REQUEST FOR PROPOSALS 16-17
PARKING MANAGEMENT SERVICES:
ODOT BLOCKS

Proposals Due: July 12, 2017
by 2:00 PM (Pacific)

Direct all questions and submit one (1) original, five (5) photocopies, and one (1) electronic proposal (on USB flash drive) to Prosper Portland’s SOLE POINT OF CONTACT for this RFP:

Kristy Branson
Procurement Specialist
Prosper Portland
222 NW Fifth Avenue
Portland, Oregon 97209

503.823.3688
bransonk@prosperportland.us (email)
http://www.prosperportland.us (www)

Prosper Portland highly encourages the participation of certified minority-owned, women-owned, disadvantaged, and emerging small businesses in this contract opportunity.
# RFP TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0  Request for Proposals Summary and Schedule</td>
<td>3</td>
</tr>
<tr>
<td>2.0  Prosper Portland and Project Background</td>
<td>4</td>
</tr>
<tr>
<td>3.0  Statement of Work</td>
<td>5</td>
</tr>
<tr>
<td>4.0  Contract Requirements</td>
<td>10</td>
</tr>
<tr>
<td>5.0  Submittal Requirements and Evaluation Criteria</td>
<td>13</td>
</tr>
<tr>
<td>6.0  Conditions of this RFP</td>
<td>16</td>
</tr>
</tbody>
</table>

## LIST OF EXHIBITS

- **EXHIBIT A**  Proposer Certification
- **EXHIBIT B**  Site Map
- **EXHIBIT C**  Price Proposal Worksheet
1.0 REQUEST FOR PROPOSALS SUMMARY AND SCHEDULE

1.1 REQUEST FOR PROPOSALS DATA AND CONTACT INFORMATION

Request for Proposals Title: Parking Management Services: ODOT Blocks
Solicitation Number: RFP 16-17
Solicitation Coordinator: Kristy Branson, Procurement Specialist
Contact Information: 503.823.3688 (office)
    bransonk@prosperportland.us
Proposal Delivery Location: Prosper Portland
    Attn: Kristy Branson, Professional Services
    222 NW 5th Avenue
    Portland, OR 97209

1.2 SUMMARY

Through this Request for Proposals (this “RFP”), the Portland Development Commission d/b/a Prosper Portland (“Prosper Portland” or “we”), the economic development and urban renewal agency for the City of Portland, Oregon, requests competitive proposals from qualified and experienced firms, individual, or teams (“Proposers” or “you(r)”) to professionally manage the ODOT Blocks Parking Lots on Prosper Portland’s behalf ensuring both maximum use by the public and generation of revenue at the least cost to Prosper Portland, as further described in Section 3 below. Prosper Portland intends to award an exclusive contract to the successful Proposer in connection with this RFP.

1.3 SCHEDULE OF SOLICITATION and CONTRACT AWARD EVENTS

Prosper Portland reserves the right to change this schedule for any reason.

<table>
<thead>
<tr>
<th>Solicitation or Contract Award Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Issued</td>
<td>June 27, 2017</td>
</tr>
<tr>
<td>Pre-Proposal Meeting</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Deadline for Questions and Requests for Changes*</td>
<td>July 5, 2017</td>
</tr>
<tr>
<td><strong>PROPOSAL DUE DATE AND TIME (no later than)</strong></td>
<td><strong>JULY 12, 2017</strong></td>
</tr>
<tr>
<td></td>
<td><strong>by 2:00 PM (Pacific Time)</strong></td>
</tr>
<tr>
<td>Notice of Intent to Award, Issued (tentative)</td>
<td>July 20, 2017</td>
</tr>
<tr>
<td>Deadline for Protest of Intent to Award</td>
<td>Seven (7) calendar days after Notice of Intent to Award is issued</td>
</tr>
<tr>
<td>Contract Effective Date (anticipated)</td>
<td>August 1, 2017</td>
</tr>
</tbody>
</table>

