\_\_\_\_

By: \_\_\_\_\_  
(Member of the Partnership or Joint Venture)

If Proposer is a corporation, the duly authorized officer(s) must sign as follows:

\_\_\_\_\_  
(Corporation Name)

By: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_)

COUNTY OF \_\_\_\_\_)

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_ Notary Public

My Commission Expires: \_\_\_\_\_

**Non-Collusion Affidavit**  
(Submit as Attachment L)

The Proposer hereby certifies:

1. That this Proposal is not affected by, contingent on, or dependent on any other Proposal submitted for any improvement at The Eastern Iowa Airport, Cedar Rapids, Iowa;
2. That no individual employed by the Proposer was paid or will be paid by any person, corporation, firm, association, or other organization for soliciting the Proposal, other than the payment of their normal compensation to persons regularly employed by the Proposer whose services in connection with the making of this Proposal were in the regular course of their duties for the Proposer;
3. That no part of the compensation to be received by the Proposer was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the bid, other than the payment of their normal compensation to persons regularly employed by the Proposer whose services in connection with the making of this Proposal were in the regular course of their duties for the Proposer;
4. That this Proposal is genuine and not collusive or sham; that the Proposer has not colluded, conspired, connived or agree, directly or indirectly, with any other Proposer or person, to put in a sham Proposal or to refrain from making a Proposal, and has not in any manner, directly or indirectly, sought, by agreement or collusion, or communication or conference, with any person, to fix the Proposal price of Proposer or of any other Proposer, and that all statements in this Proposal are true; and
5. That the individual(s) executing this Proposal have the authority to execute this Proposal on behalf of the Proposer.

Proposer \_\_\_\_\_  
Signature By \_\_\_\_\_  
Name (Print/Type) \_\_\_\_\_  
Title \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_

**ACDBE Proposer's Form**  
(Submit as Attachment M)

**INFORMATION FOR DETERMINING AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) ELIGIBILITY FOR AIRPORT PARKING FACILITIES AT THE EASTERN IOWA AIRPORT.**

This schedule must be completed if the firm or person submitting a Proposal (the Proposer) for the Management and Operation of the Airport Parking Facilities at The Eastern Iowa Airport is submitting a Proposal as an Airport Concession Disadvantaged Business Enterprise.

1. Name of Proposer:

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2. Address of Proposer:

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3. Telephone number of Proposer: ( ) \_\_\_\_\_

4. Indicate whether Proposer is sole proprietorship, partnership, joint venture, corporation, or other business entity:

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5. Nature of Proposer's primary business:

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6. Years Proposer has been in business: \_\_\_\_\_

7. Ownership of Proposer: Identify those who own an interest of five percent (5%) or more in Proposer:

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**Proposal Bond Form**  
(Submit as Attachment N)

**KNOW ALL MEN BY THESE PRESENTS:**

That we, the undersigned, \_\_\_\_\_, as Principal, and

\_\_\_\_\_,  
a corporation, authorized to do Surety business in the State of Iowa, as Surety, are held and firmly bound unto the Cedar Rapids Airport Commission (CRAC), as Obligee, in the sum of Ten Thousand Dollars (\$10,000) in lawful money of the United States of America, for the payment of which sum, will and truly to be made, said Principal and Surety bind themselves, their heirs, executors, administrators, successors, and assigns, jointly and severally, by these presents.

The condition of this obligation is such that, if the Obligee, CRAC, shall make an award to the Principal of the Agreement for:

**AIRPORT PARKING FACILITIES**  
**THE EASTERN IOWA AIRPORT**

According to the terms of the Proposal made by the Principal therefore, and the Principal shall duly make and enter into a Agreement with the Obligee in accordance with the terms of said Proposal and award and shall give bonds for the faithful performance thereof, with Surety or Sureties approved by the Obligee; or if the Principal shall in case of its failure to do so, pay to the Obligee the sum hereof as liquidated damages which the Obligee shall suffer by reason of such failure, but not exceeding the penalty of this Bond, then this obligation shall be null and void; otherwise, it shall be and remain in full force and effect.

IN WITNESS WHEREOF, we have executed this Proposal Bond this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

ATTEST: \_\_\_\_\_  
Corporate Secretary

\_\_\_\_\_  
Principal

By: \_\_\_\_\_

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

**Insurance Certification**  
(Submit as Attachment O)

**Insert Current Certificate of Insurance**

**Financial Reports**  
(If Requested by Commission)

Proposer is expected to have the financial ability to proceed with the management and operation of the parking facilities if selected; therefore, proposer's financials will not be a required part of this RFP. Upon review of the proposals, the Commission reserves the right to request any and all financial material it deems relevant in assessing the validity of the proposals.

