



**Pre-Proposal Meeting
RFP Management & Operations of
Airport Parking System**

March 25, 2019 @ 2:30 PM

AGENDA

- **General Airport Overview**
 - Airport Highlights
 - Historical Statistics
 - Existing Public, Employee and Remote Parking Lot Locations
- **Management Contract Opportunity**
 - Goals and Objectives
 - Significant Terms and Conditions
- **Request for Proposals**
 - Proposal Requirements
 - Evaluation Criteria and Schedule
- **Questions and Answers**
- **Airport Parking System Tour (upon request)**

AIRPORT HIGHLIGHTS

- The Eastern Iowa Airport (CID) is operated by the Cedar Rapids Airport Commission
- Classified by FAA as Small Hub Airport
- Rank 116th nationwide based on CY 2017 Enplanements 574,636
- CY 2018 Total Enplanements = 602,177 [4.8% Increase]
- CY 2018 Total Passengers = 1,205,624 [5.4% Increase]
- 5 Airlines serve CID & offer Non-Stop Flights to 14 cities
 - Allegiant – AZA, LAS, PGD, PIE & SFB; Seasonal: LAX & BNA
 - American Airlines – CLT & ORD
 - Delta Air Lines – ATL, DTW & MSP
 - Frontier Airlines – DEN
 - United Airlines – DEN & ORD
- Recent capital improvements
 - Terminal Building Modernization Phase 1, 2 and 3, 2014 - 2019
 - Construct Parking Lot Improvements Phase 1, 2 and 3, 2015 - 2018
 - Replace Parking Lot Stairs and Install Snow Melt System, 2016
 - Install Parking Lot Video Surveillance System, 2016
 - Construct Terminal Apron Expansion, 2018
 - Construct Self-Service Avgas Fuel Farm, 2018
 - Reconstruct Circulation Road Phase 1, 2018 - 2019
- Upcoming capital improvements
 - Reconstruct public parking Lot C, D and E (long-term lots), 2019 - 2021
 - Construct West Cargo Apron and Cargo Facility, 2019 - 2020
 - Reconstruct Runway 13/31 North, 2019
 - Reconstruct Taxiway A4 and A5 and Construct Circulation Taxiway, 2020
 - Reconstruct Circulation Road Phase 2 and 3, 2020 – 2021
 - Terminal Building Modernization Phase 4, Expand and Renovate C Concourse, 2020

HISTORICAL STATISTICS

Total Enplanements by Marketing Carrier

Air Carrier	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Allegiant	91,555	99,470	98,556	98,541	99,335
American	132,647	145,904	128,019	151,164	154,046
Delta	143,862	148,582	144,011	150,928	148,243
Frontier	21,927	16,126	16,195	16,692	28,246
United	149,975	149,128	141,319	147,189	148,836
Charters	3,778	4,018	6,784	2,958	4,781
Total FY Enplanements	543,744	563,228	534,884	567,472	583,487