* Prosper Portland may make a courtesy effort to contact interested parties that this schedule has changed, but interested parties are ultimately responsible for being aware of changes to this RFP by regularly checking the appropriate RFP folder on Prosper Portland’s website at www.prosperportland.us/bids (under “Open Public Bid Opportunities”).
2.0 PROSPER PORTLAND AND PROJECT BACKGROUND

2.1 ABOUT PROSPER PORTLAND

Created by Portland voters in 1958, Prosper Portland is the economic and urban development agency for the city of Portland. We focus on building an equitable economy by carrying out a comprehensive range of economic development programs that supports small businesses, improves access to workforce training, and creates jobs for Portland residents. We work with partners to drive public attention and resources to different areas of the city which helps Portland realize capital projects – parks, streetscape improvements, community centers – that would not happen on their own, making the city a better place to live for all Portlanders.

Our work is based on four cornerstones:

- Growing family-wage jobs
- Advancing opportunities for prosperity
- Collaborating with partners for an equitable city, and
- Creating vibrant neighborhoods and communities.

We support innovative civic solutions that promote mixed-income neighborhoods with both affordable and workforce housing, and that evolve in ways that honor cultural diversity. We prioritize property ownership and real estate projects with communities of color and in low-income neighborhoods to create assets that can be passed from one generation to the next.

View our website at [http://www.prosperportland.us](http://www.prosperportland.us)

2.2 ABOUT THE PROJECT

2.2.1 Background. The ODOT Blocks Parking Lots (the “Lots”) consists of three (3) full city blocks located to the adjacent west of SE Water Avenue, between SE Taylor and Madison Streets and to the adjacent east of the Eastbank Esplanade in Portland, Oregon. Prosper Portland has acquired portions of each block. Prosper Portland intends to, as an interim use, operate the Lots as surface vehicle parking lots for approximately two to three (2-3) years. The purchased portions of the Lots are as follows:

<table>
<thead>
<tr>
<th>Lot</th>
<th>Square Footage Owned</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>34,800</td>
</tr>
<tr>
<td>Center</td>
<td>34,800</td>
</tr>
<tr>
<td>South</td>
<td>25,600</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>95,200 (2.19 Acres)</strong></td>
</tr>
</tbody>
</table>

A map depicting the Lots is attached as “Exhibit B” of this RFP.
2.2.2 **Parking, Operational Features.** The Lots will be unattended and served by payment stations. Prosper Portland and successful proposer will determine the best locations for vehicle access, exiting and the locations of the payment stations. [See Section 3.5 below]

2.2.3 **Initial Improvements.** The Lots are currently vacant. The North Lot currently has a mixed surface of asphalt and gravel, the Center Lot has an all gravel surface and the South Lot has an all asphalt surface. Prosper Portland will complete initial preparation and cleanup of the Lots to include filling gravel holes, landscaping, garbage pickup, fence repair and installation of area lights. Successful proposer will be expected to complete the sweeping of the asphalt areas, striping of designated parking spaces and the installation of solar payment stations on the Lots. [See Section 3.5 below]

### 3.0 STATEMENT OF WORK

This section describes, at a minimum, Prosper Portland’s expectations of the successful Proposer (the “Operator”) under the contract awarded from this RFP (the “Contract”). When performing work under the Contract, the Operator must meet the highest standards prevalent in the industry most closely related to the services being provided.

#### 3.1 GENERAL OPERATOR RESPONSIBILITIES

3.1.1 **General.** Operator shall supply all labor and materials to manage the Lots for the use and benefit of the general public. Operator shall operate the Lots solely for parking purposes. No other activity or use of the Lots shall be permitted by the Operator without the express prior written permission of Prosper Portland. Special events involving the Lots must be approved in advance by Prosper Portland and Operator shall provide any additional services required to accommodate any special events and the cost of any additional services shall be paid from the operating revenues generated by the Lots. Operator shall prepare and submit an annual operating budget for Prosper Portland’s review and approval. Prosper Portland’s fiscal year is from July through June.

3.1.2 **Hours of Operation.** Operator and Prosper Portland shall determine the appropriate hours and days the Lots will be open to the general public.

