



# **Request for Proposal**

## **Omaha Airport Authority**

### **Parking and Shuttle Bus Management Agreement at Eppley Airfield**

November 18, 2022



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## 1 NOTICE OF REQUEST FOR PROPOSAL

The Airport Authority of the City of Omaha (“Omaha Airport Authority” or “OAA”) is issuing a Request for Proposal (“RFP”) and is seeking responses (“Proposals”) from companies (“Proposer” or “Operator”) who have qualifying experience in airport parking and shuttle bus operations to enter into a Parking and Shuttle Bus Management Agreement (“Agreement”) at Eppley Airfield (“OMA” or “Airport”). Proposers must have an excellent reputation, be well-established financially, and have been in the business of airport parking and shuttle bus operations consecutively for the past fifteen (15) years (including current operating company or legacy brands). Additionally, Proposers must have a minimum of two (2) current parking and shuttle bus operations directly under contract with United States airport sponsors for management of its primary on-airport parking and associated shuttle bus operations. The two (2) airports must be large-scale automobile parking facilities at airports similarly sized to OMA, having a total of two (2) million or more enplaned passengers annually (note: based on current passenger levels or based on pre-COVID 2019 levels). One (1) of the airports shall include experience in the management of an online airport parking reservation system.

Sealed Proposals will be received at the offices of the OAA until 2:00 p.m. CST on January 19, 2023, at which time Proposals will be opened, and the evaluation process initiated. Five (5) hard-copy bound proposals shall be addressed and sent via mail, courier, or hand-delivery to:

Beth Yantzer  
Omaha Airport Authority  
4501 Abbott Drive, Suite 2300  
Eppley Airfield  
Omaha, Nebraska 68110  
(402) 661-8000  
[parkingRFP@flyoma.com](mailto:parkingRFP@flyoma.com)  
[www.flyoma.com](http://www.flyoma.com)

Complete information and supporting data have been attached hereto. The supporting information contained in this RFP is for informational purposes only. Such information may not be completely up to date. The risk of reliance upon information about the Airport contained in this RFP lies exclusively with the Proposer. The OAA shall not be responsible for the ultimate accuracy of such data.

The OAA expressly reserves the right to accept or reject any or all Proposals and to negotiate additional or different terms with the selected Proposer. The OAA intends to award an Agreement for parking and shuttle bus operations at Eppley Airfield based on Proposals received. The OAA expects the successful Proposer to promptly enter into the Agreement with the OAA, and the OAA may pursue any legal remedy available if a Proposal is accepted by the OAA, and an Agreement is not executed by Proposer.

## 2 BACKGROUND

### *Goals and Objectives*

The objective of the RFP is to enter into an Agreement with an Operator who has a proven track record of providing high-quality parking and shuttle bus operations as well as high-quality management services at similar airports. The Operator must have an exemplary management, safety, and customer-service record, such that the OAA may rely upon the expertise and experience of the successful Proposer to work professionally and with minimal OAA oversight. The Operator will be obligated to provide high-quality service to the public and airport stakeholders as well as to implement creative alternative products to benefit the public.

The OAA’s mission, vision, and values (**Figure 1** below) are the foundation for the OAA’s expectations for the Operator. Alignment by the Operator in upholding these values is critical to successful management of parking and shuttle bus operations at Eppley Airfield.

Mission
To provide premier customer service and airport facilities through operational excellence
Vision
To be Best Airport in the Midwest
Values
Cleanliness
Convenience
Customer Service
Efficiency
Employee Development
Operational Excellence
Professionalism
Safety
Security

*Figure 1 - OAA's Mission, Vision, Values*

The successful Proposer must be an innovative and proactive Operator with experience managing parking and shuttle bus operations utilizing integrated, industry-best-practices systems, including parking access and revenue control; parking guidance; license plate recognition; online reservations; as well as implementing

marketing, loyalty, yield management, and promotional programs that enhance the customer experience, streamline operations, and increase revenue.

The OAA has proprietary federal design mark registration for “ParkOMA.” See [Figure 2](#) below.



*Figure 2 - ParkOMA registered trademark*

The successful Proposer shall take the utmost care and diligence in promoting and representing the OAA’s parking and transportation brand to consistently provide a premier customer experience to the Airport’s guests, visitors, and employees in its day-to-day operations and management practices.

### ***Term***

The term of the Agreement will be five (5) years, with two (2), one (1)-year options at the OAA’s sole discretion. The Agreement term will commence on June 1, 2023, and end on May 31, 2028, if no options are elected.

### ***Summary of Agreement Scope***

The scope of services to be provided by the selected Operator may include, but is not limited to, the following services:

#### **General Manager**

Provide a qualified, customer-service-oriented, and technically trained general manager to lead the parking and shuttle bus operations who will dedicate 100% of his/her working hours to OMA operations.

#### **Management Oversight and Staffing for Continuous 24/7/365 Operation**

Manage, recruit, hire, train, and provide recurrent training for sufficient staff to adequately meet, with minimal unplanned overtime expense, continuous 24/7/365 public and employee parking and shuttle bus operations as well as facilities and administrative requirements, including meeting OAA-designated wait times and shuttle bus headways for public and employee parkers.

1. Properly collect, account, and deposit transient and parking reservation, daily public parking revenue, and employee parking revenue into the OAA’s designated bank accounts.
2. Accept credit or debit cards, maintaining compliance with all Payment Card Industry Data Security Standard (PCI DSS) and Europay/MasterCard/Visa (EMV) requirements in its management and collection of both transient/drive-up and online customer reservation revenues, and be the merchant of record.
3. Issue and track employee parking credentials; maintain accurate, up-to-date lists of employee parkers; and prepare parker groups’ monthly billing.



4. Maintain and clean all public parking facilities and parking administrative offices. Services shall include, at a minimum, a snow and ice removal plan and seasonal maintenance, as required and approved by the OAA, facility cleaning, trash removal, office cleaning, entry/exit plaza cleaning, and other items. Reference **Subheading 3.3** under **RFP Section 3 - Operations and Maintenance Plan** on page 4-4.
5. Maintain in good operating condition all shuttle buses at a location(s) to be determined by the Operator and approved by the OAA including, but not limited to, mechanical maintenance and servicing, interior and exterior cleaning frequencies to promote a first-class image of the ParkOMA brand, and fueling; maintain the ParkOMA trade/dress/branding and interior advertising; and maintain the shuttle bus tracking software, associated curbside signage, and all shuttle bus shelters.
6. Oversee the management and maintenance of the Parking Access Revenue Control System (PARCS) and associated integrated systems (e.g., online parking reservation system [ORS], parking guidance, license plate recognition, wayfinding), including implementation of new and/or promotional rates and monitoring of space counts.
7. Establish, manage, maintain, and staff a control room to oversee all ParkOMA parking facilities and associated shuttle bus routes.
8. Ensure shuttle bus headway times meet passenger pickup demand wait time requirements.
9. Provide the OAA with proactive assistance in maintaining overall airport landside campus safety through Operator managers/supervisors communicating as needed during all hours of operation with the OAA Police Department's designees, including training to the U.S. Department of Homeland Security "If You See Something, Say Something" program standards (<https://www.dhs.gov/see-something-say-something>) by staff inspections of the parking facilities, by reviewing the Proposer's camera monitoring system located in the main parking office, and by its shuttle bus drivers remaining ever vigilant in operating assigned routes.
10. Provide curbside services/customer service agents to assist customers in locating ParkOMA shuttles or to otherwise assist in maintaining customer service in and around the garages, roadway adjacent to the terminal, and ground transportation areas.
11. Provide customer service support including, but not limited to, Americans with Disabilities Act (ADA) assistance and emergency services, including vehicle jump-starts.
12. Provide customer service procedures to promptly address customer service complaints.

### **Budgeting, Expenses, and Reporting**

1. Prepare a detailed annual operating budget by September 1 each year for the next fiscal year (January 1-December 31).
2. Provide monthly operational expense and revenue reports, with supporting documentation in a detailed format approved by the OAA. Reference **RFP Section 6** on page 4-8.
3. Provide concise, daily, real-time dashboard reports as well as weekly, monthly, and annual reports in sufficient detail to review and determine parking and shuttle bus activity at each facility.





4. Evaluate relevant trends in parking activity to improve customer service or more effectively manage operations.

*Note: The Proposer shall include sample reports demonstrating experience in the above areas in a separate appendix marked "Reporting Samples." This will not count toward the RFP's 75-page maximum page count.*

**Marketing, Advertising, and Innovation**

Provide marketing, advertising, or other innovative strategies and enhancements to improve customer service, increase market share and facility utilization, improve operations, reduce expenses, and increase revenues.

**Historical Data**

**Monthly Traffic Statistics**

Eppley Airfield’s enplanement data from 2019-2021, 2022 year-to-date (YTD) with projections (in bold) through the end of 2022, and a 2023 enplanement forecast is represented in **Table 1** below.

**Table 1 - Eppley Airfield Enplanements**

Month	2019 A	2020 A	2021 A	2022 A/P <sup>1</sup>	2023 B <sup>1</sup>
January	178,419	188,364	74,543	138,231	<b>164,145</b>
February	176,375	185,591	82,244	151,027	<b>164,029</b>
March	219,421	104,374	130,004	184,248	<b>204,274</b>
April	200,916	8,660	130,509	181,878	<b>187,047</b>
May	240,079	26,459	175,277	210,328	<b>225,482</b>
June	236,405	53,469	193,052	207,611	<b>223,272</b>
July	233,230	79,794	208,587	210,743	<b>221,383</b>
August	206,780	78,176	169,572	186,888	<b>197,397</b>
September	194,903	79,850	166,504	188,526	<b>186,993</b>
October	213,684	90,760	184,760	204,907	<b>206,132</b>
November	194,681	80,397	179,249	<b>175,429</b>	<b>188,818</b>
December	<u>215,104</u>	<u>91,176</u>	<u>178,970</u>	<b><u>193,832</u></b>	<b><u>209,805</u></b>
<b>Total</b>	2,509,997	1,067,070	1,873,271	2,233,648	2,378,776

<sup>1</sup> A = Actual      P = Projected      B = Budgeted



### Parking Revenue Transactions and Gross Receipts

Parking revenue transactions and gross receipts from 2019-2022 YTD are represented in **Tables 2** and **3** below.

**Table 2 - OAA Parking Revenue Transactions 2019-2022 YTD**

Month	2019	2020	2021	2022
January	56,774	54,993	22,492	42,223
February	51,147	53,054	21,905	43,091
March	62,866	33,886	33,594	53,187
April	55,749	3,014	33,542	51,787
May	65,521	7,470	43,706	57,645
June	67,953	15,225	49,504	55,127
July	66,263	21,086	54,403	56,390
August	62,731	21,121	50,483	53,670
September	56,306	20,828	45,169	51,072
October	61,020	23,778	51,867	56,775
November	55,442	21,064	49,263	
December	<u>61,207</u>	<u>23,512</u>	<u>48,841</u>	
<b>Total</b>	722,979	299,031	504,769	520,967

**Table 3 - OAA Parking Gross Receipts 2019-2022 YTD (in Dollars)**

Month	2019	2020	2021	2022
January	1,859,383	2,038,860	720,587	1,920,451
February	1,925,115	2,097,262	814,637	1,992,181
March	2,278,589	1,217,950	1,150,755	2,404,406
April	1,884,012	60,415	1,078,111	2,168,885
May	1,986,779	156,044	1,290,989	2,332,171
June	2,018,642	329,154	1,489,053	2,319,977
July	1,881,500	476,324	1,738,326	2,381,246
August	1,881,781	506,984	1,683,492	2,242,353
September	1,862,703	538,867	1,556,183	2,260,995
October	2,056,531	648,998	1,847,221	2,557,272
November	1,779,966	598,914	1,866,016	
December	1,800,146	607,079	1,733,618	
<b>Total</b>	23,215,148	9,276,852	16,968,986	22,579,936

## Description of Parking Facilities and Operating Equipment

The parking facilities and operating equipment at Eppley Airfield consist of the items described below and as depicted in **Appendix A-1**.

See **Figure 3** below for a graphical illustration of the Terminal, parking garages, parking lots, as well as the parking and shuttle bus management's office/exit plaza.

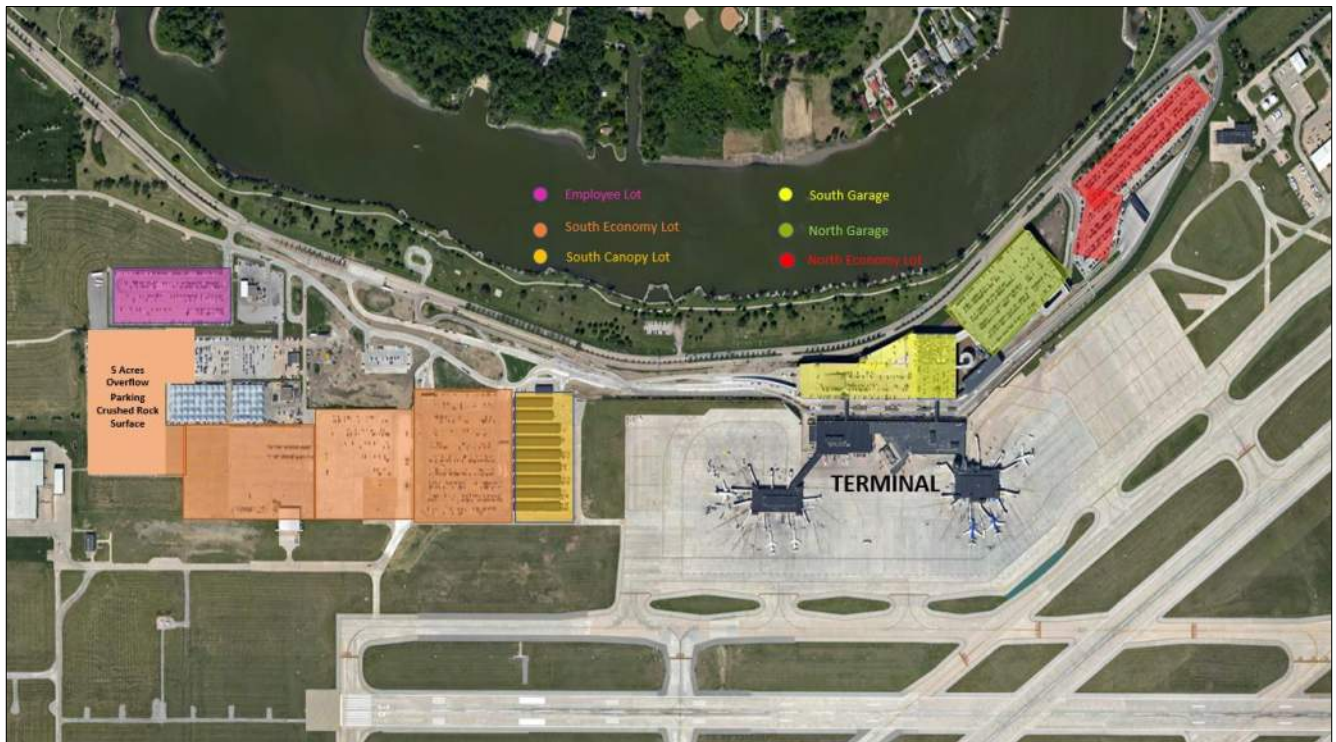


Figure 3 – Terminal and Parking Area Layout

### Administrative Offices

An approximate 2,500-square-foot office building/exit plaza located at the north end of the North Garage with nine (9) cashier/credit card lanes attached to service the South Garage, North Garage, and North Economy lot as well as three (3) cashier/credit card lanes to serve the South Economy and South Canopy lots.