Requested financial material may include the following:

- A. Furnish the past two (2) fiscal years financial statements prepared in accordance with generally accepted accounting principles with an independent CPA's statement attached and certified by a duly authorized corporate officer. At a minimum, the Proposer shall submit the following:
  - 1. Balance sheet and income statement for the last two (2) fiscal years prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Proposer.
  - 2. If a publicly held corporation, the Proposer should provide in lieu of the foregoing: consolidated financial statements as submitted to the Securities and Exchange Commission (SEC) on Form 10K, the most recent Form 10Q, and any Forms 8K filed with the SEC in the last Twelve (12) months. Owners of closely held corporations must submit a personal financial statement, current within three (3) months from date of submittal.
  
- B. If the Proposer is a newly formed entity, please indicate the amount and source of capitalization of company.

## **Exhibit A – Draft Sample Agreement**

Note: Attached as separate document.



## Exhibit B – Performance Bond

### KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ as Principal (the "Principal") and \_\_\_\_\_, a Corporation organized under the laws of the State of \_\_\_\_\_ and authorized to transact a Surety business in the State of Iowa, as Surety (the Surety), are held and firmly bound unto the Cedar Rapids Airport Commission (Commission), in amount of Two Hundred Fifty Thousand Dollars and no Cents, (\$250,000.00) in lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves and each of us, our heirs, executors, administrators, trustees, successors, and assigns, jointly and severally, firmly by these presents.

The condition of the obligation of this bond is such that:

**WHEREAS**, the Principal entered into a written Management Agreement with the Commission, dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019, for the Management and Operation of certain facilities and certain premises, as more particularly described therein for the purpose of operating the Airport Parking Facilities.

**WHEREAS**, the Principal has been licensed by the Commission under the Agreement upon the condition that the Principal fully and faithfully performs all of its obligations under the Agreement, including, without limitation, the payment to the Commission of all fees and charges specified therein.

**NOW THEREFORE**, if the Principal shall, in all particulars well, truly, and faithfully perform and abide by the Agreement and each and every covenant, condition, and part thereof and shall fulfill all obligations resting upon the Principal by the terms of the Agreement; and if the principal shall protect and save harmless from any pecuniary loss resulting from the breach of any of the items, covenants and conditions of the Agreement resting upon the Principal, then this obligation shall be null and void; otherwise, it shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no modifications or amendments in the Agreement shall have the effect of releasing the Sureties, or any of them, from the obligations of this Bond.

**IN WITNESS WHEREOF**, the Principal has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its duly authorized officers, and the Surety has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its attorney-in-fact, duly authorized so to do, the day and year set forth below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

PRINCIPAL:

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

SURETY:

\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

NAME: \_\_\_\_\_

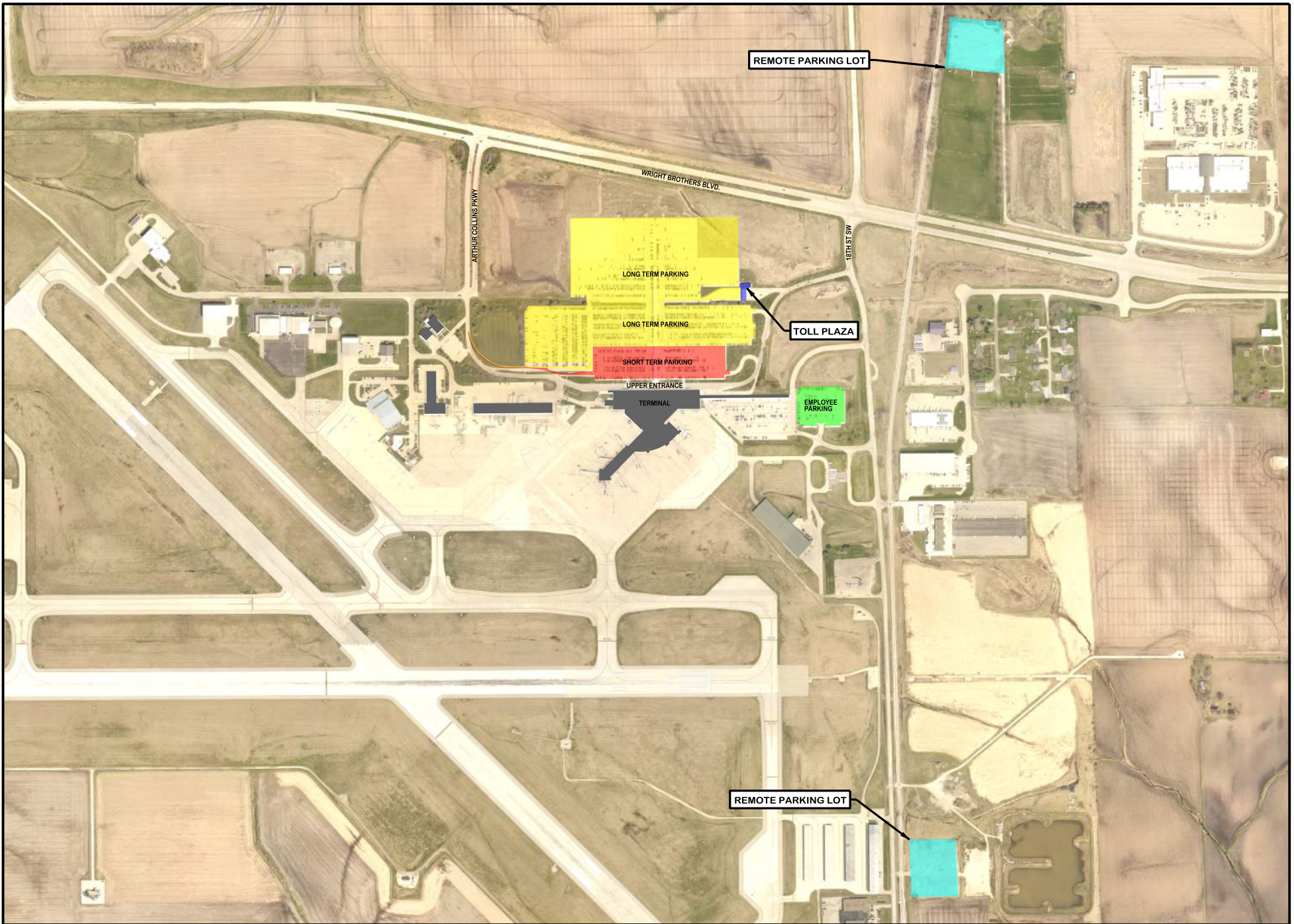
ADDRESS: \_\_\_\_\_

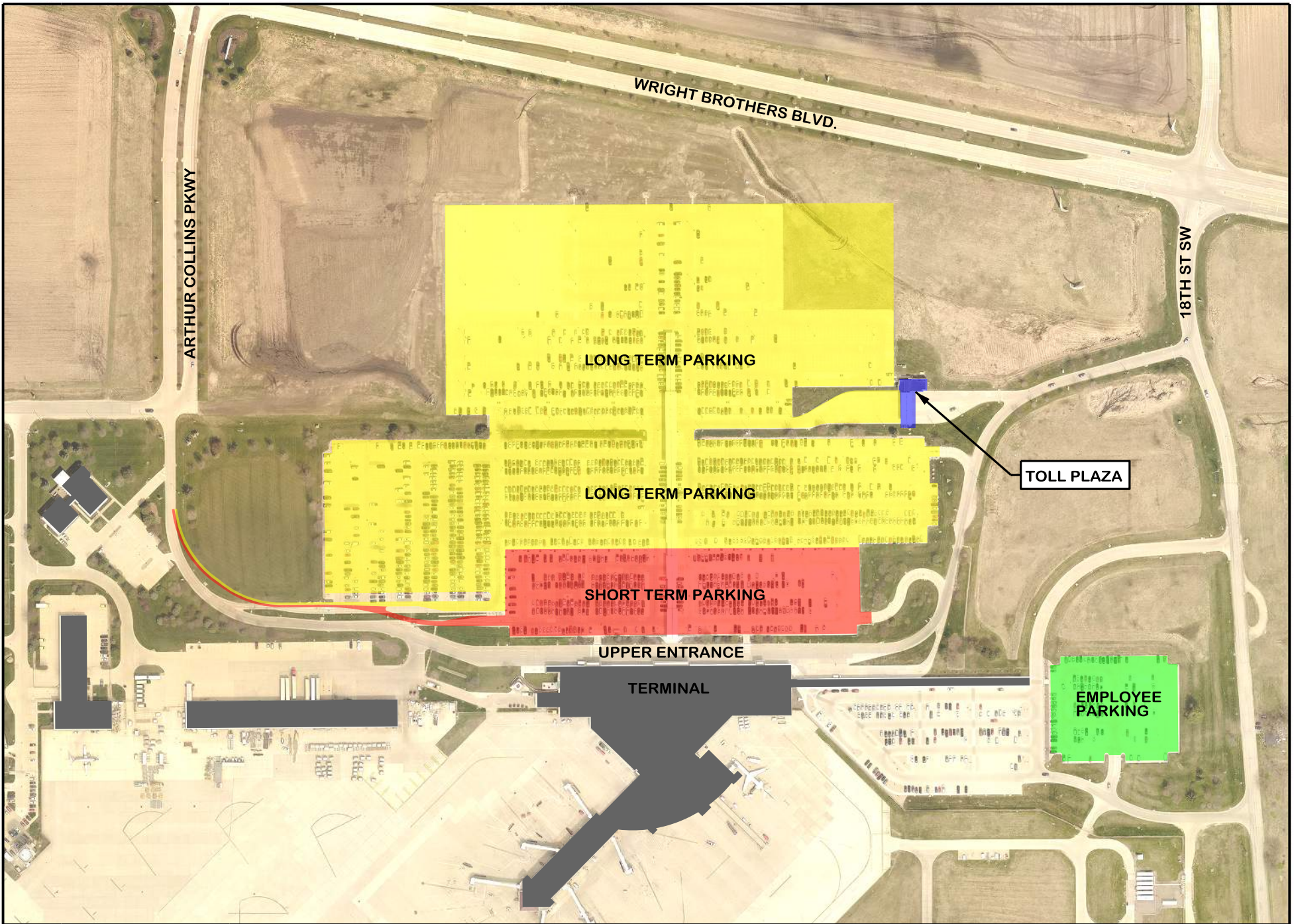
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_