3.1.3 **Rates and Signage.** Operator shall charge the public for parking that may include short-term parking, long-term parking, weekend parking, monthly reserved parking, and special events parking. The parking rates shall be at competitive market rates mutually acceptable to the Operator and Prosper Portland. Signs of professional quality setting forth the rates must be clearly posted at the Lots’ entrances.

3.1.4 **Revenues.** Operator agrees to pay to the Prosper Portland, (Attention: Real Estate Services) at 222 NW Fifth Avenue, Portland, Oregon 97209-3859, or such other place as Prosper Portland may designate from time to time in writing, the monthly Net Revenues from the operation of the Lots.

“Net Revenues,” as used in this section, include all income from parking fees, charges, or any other services or activities performed in connection with the Lots less those ongoing monthly operating expenses listed in Section 3.4.4 below.
Each month, Operator shall pay to Prosper Portland all Net Revenues on or before the fifteenth (15th) day of the month following the month in which the Net Revenues were collected.

3.1.5 **Reporting.** Operator shall submit to Prosper Portland, along with the Net Revenues, a “Statement of Operations and Usage Report” (the “Report”). This Report shall consist of an itemized statement setting forth the total amount of gross revenues and all deductions from gross revenues used to determine Net Revenues. Prosper Portland reserves the right to have the Report include the number of hourly, daily and monthly parkers and other usage information which shall be obtained from the parking control and revenue management system and the Operator’s internal records. The format of this Report is further defined under Sections 3.3.9 and 3.4.5 below.

3.2 **OPERATOR PERSONNEL RESPONSIBILITIES**

3.2.1 **General.** Operator will have primary responsibility for the overall daily operation of the Lots, managing the Lots so as to produce the greatest benefit to the Prosper Portland and the public, in the most efficient and cost effective manner. On a day-to-day basis, Operator will manage its staff and operate the Lots, which include, without limitation, performance of all the activities listed below as well as other operational and customer tasks, as necessary.

3.2.2 **Direction and Authority.** Prosper Portland shall have full and complete authority in determining compliance and operating standards and may, at its sole discretion, enforce those standards to the fullest extent. Prosper Portland will create rules, policies, procedures and regulations concerning the operation and use of the Lots. The Operator shall execute Prosper Portland’s directives in all matters related to the Lots operations, including but not limited to, parking fees, operating procedures, monthly income and expense operating statements, marketing, audits, security, traffic control, graphics, signage, facility maintenance, hours of operation, parking user mix (e.g., percentage of monthly and daily patrons), terms and conditions of monthly and daily space rentals, location and priority of space assignments, space markings, Operator’s personnel assigned to the Lots, depositing of revenue, necessary expenses, and customer service policies.

3.2.3 **Operator Personnel.** Operator shall provide qualified personnel to properly manage, operate, maintain and monitor the Lots on a daily basis. Operator shall perform criminal background verifications in advance of employment and shall not employ any person(s) who possess a criminal history consisting of any felony conviction(s). Operator shall be responsible for employing and supervising personnel or contracting with service providers with respect to performing the services described within this Section 3.2. Necessary personnel and contract service providers will include, but not be limited to, maintenance staff, unarmed security patrols, bookkeeper, and monitoring personnel. Operator shall patrol the Lots daily to note any maintenance issues, equipment problems, signage needs, safety concerns, and to ensure the accuracy of parking access and revenue control counts. Operator must immediately notify Prosper Portland of any safety or maintenance concerns that they cannot immediately address.
3.2.4 **Quality of Service, Operations and Operator Personnel.** Operator shall maintain the highest degree and standards of courteous, polite and inoffensive conduct and demeanor on the part of its representatives, agents, subcontractors, and employees. Operator shall conduct its operation in an orderly and appropriate manner so as to be pleasing to customers, patrons, and the public in or around the Lots, and shall refrain from any and all conduct which might tend to annoy, disturb, or be offensive to such persons in or around the Lots. Operator shall provide professionally trained and experienced personnel.

3.3 **MISCELLANEOUS OPERATORS DUTIES**

3.3.1 **Marketing.** Operator shall undertake an on-going innovative and proactive approach to market, promote and advertise the Lots to maximize utilization of the Lots and the generation of revenues.