### South Garage

Approximately 2,856 public spaces in a six-story parking structure located in front of the main terminal building (excluding all Level 1 spaces, including those used for Ride App pickup area, which are outside the scope of this Agreement; except as noted herein). Included therein are approximately 371 spaces located on the third level of the garage, which are used as Premier parking, and approximately 599 spaces, which are used as South Garage Rooftop parking.



### **North Garage**

Approximately 1,978 public spaces in a six-story parking structure located north of the main terminal building (excluding all Level 1 and Level 2 spaces, which are exclusive rental car ready/return spaces, and are outside the scope of this Agreement except as noted herein). The North Garage also includes approximately 540 spaces, which are used as North Garage Rooftop parking as well as approximately 160 nested employee spaces on Level 5.

### **North Economy**

Approximately 779 surface economy spaces in a lot located north of the main terminal area, walkable to the terminal, but also served by shuttle buses.

### **South Economy**

Approximately 2,816 surface economy spaces in a lot located south of the main terminal area, walkable to the terminal, but also serviced by shuttle buses. The South Economy and South Canopy operate on a combined shuttle bus route.

### **South Canopy**

Approximately 562 surface economy covered spaces in a lot located south of the main terminal area, adjacent to South Economy, walkable to the terminal, but also served by shuttle buses. The South Economy and South Canopy operate on a combined shuttle bus route.

### **Employee Lot**

Approximately 532 spaces in a lot located south of the main terminal and served by the employee shuttle bus route.

### **Storage and Parking Areas**

Adequate area, as assigned by the OAA, necessary for Vehicle storage while not in operation. Additionally, the OAA shall provide adequate employee parking area for the Proposer's staff (at no fee) while in the performance of active work duties.

### **Operating Equipment**

See **Appendix A-2** for additional information regarding the operating equipment listed below.

1. Parking Access and Revenue Control System (PARCS) and subsystems: SKIDATA revenue control equipment/software installed in 2019
2. Automated Parking Guidance System (APGS) and subsystems: Park Assist space availability/signage system located in the North and South Garages, as well as associated electronic wayfinding facility space available count signage on Abbott Drive, interior roadways, facility exterior entrances, and garage interiors (at entrance and on each level)
3. Online Reservation System (ORS): TNS ADVAM, publicly available for customer reservations at <https://reservations.parkoma.com/>



### **Shuttle Bus Routes**

See **Appendix A-4** for shuttle bus routes.

A full description of the Parking Facility, Operating Equipment, and Service expectations is included in the Agreement – Appendix B – and summarized in Section 5 of this RFP.



### 3 CONDITIONS OF THE PROCUREMENT

#### ***Proposal Timeline***

**Table 4** below shows the anticipated timeline for the RFP. The OAA may adjust the timeline through addenda to the RFP.

**Table 4 –Anticipated RFP Timeline**

Stage	Due Date
OAA RFP Issuance	November 18, 2022
Mandatory Pre-Proposal Conference and Optional Tour	December 7, 2022, at 9:00 a.m. CST
Prospective Proposers Submit Written Questions	December 14, 2022, by 5:00 p.m. CST
OAA Answers to Proposers’ Questions	December 21, 2022
Proposer RFP Submittals Due	January 19, 2023, @ 2:00 p.m. CST
OAA Shortlisting of Proposers	January 26, 2023
OAA Interviews of Proposers	February 2-3, 2023
OAA Selection and Negotiation	February 2023

#### ***Late Proposals***

Late Proposals will be rejected and returned to the Proposer. This deadline is absolute, and Proposals received after the due date and time will not be considered. Proposers must select a method of delivery that ensures Proposals will be delivered to the correct location by the due date and time.

#### ***Mandatory Pre-Proposal Conference and Optional Tour***

A mandatory Pre-Proposal Conference and optional tour will be held on December 7, 2022, beginning at 9:00 a.m. Central Standard Time (CST). Proposers shall RSVP for the optional tour by December 2, 2022, to [parkingRFP@flyoma.com](mailto:parkingRFP@flyoma.com). This meeting requirement may be met only by an employee of the proposing company attending in person. The purpose of this meeting is for the OAA staff to present an overview of the RFP and answer any questions. Proposers are required to submit all questions in writing by December 14, 2022, regardless of if the question was answered in the Pre-Proposal Conference. The OAA staff reserves the right to respond only to questions that are applicable and appropriate. At its discretion, the OAA staff may defer responses to certain questions and respond to all Proposers in writing after the meeting.



### **Conference Location**

The mandatory Pre-Proposal Conference on December 7, 2022, at 9:00 a.m. CST, will be held at:

Omaha Airport Authority Conference Center  
Platte Room, Upper Level  
4501 Abbott Drive  
Eppley Airfield  
Omaha, Nebraska 68110

### **Procurement Contact**

Any questions regarding the RFP or the Agreement must only be directed to:

Beth Yantzer  
Omaha Airport Authority  
4501 Abbott Drive, Suite 2300  
Omaha, Nebraska 68110  
[parkingRFP@flyoma.com](mailto:parkingRFP@flyoma.com)  
(402) 661-8000

### **Inspection of Premises**

Proposers are encouraged to inspect the airport parking premises and equipment in advance of submitting a Proposal. As stated above, there is a mandatory Pre-Proposal Conference and optional tour scheduled on December 7, 2022, at 9:00 a.m. CST, in the OAA Platte Room.

### **Examination of Proposal Material**

The submission of a Proposal shall be deemed a representation and certification by the Proposer that it has investigated all aspects of the RFP and Agreement (see **Appendix B** for Sample Parking and Shuttle Bus Management Agreement), that it is aware of the applicable facts pertaining to the RFP process, its procedures, and requirements, and that it has read and understood the RFP and Agreement. No request for modification to the Proposal shall be considered after its submission on grounds that the Proposer was not fully informed as to any fact or condition.

By the submission of a Proposal, the Proposer authorizes the OAA to verify any information provided during the RFP process, to contact references listed by the Proposer, to contact any other persons known by the OAA to have contracted with the Proposer, and to make any inquiry deemed appropriate by the OAA concerning the representations, financial capabilities, experience, and qualifications of the Proposer.

### **Public Nature of Proposal Material**

All correspondence with the OAA, including Proposals, in response to this RFP will become the exclusive property of the OAA and will become public records under the Nebraska Public Records Act. All documents the





Proposer sends to the OAA will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement. Therefore, any Proposal that contains language purporting to render all or significant portions of the Proposal “confidential,” “trade secret,” or “proprietary,” or that fails to provide the exemption information required as described below, will be considered a public record in its entirety. The Proposer shall not mark the entire Proposal as “confidential.”

The OAA will not disclose any part of any Proposal before it announces a recommendation for award on the ground that there is a substantial public interest in not disclosing Proposals during the evaluation process. After the announcement of a recommended award, all Proposals received in response to this RFP will be subject to public disclosure. If the Proposer believes there are portions of the Proposal which are exempt from disclosure under the Nebraska Public Records Act, the Proposer must mark it as such and state the specific provisions in the Nebraska Public Records Act that provides the exemption as well as the factual basis for claiming the exemption. For example, if the Proposer submits trade secret information, the Proposer must plainly mark the information as “trade secret” or “proprietary.” The OAA will provide the Proposer who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

### ***Instructions for Submitting Proposal***

Five (5) hardbound copies of the Proposal must be submitted at the office of the Omaha Airport Authority, 4501 Abbott Drive, Suite 2300, Eppley Airfield, Omaha, Nebraska 68110, no later than 2:00 p.m. CST, on January 19, 2023. Proposals shall be submitted in a sealed envelope/box clearly marked on the outside as follows:

**“Proposal for Parking and Shuttle Bus Operations at Eppley Airfield”**

Additionally, the Proposer shall submit an electronic pdf file as well as additional source electronic files (Word, Excel) of the RFP response, including appendices, on a USB flash drive.

Proposers are solely responsible for any costs incurred in the submission of a Proposal or in completing any necessary studies or designs for the preparation of a Proposal.

### ***Selection Procedure***

All Proposals will be reviewed and a selection made by the OAA in its sole discretion. One or more Proposers may be invited by the OAA to make an in-person presentation to discuss its Proposal or to demonstrate the Proposer’s capabilities. The OAA expressly reserves the right to accept or reject any and all Proposals, to waive irregularities, and to negotiate additional or different terms with the selected Proposer.

Proposers must clearly demonstrate that they have the experience, organization and operational capabilities, and financial resources required to successfully manage the parking and shuttle bus operations at Eppley Airfield. Some of the elements that may be considered in the determination of the successful Proposer are the following:





1. Demonstration of experience in premier customer service and safety in its parking and shuttle bus operations at similarly sized U.S. airports
2. Demonstration of airport parking operational experience including, but not limited to, shuttle bus and snow/ice removal operations at similarly sized U.S. airports
3. Demonstration of experience and specific approaches related to revenue management, including marketing plans, management reporting, PCI DSS compliance, revenue control, and internal separation of duties
4. Specific operational plan for Eppley Airfield, including the general manager, other supporting staffing plans, key corporate management personnel assigned with oversight, transition plan, and proposed enhancements to existing operations
5. Specific operating budget submittal for Eppley Airfield (**Appendix G**), including Proposer's planned approach to improve customer service and recommend new or innovative strategies and operating efficiencies
6. Verification of RFP response representations, including the Proposer's industry experience, financial capabilities, references, and other pertinent details

### ***Nondiscrimination/Non-Preferential Treatment***

The successful Proposer agrees that there shall be no discrimination against, or segregation of, any person, on the basis of race, sex, sexual orientation, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, marital status, or family status, in connection with or related to the performance of the Agreement. (See **Appendix B** for the Federal Requirements section in the Sample Parking and Shuttle Bus Management Agreement.)

### ***Minimum Qualifications***

Parking Operators must demonstrate qualifying airport experience necessary to ensure a high-quality operation. Accordingly, and as previously stated, the Proposer must have an excellent reputation, be well-established financially, and have been in the business of airport parking and shuttle bus operations consecutively for the past fifteen (15) years (including current operating company or legacy brands). Additionally, Proposers must have a minimum of two (2) current parking and shuttle bus operations directly under contract with United States airport sponsors for management of its primary on-airport parking and associated shuttle bus operations. The two (2) airports must be large-scale automobile parking facilities at airports similarly sized to OMA, having a total of two (2) million or more enplaned passengers annually (note: based on current passenger levels or based on pre-COVID 2019 levels). One (1) of the airports shall include experience in the management of an online airport parking reservation system. A complete description of the Proposer's experience and other operations must be included with the Proposal, including a listing of air carrier airports currently served with the contract amount, beginning and ending dates, and the name and contact details of the airport manager responsible for the contract. In evaluating the Proposals, the OAA will



look for a record of safety and quality service to the public; a history of operational, facility, and customer service enhancements and innovations; and positive assessments of existing and/or prior clients.

### ***Financial Capability***

Operators must have the financial resources necessary to undertake the requirements of the proposed parking and shuttle bus operations. The Proposer must submit the financial documents identified herein under subheading *RFP Section 5 – Financial Capability*, page 4-8, prepared by an independent certified public accountant. Proposers shall attach the last three (3) years of audited financial statements.



## 4 PROPOSAL SUBMISSION FORMAT AND ORGANIZATION

To facilitate the review and evaluation of all Proposals, the OAA requests that each hardbound Proposal binder be submitted in the format as outlined below, single-sided, with section tabs, including the information indicated. **Proposals must not exceed 75 pages, exclusive of certain required appendices as noted.**

### ***RFP Section 1 – Identity of Proposer, Executive Summary, and Firm Overview***

#### **1.1 Cover Letter**

The cover letter shall identify the Proposer and state general information regarding the Proposer's business organization. At a minimum, the cover letter must include the company name, principal address, corporate website address, federal tax ID number, telephone number, facsimile number, and email address of the Proposer. The letter shall also identify the Authorized Representative of the Proposer, his/her corporate position, contact email, and telephone number. The Proposer shall acknowledge that it will comply with all the terms and conditions set forth in the RFP and Agreement, unless otherwise agreed upon by the OAA. The letter must be signed by an individual authorized to enter the company into an Agreement with the OAA.

#### **1.2 Executive Summary**

The Executive Summary shall contain a summary outline of the Proposer's general approach to the Agreement scope, in addition to a brief summary of the Proposer's qualifications to engage in a professional service relationship with the OAA. The Executive Summary shall clearly communicate why the Proposer would be the best-qualified Operator for the OAA and for customers utilizing the OAA's ParkOMA facilities.

#### **1.3 Proposer Company Overview**

The Proposer Company overview shall include the following:

1. A succinct statement of qualifications: The Proposer must demonstrate that it, its key personnel, and any subcontractors have had active, exemplary experience with, and responsibility for, the day-to-day management and operation of services similar to the proposed Agreement scope.
2. Name(s) and qualifications of the Proposer, including any subcontractor (if applicable), that will perform 10% or more of the total value of the contract
  - Location of the Proposer corporate office(s) and any subcontractor(s) (if applicable)
  - Number of years in business for the Proposer and any subcontractor(s) (if applicable)
  - Website address(es) for the Proposer and any subcontractor(s) (if applicable)
  - Size (total number of employees) and organizational structure of the Proposer and any subcontractor(s) (if applicable)
  - Leadership Team members for the Proposer and any subcontractor(s) (if applicable)
3. Proposer's Corporate History: The Proposer must provide a chronological history of all mergers and/or acquisitions (if any) involving the Proposer and each legal entity comprising the Proposer, including all present and former subsidiaries or divisions and any material restructuring activities, if applicable.



Include any such forthcoming actions if such disclosure has already been made generally available to the public and is permitted by law.

4. **Conflict of Interests:** The Proposer must acknowledge and list all potential conflicts of interests it would have if awarded the Agreement or attest to no conflicts of interest by completing the form in **Appendix D** and submitting with its Proposal in an appendix.

*Note: This appendix document does not count toward the RFP's 75-page maximum page count.*

5. **Legal Actions:** The Proposer, or each separate legal entity comprising the Proposer, if applicable, must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which: (a) any division, subsidiary, or parent company of the Proposer, or each separate legal entity comprising the Proposer, or (b) any member or partner of the Proposer, if the Proposer is a business entity other than a corporation, has been or is pending litigation as detailed below:

- a debtor in bankruptcy;
- a defendant in a legal action for deficient performance under a contract, in violation of a statute or related to service reliability;
- in an administrative action for deficient performance on a project, in violation of a statute or related to service reliability;
- a defendant in any criminal action;
- a named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract, in violation of a statute or related to service reliability;
- a principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract, in violation of a statute or related to service reliability; or
- a defendant in a governmental inquiry or action regarding the accuracy of prepared financial statements or disclosure documents.

