



## Sports & Exhibition Authority

When you have the time, Pittsburgh has the place.

### Addendum #2 –Parking Management Services for Lower Hill District Surface Parking Lots August 28, 2023

#### Questions and Answers:

Question 1: Please provide the 2023 Operating Financials by lot/location.

Answer: The Authorities do not have 2023 Operating Financials by lot/location. The surface parking lots are currently managed, operated and maintained by the Pittsburgh Penguins. They keep the revenue as well.

Question 2: Section 4.01 . Rent. of the sample URA agreement states that the Operator will pay rent to the URA, however the Fee Proposal section of the RFP states that the Management Fee should be proposed as a percentage of Net Revenue. Can you clarify what form of fee should be proposed?

Answer: Fee should be proposed as indicated in RFP. The final agreements will reflect net revenue percentage.

Question 3: The Scope of Work mentioned in the RFP and in the Sample Agreements was not included in the Addendum distributed on Friday, August 25th, can this be distributed in order to review prior to proposal submittal?

Answer: The Scope of work is administration, management, and operations of surface parking lots on a daily and event basis. Some of the components include but is not limited to staffing, security, cash management and financial reporting, preparation of maintenance and capital plans, marketing, coordination of events, and monitoring use of parking lots.

Question 4: Who is the current operator?

Answer: Civic Arena Parking Corporation (CAPCO)

Question 5: Would SEA provide the P&L statements (including breakdown by expense and revenue) for 2021 and 2022?

Answer: The Authorities do not have P&L statements for 2021 and 2022.

Question 6: Are there any wage requirements? (Example: Living Wage, City Minimum Wage, etc.)

Answer: The Authorities are not aware of any wage requirements but the Authorities do not currently operate the parking lots.

Question 7: Are staff required to be part of a union?

Answer: No

Question 8: Who (SEA or Operator) is responsible for snow removal?

Answer: The Operator is responsible for snow removal.

Question 9: Evaluation Criteria – Would SEA provide the criteria for which an award will be made?

(Example: Lowest Bidder, 40% Experience | 20% MWBE | 20% Pricing | 20% References = 100%)

Answer: No. The Authorities have not assigned weighted percentages for criteria.

Question 10: MBE-WBE Participation

a) A goal of 25% MBE and 10% WBE has been requested. Is this a requirement or a request?

b) Where can a list of certified MBE and WBE businesses be located?

Answer: a) MBE WBE Participation is a goal. Companies are expected to make a good faith effort in meeting the goals.

b) Here is website: <https://paucp.dbesystem.com/>. You may also contact Alicia Matos, SEA Procurement/MWBE Specialist.

Question 11: How many events occur annually?

Answer: Approximately 150 to 175 events annually at the Arena.

Question 12: Will SEA provide a minimum hour guarantee for a shift? (Example: Minimum guarantee of 4 hours per shift.)

Answer: Yes, that is customary for part time employees.

Question 13: Would SEA provide an example of a staffing schedule for a Penguins game?

Answer: No, the Authorities do not have staffing schedule for a Penguins game.

Question 14: There is no mention of event equipment such as cones, signage, barriers, etc. Is SEA responsible for providing the event equipment?

Answer: No, the parking operator is responsible for all event equipment.

Question 15: Cash Collection

a) For cash collected, is the money deposited into a SEA bank account or the Operator's bank account and then transferred to SEA's bank account?

b) Who (SEA or Operator) is responsible for counting cash?

Answer: a) Money is deposited in Authorities bank account.

b) Operator is responsible for counting cash.

Question 16: Vehicles

- a) Who (SEA or Operator) is responsible for providing the vehicles during the event?
- b) How many vehicles are in use today for a event?
- c) What type of vehicles are used today?

Answer: a) Operator is responsible for providing the vehicles during the event (if needed)  
b) The Authorities are not aware if vehicles are used currently.  
c) Unknown

Question 17: Is Office Space provided?

Answer: No

**How to submit proposals:**

- (1) Three (3) hard copies and an electronic copy must be submitted to the SEA by **2:00 pm on Thursday, August 31, 2023** at 171 10<sup>th</sup> Street, 2<sup>nd</sup> Floor, Pittsburgh, PA 15222.