3.3.2 **Customer Service.** Operator shall handle daily customer service issues with respect to, but not limited to, parking operations questions, requests for monthly parking, parking enforcement questions, area directions, distribution of marketing/promotional materials (with the approval of Prosper Portland), etc.

3.3.3 **Hourly/Daily/Monthly Parking.** Operator shall collect transient (hourly/daily) parking customer fees using the electronic payment station equipment. Monthly parking fees shall be collected by the Operator.

3.3.4 **Maintenance, Re-Striping and Sweeping.** Operator shall provide scheduled maintenance of the Lots. Scheduled Lots maintenance includes, but is not limited to, collecting trash within and surrounding the Lots, periodic re-striping of the non-asphalt areas and sweeping of the asphalt areas. Should the Operator not have extensive sweeping experience and/or the necessary equipment, the Lots sweeping duties must be outsourced to an experienced firm. Operator will also remove any graffiti from the signage and fencing. Operator shall ensure that property damage is addressed quickly by notifying Prosper Portland.

3.3.5 **Access and Revenue Equipment.** Operator shall provide scheduled parking access and revenue control maintenance; perform necessary preventative maintenance on the electronic payment station equipment as specified by the manufacturer. Preventative maintenance duties will be specified during the manufacturer/supplier training session(s), if such training is requested by the Operator. Other daily/periodic maintenance includes cleaning, clearing ticket jams, resetting equipment time, restocking tickets, etc. Prosper Portland will determine if it intends to purchase the electronic payment station equipment directly or pay the Operator a monthly rental fee for this equipment.

3.3.6 **Parking Penalty Notices and Security.** Operator will issue Parking Penalty Notices as prescribed per Portland City Code, Section 7.25. Operator shall provide Lots security on an as-needed basis, or at other times designated by Prosper Portland. Should the Operator not have extensive Lots security experience and/or required licensure, Operator must outsource this responsibility to an experienced and licensed security
provider. Operator will be responsible for reporting abandoned vehicles and making necessary towing arrangements using a contractor for this service (as approved by Prosper Portland).

3.3.7 **Emergencies.** Operator must notify Prosper Portland immediately in the event of (a) any property damage and/or (b) any police action(s). Operator shall document any and all incidents to include but not limited to preparing incident reports, taking photographs of incident, and interviewing affected parties and/or witnesses. Except as requested by law enforcement agencies, Operator shall not release any incident information to any other party without Prosper Portland’s advance written permission. Operator shall refer any and all insurance claims to Prosper Portland’s designated contact.

3.3.8 **Reports, Operations.** Operator shall prepare monthly operations reports detailing any significant issues encountered during the previous month. This report must include, but not be limited to, safety issues/concerns, customer service issues/concerns, marketing activities, equipment problems or needs, etc. Monthly operations reports may also include any system generated parking facility utilization data (e.g. peak vehicle accumulation, monthly/transient parker counts, average length of transient stay, etc.)

3.3.9 **Emergency Contacts.** Operator shall post a notice of person(s) to be called in case of emergencies and shall immediately advise Prosper Portland of any changes in this notice.

3.3.10 **Meetings.** Upon request, Operator shall attend meetings with Prosper Portland representative to review the parking charges and other areas regarding the operation of the Lots.

3.3.11 **Media Inquiries.** Operator shall immediately direct all inquiries from the news media (including online bloggers) to Prosper Portland’s designated contact after receiving of any such inquiry. Thereafter, all communications and correspondence with the media must be done in close coordination through Prosper Portland’s Public Affairs Department.

3.4 **FINANCIAL RESPONSIBILITIES**

3.4.1 **Fees and Revenues.** Operator shall collect parking fees daily and forward the Net Revenues to Prosper Portland in the manner provided in Section 3.1.4 above, subject to verification/inspection by Prosper Portland.

3.4.2 **Audits, Revenue.** Operator shall perform daily audits of all vending equipment and all funds received and stored. Collected transient/hourly fees must be balanced each day with parking tickets collected. Monthly payments collected must be compared to invoices sent. A separate accounting of each major revenue stream must be kept.