*Note: This appendix document does not count toward the RFP's 75-page maximum page count.*

#### 1.4 Key Personnel

The Proposer must include a description and chart of its organization, including a list of principal officers, owners, and those in management that would oversee the OMA parking and shuttle bus operations. Furthermore, the Proposer shall include in its response information about its proposed local general manager who will be responsible for all parking and shuttle bus operations at Eppley Airfield. The general manager must have relevant experience, preferably five (5) or more years, managing large-scale automobile parking facilities and/or shuttle bus operations at airports similarly sized to OMA. The general manager must be located onsite and individually committed to the Agreement duration, including any extensions exercised by the OAA, and may not be removed or substituted without the consent of the OAA. Biographies shall be provided for each



key person the Proposer intends to be involved in the operations at Eppley Airfield, and a full resume shall be provided for the proposed general manager.

### ***RFP Section 2 – Operator Experience, Qualifications, and Certifications***

This section shall include the following:

1. Overview of qualifications in airport parking and shuttle bus operations, highlighting key accomplishments;
2. List of airport Parking and Shuttle Bus Management Agreements including all current airports and any other airports served over the last five (5)-year period, including points of contact at each airport;
3. Summarized written description of services provided at two (2) or more airports similarly sized to OMA, having a total of two (2) million or more enplaned passengers annually (note: based on current passenger levels or based on pre-COVID 2019 levels);
4. Summary and supporting information regarding the Proposer’s operational history, financial strength, and capability (note: detailed information to be attached in **Appendix E**);
5. Completed Representations and Certifications form in **Appendix F**.

### ***RFP Section 3 – Operations and Management Plan***

The Proposer must include a complete description of its intended operations at Eppley Airfield. Particular attention must be given to operational efficiency, high-quality customer service, a plan for passenger shuttle bus operations to meet defined wait times, adequate employee shuttle bus operations to accommodate peak and off-peak ridership, as well as cleaning, maintenance, and snow/ice removal. Also, the Proposer shall evaluate the current revenue control equipment and automated cashier equipment (cash only/credit only exiting lanes), including a backup system for credit/debit card exiting lanes, and make recommendations (if any) accordingly. The OAA expects the Operator to consider a modern and highly automated operation, in keeping with the available technology, i.e., automated and/or remote (control room), customer service, prioritized online reservation patrons, delivery of multiple products and amenity levels, communication of real-time space availability, etc.

A listing of existing equipment and systems utilized by the OAA that the Operator must demonstrate experience within their operations and management plan is included in **Appendix A**.

The Proposer’s plan to effectively and efficiently manage parking and shuttle bus operations at Eppley Airfield shall include the following points.

#### **3.1 Customer Experience**

The Proposer shall describe its service approach to premier customer service and delivery of excellence in customer experience; providing service and efficiencies through use of technology and automation, managing price changes and promotions at a lot, managing online reservation transactions and customer service, and



any innovative products, services, and/or systems that may be recommended to support an industry-leading operation to include:

- Description of how the Proposer will balance customer service with efficient staffing, managing customer service, equipment maintenance, cashier/exit lane staffing, software or credit card processing, managing peak or heavy customer demand periods, lot closures and diversions, and temporary space restrictions (e.g., construction)
- Shuttle bus operations, including but not limited to, how the Proposer will:
  - Actively manage shuttle bus route efficiencies, passenger pickup, shuttle bus separation, and headway timing requirements, including real-time monitoring and customer notification
  - Safely and consistently assist guests with luggage at both pickup and drop-off points
  - Assist and serve passengers with disabilities
  - Enhance the passenger experience within the shuttle bus journey
  - Utilize passenger transportation technologies to improve operations and the passenger experience
  - Abide by applicable Department of Transportation (DOT) regulatory guidelines
  - Provide periodic and ad hoc reporting, including passenger count, headway times, and other statistical reports, by route
- Description of how the Proposer will support accommodating online reservations, including tracking reservation entries and closing lots, if required, to maintain adequate reserved spaces

### **3.2 Marketing and Rewards Programs**

The Proposer shall provide an evaluation/discussion or recommendations premier parking program, rewards program for frequent parkers, marketing, online reservation system, and pricing initiatives.

### **3.3 Facilities Maintenance Including Snow and Ice Removal**

The Proposer shall describe how it will fulfill responsibilities for lot/garage/facilities maintenance as well as snow and ice removal. See **Appendices C-1 and C-2** for the Omaha Airport Authority Maintenance Responsibilities Matrix and Snow and Ice Removal Responsibilities respectively.

### **3.4 Staffing and Organization**

The Proposer shall describe its plans for maintaining adequate staffing levels at all times, including holidays, managing staff vacations, and during peak airport demand periods. The Proposer shall provide a complete list of staff positions envisioned for the operation (i.e., supervisors, internal auditors, customer service staff, cashiers, shuttle bus drivers, maintenance personnel, general manager, assistant managers, etc.), with position



descriptions and associated compensation levels, along with proposed escalation across the five (5) years of the contract. (See RFP Section 6 and **Appendix G** for specific requirements.) The Proposer shall also provide a proposed staffing schedule.

- The Proposer shall provide an organization chart for the full operation, including position classification and anticipated number of staff for each position. The Proposer shall provide position descriptions for each position in the organizational chart, describing the scope of duties and responsibilities, normal working hours, reporting and supervisory responsibilities, and number of staff within this position. The Proposer shall also identify key management and local personnel, including the general manager (and other key supervisors) and provide a summary of qualifications and experience.

*Note: Full resumes may be included in an appendix and do not count toward the RFP's 75-page maximum page count.*

- The Proposer shall provide staffing charts and tables for proposed staff showing the anticipated number of, and schedule for, management and non-supervisory personnel to manage and operate the parking and shuttle bus operations for 24 hours a day, 7 days a week, including provisions for peak periods. This information shall clearly identify staffing levels by job classification and location, by full- and part-time positions by shift, and shall indicate the total number and positions of personnel onsite for all shifts proposed. Each Proposer must include an explanation of how it will provide for backup staffing, handle key management personal time off periods, holidays, and employee breaks, as well as manage shift changes. The Proposer must demonstrate that facilities will be adequately staffed to provide high-quality service to the traveling public, including the presence of a manager or supervisor onsite for all shifts.

### **3.5 Training and Recurrent Training**

The Proposer shall describe its recommended employee training program(s), requirement(s), and ongoing up-skilling; providing its proposed employee motivation program and proposed methods for maintaining high employee morale, including any employee recognition and retention initiatives.

The Proposer shall describe training and recurrent training programs in detail, including a proposed training schedule with the number of budgeted training hours by employee classification annually to participate in training programs as well as how training is performed or apportioned between in-person classroom and/or virtual self-guided tutorials.

The Proposer shall describe training programs recommended for its employee categories (i.e., supervisors, internal auditors, customer service staff, cashiers, shuttle bus drivers, maintenance personnel, general manager, assistant managers, etc.).

By submitting a Proposal, the Proposer acknowledges the OAA's ability to review and audit the Proposer's on-site training program compliance records by employee during normal business hours.



### **3.6 Other Systems and Processes**

The Proposer shall describe its control room management and function, any use of customer relationship management or marketing software, procedures and recommendations for tracking vehicle inventory, sharing lot percentage full statistics, and customer fraud (e.g., tailgating and ticket swapping) prevention measures. The Proposer shall include any use or discussion of surveys and mystery shopping and/or other methodologies.

### **3.7 Revenue, Collections, and Control**

The Proposer shall provide a detailed description of its process for collecting and accounting for parking revenues, including the personnel involved in the collection, accounting, and deposit of revenues; proposed handling of daily and monthly reconciliation reports; procedures for handling of cash, lost tickets, and non-revenue transactions, and cashier shift changes; as well as any other revenue-related procedures. The Proposer shall address the handling of employee and other types of thefts. The Proposer shall demonstrate its capability for operating the PARCS and online reservation systems as well as knowledge of operating procedures. In addition, the Proposer shall specifically address:

- General ledger maintenance and reconciliation
- Credit card procedures and adherence to PCI DSS compliance directives
- Collection, reporting, banking, and reconciliation of parking reservation revenue
- System of internal controls

### **3.8 Signage**

The Proposer shall describe approaches to monitor current parking garage guidance/space count systems and revenue control equipment, including contingency plans for temporary signage for inoperable guidance/equipment. Proposer shall create, fabricate, and install signage from time to time to maintain efficient parking and shuttle bus operations, as well as to support branding and advertising. The Proposer must present a plan of how it will manage the fabrication and installation of signage, if needed, for all aspects of the parking and shuttle bus operations, including contingency operations as well as entry lanes, in garage or lot circulation and occupancy signage, revenue control plazas, shuttle buses, and bus stops/shelters.

### **3.9 Claims**

The Proposer shall describe the typical procedure for claims leveled against the parking operations, including the discovery process, communications between the parties, responsibility matrix, and resolution. Cases shall be addressed that include vehicles damaged by the Operator, whether through negligence or not, vehicles damaged by other vehicles, vehicles damaged by other events such as construction, paint, etc., equipment damage, and damage to structure.

### **3.10 Parking Facility and Shuttle Bus Emergency Procedures**

The Proposer shall describe typical emergency procedures for, at a minimum, the instances listed below. Procedures shall include steps for OAA coordination and/or notification.



- Emergency service to support airport operations (e.g., due to tarmac delay or other airport emergency)
- Automobile and personal injury accidents
- National Security Emergency
- Robbery and theft
- Hazardous waste and containment spills
- Fire
- Natural disasters

### **3.11 Shuttle Bus Dispatching, Tracking, Frequency Compliance, Ridership Counts, and Reporting**

The Proposer shall provide a plan to efficiently manage shuttle bus dispatch activities in the control room, to include staffing levels, hours staffed, employee breaks, shuttle bus breakdowns, and how other problems and issues will be handled.

The Proposer shall provide an overview of how buses will be monitored, how headways or wait times will be maintained and managed, and how issues that impact bus service (road closures, accidents, etc.) will be handled to ensure quality service to public and employee parking. The Proposer shall describe any recommended shuttle bus tracking software, including recommended systems for communicating shuttle bus wait and arrival times to the customer that may be different from what is currently available.

The Proposer shall address how accurate passenger counts would be collected and reported, whether manually or using an automated system, as well as how passenger counts will be used to more efficiently manage bus scheduling and dispatch operations to meet customer service demand with minimal wait times.

*Note: The Proposer shall include sample reports demonstrating experience in the above areas in a separate appendix marked "Reporting Samples." This will not count toward the RFP's 75-page maximum page count.*

### **3.12 Vehicle Management and Maintenance Procedures**

The Proposer shall provide an overview of its typical plan to efficiently manage a bus and vehicle fleet, including retiring, replacing, and adding shuttle buses; to include onsite management and other staffing, as well as the Proposer's corporate involvement.

The Proposer shall describe how it will regularly maintain vehicles to original equipment manufacturer (OEM) and subsystem requirements within and out of warranty periods to mitigate shuttle buses being out of service during non-scheduled periods and to reduce operational costs. The Proposer will provide a detailed description of how shuttle bus preventative maintenance will be carried out. This shall include:

- Vehicle preventative maintenance procedures
- Maintenance reports and related statistics; including vehicle maintenance and performance data reported, frequency of reporting, and the forms to be maintained for maintenance records
- Detailed description of all proposed internal and external maintenance reports; if available, the Proposer is encouraged to submit copies of reports from another location as an example.



*Note: The detailed description of proposed reports does not count toward the RFP's 75-page maximum page count*

### **3.13 Inventory Controls and Procedures**

The Proposer shall describe all proposed internal reporting and procedures to safeguard and ensure the proper accountability of all parts and supplies inventory, including theft prevention. The Proposer shall include general and specific procedures and the job positions involved.

### **3.14 Parking Facilities and Shuttle Bus Safety and Security**

The Proposer shall describe its proposed safety and security policy for Eppley Airfield. This shall include, but not be limited to, parking facilities, driver qualification and drug testing, driver safety training and related driver behavior technologies, shuttle bus safety concerns, and security.

### **3.15 Commercial Vehicle Management Support**

The Proposer shall briefly summarize experience (if any) supporting commercial vehicle management, including recommended systems and software; enrollment, disbursement and management of access credentials; activation and lock out of accounts/transponders; tracking activity (e.g., via AVI, RFI, Bluetooth beacons, etc.) and running activity reports.

## ***RFP Section 4 – Transition Plan***

Each Proposer must submit a transition plan describing its methodology for its proposed startup of operations on June 1, 2023. The Proposer shall provide a detailed schedule with its key milestones and dates each milestone shall be completed. The Proposer shall show the time required for hiring and training of employees, ordering and disbursing uniforms and keys, acquiring/managing shuttle buses, airport familiarization, equipping the administrative offices and control room, operational contingencies, and other pertinent transition details.

## ***RFP Section 5 – Financial Capability***

The Proposer shall provide audited balance sheets and income statements for the last three (3) fiscal years, reflecting the financial condition of the Proposer and its parent corporation, if applicable.

*Note: These Financial Documents do not count toward the RFP's 75-page maximum page count.*

## ***RFP Section 6 – Management Fee and Pro Forma Operating Budget***

The Proposer shall provide a written executive summary of their fee structure details and values as well as planned budget submission procedures. This summary shall provide written clarifications and interpretations related to the Proposer's Pro Forma Operating Budget, which is included in **Appendix G**. This summary shall also provide information related to the Proposer's approach to effectively manage operating costs and future escalation. The summary must detail projected reimbursable expenses based upon the projected operational and maintenance requirements, management fee, proposed staffing and benefits, and the Proposer's own



trade experience as well as working knowledge of parking and shuttle bus operations. The Proposer shall explain in detail any creative cost savings or management programs that it would recommend and implement in the first 1-3 years of the Agreement. The Proposer shall include a table summarizing the Pro Forma Operating Budget for Agreement Year 1 as well as subsequent years, for major cost categories.

*Note: This written section, including the summary table, counts toward the RFP's 75-page maximum page count.*

The Proposer shall provide a Pro Forma Operating Budget for Agreement Year 1, with any planned escalation rates for the term of the Agreement. Each Proposer shall also submit an estimated budget required to execute its transition plan. The operating budgets shall be represented in the format listed in **Appendix G** of this RFP and must detail significant cost items consistent with the Proposer's industry experience and operating plan within the summary cost categories. Note that the payroll cost must be in alignment with the staffing plan. The Proposer may include supporting attachments and sufficient details related to the cost categories so that the OAA can understand and evaluate the Proposer's assumptions and planned operations.

*Note: The detailed Operating Budget – submitted as Appendix G – and any supporting attachments do not count toward the RFP's 75-page maximum page count.*

### **RFP Section 7 – References**

The Proposer shall include references knowledgeable of the Proposer and general manager's experience, operation proficiency, as well as customer service capabilities and performance.

References must be able to confirm the Proposer and general manager's experience with self-park garage and shuttle bus operations at airports. At a minimum, references must include one (1) with airport parking reservation management experience.

### **RFP Section 8 – Exceptions**

Exceptions to this RFP and/or the Sample Parking and Shuttle Bus Management Agreement as stated in **Appendix B** must be noted in the Operator's Proposal. New exceptions may not be made after the award or during final negotiations.

Any listing of exceptions by a Proposer in its proposal in no way obligates the OAA to change the Agreement's general terms and conditions, the requirements of the RFP, or the insurance requirements of this solicitation.

If exceptions are taken, evaluations will reflect the OAA's assessment of the impact for these considerations. Those exceptions may result in the rejection of the proposal as nonresponsive, if, in the sole discretion of the OAA, the requested changes are unacceptable.

