

**ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT**

**REQUEST FOR PROPOSALS NO. 22-DES-RFPLW-537**

**ADDENDUM NO. 1**

Arlington County Request for Proposals No. 22-DES-RFPLW-537 for Arlington County Parking Garage Operations and Maintenance is amended as follows:

- Attachment F Cost Proposal Form is **deleted** in its entirety and **replaced** with Attachment F Cost Proposal Rev.1 attached hereto.

The following are answers to the questions received in response to RFP:

1. **Question: Will the County be holding a site tour? If no, are there any arrangements that need to be made for a self-tour?**

**Answer:** The County will not hold a site tour. The garages are all public and you may visit them at any time during their open hours.

2. **Question: What is the estimated start date the County is targeting for this contract?**

**Answer:** To be determined.

3. **Question: Is the county offering a pre-proposal conference/tour? Please provide current staffing schedules with rate of pay for hourly and salary staff. Please provide a listing of employees currently enrolled in a health benefits plan by category (Family, Single, Single plus One). Is the current operator Union? Please provide the current security contractor information. Please provide information on the contractor maintaining the security cameras. Please provide information for the current pest control and refuse removal companies. Please provide a listing of office equipment that is owned by the County and will stay for the new operator. Does the county intend to convert the Ballston Garage to a fully automated payment system? Anticipated time frame? Is the customer service representative on-site at the LRCC garage? Is the customer service representative on-site at the AMCC garage? Please provide the last three (3) years budget information including Operations and Management Costs, Reimbursable Costs and Garage Revenue.**

**Answer:** The County is not offering a pre-proposal conference or site tour. The County does not maintain a staffing schedule or list. Since the required hours of operation are in the RFP, and the facilities are public and available for viewing, we do not know what value this information provides for the preparation of a response to the RFP. Please see the response to question #11 for a non-exhaustive list of vendors serving the current contract. Per the solicitation, full automation at the Ballston Garage is an option that the County would like to be available under this contract, but no decision to proceed with such has been made at this time. Customer service representatives must be on-site at each garage per the solicitation scope of work. We do not know what value the budget information provides for the preparation of a response to the RFP. Please see the table below for revenue information for the past three years.

**Rough total dollars, rounded**

Revenue	FY20	FY21	FY22*
AMCC	20,000	16,000	15,000
Ballston	3,398,000	1,622,000	1,840,000
Lubber Run	NA	NA	1000

\*FY22 revenue is through March only

4. **Question:** Would the County provide a pre-covid staffing schedule and current staffing schedule? (Please include salary and hourly staff schedules.)

**Answer:** The County does not maintain a staffing schedule. The parking garages need to be staffed to support the required hours of operation that are listed in the RFP.

5. **Question:** Does the County want, or expect, the staff to be part of a Collective Bargaining Agreement, i.e., Union. Is there a preference or requirement? If yes, would the County share the current collective bargaining agreement?

**Answer:** No, the County does not want or expect the Contractor to be part of a collective bargaining agreement.

6. **Question:** Would the County provide P&L (broken down by category) for the 2019, 2020 and 2021 years?

**Answer:** We don't know what P & L means.

7. **Question:** Is the County or the operator responsible for providing the vehicles? Would the County share the vehicles (quantity and make/model) that are used today as part of parking contract?

**Answer:** The only vehicles provided and owned by the County are listed in the solicitation; the rider sweeper and the security vehicle, both associated with the Ballston Garage.

8. **Question:** Would the County share the current parking agreements for Ballston Garage and Arlington Mill Community Center Garage?

**Answer:** The agreements can be downloaded from the solicitation in Vendor Registry.

9. **Question:** The RFP indicates the contractor will maintain all existing telephones, internet, intercoms and cameras. Would the County provide the name of intercom solution today? Would the County provide additional information about the security camera system in use today? Such as name of security system, number of cameras, etc.

**Answer:** What value does this information provide for the preparation of a response to the RFP? Upgrade or replacement of equipment systems such as this are reimbursable expenses and should be handled just like oversight of any other vendor or reimbursable activity. Optimization of phone, internet, or camera solutions is something the County can work on with the contractor while under contract.

**10. Question: The County is asking for the contractor to provide security services for Ballston Garage. Would the County provide the name of the security company providing this service today?**

**Answer:** Please see response to question #11.

**11. Question: Would the County provide a list of sub-contractors used by the current operator today and the services provided by the sub-contractor?**

**Answer:** Here is a non-exhaustive list of vendors that are supporting the current contractor:  
Whitaker Parking Systems, repairs and maintenance  
Grainger, repairs and maintenance  
Keter, waste removal  
Kone, elevator repair  
Matar, pest control  
Guardian Fire Projection Services, fire services  
Unifirst, hygiene  
Comcast, internet, phone, cameras  
Verizon, phone  
AT&T, phone  
ADT, alarm  
Securitas, security services

**12. Question: The RFP did not indicate if office space would be provided to the contractor. Is the County providing office space to the contractor?**

**Answer:** The Ballston Garage has a small office space and the contractor may use that space, but no other currently-managed facility has office space and there are no plans to provide off-site office space to the contractor.

