

AIRPORT COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
RESOLUTION NO. **22-0185**

**AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR CONTRACT NO. 50337
FOR THE MANAGEMENT AND OPERATION OF AIRPORT PUBLIC AND EMPLOYEE
PARKING FACILITIES AND TO NEGOTIATE WITH THE HIGHEST-RANKED PROPOSER**

- WHEREAS, pursuant to Resolution No. 18-0108 this Commission awarded Contract No. 50107.01 for the Management and Operations of the Public and Employee Parking Facilities at the Airport to New South Parking – California, GP (New South Parking); and
- WHEREAS, Contract No. 50107.01 will expire on June 30, 2023; and
- WHEREAS, the Airport requires the continued management and operation of the Airport's public and employee parking facilities for the continued safe and secure operation of the Airport; and
- WHEREAS, Staff now seeks authorization to issue Request for Proposals (RFP) for Contract No. 50337, a new contract to provide these services for a five-year term and to negotiate with the highest-ranked proposer; and
- WHEREAS, the RFP will seek proposals for Contract No. 50337, with the successful Proposer providing all necessary labor and resources to provide such services to the Airport; and
- WHEREAS, the proposed term of the contract is five (5) years with no options to extend the term; now, therefore, be it
- RESOLVED, that the Commission authorizes the issuance of a Request for Proposals for Contract No. 50337 for the Management and Operation of Airport Public and Employee Parking Facilities for San Francisco International Airport, and to negotiate with the highest-ranked proposer(s), in successive order, until negotiations are successfully concluded; and, be it further
- RESOLVED, that following successful negotiations, Staff will present, for the Commission's consideration, a recommendation for the award of Contract No. 50337 for the services specified above.

*I hereby certify that the foregoing resolution was adopted by the Airport Commission
at its meeting of* DEC 6 2022


Secretary



San Francisco International Airport

MEMORANDUM

December 6, 2022

TO: AIRPORT COMMISSION
Hon. Eleanor Johns, President
Hon. Malcolm Yeung, Vice President
Hon. Everett A. Hewlett, Jr.
Hon. Jane Natoli
Hon. Jose F. Almanza

22-0185
DEC 6 2022

FROM: Airport Director

SUBJECT: Authorization to Issue a Request for Proposals for Contract No. 50337 for the Management and Operation of Airport Public and Employee Parking Facilities

DIRECTOR'S RECOMMENDATION: AUTHORIZE THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR CONTRACT NO. 50337 FOR THE MANAGEMENT AND OPERATION OF AIRPORT PUBLIC AND EMPLOYEE PARKING FACILITIES AND TO NEGOTIATE WITH THE HIGHEST-RANKED PROPOSER.

Executive Summary

The existing contract for the Management and Operation of Airport Public and Employee Parking Facilities with New South Parking – California, GP (New South Parking) will expire on June 30, 2023 (Contract No. 50107.01). Staff seeks authorization to issue Request for Proposals (RFP) for Contract No. 50337, a new contract to provide these services for a five-year term and to negotiate with the highest-ranked proposer.

Background

On April 24, 2018, by Resolution No. 18-0108, the Commission awarded Contract No. 50107.01 to New South Parking. Contract No. 50107.01 comprise over 22,000 public and employee parking spaces located throughout the Airport. In Fiscal Year 2021/2022, the Airport generated public parking revenues of \$94,488,219 with over 2.5 million transactions. Contract No. 50107.01 will expire on June 30, 2023.

Staff is seeking authorization to issue an RFP and to negotiate the contract with the highest-ranked proposer. The 24-hour, seven (7) days per week operation includes:

- Providing, managing, and training staff to collect and account for all public parking fees, including the processing of credit card charges, Pay-on-Foot transactions, ParkFAST, and FasTrak™ payment options;
- Providing excellent customer service, such as dead-battery jump-starts, flat tire assistance, and lost car location assistance free of charge;
- Utilizing the Airport's applicable technology systems (e.g., Parking Access and Revenue Control System, License Plate Inventory, and License Plate Registration) to effectively manage, verify, and reconcile revenue collection and access control;

THIS PRINT COVERS CALENDAR ITEM NO. 5

AIRPORT COMMISSION CITY AND COUNTY OF SAN FRANCISCO

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VICE PRESIDENT

EVERETT A. HEWLETT, JR.

JANE NATOLI

JOSE F. ALMANZA

IVAR C. SATERO
AIRPORT DIRECTOR

- Managing the employee parking permit sales and service, including the distribution of proximity cards and the collection of all fees and charges associated with the employee parking program;
- Providing, managing, and training security staff to provide traffic control, security patrol, surveillance, and emergency response; and
- Maintaining parking facilities and support services.