*Note: Exceptions by the Proposer, if any, do not count toward the RFP's 75-page maximum page count.*



### ***RFP Section 9 – Acknowledgement of Addenda***

The Proposer must complete and submit a fully executed copy of **Appendix H** “Acknowledgement of Addenda.” It is the responsibility of the Proposer to ensure that all addenda have been received and receipt of each has been acknowledged. Registered Proposers will receive addenda via email. It is the Proposer’s responsibility to ensure that all required documents have been received, reviewed, and incorporated into its response. Failure to submit acknowledgment of each addendum issued may result in the Proposer being deemed nonresponsive. Failure of any Proposer to review any addendum will not relieve them from any obligation contained herein.

### ***RFP Section 10 – Certification and Execution***

Form for Proposal Certification is attached hereto as **Appendix I**.



## 5 AGREEMENT PROVISIONS

### *Conditions of Agreement Award*

The OAA reserves the right to accept or reject any item or group(s) of items of a Proposal. The OAA also reserves the right to waive any informality or irregularity in any Proposal. Additionally, the OAA may, for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP. The OAA shall neither be obligated to respond to any Proposal submitted, nor be legally bound in any manner by submission of the Proposal.

The OAA is not required to accept the Proposal setting forth the lowest management or other fees to the OAA. Proposals will be evaluated to determine the most advantageous Proposal based on a variety of factors.

The OAA may request “best and final offers.” The OAA may enter into negotiations with one or more Proposers. The OAA may award an agreement on the basis of initial offers received, without discussions. Therefore, each initial offer shall contain the Proposer’s best terms for a cost or price and technical standpoint.

### *Form of Agreement*

A sample document setting out terms and conditions of the proposed Parking and Shuttle Bus Management Agreement is attached as **Appendix B**. The presumed initial term of the Agreement is five (5) years, with two (2), one (1)-year options at the OAA’s sole discretion.

### *Terms and Conditions of Agreement*

Upon conclusion of the RFP process, the OAA staff will make a recommendation to the Board of Directors of the Omaha Airport Authority regarding the selection, based upon the evaluation of the Proposals. The OAA may enter into negotiations with one or more Proposer(s). The selected Proposer shall enter into an agreement with the OAA in substantial conformity with the selected Proposal and the form of the Agreement. The Sample Parking and Shuttle Bus Management Agreement (**Appendix B**) included with this RFP package outlines the OAA’s standard terms and conditions that will comprise part of the Agreement between the OAA and the successful Proposer.

The Agreement will require the Proposer to adhere to the terms of its Proposal, representations submitted in the Proposer’s response to the RFP, and to act in accordance with all applicable laws and regulations.

The OAA reserves the right to negotiate changes with the Proposer.

### *Additional Information to Proposers*

1. Proposers are responsible for operation of all public and employee shuttle buses. All shuttle buses will be wrapped with the ParkOMA graphics. See **Appendix J** for vehicle wrap specifications. Further,



employee uniforms shall prominently display the OAA's federally registered ParkOMA brand and not the Operator's corporate identity.

2. A \$500,000 performance bond will be required to be maintained throughout the term of the Agreement as well as the required certificates of insurance naming the Omaha Airport Authority as an additional insured.
3. The OAA encourages the Proposer to suggest alternatives/recommendations for possible parking technology improvements, equipment enhancements, control room management, security services, customer experience enhancements, wayfinding ideas, marketing, variable pricing, electric vehicle charging, or other improvements which would enhance the service provided.
4. In addition to the appendices attached hereto, see [ParkOMA.com](http://ParkOMA.com), [flyoma.com](http://flyoma.com) and [reservations.ParkOMA.com](http://reservations.ParkOMA.com) for the location of various public parking facilities and products, rates, and other information about parking or reserving parking at Eppley Airfield.



## 6 COMMUNICATIONS

### ***General Communications***

The following provides general communication requirements for this RFP.

#### **Procurement Contact**

Any communications regarding matters of process or procedure from a potential Proposer must be referred to the Procurement Contact for this solicitation: Beth Yantzer. All communications with the Procurement Contact must be in writing via email at [parkingRFP@flyoma.com](mailto:parkingRFP@flyoma.com). If any technical difficulties are experienced when attempt to reach the Procurement Agent via this email address, please call (402) 661-8000 between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday.

#### **Clarifications and Interpretations**

No oral interpretation or clarification of the RFP will be made to any Proposer. If discrepancies or omissions are found, or there is doubt as to the intended meaning of any part of the RFP, a written request for clarification or interpretation must be submitted by email to the Procurement Contact at [parkingRFP@flyoma.com](mailto:parkingRFP@flyoma.com) with "Request for Clarification –Parking and Shuttle Bus Management Agreement" in the subject line by December 14, 2022, at 5:00 p.m. CST. No other requests for clarification or interpretation of the RFP will be accepted from any Proposer after that date and time except those regarding matters of process or procedure.

#### **RFP Modifications, Clarifications, and Updates**

Any modifications, clarifications, or other updates to this RFP will be issued via addenda. Any addenda will be provided to all registered Proposers of this RFP via email. It is the Proposer's responsibility to ensure that all required documents have been received, reviewed, and incorporated into their Proposal. Failure of any Proposer to review any addendum will not relieve them from any obligation contained herein. Proposers must acknowledge receipt of all addenda per the solicitation requirements below as previously described on page 4-9 of this RFP.

### ***Communications Prohibition***

The OAA has established a communication prohibition to be applied to this RFP. The prohibition will be imposed beginning with the public release of this RFP and will end upon the award of a contract to the successful Proposer. Any violation of the communication restrictions as described herein will render voidable the offending Operator's Proposal, and if applicable, its awarded Agreement.

#### **Communication Prohibition Details**

The Communication Prohibition prevents any Proposer or its subcontractor(s), which includes vendors, service providers, bidders, lobbyists, and consultants and their representative(s), from contacting any of the following individuals regarding this solicitation throughout the procurement process:



1. OAA staff and legal counsel, except for communications with the OAA Procurement Agent, which must be provided in written form to [parkingRFP@flyoma.com](mailto:parkingRFP@flyoma.com);
2. Members of the OAA Board of Directors.

### **Exceptions**

Unless specifically provided otherwise, the Communications Prohibition does not apply to:

1. Oral communications at the Pre-Proposal Conference or Optional Tour;
2. Oral communications during any interview;
3. The OAA's existing Operator is permitted to communicate directly with OAA staff but only related to operational or financial issues in its performance of the existing duties under the existing agreement with the OAA. Any communication related to this RFP, oral or otherwise, must be through the OAA Procurement Agent as noted above.



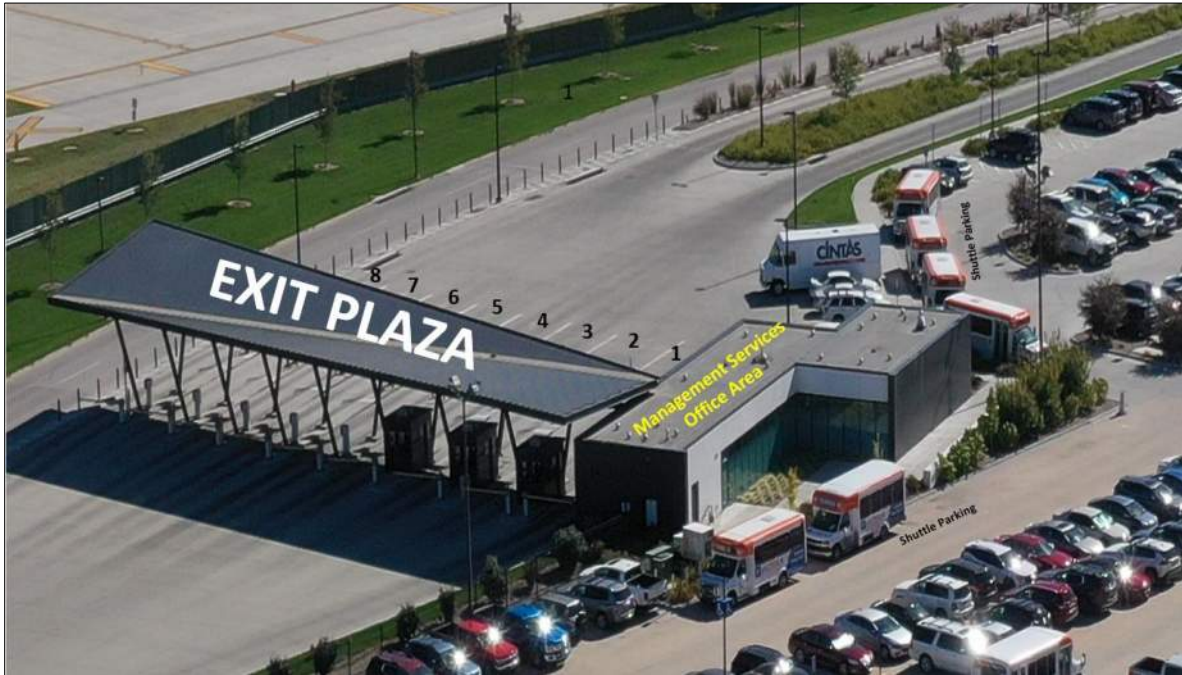
# APPENDIX A PREMISES, FACILITIES, AND OPERATING EQUIPMENT (AND RELATED OPERATIONAL DOCUMENTS)