**13. Question: The RFP indicates the contractor will work with the county regarding snow removal. Who (contractor or county) responsible for snow removal?**

**Answer:** Contractor.

**14. Question: Would the County clarify the following questions regarding the cost proposal section? 1. Attachment F - Cost Proposal Form - Item No. 1 Operations and Management Base Pricing. Is this for all three parking facilities (including Ballston Garage)? 2. Attachment F - Cost Proposal Form - Item No. 1 Operations and Management Base Pricing. Is the pricing requested just the management fee or is the County looking for an annual budget? If an annual budget is required, would the County provide a breakdown of categories for the budget? 2. Attachment F - Cost Proposal Form - Item No. 2 Operations and Management Alternative Pricing, Ballston Garage Automation. Is the pricing requested just the management fee or is the County looking for an annual budget? If an annual budget is required, would the County provide a breakdown of categories for the budget?**

**Answer:**

1. All three facilities, Offerors must break out garages separately. Please see Amendment No. 1 above.
2. Just the management fee. An annual budget estimate is a deliverable of the contract.
3. Annual management fee, not annual budget. The second item requested is any one-time cost associated with conversion to automation, if you think such is applicable.

**15. Question: Would the County provide the breakdown of payment methods for each parking facility for 2019, 2020 and 2021? Example: Cash 40%, Credit Card 40%, Validations/Coupons 20%. Revenues can also be provided if percentages are not available.**

**Answer:** This kind of breakdown at the annual level is not available. Monthly data are provided to the County by Cash v Credit and Transient v Monthly, but they are not routinely aggregated for those purposes. A very rough ballpark would be that 75% of all revenue comes in the form of credit card payment, with the majority of the balance being check payment for monthly parking passes. The past three years' total annual revenue by garage is provided in response to question #3.

**16. Question: Parking Management Arlington County RFP Questions 1. Arlington Living Wage – Is there a base level we need to budget for? Or is this up to us in terms of the family situation we are expecting for our team members assigned to the sites? 2. What is the current staffing levels for Security Coverage at Ballston Garage? Is it one person per shift or do some shifts provide more than one security person? Which shifts and how many personnel per shift? 3. Does the garage utilize a security patrol tracking system for monitoring security coverage? 4. Historically, what additional security services were requested so we can budget for them? Holidays? Events? Others? 5. What type of motorized vehicle is available to security personnel? Is it gas or electric? Are there any related costs for these vehicles that are not reimbursable? Gas/Petrol? 6. Ride Sweeper – Are there any related costs for these vehicles that are not reimbursable? Gas/Petrol? 7. How often is contracted Refuse Removal services utilized each week? How many trash pick-ups are scheduled per week or month? 8. What are the historical costs of Pest Management? 9. What are historical costs of accident claims in the garage? Both vehicle damages and 'trip & fall' cases? 10. Security System: Do we need to factor in any repairs or maintenance costs for the Security System or are all costs related to it 'reimbursable'? 11. In the staffing section for the Arlington Mill Community Center garage, it notes Sundays it is open from 1:00 pm to 9:00 pm, but the staffing hours are listed as 8:00 am to noon. Is there a reason why it would be staffed five (5) hours before being opened? Does the staffing hours need to be revised to reflect a presence when the garage is open to the public? 12. What types of intercom systems are in use at the two Community Center garages? 13. For the AMCC garage, it notes parking staff may be required to staff the garage if the parking equipment is inoperable. How is this extra staffing costs recovered by the Operator? Is there a billback program available or does this have to be included in the Operator's overall cost proposal? 14. Will Office Space be provided and equipment for office use? 15. Are you looking to upgrade the parks systems currently in place or open to changing?**

**Answer:** The following are the answers to your numbered questions.

1. The County's current Living Wage rate is \$17.00.
2. roughly 24 hours a day of security coverage are provided.
3. The information about the security patrol requirements is contained in the solicitation scope of work.
4. We don't typically request additional security services for any routine purposes. If your experience suggests you should budget a contingency for this, please do.
5. Costs associated with County-purchased and required vehicles are reimbursable expenses.
6. Costs associated with County-purchased and required vehicles are reimbursable expenses.
7. Garage Maintenance Levels and Duties expected under the contract are described in Attachment C.
8. Not available.
9. This is not readily available. We do not know what value this information provides for the preparation of a response to the RFP.
10. Reimbursable.

11. At this location, the contractor will also manage the 16 visitor spaces owned by Arlington Mill Residences which may be used during the morning hours on Sunday. Per RFP Section IV.A.6., hours of operation or staffing needs may change and O&M costs adjusted accordingly.
12. What value does this information provide for the preparation of a response to the RFP?
13. The cost proposal should factor in contingencies such as this.
14. See response to question #12.
15. Open to either.

**17. Question: Would the County provide a list of the job positions fulfilled by the parking contractor today? Please also provide the total quantity of staff members allocated to each job position.**

**Answer:** The solicitation describes required positions and otherwise leaves the staffing approach up to the offeror based on the required hours of operation for each facility. The County does not manage specific staffing solutions for any garage.

**18. Question: Please confirm that all expenses listed in section F Operations and Management costs are to be priced as a fixed monthly fee, and are not reimbursable based off of monthly actuals?**

**Answer:** Per RFP Section V.7.F on page 24, the cost proposal explicitly should not include reimbursables.

**19. Question: Does the county anticipate any changes to staffing due to slow vehicle traffic recovery from COVID?**

**Answer:** The County does not manage staffing. There are no anticipated changes to hours of operations of the garages due to COVID.

**20. Question: Since there was no scheduled pre-bid meeting, will the county be providing a list of potential bidders?**

**Answer:** The County does not have a list of potential bidders.

The balance of the solicitation remains unchanged.

Arlington County, Virginia

Cynthia Davis, CPPB, VCO  
Assistant Purchasing Agent  
[cdavis@arlingtonva.us](mailto:cdavis@arlingtonva.us)

**RETURN THIS PAGE, FULLY COMPLETED AND SIGNED, WITH YOUR PROPOSAL:**

**OFFEROR ACKNOWLEDGES RECEIPT OF ADDENDUM NUMBER 1.**

**FIRM NAME:** \_\_\_\_\_

**AUTHORIZED SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_