**Exhibit C – Public & Employee Parking Lots  
With Approximate Vehicle Spaces**

- SHORT-TERM SURFACE LOT
  - Approximately 436 spaces
- LONG-TERM SURFACE LOT
  - Approximately 2,825
- REMOTE OVERFLOW SURFACT LOT
  - Approximately 800 spaces
- EMPLOYEE SURFACE LOT
  - Approximately 125 spaces





## Exhibit D – Flight Schedule



The Eastern Iowa Airport  
Arrivals - March 2019

						MON	TUE	WED	THURS	FRI	SAT	SUN			
Flights						Daily							Total Weekly Flights		
Dst	Arrival Time	AI	Flight	Org	Departure Time	1	2	3	4	5	6	7			
CID	0754	G4	2192	SFB	0600					1			1		
	0759	G4	2192	SFB	0605			1					1		
	0810	AA	4175	ORD	0705	1	1	1	1	1	1	1	7		
	0813	G4	1696	PGD	0610						1		1		
	0824	G4	2192	SFB	0630	1							1		
	0844	G4	862	PIE	0650				1				1	2	
	0852	UA	4305	ORD	0745								1	1	
	0854	G4	862	PIE	0700		1							1	
	0857	UA	4864	ORD	0750							1		1	
			4305	ORD	0750	1	1	1	1					4	
	0904	G4	862	PIE	0710							1		1	
	0913	G4	1696	PGD	0710	1					1			2	
	0953	G4	2192	SFB	0759							1		1	
	1055	DL	3567	DTW	1010	1	1	1	1	1	1		1	6	
	1102	G4	500	AZA	0610								1	1	
	1125	UA	3767	ORD	1013	1	1	1	1	1	1	1	1	7	
	1130	DL	3784	MSP	1000	1	1	1	1	1	1		1	6	
	1131	AA	5073	CLT	1001	1	1	1	1	1	1	1	1	7	
	1132	G4	600	AZA	0640								1	1	
	1207	DL	3289	ATL	1050							1		1	
	1212	G4	600	AZA	0720			1						1	
	1247	AA	3362	ORD	1145	1	1	1	1	1	1	1	1	7	
	1252	DL	3808	MSP	1139							1		1	
	1256	AA	4035	DFW	1050	1	1	1	1	1	1	1	1	7	
	1402	UA	3887	ORD	1247	1	1	1	1	1	1	1	1	7	
	1418	AA	3584	ORD	1315	1	1	1	1	1	1	1	1	7	
	1430	UA	774	DEN	1143	1	1	1	1	1	1	1	1	7	
	1539	G4	1696	PGD	1336		1							1	
	1612	DL	3289	ATL	1458	1	1	1	1	1	1		1	6	
	1615	G4	1696	PGD	1412			1						1	
	1625	DL	3754	DTW	1540	1	1	1	1	1			1	6	
	1655	UA	3859	ORD	1540	1	1	1	1	1	1	1	1	7	
	1706	AA	4065	DFW	1506	1	1	1	1	1			1	6	
	1713	DL	3809	MSP	1555	1	1	1	1	1	1		1	6	
	1741	AA	4197	ORD	1640	1	1	1	1	1	1	1	1	7	
	1851	F9	694	DEN	1553				1					1	2
	1908	G4	500	AZA	1416			1						1	
	1924	G4	64	LAS	1424					1				1	2
	1930	G4	500	AZA	1438		1							1	
	2014	G4	64	LAS	1514			1						1	
	2015	G4	500	AZA	1523				1					1	
	2017	G4	500	AZA	1525							1		1	
2053	DL	4684	MSP	1940							1		1		
	G4	500	AZA	1601	1					1			2		
	UA	3828	ORD	1945	1	1	1	1	1	1	1	1	7		
2108	DL	3758	DTW	2030							1		1		
	G4	64	LAS	1608	1					1			2		
2111	DL	3758	DTW	2030	1	1	1	1	1			1	6		
2153	DL	4684	MSP	2035	1	1	1	1	1			1	6		
2214	AA	5590	CLT	2054	1	1	1	1	1			1	6		
2220	DL	2374	ATL	2111	1	1	1	1	1		1	1	7		
2233	AA	5590	CLT	2119							1		1		
2309	AA	4113	DFW	2111	1	1	1	1	1	1	1	1	7		
2312	UA	644	DEN	2020							1		1		
2313	UA	644	DEN	2020	1	1	1	1	1	1		1	6		
2321	AA	3855	ORD	2220	1	1	1	1	1	1	1	1	7		
Total Weekly Flights						29	28	30	29	28	26	29	199		