## A-1 Parking Lots and Facility Maps



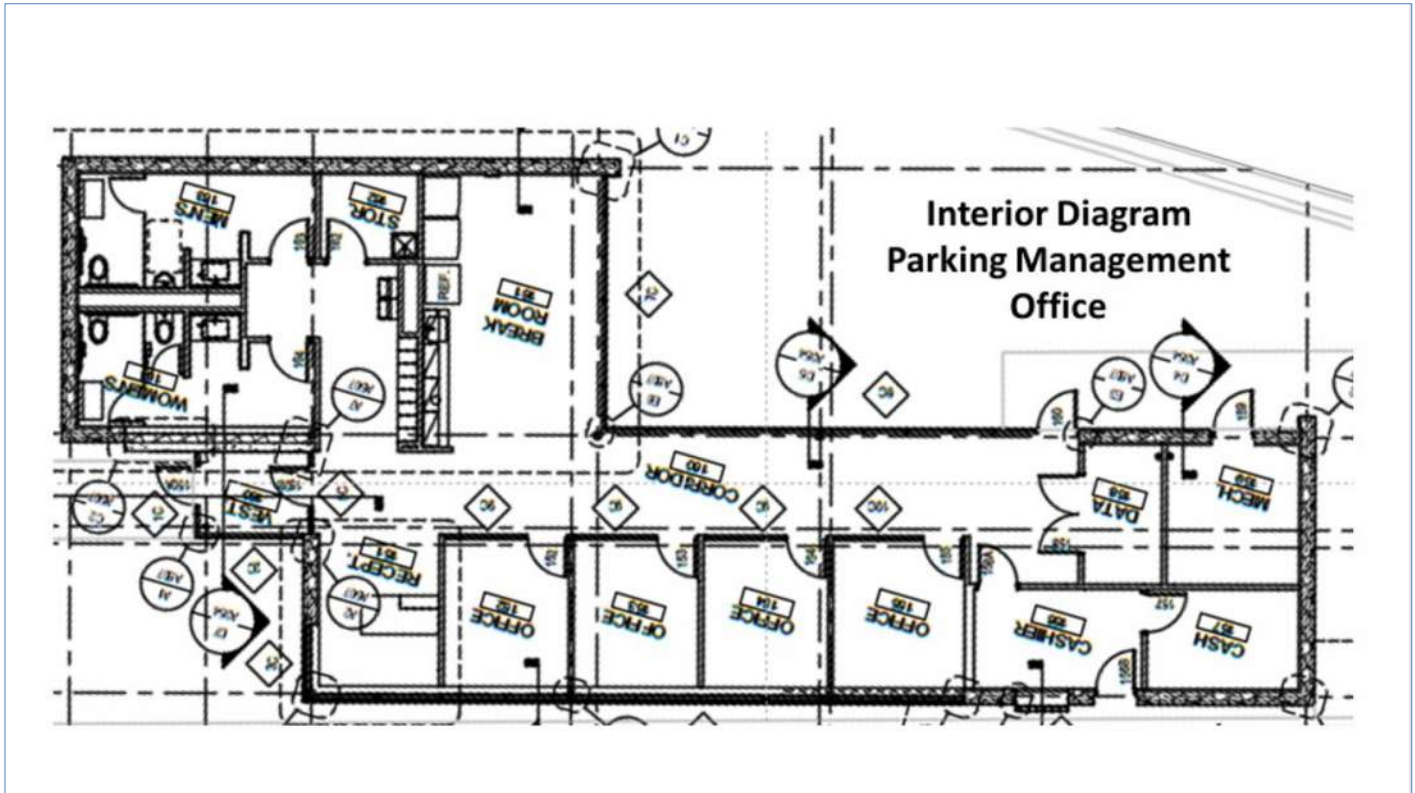




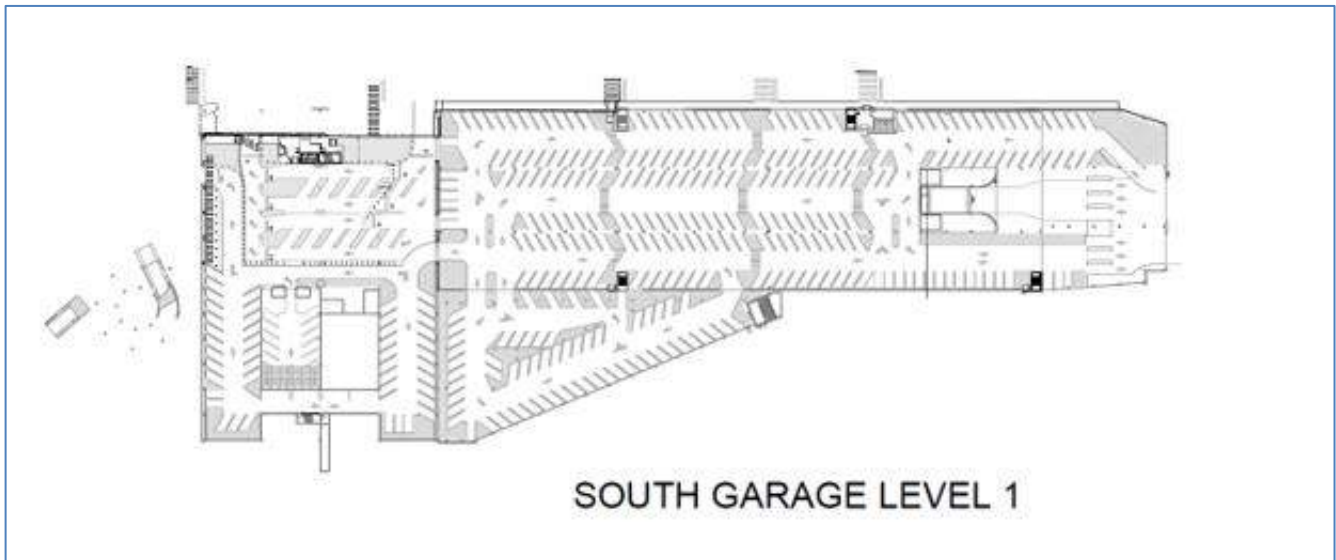


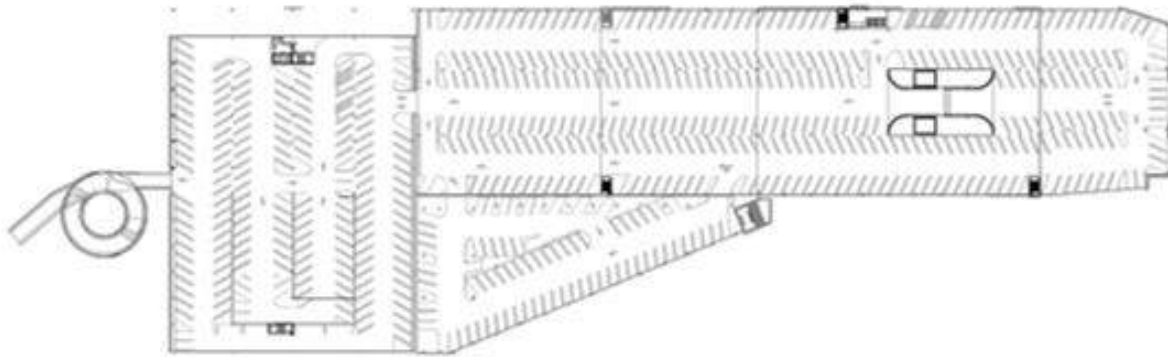


### Layout of Management Services Office Area

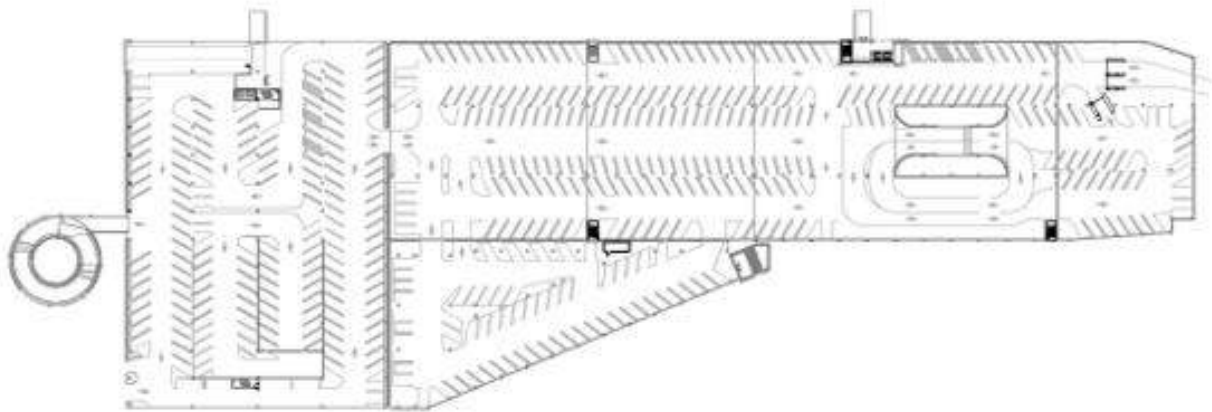


### South Garage

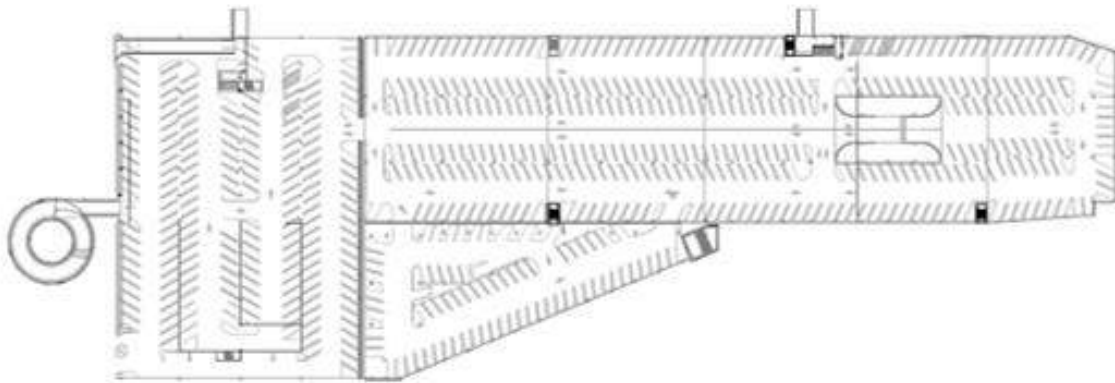




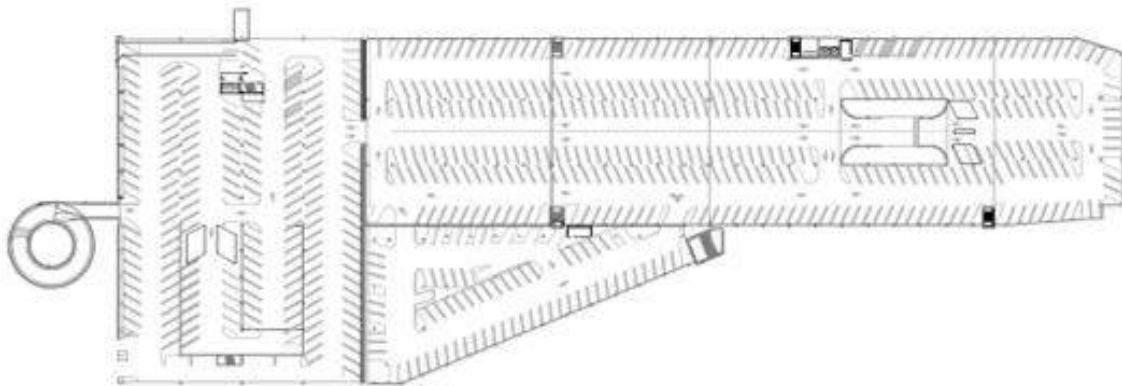
**SOUTH GARAGE LEVEL 2**



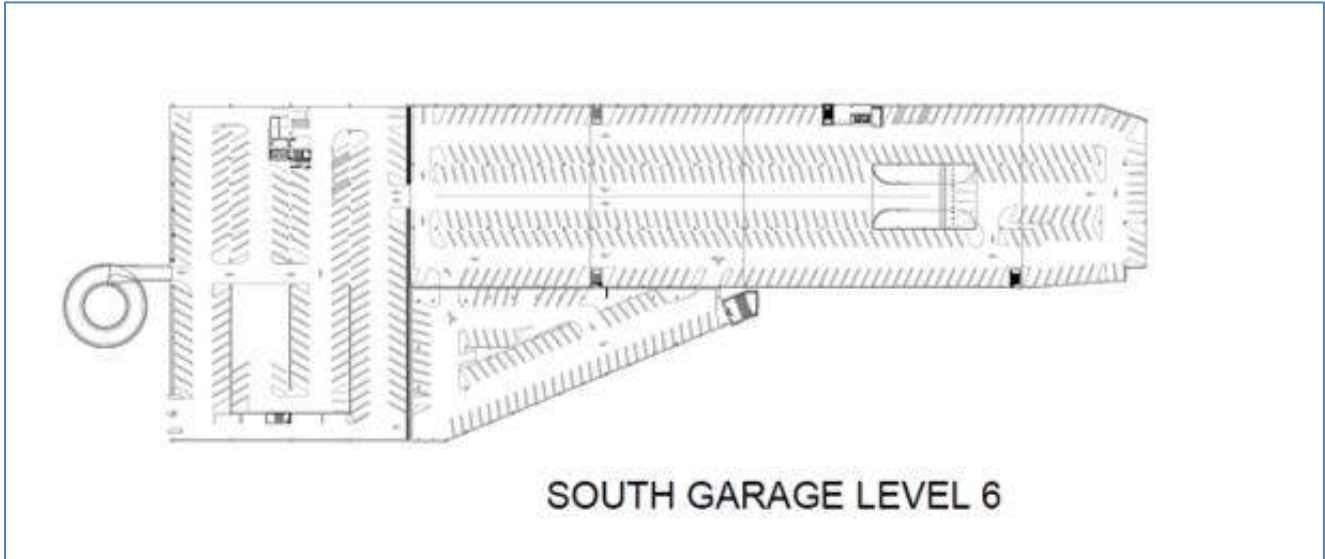
**SOUTH GARAGE LEVEL 3**



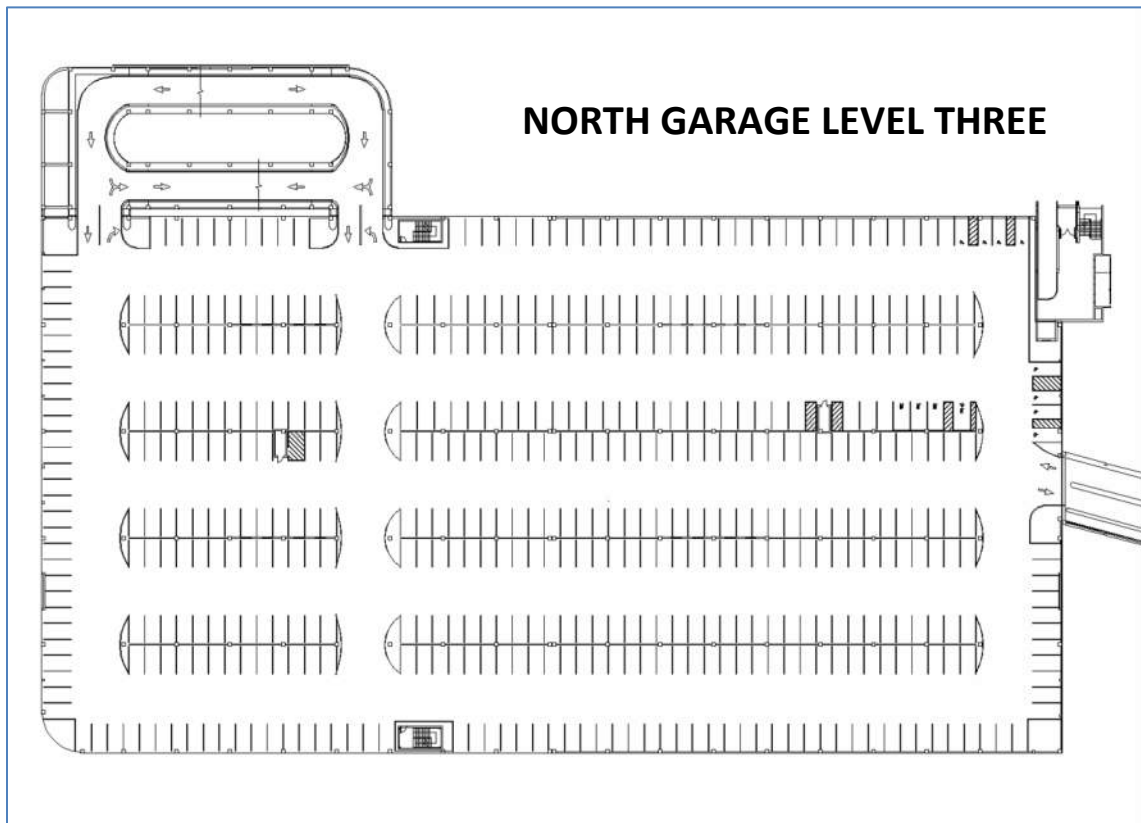
**SOUTH GARAGE LEVEL 4**

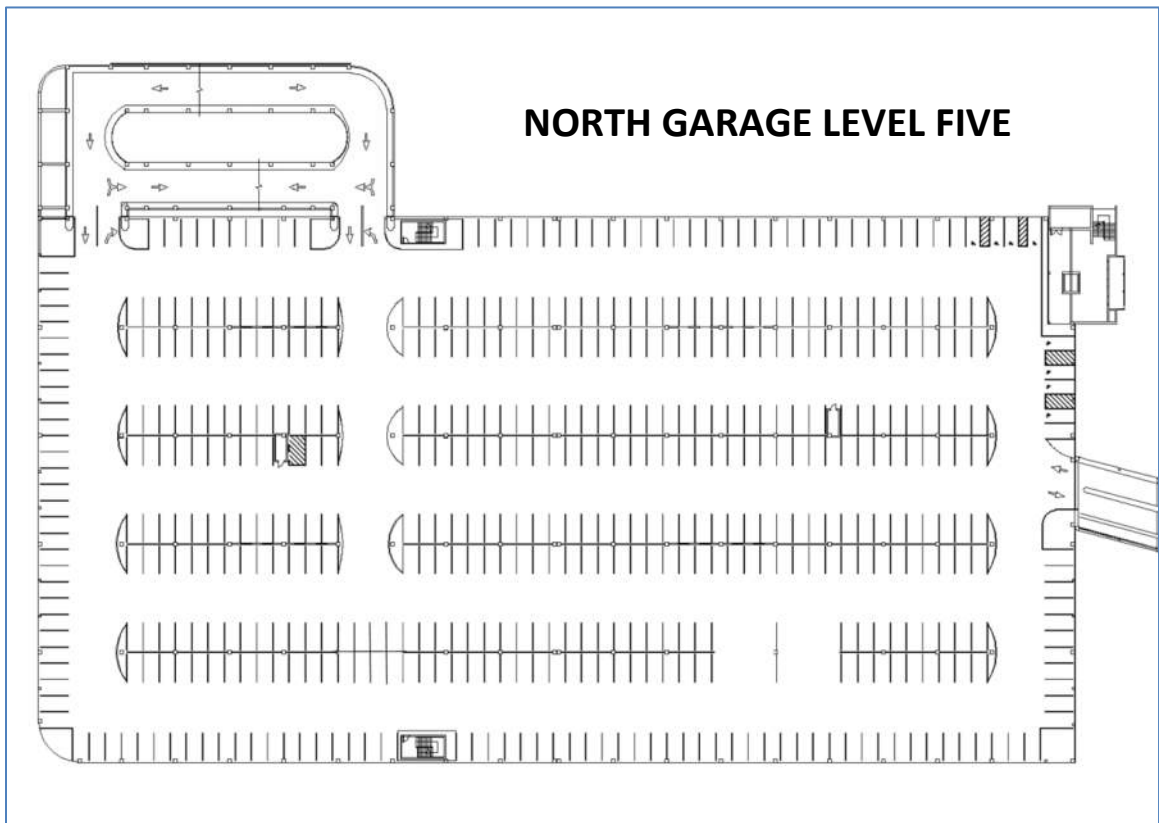
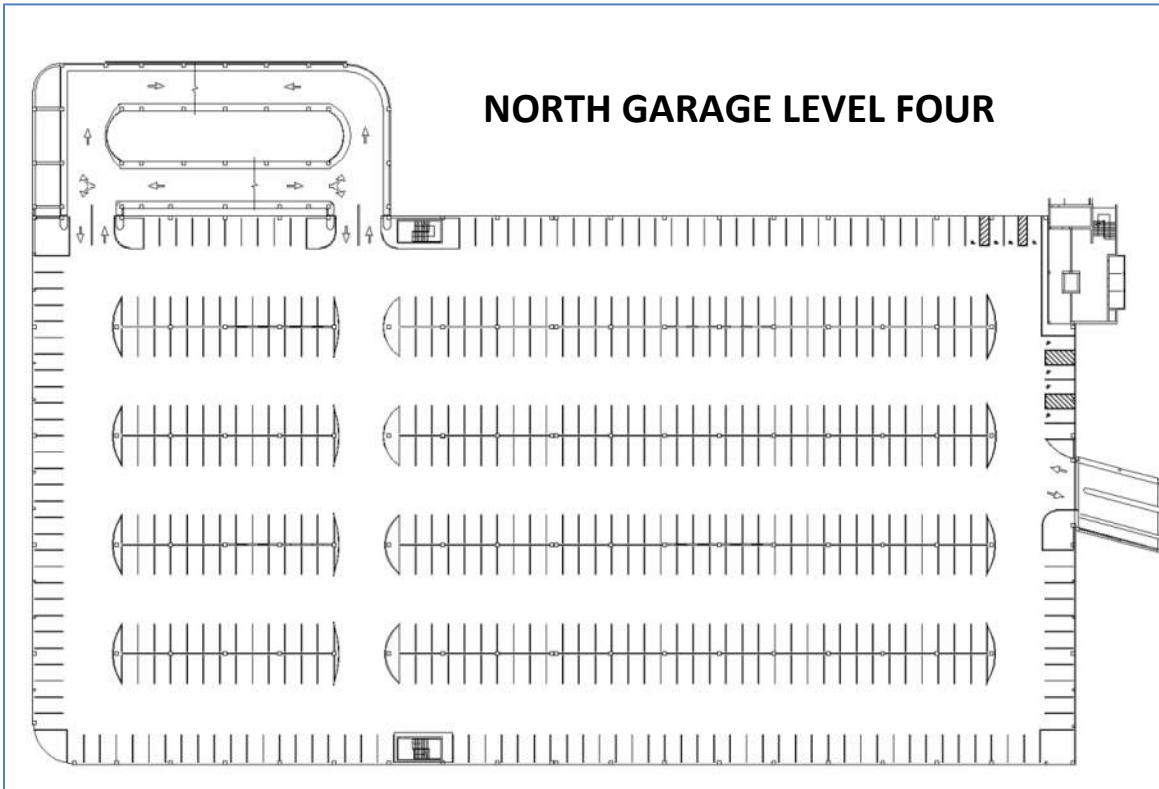