3.4.3 **Deposits.** Operator shall prepare daily deposits of collected funds. All revenues must be audited and verified prior to the completion of the deposit. All funds must be deposited and/or electronically-processed the same day they are received, except for weekends and holidays.
3.4.4 Expenses. Operator shall track and audit expenses, monitor all expenses to ensure they are valid, necessary, and within budget constraints. Typically, approved ordinary expenses will be paid by the Operator through the operating income generated by the Lots and will be itemized on the Monthly Income and Expense Operating Statement. If income exceeds expenses, a check will be submitted with the reports to Prosper Portland for the Net Revenues due. If expenses, including the Operator Fee, exceed income, an invoice will be submitted with the reports.

Approved ordinary expenses shall not incorporate any Operator mark-up rate or fees and include, but are not limited to, the following:

- Monthly management fee
- Monthly parking service (consisting of Operator’s actual labor and material expenses associated with billing and collection of parking fees, purchase and processing of operating supplies and inventories necessary to operate the Lots)
- Supervisory fee
- Employees’ gross payroll
- Employees’ payroll taxes
- Accounting fee
- Operator general liability, garage-keepers and other insurance coverage
- Credit card transaction fees
- Electronic payment station equipment maintenance services and supplies
- Parking auditing services
- Parking striping services
- General maintenance/janitorial service
- Sweeping service
- Security patrol
- Marketing services
- Signage
- Utilities
- Repairs and supplies
- Additional ordinary and reasonable expenses for operating costs may be approved by Prosper Portland

Other expenses for the Lots, including, but not limited to, additional equipment, structural maintenance, etc. must be approved in writing by Prosper Portland on a case-by-case basis.

3.4.5 Reports, Financial. The Operator shall prepare and submit to Prosper Portland monthly financial reports detailing all income and expenses. The format of the financial reports will be subject to Prosper Portland’s final approval. Monthly income and expense reports must be provided on or before the fifteenth (15th) day of the month following the month which the reports are being generated and must be accompanied with Prosper Portland’s monthly net proceeds payment or an invoice. The monthly financial report must compare performance to the approved operating budget.
3.4.6 **Records.** Operator shall store all financial documents for Prosper Portland’s review as needed. Financial documents must be stored for a minimum of three (3) years, and will include, but not be limited to, equipment and system generated activity reports used for auditing, deposit slip copies, monthly parker logs, expense receipts, all monthly reports, etc. Prosper Portland reserves the right to audit all financial document(s) at any time.

3.5 **INITIAL PROPERTY IMPROVEMENTS**

3.5.1 **Pay Stations.** Shortly after the execution of the Contract, Operator, in coordination with Prosper Portland, will determine the best locations for vehicle access, exiting and the locations of the payment stations. Prosper Portland will determine if it intends to purchase the electronic payment station equipment directly or pay the Operator a monthly rental fee for this equipment. [See Section 5.5 below]

3.5.2 **Initial Property Improvements.** Upon Prosper Portland’s approval of site improvement plan Operator will complete initial improvements bringing the Lots into a condition allowing for vehicle parking. Improvements include sweeping of asphalt areas, striping of designated parking spaces and signage in accordance with standard parking lot practices. [See Section 5.5 below]

Prosper Portland reserves the right to modify, add and/or remove certain tasks and activities prior to contract execution; or though equitable amendment to the Contact, after Contract execution.

4.0 **SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA**

Proposals submitted in response to this RFP will be evaluated by comparing the quality, completeness, and competitiveness of your proposal with the following Evaluation Criteria and the needs of Prosper Portland. To facilitate evaluation, include a “Table of Contents” and organize your proposal in the order of the sections below.

All submittal requirements listed as “Mandatory” in this section must be addressed in sufficient detail to demonstrate your understanding of the work requirements contained in this RFP. PROPOSALS THAT DO NOT ADDRESS ALL MANDATORY SUBMITTAL REQUIREMENTS WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR CONTRACT AWARD.

**Page Limit.** Prosper Portland has not specified a page limit for proposals; however, we expect to receive proposals that are thorough, but also concise and to the point without unnecessary content.