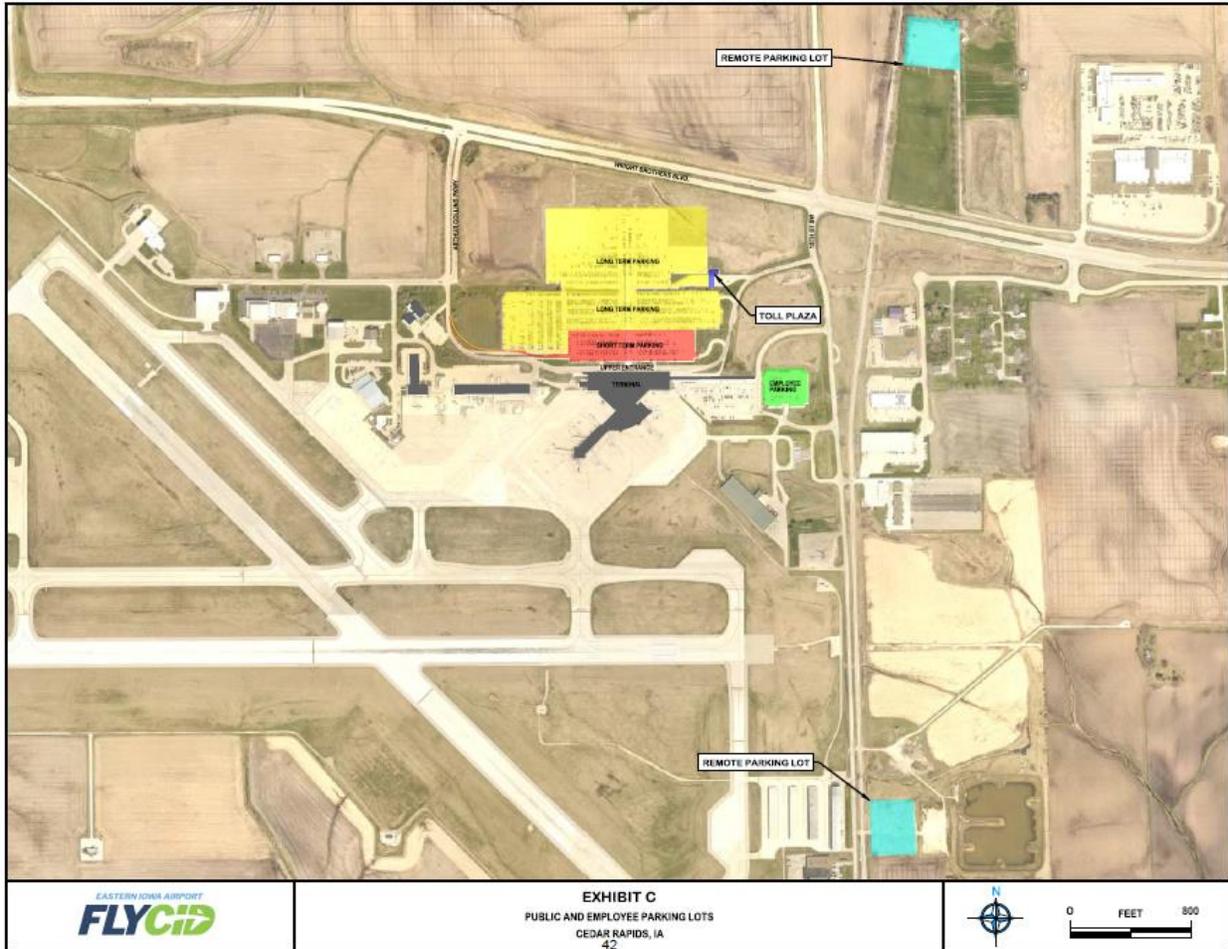
Source: Airport Statistical Records

Gross Revenue, Reimbursable Expenditures, and Management Fee

	FY 2014	FY 2015	FY 2016	FY 2017	FYTD 2018
Total Gross Receipts	\$3,746,256	\$4,844,165	\$4,700,280	\$5,149,822	\$5,680,486
Reimbursed Expenditures	\$333,237	\$350,265	\$397,046	\$365,616	\$365,542
Management Fee	\$56,500	\$58,000	\$59,500	\$61,000	\$62,281
Total Enplanements	543,743	563,228	534,884	567,472	583,487
Receipts Per Enplanement	\$6.89	\$8.60	\$8.79	\$9.08	\$9.74
Expenditures Per Enplanement	\$0.61	\$0.62	\$0.74	\$0.64	\$0.63
Management Fee Per Enplanement	\$0.10	\$0.10	\$0.11	\$0.11	\$0.11

Source: Airport Statistical Records

EXISTING PUBLIC, EMPLOYEE AND REMOTE PARKING LOT LOCATIONS



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

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.

Interval	Short-Term	Long-Term
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

GOALS AND OBJECTIVES

- Implement procedures and practices designed to provide a secure environment for handling of cash receipts; and allow for effective use of personnel and resources.
- 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.
- Produce timely and accurate formal activity and financial reports to the Commission reflective of the parking system operations.
- Maintain the parking facilities and equipment including airport access and revenue control equipment in optimal operating condition.
- Implement and manage a Customer Loyalty Program for the Commission
- Enhance Parking Net Revenue to the Commission

SIGNIFICANT TERMS AND CONDITIONS

Agreement Term - Three year term commences on July 1, 2019 and expires June 30, 2022

Option to Extend Term - Term may be extended for 2 one-year periods at discretion of Commission