**SOUTH GARAGE LEVEL 5**

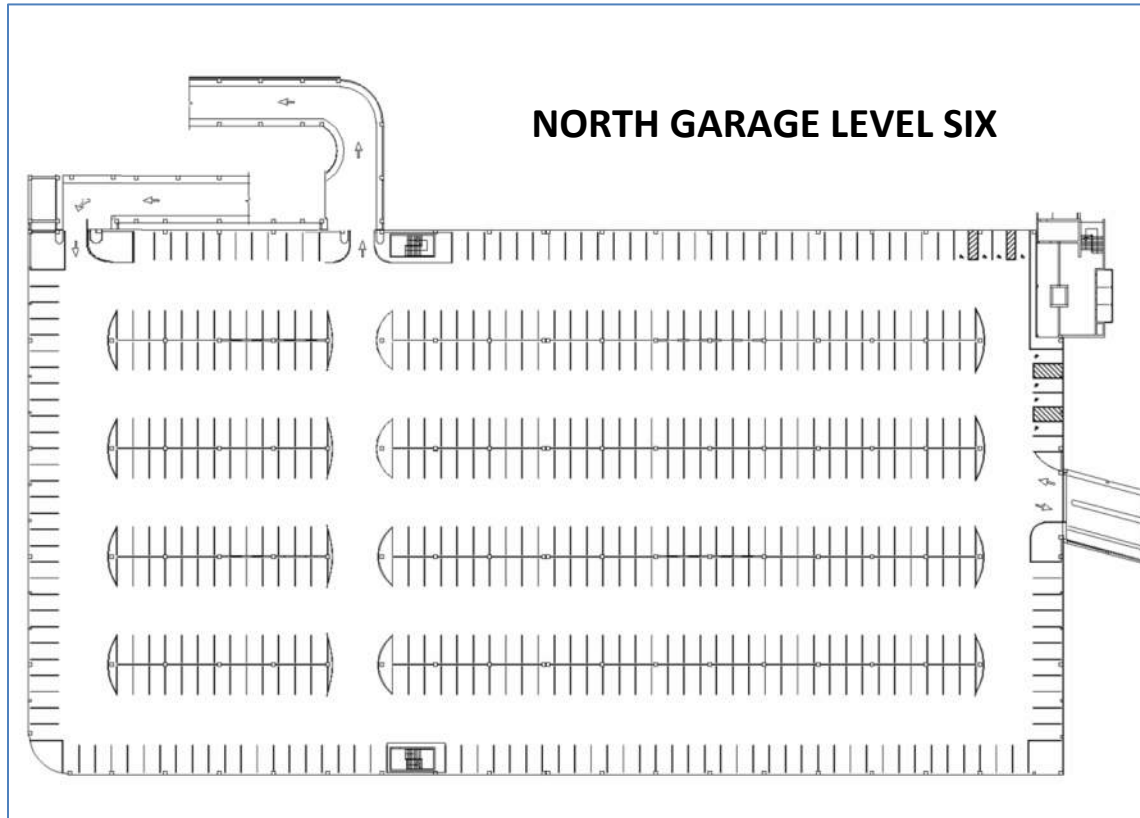


North Garage











## A-2 Operating Equipment Assigned for the Use of the Contractor

### Summary and Extracts of Master Services Agreement with SKIDATA

SKIDATA Hardware	Quantity
Entrance columns, power gate	21
Exit columns, power gate	12
Barrier gates	63
Smart CPUs (Smart barriers)	16
582/Intelligent controllers (contract only lanes)	9
Manual pay stations (cashier/Desktop Coder)	5
Skidata on-site servers (Terminal & Exit Plaza)	2
Testbed set up	1
South Garage Premier Entry	2
South Garage Entry	3
South Garage Quick Park Entry	3
South Garage Dummy Gates	2
North Garage Entry	3
Garage/North Economy Exit Plaza	9
North Rooftop Entry	1
North Rooftop Exit	1
South Rooftop Entry	2
South Rooftop Exit	1
North Economy Entry	3
North Economy Bus Entry	1
North Economy Bus Exit	1
South Economy Entry	2
South Economy/Canopy Exit	3
South Economy Bus	1
South Canopy Entry	2
South Canopy Bus	3
Employee Lot	2
Garage Employee Nest Area	2
Garage Crossover Bridges	16



SKIDATA Software
Parking Logic V12
Parking Guidance interface
Advam Reservations interface
SwebControl
SwebMobile Pay with SaaS
SwebAnalyze ** Currently, site uses SwebReports and will be switched to SwebAnalyze in first quarter 2022

Third-Party Products	Quantity
TCL418R-FD-SKI, External Fee displays	5
TCL1212RG-175DS	8
Signal Tech, Overheight vehicle sign	15
VM-1020-7x20-46-RG, Daktronics, Dynamic Sign Panels - Vanguard 46mm Dedicated Dynamic Message Sign	4
GS6-32X80-19.8-RGB - SF. Galaxy® Outdoor Electronic Message Center	9
Commend GE800 Intercom server and subscriber cards, licensing	1
XT-3 Reader - EPC Gen 2 UHF	9
Process PCs, Advantech (in lane)	33
LPR Cameras	33
Credit Card terminals (Windcave)	16



## Summary and Extracts of Master Services Agreement for Online Reservation System (TNS ADVAM)

**Agreement Term:** 3 years from Acceptance Date of February 1, 2022, with option to renew for two (2) additional one-year terms

**Product:** Altitude Reservation System (<https://reservations.parkoma.com/en/>)

**Annual Platform Fee includes:**

- 175,000 Transactions per Contract Year\*
- Full admin access
- Key Account Manager
- TNS Loyalty module
- 24/7 support desk
- 99% uptime guarantee
- AWS Hosting fees and maintenance

*\* For the initial 175,000 Transactions each Contract Year – No Charge. For each transaction in excess of 175,000 - \$0.04 per Transaction*



Summary and Extracts of Master Services Agreement with Automated Parking Guidance System  
(Park Assist)

Head End Equipment	Quantity
Standard Server(s)	1
Core Switch	1
Cisco Router	1
Core System	Quantity
M4-100 Sensors	505
M4-200 Sensors	1027
M4 Cabinets	12
Signage	Quantity
130mm	172
200mm	9
Peripheral Systems	Quantity
Rooftop cabinets	1
Counting lanes	4
Supported Software	
Park Alerts	
Park Finder	
Park Server	
Mobile App	
Web Services API	



**A-3 Shuttle Buses Assigned for the Use of the Contractor**

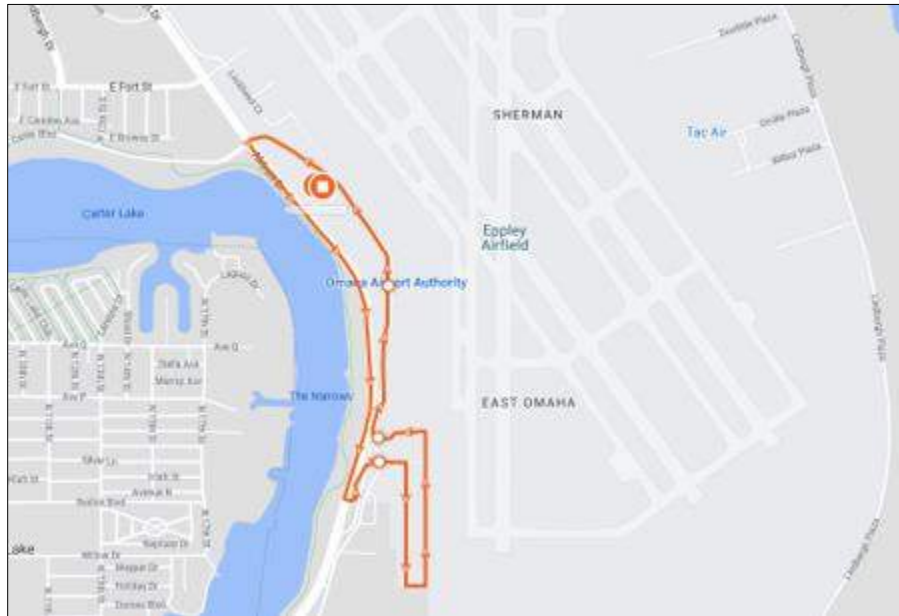
**Table 1 – Shuttle Bus Details as of November 14, 2022<sup>1</sup>**

Bus	Year	Make	ADA	Model	Type	VIN	Mileage
43	2016	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS3GDC57941	206,079
44	2016	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS5GDC57942	~206,676
48	2017	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS7HDC24930	127,507
49	2017	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS8HDC24936	149,537
51	2017	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS1HDC24938	~124,561
52	2017	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS4HDC26568	~86,865
53	2017	FORD	NA	E450	GLAVAL UNIVERSAL	1FDFE4FS4HDC26571	112,411
54	2015	CHEVY	NA	Express 4500	STARCRAFT	1GB6G5BG2F1245080	147,281
55	2015	CHEVY	NA	Express 4500	STARCRAFT	1GB6G5BG6F1246619	161,510
56	2017	CHEVY	NA	Express 4500	STARCRAFT	1HA6GUBG4HN008572	140,621
57	2016	CHEVY	NA	Express 4500	STARCRAFT	1GB6GUBG2G1275465	~110,145
58	2022	FORD	ADA	E350	STARCRAFT	1FDEE3FN8NDC18212	17,715
59	2022	FORD	ADA	E350	STARCRAFT	1FDEE3FNXNDC18213	13,450
60	2022	FORD	ADA	E450	STARCRAFT	1FDFE4FN7NDC43564	16,355
61	2022	FORD	ADA	E450	STARCRAFT	1FDFE4FN7NDC43614	10,127
62	2022	FORD	ADA	E450	STARCRAFT	1FDFE4FN6NDC43653	~3,980

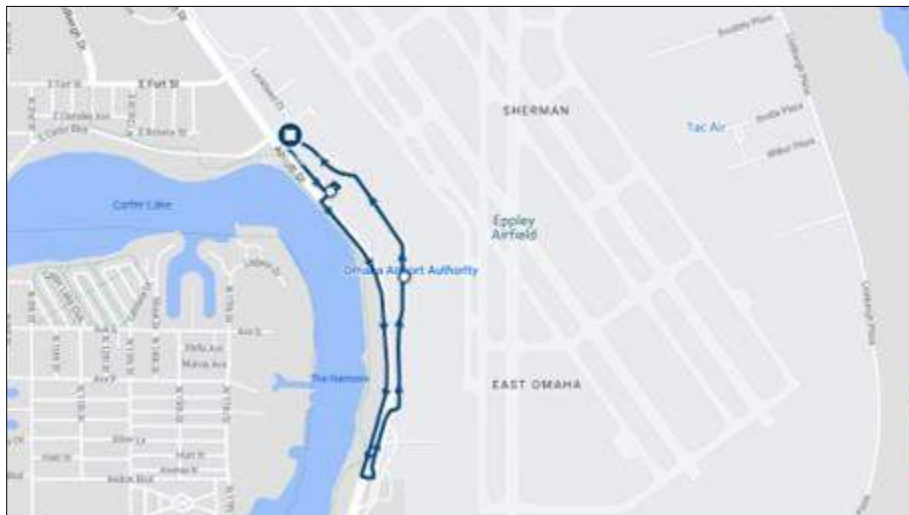
<sup>1</sup> Those vehicles that have mileage listed as an approximate (~) are currently having maintenance performed offsite, and mileage represents the most recent mileage provided.

### A-4 Shuttle Bus Routes

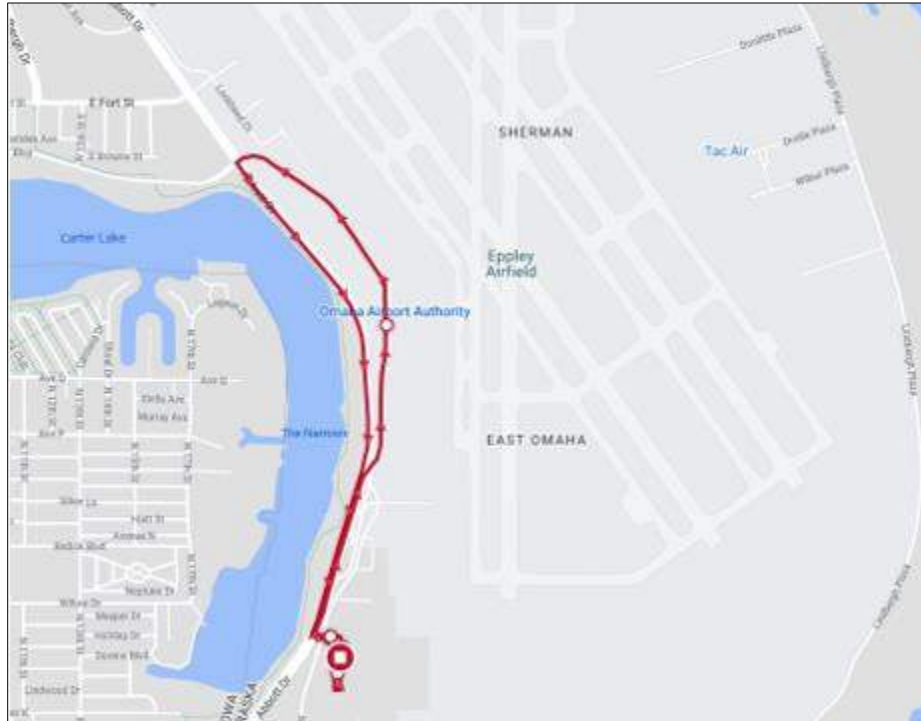
#### South Economy and South Canopy



#### North Economy



Employee







## **APPENDIX B SAMPLE PARKING AND SHUTTLE BUS MANAGEMENT AGREEMENT AND EXHIBITS**

The Sample Parking and Shuttle Bus Management Agreement and Exhibits will be provided in a future addendum.