The RFP seeks proposals for the management and operation of the Airport's public and employee parking facilities. Attachment 1 details the proposed minimum qualifications, recommended, and selection criteria for the RFP. Should Airport staff be unable to conclude negotiations successfully with the highest-ranked proposer, Staff will commence negotiations with the next highest-ranked proposer until successful negotiations are completed.

The contract resulting from the RFP will have a term of five years. Staff has reviewed the Federal Aviation Administration (FAA) regulations and determined that this contract would be classified under the Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program. The Airport's ACDBE Program was developed in accordance with 49 CFR part 23. Although there is no ACDBE contract goal included in this opportunity, there is a Small Business Enterprise (SBE) goal of 23.3%. Proposers are required to meet the stated SBE goal or demonstrate that they have made good faith efforts to meet the goal in order for the proposal to be deemed responsive. Only firms certified as DBE/ACDBE by the California Unified Certification Program or firms verified as small businesses by the Airport will be counted towards meeting the SBE goal.

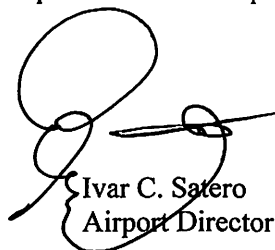
The estimated amount of the contract exceeds \$1,000,000 and will require Board of Supervisors (Board) approval under Section 9.118 of the San Francisco Charter upon award of the contract.

This contract has been historically certified by the Controller and approved by the Board as required by Section 10.104.15 of the San Francisco Charter (Prop J), as work that can be performed under contract at a lesser cost than similar work performed by employees for the City and County.

In light of the COVID-19 crisis and its impact on Airport finances, Staff has considered the financial implications of the proposed RFP and has determined that the services are essential for the continued safe and secure operation of the Airport.

Recommendation

I recommend the Commission adopt the attached Resolution authorizing the issuance of a Request for Proposals for Contract No. 50337 for the Management and Operation of Airport Public and Employee Parking Facilities and authorize Staff to enter into negotiations with the highest-ranked proposer. Staff will return to the Commission with a request to award the proposed contract.



Ivar C. Satero
Airport Director

Prepared by: Kevin Bumen
Chief Financial and Commercial Officer

Attachments

ATTACHMENT 1

Authorization to Issue a Request for Proposals for Contract No. 50337 for the Management and Operation of Airport Public and Employee Parking Facilities

PROPOSED MINIMUM QUALIFICATION REQUIREMENTS	
Project:	Contract No. 50337, Management and Operation of Airport Public and Employee Parking Facilities
Minimum Qualification Requirements:	<ol style="list-style-type: none"> 1. Proposer must have a minimum of five years of verifiable and continuous experience, within the last 10 years immediately preceding the issuance of the RFP, in operating parking facilities serving an airport that has at least 15,000 spaces that is open 24 hours per day, 365 days per year, and generates at least 2,000,000 exit transactions per year, and \$50,000,000 in annual revenue. 2. Proposer must have a minimum of five years of verifiable and continuous experience, within the last 10 years immediately preceding the issuance of the RFP, with fully online/real-time computerized revenue control and relational database (PARCS) systems operating on a computer network capable of controlling access to and accounting for revenues generated by parking garages. The operation and use of PARCS must include knowledge of and experience in achieving and maintaining Payment Card Industry Data Security Standard (PCI-DSS) compliance for credit card payments in an airport/e-commerce environment. 3. Proposer must have a minimum of one year of verifiable and continuous experience, within the last five years immediately preceding the issuance of the RFP, with real-time pre-booked parking online booking systems (Online Booking System). The operation and use of an Online Booking System must include knowledge of and experience in accounting for revenues generated by the Online Booking System along with achieving and maintaining PCI-DSS compliance for credit card payments in an airport/e-commerce environment. 4. Proposer must have a minimum of five years of verifiable and continuous experience, within the last 10 years immediately preceding the issuance of the RFP, in generating revenue and facility operations reports and operating and performing light maintenance on system components, including ticket issuing machines, loop detectors and actuated gates, and cashier terminals. 5. Proposer must have a minimum of five years of verifiable and continuous experience, within the last 10 years immediately preceding the issuance of the RFP, in managing a staff of at least 60 full-time employees.

RECOMMENDED EVALUATION AND SELECTION CRITERIA	
Selection Criteria	Scoring Weight
Firm Qualifications and Experience	25 pts
Approach and Operations Plan	70 pts
Communications & Reporting	20 pts
Fee Proposal	35 pts
Oral Interview	50 pts
Total Possible Points	200 pts