4.1 **COVER LETTER (Mandatory)**

Provide a summary of your proposal in a one or two-page cover letter. This cover letter should include the following:

- A brief history of your firm and the services your firm proposes to provide Prosper Portland
• A list of any subcontractors or subconsultants that will be working on the project, including a brief description of their role
• The name, mailing address, phone number, and email address of your primary point of contact for this RFP

4.2 QUALIFICATIONS AND EXPERIENCE OF YOUR FIRM (Mandatory)
Provide a description of your firm’s experience in providing services similar to those described in this RFP. For this section also include:
• Number of years Proposer’s firm has been in operation and number of years Proposer’s firm has been providing third-party parking management services
• A brief description of similar lots managed by your company in the past five (5) years that best characterize your firm’s capabilities
• A brief description of any creative marketing and promotional concepts or activities your firm has undertaken to increase the visibility and generation of revenues of similar lots
• Additionally, list three (3) current or immediate past professional references for Prosper Portland to contact regarding your capacity to perform the services described in the RFP, ability to satisfy client needs, and any other relevant information. No current Prosper Portland employee(s) should be listed in your response to this RFP. Please include your reference’s name and a contact person with phone number and email address.

4.3 PROMOTION OF CERTIFIED FIRMS (Mandatory)
Prosper Portland is committed to increasing contracting and subcontracting opportunities for State of Oregon certified disadvantaged, minority-owned, women-owned, and emerging small business enterprises (collectively, “Certified Firms”) in order to promote their growth, capacity-building, and economic success of these businesses. As part of your response to this RFP, address the following:
• Certification Status. Is your firm currently a Certified Firm or has your firm recently applied for certification with the State of Oregon’s Certification Office of Business Inclusion and Diversity (“COBID”? If so, provide a copy of the COBID’s approval letter certifying your firm as a Certified Firm or a copy of the letter confirming receipt of your application.
• Subcontracting Plan. Do you intent to subcontract any element of the work described in this RFP? If so, provide the following information (a) the name(s) of the Certified Firms(s) and (b) the aspects of the work that will be subcontracted to Certified Firm(s)
• Past Experience. Have you subcontracted or partnered with any Certified Firm(s) on any project(s) within the past thirty-six (36) months? If so, indicate both the project(s) and the role of the Certified Firm(s) on the project(s)?
• Innovation. Describe any innovative or successful measures your firm has undertaken to work with or attempt to work with Certified Firms on previous projects.
Prosper Portland encourages you to do one or more of the following to find D/M/W/ESBs for your projects:

- Find Certified Firms at [https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp](https://oregon4biz.diversitysoftware.com/FrontEnd/VendorSearchPublic.asp)
- Contact Prosper Portland’s Development Manager Lisa Abuaf, at (503) 823-7380 (direct) or AbuafL@prosperportland.us (email), to learn about resources available to assist you in identifying potential Certified subcontractors or subconsultants
- Contact the Metropolitan Contractor Improvement Partnership (“MCIP”) for assistance with identifying and contacting with capable and available Certified Firms. MCIP can be reached at: (503) 288-1211 (phone), 503-288-5786 (fax), Chris@mcip-pdx.org (email), or www.mcip-pdx.org (website).

Proposers must respond to this submittal requirement in some way to be considered responsive to this RFP, even if they have not previously subcontracted work to Certified Firms and/or do not intend to create any subcontractor relationships with any Certified Firm for the work described in this RFP.

4.4 GENERAL PERSONNEL EXPENSES: GENERAL MAINTENANCE/REPAIR AND JANITORIAL FEES (Mandatory)

**Complete and return “EXHIBIT C” along with your proposal**

4.4.1 General Personnel Expenses. For the general maintenance/repair and janitorial services Operator responsibilities as defined within Section 3 of this RFP, indicate the hourly labor rate. This labor rate must include wages, indirect costs, as well as general and administrative expenses.