The Eastern Iowa Airport  
Departures - March 2019

						MON	TUE	WED	THURS	FRI	SAT	SUN		
Flights						Daily							Total Weekly Flights	
Org	Departure Time	AI	Flight	Dst	Arrival Time	1	2	3	4	5	6	7		
CID	0550	UA	294	DEN	0659							1	1	
					0700	1	1	1	1	1	1		6	
	0600	DL	2361	ATL	0917	1	1	1	1	1	1	1	7	
	0609	AA	3598	ORD	0729	1	1	1	1	1	1	1	7	
	0620	DL	3743	DTW	0904	1	1	1	1	1		1	6	
	0630	UA	3830	ORD	0748	1	1	1	1	1	1	1	7	
	0645	DL	4687	MSP	0805							1		1
					0806	1	1	1	1	1			1	6
	0701	AA	5303	CLT	1026	1	1	1	1	1	1	1	1	7
	0726	AA	4112	DFW	0945	1	1	1	1	1	1	1	1	7
	0830	DL	3743	DTW	1109							1		1
	0839	G4	2193	SFB	1215						1			1
	0843	AA	4175	ORD	0954	1	1	1	1	1	1	1	1	7
	0844	G4	2193	SFB	1220			1						1
	0858	G4	1697	PGD	1241							1		1
	0909	G4	2193	SFB	1245	1								1
	0922	UA	4196	ORD	1040								1	1
	0927	UA	4828	ORD	1045							1		1
				4196	ORD	1045	1	1	1	1				4
	0929	G4	863	PIE	1303				1				1	2
	0939	G4	863	PIE	1313		1							1
	0949	G4	863	PIE	1323							1		1
	0958	G4	1697	PGD	1341	1					1			2
	1038	G4	2193	SFB	1414							1		1
	1135	DL	3567	DTW	1412	1	1	1	1	1	1		1	6
	1147	G4	501	AZA	1303								1	1
	1200	DL	3784	MSP	1308	1	1	1	1	1	1		1	6
		UA	3941	ORD	1320	1	1	1	1	1	1	1	1	7
	1204	AA	5073	CLT	1520	1	1	1	1	1	1	1	1	7
	1217	G4	601	AZA	1333							1		1
	1242	DL	3289	ATL	1545							1		1
	1257	G4	601	AZA	1413			1						1
	1312	AA	3362	ORD	1425	1	1	1	1	1	1	1	1	7
	1324	DL	3808	MSP	1440							1		1
	1332	AA	4035	DFW	1543	1	1	1	1	1	1	1	1	7
	1440	UA	3913	ORD	1600	1	1	1	1	1	1	1	1	7
1444	AA	3584	ORD	1556	1	1	1	1	1	1	1	1	7	
1520	UA	386	DEN	1630	1	1	1	1	1	1	1	1	7	
1624	G4	1697	PGD	2007		1							1	
1650	DL	3754	DTW	1931	1	1	1	1	1	1		1	6	
1653	DL	3289	ATL	1958	1	1	1	1	1	1		1	6	
1700	G4	1697	PGD	2043			1						1	
1737	AA	4065	DFW	1950	1	1	1	1	1			1	6	
1738	DL	3809	MSP	1900	1	1	1	1	1	1		1	6	
1806	AA	4197	ORD	1919	1	1	1	1	1	1	1	1	7	
1835	UA	3804	ORD	2002	1	1	1	1	1	1	1	1	7	
1941	F9	693	DEN	2054				1				1	2	
1953	G4	501	AZA	2109			1						1	
2009	G4	65	LAS	2134					1			1	2	
2015	G4	501	AZA	2131									1	
2059	G4	65	LAS	2224		1							1	
2100	G4	501	AZA	2216			1						1	
2102	G4	501	AZA	2218							1		1	
2138	G4	501	AZA	2254	1					1			2	
2153	G4	65	LAS	2318	1					1			2	
Total Weekly Flights						29	28	30	29	28	26	29	199	