Sample Reimbursement Operating Expenditures

- Payroll, employee benefits including health insurance, workers' compensation insurance and unemployment insurance, uniforms, and payroll taxes
- Credit card processing fees and related equipment
- Cost of fuel and maintenance of vehicles and equipment
- Supplies and tools and utilities
- Costs of maintenance and repair of PARCS equipment and tickets
- Postage, armored car services, advertising and promotional costs
- Cleaning and snow removal

Sample Non-Reimbursable Expenditures

- Proposer's computer equipment, cost of furnishings (desks, chairs, book shelves, etc.) for the parking office
- Salary, costs, and expense of non-resident or indirect executive, legal, administrative, accounting, auditing, or bookkeeping personnel of Proposer
- Travel expenses related to inspection visits, home office or regional managers travel or entertainment expenses including any travel and entertainment of local personnel
- Interest charges, fines, penalty charges, late fees
- Taxes
- Depreciation or amortization charges

- Cost of bonds, guarantees, letters of credit, insurance, and broker fees
- Cost of legal representation, contract negotiation expense, financing costs associated with Proposer's working capital; costs arising or resulting from negligence, disregard, neglect, failure, carelessness or in attention of Operator or Operator's employees or agents;
- Operator's cost of funds necessary to pay operating expenses prior to reimbursement by Commission; cost of obtaining and maintaining the petty cash fund; any cashier or revenue shortages
- Long distance telephone charges not directly related to services provided under this Agreement, including long distance telephone charges between the local and home/corporate office and personal calls
- Start up and transition costs related to the commencement of operations under this Agreement; or any other costs not included in the annual approved operating budget.

Airport Concessions Disadvantaged Business Enterprise (ACDBE) Participation

- ACDBE participation goal has not been established for this Agreement. The Commission encourages the Companies to seek to use ACDBE firms throughout the term of the Agreement.
- Measured as value of contracts and/or purchases of goods and services.
- ACDBE participation can be achieved through a sublease, joint venture, partnership, or other legal arrangement
- ACDBE firms certified by the State of Iowa listed at: <https://secure.iowadot.gov/DBE/Home/Index/>

PROPOSAL REQUIREMENTS

Submit **one original** and **one electronic copy in PDF format** on a CD or USB flash drive in **sealed** envelope or box that bears the name and complete mailing address of the Proposer and is clearly marked, "**Proposal for Management and Operation of the Airport Parking Facilities**".

Proposals received after the deadline may be returned unopened.

Proposal Content:

- Proposal Form
- Qualification and Business Information Questionnaire **(ATTACHMENT A)**
- Letter of Introduction and Executive Summary of Proposal **(ATTACHMENT B)**
- Statement of Qualifications **(ATTACHMENT C)**
- Management and Operating Plan **(ATTACHMENT D)**
- Experience **(ATTACHMENT E)**
- Owning or Operating Competing Projects **(ATTACHMENT F)**
- Budget **(ATTACHMENT G)**
- Transition Plan **(ATTACHMENT H)**
- Parking Access and Revenue Control System (PARCS) Equipment **(ATTACHMENT I)**
- Customer Loyalty Program **(ATTACHMENT J)**
- Statement of Completeness **(ATTACHMENT K)**
- Non-Collusion Affidavit **(ATTACHMENT L)**
- ACDBE Proposer's Forms **(ATTACHMENT M)**
- Proposal Bond Form **(ATTACHMENT N)**
- Insurance Certification **(ATTACHMENT O)**

EVALUATION CRITERIA AND SCHEDULE

1. Management Fee - Weight: 25%

- Proposed amount the Proposer agrees to charge Commission

2. Management Capability - Weight: 25%

- 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 plan to protect parking revenues
- Depth of experience management team has with customer loyalty plans

3. Organization Structure - Weight: 25%

- Management Plan
- Operating Plan
- Transition Plan

4. Financial Responsibility - Weight: 25%

- Financial Statements
- Proposed operating expenses for year one annual budget with emphasis on employee pay structure and associated costs

Scheduled Item	Scheduled Date
RFP Release Date (flyCID.com/rfp)	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 th and April 22 nd
Award Recommendation	No later than April 30, 2019
Contract Start Date	July 1, 2019