4.4.2 Operator Administration Fees. For those administrative responsibilities and expenses to be performed by Operator’s internal staff as defined within Section 3 of this RFP, state the monthly fee of the following (if applicable):

- Supervisory fee
- Employees gross payroll
- Employees payroll taxes
- Accounting fee
- Operator general liability, garage-keepers and other insurance coverage

4.5 MONTHLY MANAGEMENT FEE (Mandatory)

**Complete and return “EXHIBIT C” along with your proposal**

4.5.1 Propose a fixed month “Management Fee” to manage the Lots.

4.6 INITIAL PROPERTY IMPROVEMENTS (Mandatory)

4.6.1 Include a site plan with proposed access points and pay station placement in accordance with standard parking lot practices.
4.6.2 Provide an initial property improvement plan in accordance with standard parking lot practices. The improvement plan should include the following tasks and timeline for completion:

- Pay station installation
- Sweeping of the asphalt areas
- Striping of designated parking spaces
- Other suggested improvements

Complete and return “EXHIBIT C” along with your proposal

4.6.3 Provide a cost breakdown of activities performed in Section 4.6.2.

4.7 PROPOSER CERTIFICATION

Complete and return EXHIBIT A of this RFP, the “Proposer Certification,” with your proposal.

<table>
<thead>
<tr>
<th>SUMMARY OF SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA FOR THIS RFP</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EVALUATION CRITERIA (SCORED)</strong></td>
</tr>
<tr>
<td>➢ Qualifications and Experience of Your Firm</td>
</tr>
<tr>
<td>➢ Promotion of Certified Firms</td>
</tr>
<tr>
<td>➢ General Personnel Expenses</td>
</tr>
<tr>
<td>➢ Monthly Management Fee</td>
</tr>
<tr>
<td>➢ Initial Property Improvements</td>
</tr>
<tr>
<td><strong>Total Available Points</strong></td>
</tr>
<tr>
<td><strong>NON-SCORED SUBMITTAL REQUIREMENTS</strong></td>
</tr>
<tr>
<td>➢ Cover Letter</td>
</tr>
<tr>
<td>➢ Proposer Certification</td>
</tr>
</tbody>
</table>

5.0 CONTRACT REQUIREMENTS

5.1 FORM OF AGREEMENT

The Proposer selected from this RFP (the “Contractor”) will be invited to enter into a Personal Services Contract with Prosper Portland (the “Contract”). The Contract will become effective upon execution by both parties; commencement of work will be ordered upon Prosper Portland’s issuance of a Notice to Proceed to the Contractor.

5.2 CONTRACT TERMS AND CONDITIONS

5.2.1 The general terms and conditions that will govern the Contract can be found on Prosper Portland’s website at this location. Proposers who propose changes to any contract term or condition must include their proposed changes in their proposal. Prosper Portland is under no obligation to accept any such proposed changes. Prosper Portland further reserves the right to modify any Contract term or condition prior to execution of the Contract.

5.2.2 Special Contract Terms & Conditions

1. **Taxes / Utility Charges.** Nothing contained herein shall be deemed to give the Contractor any interest, leasehold, or otherwise, in the Lots. Prosper Portland shall pay the sales tax and the ad valorem taxes, if any, levied against either Prosper Portland or the Contractor with respect to the Lots or the personal property owned by Prosper Portland and used in connection with the operation of the Lots. Prosper Portland shall also pay all property taxes and local assessments directly. Prosper Portland shall also pay all special assessments levied against the Lots for special improvements or special services. The Contractor shall pay all other fees, taxes, charges, in connection with or related to the operation of the Lots, including, but not limited to, licensing fees, payroll taxes and income taxes. Contractor shall pay all wages of employees, payroll taxes and worker’s compensation insurance premiums, and provide health plans to the employees, supplies, and uniforms, at Contractor’s own expense (reimbursable to Contractor from Prosper Portland pursuant to Section 3.4.4 of the RFP). The Contractor shall meet the Livable Wage requirement, if applicable, as enforced by the City of Portland, Oregon. Contractor, at its sole expense, shall repair, to the satisfaction of Prosper Portland, all damage to the Lots and equipment therein caused by the Contractor’s employees, normal wear and tear excepted.