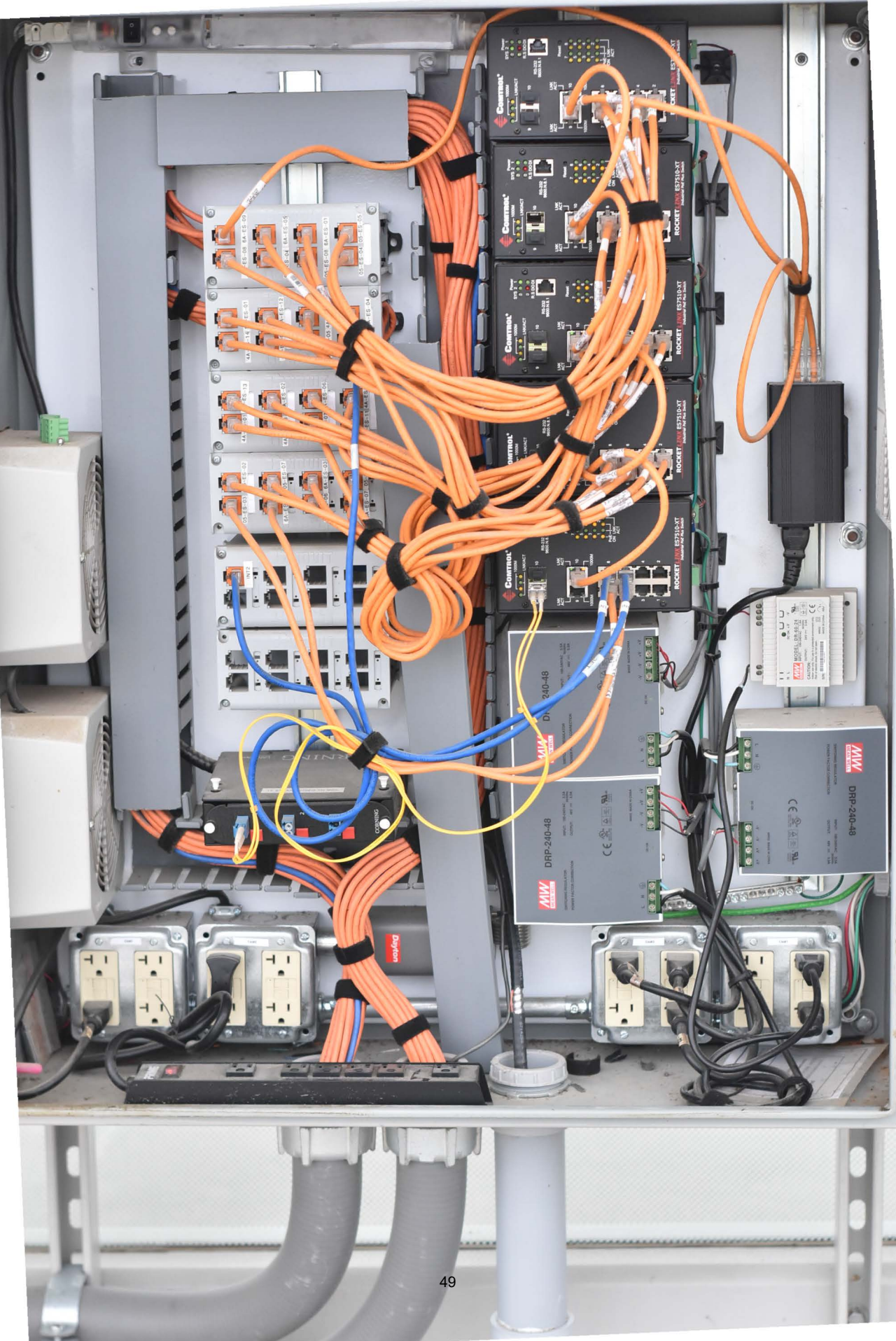


**Exhibit E - Sample Budget Form  
Operating Expenses**

July 1, 2020 . June 30, 2021	1 <sup>st</sup> Year FY2020
GROSS REVENUE	\$6,403,420
Salary and wages:	
Facility Manager	
Supervisors	
Cashiers	
Others	
Overtime	
Holiday/vacation/overtime	
Incentives/benefits	
Workers comprehensive	
Payroll taxes	
Subtotal	
Operating costs:	
Telephones (paid by Commission)	\$0
Utilities (paid by Commission)	\$0
Uniforms	
Administrative (specify)	
Employee recruiting/training	
Vehicle maintenance (paid by Commission)	\$0
Fuel (paid by Commission)	\$0
Snow removal (paid by Commission)	\$0
Supplies	
License and permits	
Data Processing/Audit	
Office Supplies	
Equipment rental	
Repairs	\$5,000
Data Processing/Audit	
Postage/Courier	
Tickets	
Security Services (Armored Car)	
PCI Testing	
Promotions (Loyalty Program)	
Other (specify)	
Subtotal	
Management fee	
Total estimated annual operating cost	
Net to Airport	

## Appendix A – Listing and Pictures of Existing PARCS Equipment

QUANTITY	ITEM
HUB PARCS	
8	DP5900 Entry Station with barcode scanner / intercoms
3	DP5800 Exit Station with barcode scanner / intercoms
2	Fee Computers
2	Fee displays
1	DP7001 Pay-in-lane station / intercom
12	Proximity readers
17	Gates
1	DP11000 Management Software
Genetec LPR / LPI	
1	Genetec security center 5.2
1	Microsoft 2008 SQL server
2	SharpX LPR HD Cameras, mounted on airport vehicle
1	Genetec LPR 2X controller
1	Panasonic Toughbook with in-vehicle mount
1	Dell Inspiron PC . security center server
1	800w Black & Decker power converter
Information Technology (IT) Assets	
1	HP ML350 Gen 9 . payment server <ul style="list-style-type: none"> <li>· Redundant power supplies</li> <li>· Samsung SSDs</li> <li>· 16GB memory</li> <li>· MS SQL 2012</li> <li>· Monitor, keyboard, and mouse</li> <li>· Datacap TwinTran</li> </ul>
1	Networking <ul style="list-style-type: none"> <li>· HP ProCurve 2610-24 Port PoE switch</li> <li>· TrendNet TE100-S24g</li> <li>· 12+ 100BaseFX fiber transceivers</li> <li>· UPS</li> </ul>
2	VoIP Phones
2	Booths 1 & 2 internal hardware <ul style="list-style-type: none"> <li>· Manual fee computer</li> <li>· Omni Telephone/Ethernet credit card processor to process transactions in the event of a server outage/internet outage</li> </ul>