## **APPENDIX C OPERATIONS AND MAINTENANCE RESPONSIBILITES**

### ***C-1 Maintenance Responsibilities Matrix***

Please see following page for the Omaha Airport Authority Parking Operations and Maintenance Responsibilities Matrix.



## Omaha Airport Authority Parking Operations and Maintenance Responsibilities Matrix

*For detailed responsibilities, see the Parking and Shuttle Bus Management Agreement.*

	South and North Parking Garages	Parking Lots/ Booths (North/South/Canopy/ Employee)	Administrative Office
<b>1 Conveyance/Elevator/Escalator Systems</b>	A	N/A	N/A
<b>2 Heating/Air Conditioning</b>			
a. Maintenance	A	C	C
b. Operation	A	C	C
c. Air Distribution and Ventilation Systems	A	C	C
d. Utility expense	A	A	A
e. Ticket Booths/Outbuildings - Packaged HVAC units, electric heaters, exhaust fans	A	C	N/A
f. HVAC for OAA infrastructure buildings & rooms	A	A	A
<b>3 Electrical System</b>			
a. Distribution	A	A	A
b. Utility expense	A	A	A
<b>4 Water System</b>			
a. Distribution	A	N/A	C
b. Fixtures	A	N/A	C
c. Utility expense	A	A	A
<b>5 Groundskeeping</b>			
a. Grass cutting	A	A	A
b. Weed removal	C	C	C
c. Landscape maintenance	A	A	C
d. Trash removal	C	C	C
<b>6 Pavement Systems</b>			
a. Marking/stripping, re-stripping, & numbering	C	C	C
b. Curbs, steps, and ramps	A	A	A
c. Surface holes, cracks, and depressions	A	A	A
d. Express ramp	A	N/A	N/A
<b>7 Lighting Systems</b>			
a. Ballasts repair and replacement	A	C	C
b. Lamp installation, repair, replacement	A	C	C
c. High mast lighting installation repair and replacement	A	A	N/A
d. LED light repair and replacement	A	C	C
e. Emergency lighting	A	A	A
<b>8 Fire System</b>			
a. Sprinklers/standpipe/testing	A	A	A
b. Alarm/detection/testing	A	A	A
c. Fire extinguishers	A	A	A

*Note: Any maintenance responsibilities not specifically listed in this matrix are the responsibility of the Contractor unless the OAA states in writing that it is the responsibility of the OAA.*



## Omaha Airport Authority Parking Operations and Maintenance Responsibilities Matrix

		South and North Parking Garages	Parking Lots/ Booths (North/South/Canopy/ Employee)	Administrative Office
<b>9 Sewage and Plumbing</b>				
	a. Distribution	A	A	A
	b. Fixtures	A	A	C
	c. Utility expense	A	A	A
	d. Storm water management systems	A	A	A
<b>10 Public address system</b>				
		N/A	N/A	N/A
<b>11 Paint - exterior/interior building structure</b>				
		A	C	C
<b>12 Janitorial service</b>				
	a. Garage Elevators and Lobbies	A	N/A	N/A
	b. Garage Public Stairwells	C	N/A	N/A
	c. All other janitorial services	C	C	C
<b>13 Shuttle bus shelters</b>				
		N/A	C	N/A
<b>14 Ticket booths</b>				
		C	C	N/A
<b>15 Window cleaning</b>				
	a. Exterior	A	C	C
	b. Interior	A	C	C
<b>16 Snow &amp; ice removal</b>				
	a. Sand removal (May)	C	C	C
	b. Snow/ice removal; see Agreement Exhibit G-3	C	C	C
<b>17 Controlled Access System</b>				
		N/A	N/A	C
<b>18 Routine PARCS maintenance/gate arms/ticket stock</b>				
		C	C	N/A
<b>19 PARCS - third-party maintenance agreement</b>				
		A	A	N/A
<b>20 Other Maintenance</b>				
	a. Personal property (FF&E)	N/A	N/A	C
<b>21 Bird control/pest control</b>				
		A	A	C
<b>22 Wayfinding/signage</b>				
		A/C	A/C	C
<b>23 Parking guidance systems</b>				
		A/C	A/C	N/A
<b>24 Electric vehicle charging stations</b>				
		A	A	N/A
<b>25 Electrical exit signage</b>				
		A/C	A/C	C
<b>26 Exterior building glass repair/replacement</b>				
		A	N/A	A
<b>27 Automatic vestibule doors</b>				
		A	N/A	N/A

Note: Any maintenance responsibilities not specifically listed in this matrix are the responsibility of the Contractor unless the OAA states in writing that it is the responsibility of the OAA. Printed 11/18/2022



## Omaha Airport Authority Parking Operations and Maintenance Responsibilities Matrix

		South and North Parking Garages	Parking Lots/ Booths (North/South/Canopy/ Employee)	Administrative Office
28	Overheight vehicle detection system/signage/clearance bars	A	N/A	N/A
29	Radio system	A	N/A	A
<b>LEGEND:</b>				
<b>A = Omaha Airport Authority    C = Contractor    A/C = Shared responsibility defined by contract    N/A = Not Applicable</b>				

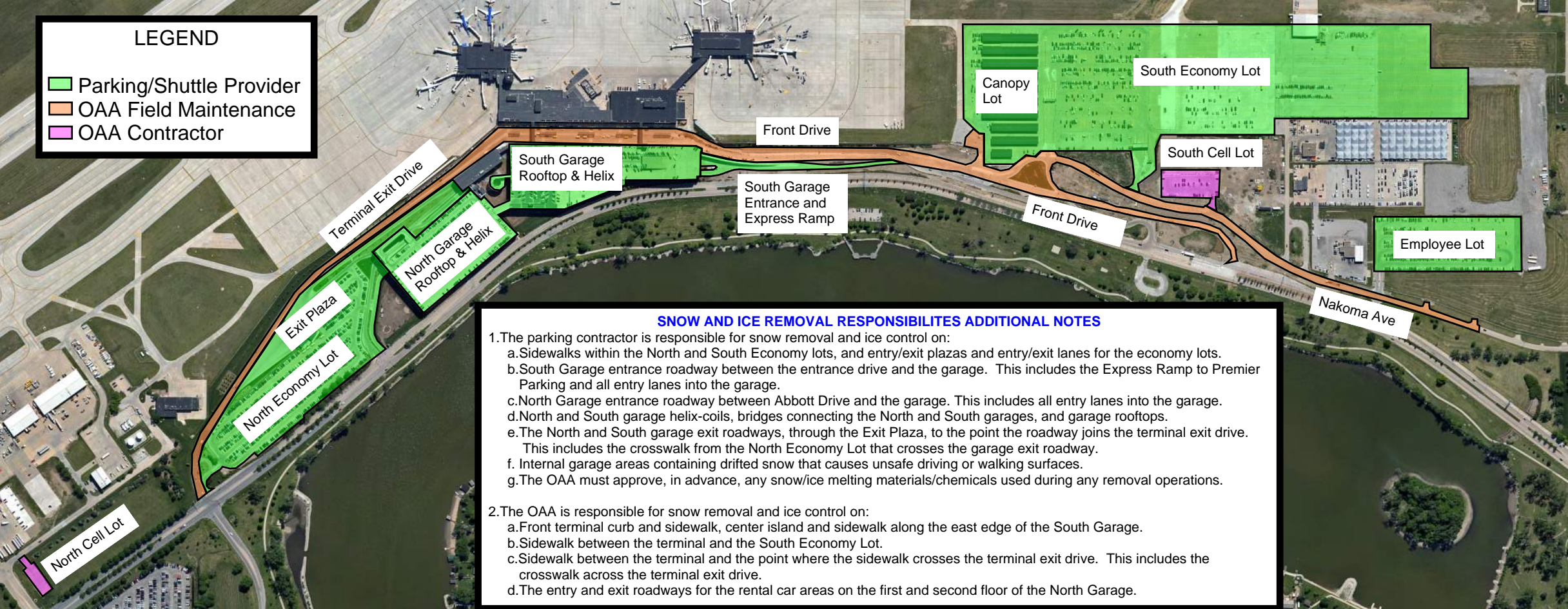


## ***C-2 Snow and Ice Removal Responsibilities***

Please see following page for the delineation of snow and ice removal responsibilities.

## LEGEND

-  Parking/Shuttle Provider
-  OAA Field Maintenance
-  OAA Contractor



### SNOW AND ICE REMOVAL RESPONSIBILITIES ADDITIONAL NOTES

- The parking contractor is responsible for snow removal and ice control on:
  - Sidewalks within the North and South Economy lots, and entry/exit plazas and entry/exit lanes for the economy lots.
  - South Garage entrance roadway between the entrance drive and the garage. This includes the Express Ramp to Premier Parking and all entry lanes into the garage.
  - North Garage entrance roadway between Abbott Drive and the garage. This includes all entry lanes into the garage.
  - North and South garage helix-coils, bridges connecting the North and South garages, and garage rooftops.
  - The North and South garage exit roadways, through the Exit Plaza, to the point the roadway joins the terminal exit drive. This includes the crosswalk from the North Economy Lot that crosses the garage exit roadway.
  - Internal garage areas containing drifted snow that causes unsafe driving or walking surfaces.
  - The OAA must approve, in advance, any snow/ice melting materials/chemicals used during any removal operations.
- The OAA is responsible for snow removal and ice control on:
  - Front terminal curb and sidewalk, center island and sidewalk along the east edge of the South Garage.
  - Sidewalk between the terminal and the South Economy Lot.
  - Sidewalk between the terminal and the point where the sidewalk crosses the terminal exit drive. This includes the crosswalk across the terminal exit drive.
  - The entry and exit roadways for the rental car areas on the first and second floor of the North Garage.



## **APPENDIX D CONFLICTS OF INTEREST**

Proposer shall complete the following **Disclosure of Potential Conflict of Interest Form** on following page and include with its RFP submittal response.





Having had the opportunity to review the Conflict of Interest Disclosure, the Proposer hereby indicates that it has, to the best of its knowledge and belief:

- Determined that no potential conflict of interest exists.
- Determined a potential conflict of interest exists as follows:
  1. Describe in detail the nature of any potential conflict of interest. *Attach additional sheets as necessary.*
  2. Describe in detail the measures proposed to mitigate the potential conflict of interest. *Attach additional sheets as necessary.*

---

Signature

---

Title

---

Printed Name

---

Date

If a potential conflict of interest has been identified, please provide the name and phone number for a contact person with Proposer authorized to discuss this Disclosure of Potential Conflict of Interest Form with OAA personnel.

---

Name

---

Phone



## **APPENDIX E FINANCIAL REQUIREMENTS**

Proposer shall provide Financial Requirements detailed in the RFP in its RFP submittal response.



## **APPENDIX F REPRESENTATIONS AND CERTIFICATIONS**

Proposer shall complete the following **Representations and Certification** on following pages and include with its RFP submittal response.



# OAA Parking and Shuttle Bus Management Agreement RFP

## Appendix F - Representations and Certifications

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### **PARENT COMPANY AND IDENTIFYING DATA**

1. Proposer (referred to herein as the Proposer or Contractor) is the business entity authorized to submit the proposal and sign a contract with the Omaha Airport Authority (OAA), should Proposer be selected.
2. "Parent" Company, for the purpose of this provision, is one that owns or controls the activities and basic business policies of the Proposer. To own the Proposer's company means that the Parent Company must own at least 51% of the voting rights in the Proposer company. A Parent Company may control a Proposer while not meeting the requirement for such ownership if the Parent Company is able to formulate, determine, or veto basic policy decisions of the Proposer through the use of dominant minority voting rights, use of proxy voting, or otherwise.
3. The Proposer  is,  is not (check applicable box) owned or controlled by a Parent Company.
4. If the Proposer checked "is" in Item 2 above, it shall provide the following information:

Name and Main Office Address of Parent Company

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---

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Employer Identification Number

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5. If the Proposer checked "is not" in Item 2 above, it shall insert its own Employee Identification Number on the following line:

---

6. The Proposer (or its Parent Company  is,  is not (check applicable box) a publicly traded.

7. The Proposer shall insert the name(s) of its principal(s) on the following line(s):

---

---



**TYPE OF BUSINESS ORGANIZATION**

The Proposer, by checking the applicable box, represents that:

1. It operates as  a corporation incorporated under the laws of the State of \_\_\_\_\_,  an individual,  a partnership,  a nonprofit organization, or  a joint venture.
2. If the Proposer is a foreign entity, it operates as  an individual,  a partnership,  a nonprofit organization,  a joint venture, or  a corporation, registered for business in \_\_\_\_\_.

**AUTHORIZED NEGOTIATORS**

The Proposer represents that the following persons are authorized to negotiate on its behalf with the Omaha Airport Authority in connection with this solicitation:

---

---

**CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**

1. The Proposer certifies that:
  - A. The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (a) those prices, (b) the intention to submit an offer, or (c) the methods or factors used to calculate the prices offered;
  - B. The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and
  - C. No attempt has been made or will be made by the Proposer to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
2. Each signature of the Proposer is considered to be a certification by the signatory that the signatory:
  - A. Is the person in the Proposer's organization responsible for determining the prices being offered in its Proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs 1A through 1C above; or



- B. Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated and will not participate in any action contrary to subparagraphs 1A through 1C above

---

(Insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his/her position in the Proposer's organization);

- 1) As an authorized agent, does certify that the principals named in subparagraph 2B above have not participated, and will not participate, in any action contrary to subparagraphs 1A through 1C above.
- 2) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs 1A through 1C above.

- C. If the Proposer deletes or modifies subparagraph 1B. above, the Proposer must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

**SUBCONTRACTORS**

The Proposer represents that it intends to utilize the below listed subcontractor(s) if it is awarded a contract as a result of this solicitation.

NAME OF SUBCONTRACTOR	SUBCONTRACTOR ADDRESS
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

Once contract award has been made, the Proposer shall not deviate from use of the above subcontractor(s) without prior submission and OAA approval.

**CERTIFICATION OF COMPLIANCE WITH EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9**

The Proposer certifies that it  has  has not read and  is  is not in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a) and the regulations issued there under. The offeror also certifies that its subcontractors are in compliance with the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 U.S.C. 1324a) and the regulations issued there under.



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

1. The Proposer certifies, to the best of its knowledge and belief, that:
  - A. The Proposer and/or any of its principals:
    - 1)  Have  have not been debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal, state, or local agency within the three (3)-year period preceding this Proposal;
    - 2)  Have  have not had contractor or business license revoked within the three (3)-year period preceding this Proposal;
    - 3)  Have  have not been declared non-responsible by any public agency within the three (3)-year period preceding this Proposal;
    - 4)  Have  have not within the three (3)-year period preceding this Proposal, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or sub-contract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; violation of labor, employment, health, safety or environmental laws or regulations;
    - 5)  Have  have not within the three (3)-year period preceding this Proposal, been indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subparagraph 1A4. of this provision; and
    - 6) All performance evaluations within the three (3)-year period preceding this Proposal  have  have not received a rating of satisfactory or better. If not, please provide a copy of the evaluation with detailed explanation.
  - B. The Proposer  has  has not within the three (3)-year period preceding this Proposal, had one more contracts terminated for default by any federal, state, or local agency.
  - C. "Principals" for the purposes of this certification, means officers; directors; owners; partners, and persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).
2. The Proposer shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.



