



Loudoun County, Virginia

Department of Finance and Procurement
Division of Procurement
1 Harrison Street, SE, 4th Floor
Leesburg, Virginia 20175
www.loudoun.gov/procurement

September 9, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 43770

The following changes and/or additions shall be made to the original Request for Proposal No. RFQ 43770, Parking Garage Operations and Maintenance Services And On-Street Parking Enforcement. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Questions and answers related to the RFP are attached.
2. Section 5.2 of the RFP shall be replaced in its entirety with the following:

Offeror shall currently manage a minimum of two (2) parking garages located within 100 miles of Washington D.C. (center of 100-mile radius is the Washington Monument) that are operated and enforced by the Offeror. Additionally, the Offeror shall currently manage and operate two (2) on-street parking networks within the continental United States. Offeror shall include client name, person to contact, address, telephone number, e-mail address, location of facilities, the nature of the work performed, the length of the contract/engagement, and annual contract cost. Offeror hereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

Prepared By: s/Cheryl L. Middleton, CPPB Date: 9/9/19
Purchasing Agent

Acknowledged By: _____ Date: _____

Questions and Answers

- Q1. Please clarify in the respective bird's eye view (Attachments 3 and 4) and the zones that the operator will be required to maintain. During the walkthrough it was mentioned that one of the walkways in the Loudoun Gateway Garage are to be cleaned by the operator, but it also was mentioned that the operator will be required to clean up to 5 feet from the escalator landings.
- A. The Operator's scope of work shall include the pedestrian bridge at Loudoun Gateway between the parking garage and the station entry. The transition of responsibility will be the gate between the pedestrian bridge and entry pavilion. The Operator's scope of work shall also include the site (on grade elements and structures) 5 feet beyond the outer extents of the entry pavilion. The area with white background and red diagonal lines on Attachment 3 is excluded from the Operator's scope of work.
- Q2. Please provide more information regarding the equipment with PCI LLC so that we may source out the appropriate vendor.
- A. Many data file formats are compatible with the revenue control system, operated by PCI LLC; however, the preferred format for file transfers is comma separate values (csv).
- The best way for the enforcement vendor to communicate the issuance of a citation to the Treasurer's Office, and for the Treasurer's Office to report the payment status of a citation, is through an Application Program Interface (API) call.
- Q3. Please let us know any other requirements in equipment you have with regards to Section 6.3.1.7 – Enforcement Vehicle.
- A. Sufficient direction has been provided for the purposes of selection.
- Q4. On page 9 it indicates we need to manage 2 on-street parking networks within 100 miles of the Washington Monument and unfortunately, we do not. We do have a large presence DC/ Virginia Area and provide on-street enforcement for multiple California cities. Would you be willing to revise the qualifications to require local parking operation experience coupled with national enforcement experience?
- A. Please see the revised Section 5.2 on the first page of this addendum.
- Q5. Who runs the parking currently?
- A. No incumbent vendor exists. Please see Section 4.0 of the RFP.
- Q6. Can the parking financials be provided for the last 36 months?
- A. No financials are available. Please see Section 4.0 of the RFP.
- Q7. Is any of the staff union?
- A. There is no existing staff. Please see Section 4.0 of the RFP.

- Q8. Who will be responsible for the snow removal?
A. The awarded contractor will be responsible for snow removal. Please see the requirements contained in the RFP and its attachments.
- Q9. Will all the questions that were submitted be published?
A. All material questions will be addressed via addendum.
- Q10. Who will be writing the parking enforcement tickets?
A. Parking Enforcement tickets will be issue by the awarded contractor.