**PAY HERE**



RECEIPT



SWIPE CREDIT CARDS ONLY



INSERT CASH HERE  
ONE BILL AT A TIME



\$1 \$5 \$10 \$20  
NO \$50 OR \$100 BILLS  
DOES NOT ACCEPT COINS

ASSISTANCE

RECEIPT

PRESS AFTER SUPPORT REQUEST

CANCEL

LOST TICKET



INSERT TICKET HERE  
BAR CODE FACE UP

SPLIT PAYMENTS NOT ACCEPTED  
TRUST PAY ALL CASH OR ALL CREDIT

CHIPPING & TAPPING

SCAN CARD

**DATAPARK**



DATAPARK

DATAPARK  
18.36

INSERT TICKET

BAR CODE FACE UP

INTERCOM



INSERT TICKET HERE

PRESS FOR  
RECEIPT  
or CANCEL

PARKING BADGE

INSERT TICKET HERE

INSERT  
CREDIT  
CARD

SWIPE CREDIT CARD HERE

SWIPE CREDIT CARD HERE













**DATAPARK**

DATAPARK 18 82

TICKET IS NOT GIVEN IF CREDIT CARD IS USED TO ENTER  
 MUST USE SAME CREDIT CARD WHEN EXITING

**INTERCOM**

**PLEASE TAKE TICKET**  
 LOST TICKET FEE: 16.00 \$14.00

**EMPLOYEE**

**INSERT CREDIT CARD**

**SWIPE CREDIT CARD HERE**

**PRESS FOR TICKET**

**Map/Plan**

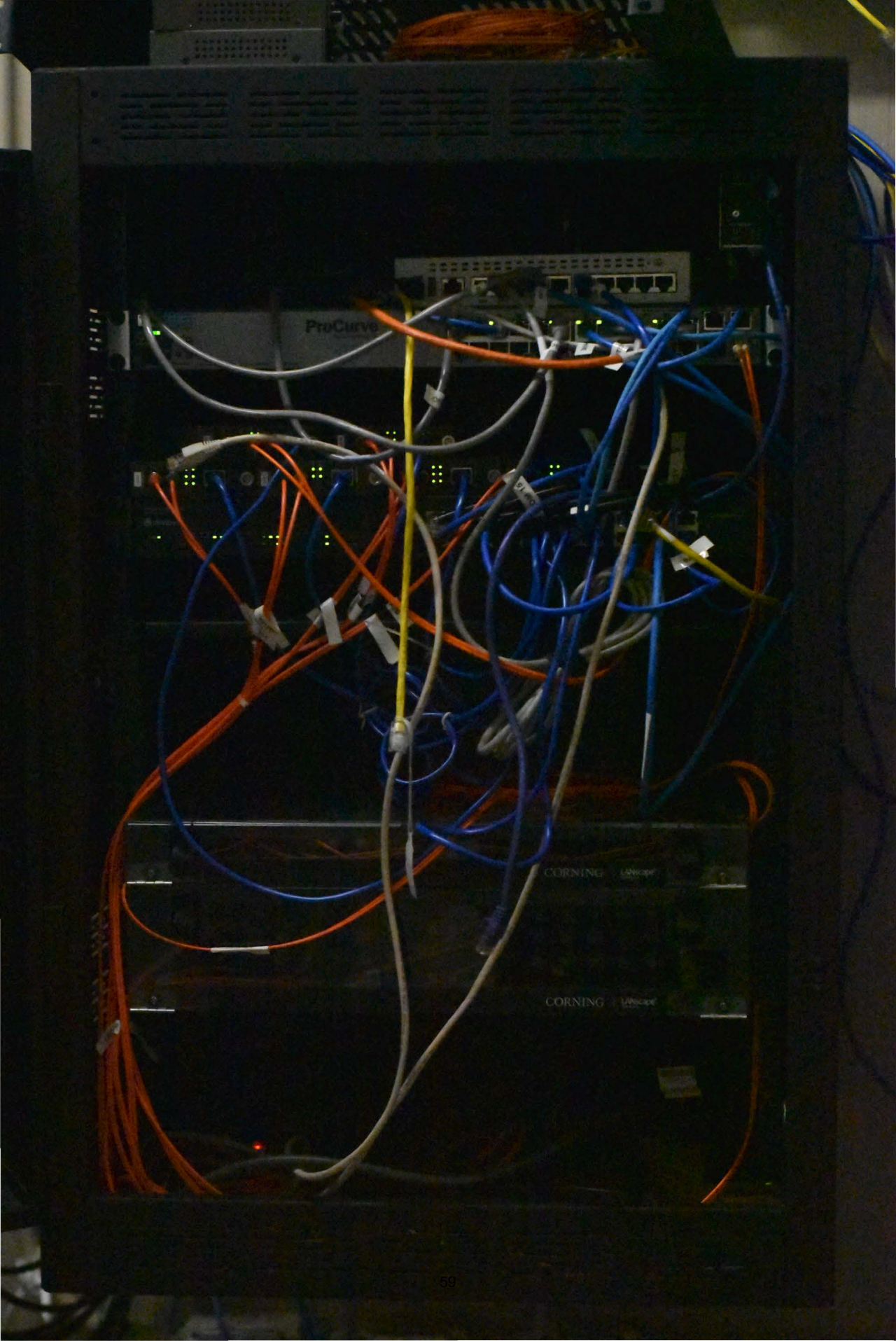
**OPERATOR'S TRAINING INSTRUCTIONS**

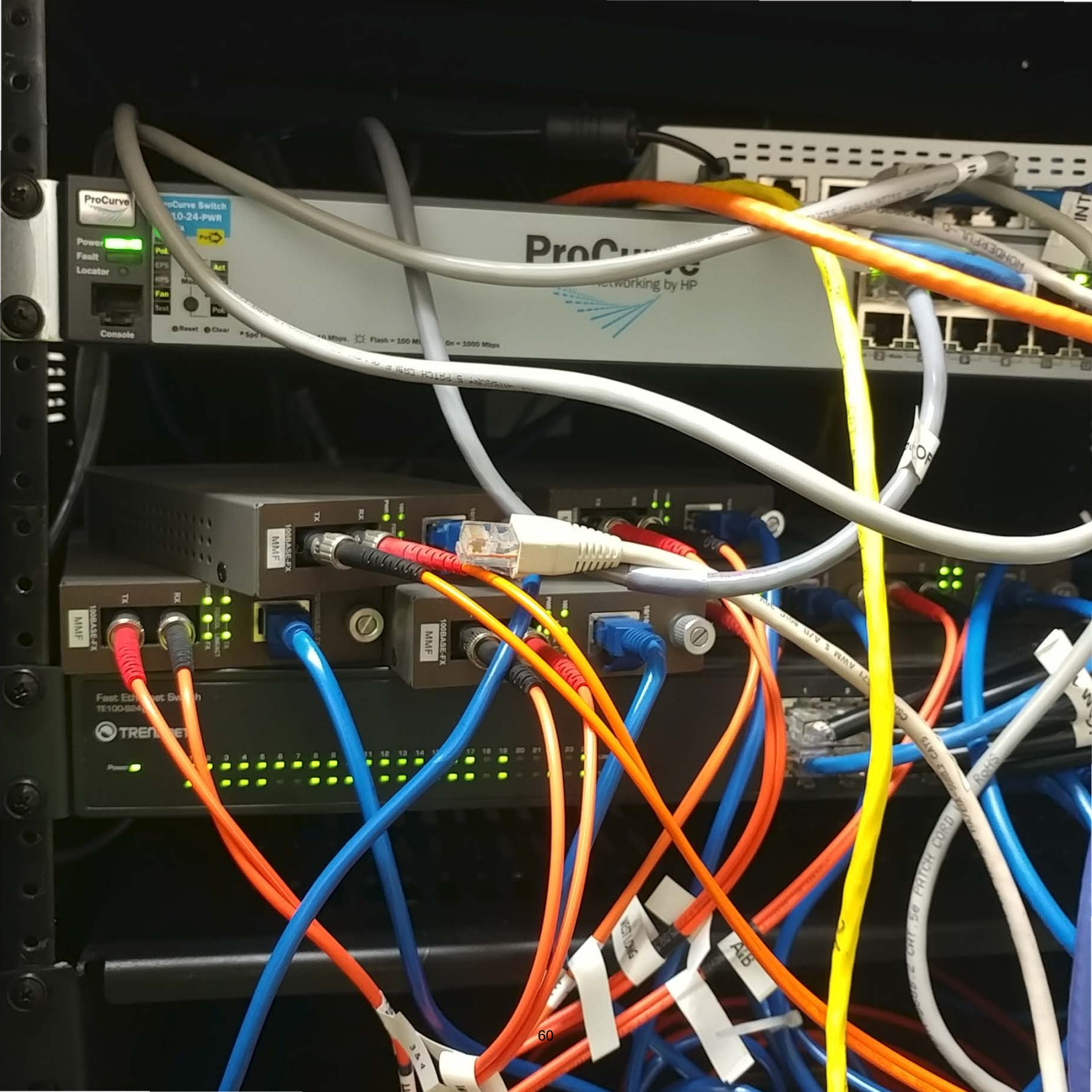
**MAP FUNCTIONS**

**OPERATOR'S TRAINING INSTRUCTIONS**











NEC  
AccuSync AS17

Peripherals Plus

EPSON