3. A certification that any of the items in Item 1 of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Proposer's responsibility. Failure of the Proposer to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Proposer non-responsible.
4. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by Item 1 of this provision. The knowledge and information of a Proposer is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
5. The certification in Item 1 of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Proposer knowingly rendered an erroneous certification, the Contracting Officer may terminate the contract resulting from this solicitation for default.





## APPENDIX G OPERATING BUDGET

Proposer shall provide its Operating Budget using the following format in its RFP submittal response. An Excel file referred to as **Appendix G** is also included as an attachment to the RFP.



ALL NUMBERS AND POSITIONS ARE ILLUSTRATIVE.  
PROPOSER TO COMPLETE BASED ON THEIR EXPECTED OPERATIONS.

	Proposed Staffing (FTEs)	Hours per Week	Hourly Rates Year 1	Annual Amount Year 1	Annual Hourly Rate % Incr. by Position	Notes
[input position title]	[input # positions]	[input # hours per position per week]	[input hourly base rate]	[Calculated]	[input annual hourly base rate increase]	Include pertinent details on role (especially if role is overlapping or cross-trained to perform additional duties).
<b>Positions, Staffing, and Wages</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D = A x B x C x 52</b>		
General Manager	1.00	40.00	30.00	\$ 62,400	1%	
Assistant Manager	2.00	40.00	20.00	83,200	1%	
Supervisors	2.00	40.00	15.00	62,400	1%	
Office / Control Room / Dispatchers	2.00	40.00	15.00	62,400	1%	
Cashiers	10.00	40.00	10.00	208,000	1%	
Drivers	28.00	40.00	15.00	873,600	1%	
Facility Maintenance	4.00	40.00	15.00	124,800	1%	
Customer Service Agents	2.00	40.00	12.00	49,920	1%	
[Item 1]	1.00	2.00	10.00	1,040	1%	
[Item 2]	1.00	2.00	10.00	1,040	1%	
[Item 3]	1.00	2.00	10.00	1,040	1%	
[Item 4]	1.00	2.00	10.00	1,040	1%	
[Item 5]	1.00	2.00	10.00	1,040	1%	
<b>Subtotal Staffing and Wages</b>	<b>56.00</b>	<b>330.00</b>		<b>\$ 1,531,920</b>		--> to G-4

	Wage Amount	% of Wages	Annual Amount Year 1	Notes
<b>Staffing/Payroll (from Above)</b>	\$ 1,531,920 (from above)	[input %]	[Calculated]	Include pertinent details on items including support if necessary.
Associated Payroll taxes		1%	\$ 15,319	
Workers compensation		2%	30,638	
Health Insurance		1%	15,319	
401K/retirement		2%	30,638	
[Item 1]		1%	15,319	
[Item 2]		2%	30,638	
[Item 3]		1%	15,319	
[Item 4]		2%	30,638	
[Item 5]		1%	15,319	
<b>Subtotal Taxes and Benefits</b>			<b>\$ 199,150</b>	--> to G-4

	Annual Amount Year 1	Notes
<b>Other Annual Staffing/Payroll Related (if applicable)</b>	[input amounts]	Include pertinent details on items including support if necessary.
[Item 1]	\$ 1,000	
[Item 2]	1,000	
[Item 3]	-	
[Item 4]	-	
[Item 5]	-	
	<b>\$ 2,000</b>	--> to G-4



# Vehicles and Equipment Purchases

## Appendix G-2

ALL NUMBERS AND VEHICLES ARE ILLUSTRATIVE.  
 PROPOSER TO COMPLETE BASED ON THEIR EXPECTED OPERATIONS.

Expense Type	Vehicle Acquisition Costs	Amortization Term (Months)	Interest Rate	Annual Amortization	Notes
	A	B	C	D = Amortization PMT(A, B, C)	Include vehicle specifications, anticipated delivery, and other pertinent details.
<b>Shuttle Bus Lease / Purchases</b>					
[Item 1]	\$ 100,000	60.00	5.0%	\$ 5,283	
[Item 2]	100,000	60.00	5.0%	5,283	
[Item 3]	100,000	60.00	5.0%	5,283	
[Item 4]	100,000	60.00	5.0%	5,283	
[Item 5]	100,000	60.00	5.0%	5,283	
.	-	-	-	-	
.	-	-	-	-	
.	-	-	-	-	
<b>Shuttle Bus Lease / Purchases</b>				\$ 26,414.09	--> to G-4
<b>Other Vehicle Lease / Purchases</b>					
[Item 1]	\$ 40,000	60.00	5.0%	\$ 2,113	
[Item 2]	25,000	60.00	5.0%	1,321	
[Item 3]	15,000	60.00	5.0%	792	
[Item 4]	-	-	-	-	
[Item 5]	-	-	-	-	
.	-	-	-	-	
.	-	-	-	-	
.	-	-	-	-	
<b>Other Vehicle Lease / Purchases</b>				\$ 4,226.25	--> to G-4
<b>Other Equipment Lease / Purchases</b>					
[Item 1]	\$ 10,000	12.00	5.0%	\$ 1,128	
[Item 2]	5,000	24.00	5.0%	362	
[Item 3]	2,500	36.00	5.0%	151	
[Item 4]	-	-	-	-	
[Item 5]	-	-	-	-	
.	-	-	-	-	
.	-	-	-	-	
.	-	-	-	-	
<b>Other Equipment Lease / Purchases</b>				\$ 1,641.69	--> to G-4



# Management Fee Appendix G-3

*ALL NUMBERS ARE ILLUSTRATIVE.  
PROPOSER TO COMPLETE BASED ON THEIR EXPECTED OPERATIONS.*

	Amount	Notes
<b>Base Term</b>		
Year One (1)	\$ 10,000	
Year Two (2)	\$ 11,000	
Year Three (3)	\$ 12,000	
Year Four (4)	\$ 13,000	
Year Five (5)	\$ 14,000	
<b>Option Period</b>		
Year Six (6)	\$ 15,000	
Year Seven (7)	\$ 16,000	



ALL NUMBERS ARE ILLUSTRATIVE OR DERIVED ON APPENDICES G-1, G-2, OR G-3.  
PROPOSER TO COMPLETE BASED ON THEIR EXPECTED OPERATIONS. ATTACH ADDITIONAL SUPPORTING DETAILS AS REQUIRED.

	%	Basis	Annual Operating Budget							Notes	
			Base Term				OAA Option				
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7		
<b>Staffing, Wages, Benefits</b>											
		Staffing and Wages	from G-1	\$ 1,531,920							
		Taxes and Benefits	from G-1	199,150							
		Other Annual Staffing/Payroll Related	from G-1	<u>2,000</u>							
				\$ 1,733,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Vehicle and Equipment Lease / Purchases</b>											
		Shuttle Bus Lease / Purchases	from G-2	\$ 26,414							
		Other Vehicle Lease / Purchases	from G-2	4,226							
		Other Equipment Lease / Purchases	from G-2	<u>1,642</u>							
				\$ 32,282	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Management Fee</b>			from G-3	\$ 10,000	\$ 11,000	\$ 12,000	\$ 13,000	\$ 14,000	\$ 15,000	\$ 16,000	
<b>Other Vehicle Expenses</b>											
		Fuel		\$ 250,000							
		Maintenance		200,000							
		Vehicle Insurance		50,000						Provide basis of estimate and attachment(s) documenting costs by line item	
		Licensing		10,000							
		[Item 1]		10,000							
		[Item 2]		1,000							
		[Item 3]		<u>1,000</u>						Provide basis of estimate and attachment(s) documenting costs by line item	
				\$ 522,000							
<b>Other Transition Expenses (Year 1 Only)</b>				\$ 25,000	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	Provide basis of estimate and attachment(s) documenting costs by line item
<b>Snow Removal Expenses</b>											
		Materials & Supplies		\$ 10,000							
		Contracted Services		150,000							
		[Item 1]		5,000						Provide basis of estimate and attachment(s) documenting costs by line item	
		[Item 2]		1,000							
		[Item 3]		<u>1,000</u>							
				\$ 167,000							
<b>Marketing / Signs / Advertising</b>											
		[Item 1]		10,000							
		[Item 2]		1,000						Provide basis of estimate and attachment(s) documenting costs by line item	
		[Item 3]		<u>1,000</u>							
				\$ 12,000							



	%	Basis	Annual Operating Budget							Notes	
			Base Term				OAA Option				
			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7		
<b>Revenue Collection and Other Banking-Related Charges and Fees</b>											
		Credit card processing fees	100,000								Provide basis of credit card processing fees and any other associated fees by line item
		Banking fees	10,000								
		Armoured car service	1,000								Provide basis of estimate and attachment(s) documenting costs by line item
		[Item 1]	1,000								
		[Item 2]	1,000								
		[Item 3]	1,000								
			<u>1,000</u>								
			\$ 114,000								
<b>All Other Expenses</b>											
		[Item 1]	10,000								Provide basis of estimate and attachment(s) documenting costs by line item
		[Item 2]	10,000								
		[Item 3]	10,000								
			<u>30,000</u>								
			\$ 30,000								
<b>Grand Total</b>			\$ 2,645,352	\$ 11,000	\$ 12,000	\$ 13,000	\$ 14,000	\$ 15,000	\$ 16,000		



# Pre-COVID and Current Staffing and Busing Operation as of 10-28-2022

## Appendix G-5

### INFORMATION PROVIDED TO ASSIST OPERATORS IN CUSTOMIZING THEIR OPERATING BUDGET

*Position titles, staff count, and roles may not be reflective of Proposer's anticipated operations. Proposer should review the RFP and Agreement to understand guidelines/expectations related to performance.*

Staffing by Position		
	Pre-COVID (including PT and FT)	Current (including PT and FT)
Manager/Assistant Manager	2	2
Supervisor	4	4
Office	2	2
Cashiers (Main Plaza and South Economy)	9	8
Driver North Economy	7	6
Driver South Economy	10	8
Driver Floater	5	3
Driver Employee	9	8
General Facility Maintenance	3	2
Customer Service Agent	<u>3</u>	<u>0</u>
<b>Totals</b>	<b>54</b>	<b>43</b>

Bus Operation by Route		
	Pre-COVID by Route	Current Scheduled by Route
	# Shuttles (Overnight - Day - Evening)	# Shuttles (Overnight - Day - Evening)
North Economy	1-2-2	1-2-2
South Economy	2-3-3	1-2-2
Employee	2-2-2	2-2-1





## **APPENDIX H    ACKNOWLEDGEMENT OF ADDENDA**

Proposer shall complete the following **Acknowledgement of Addenda** on following page and include with its RFP submittal response.



# OAA Parking and Shuttle Bus Management Agreement RFP

## Appendix H

### Acknowledgement of Addenda

Complete this form, sign, and submit as instructed on page 4-9 of the OAA Parking and Shuttle Bus Management Agreement RFP to acknowledge receipt of the below-listed Addenda.

Addendum Number	Addendum Date

The submittal of this acknowledgement is a duly authorized, official act of the Proposer and the undersigned officer of the Proposer is duly authorized and designated by resolution of the Proposer to execute this acknowledgement on behalf of and as the official act of the Proposer, this \_\_\_\_ day of \_\_\_\_\_, 2023.

I, \_\_\_\_\_, as a representative of \_\_\_\_\_ certify and affirm that by submitting this acknowledgement and signing below, I confirm and acknowledge receipt of the addenda as shown above and that the addenda have been reviewed and considered prior to submitting a response.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Company:

\_\_\_\_\_

Address:

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_



## **APPENDIX I    PROPOSAL CERTIFICATION**

Proposer shall complete the following **Proposal Certification** on following pages and include with its RFP submittal response.



Omaha Airport Authority Automobile Parking Operation  
Eppley Airfield  
Appendix I - Proposal Certification

**Company Information**

Company name	
Company address	
Company telephone (office and cell)	
Email address	
Contact person (with title)	
Person authorized to legally contract on behalf of the proposing company (with title)	
Website URL	
State of incorporation or legal establishment	
Date on which proposing company was incorporated or otherwise established	

**Qualification**

Identity of airports (with a contact person and phone number) serving a total of two (2) million or more enplaned passengers at which proposing company operates the parking and shuttle bus operations

	Airport Name	Contact Person	Contact Phone and Email
1.			
2.			
3.			
4.			
5.			

**Proposing Company Background**

1. Has the proposing company been continuously involved in airport parking and shuttle bus operations since its inception?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If No, please explain:

\_\_\_\_\_

2. Has the proposing company been a party to litigation or claims related to fee payment or contract performance?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If Yes, please explain:

\_\_\_\_\_



3. Has any parking operation contract of the proposing company ever been terminated prior to the expiration of the term?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If Yes, please explain:

\_\_\_\_\_

**Accuracy of Representations and Authorization**

1. By signing below, the proposing company represents that it has investigated all aspects of the Request for Proposal (RFP), that it is aware of the applicable facts pertaining to the RFP process and requirements, that it has read and understood the RFP and understands the proposal it submits in response to the RFP will be treated as public record as detailed in the RFP.
2. By signing below, the proposing company authorizes the Omaha Airport Authority (OAA) to engage in any background check and to make any inquiry deemed appropriate by the OAA concerning the financial capabilities, experience or qualifications of the proposing company.
3. The undersigned acknowledges and represents that all statements, answers and representations made in this Proposal Certification and in its proposal submitted in response to the RFP of the OAA are true and accurate.
4. The undersigned represents that s/he is a duly authorized representative of the proposing company and has the authorization of the proposing company to submit this proposal in response to the OAA RFP and is authorized to execute this Proposal Certification.

Parking Company Name	Phone Number
Authorized Representative Signature	Email
Authorized Representative Name ( <i>print name</i> )	Date
Authorized Representative Title	

## APPENDIX J SHUTTLE BUS VEHICLE AND PARKOMA WRAP SPECIFICATIONS

**ABM Aviation**

**Vers 1**  
05/12/22

Project: Shuttle Buses BUS #: TBD  
Vehicle Color: White  
Coverage: Approx 265 Sq Ft  
Materials: Avery 1105



Page 1 of 4

**REVOLUTION WRAPS**  
Start SOMETHING Big

Job #2021012

D: JK PM: BK

Artwork Approval:

Artwork

Spelling

Colors

(please sign and return via email)

ABM Aviation

Vers 1  
05/12/22

Project: Shuttle Buses BUS #: TBD  
Vehicle Color: White  
Coverage: Approx 265 Sq Ft  
Materials: Avery 1105



Page 2 of 4

REVOLUTION WRAPS  
Start SOMETHING Big

Job #2021012

D: JK PM: BK



Artwork Approval: X

Artwork  Spelling  Colors (please sign and return via email)



ABM Aviation

Vers 1  
05/12/22

Project: Shuttle Buses BUS #: TBD  
Vehicle Color: White  
Coverage: Approx 265 Sq Ft  
Materials: Avery 1105



Page 3 of 4

REVOLUTION WRAPS  
Start SOMETHING Big

Job #2021012

D: JK PM: BK



Artwork Approval: X

Artwork  Spelling  Colors (please sign and return via email)