2. **Compliance with Applicable Law.** Contractor shall comply, at Contractor’s own expense, with all applicable laws, ordinances and regulations of any municipal, county, state, federal or other public authority with respect to the operation and use of the Lots; provided, however, that nothing herein shall be construed to require Contractor to make any physical improvements to the Lots. If, as a result of Contractor’s operation of the Lots, any law, ordinance or regulation is violated then Contractor shall protect, save harmless, defend and indemnify Prosper Portland from and against any penalties, fines, costs and expenses, including legal fees and court costs incurred by Prosper Portland, caused by, or resulting from, or connected with such violation(s).

3. **Hazardous Substances**
   (a) The Term "Hazardous Substances", as used in this Contract, shall include, without limitation, flammable materials, explosives, radioactive materials, asbestos, polychlorinated byphenls (PCBs), chemicals known to cause cancer or reproductive toxicity, pollutants, contaminants, hazardous waste, toxic substances or related material, petroleum and petroleum products, and substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority.
   (b) Prosper Portland is not aware of any hazardous substances in, on or about the Lots. Prosper Portland agrees to hold harmless the Contractor for any hazardous substances found to have existed on the Lots prior to the commencement of this Contract.
   (c) Contractor shall not cause, or permit to occur, by its employees, agents or assigns, any violation of any federal, state, or local law, ordinance, or regulation now or hereafter enacted, related to Hazardous Substances or other environmental conditions on, under, or about the Lots, or arising from Contractor’s operation of the Lots, including but not limited to, soil and groundwater conditions. Contractor and its employees, agents or assigns shall not cause or permit to occur the use, generation, release, manufacture, handling, processing, storage, disposal or improper use of Hazardous Substances on, under or about the Lots or the transportation to or from the Lots of any Hazardous Substances, save and except for the kinds and quantities of Hazardous Substances normally associated with commercial parking facilities, including by way of example and without limitation, petroleum products and antifreeze.
   (d) Contractor shall be solely liable for any Hazardous Substances deposited on or under the Lots found to result by any action or omission of Contractor or its employees, agents or assigns; provided, however, that Contractor shall not be responsible for Hazardous Substances in kinds and quantities normally associated with commercial parking facilities, including by way of example and without limitation, petroleum products and antifreeze.
5.3 CONTRACT TERM
The initial term of the Contract will be for a period of two (2) years which may be extended for two (2) additional one-year periods upon the mutual written agreement between the parties to the Contract. The maximum duration of the Contract, including all extensions, will not exceed four (4) years.

5.4 CONTRACT COMPLIANCE
Consultant must comply with the following before Prosper Portland will execute the Contract with that firm:

5.4.1 Authority to Transact in Business in Oregon. Be a legal entity that has the authority to transact business in the state of Oregon.

5.4.2 Portland Business License. Obtain a city of Portland Business License.

5.4.3 Equal Employment Opportunity (EEO). Certify as an EEO employer.

5.4.4 Insurance Requirement. See the following section.

Fulfilling the requirements listed in this section is not a condition to respond to this RFP and apply only to the selected Proposer.

5.5 INSURANCE REQUIREMENTS
At all times during the term of the Contract, Consultant shall maintain, on a primary basis and at its sole expense, the following insurance:

5.5.1 Workers’ Compensation insurance in compliance with ORS 656.017, which requires subject employers to provide workers’ compensation coverage for their subject workers, unless exempt under ORS 656.027.

5.5.2 General Liability (GL) insurance on an occurrence basis with a combined single limit of not less than $1,000,000 each occurrence, $2,000,000 general aggregate. This insurance shall include personal injury liability, products, and completed operations. Contractor shall endorse the following as an additional insured on the GL policy: “The Portland Development Commission d/b/a Prosper Portland, the City of Portland, and each of their respective officers, agents, and employees.” Acceptable endorsement types include the “CG2026 07 04” (Designated Person or Organization), “CG2010 10 01” (Owners, Lessees, or Contractors – Scheduled Person or Organization), or similar endorsement providing equal or broader additional insured coverage.

5.5.3 Automobile Liability insurance with a combined single limit of not less than $1,000,000, each accident, covering owned, non-owned, or hired vehicles. If Contractor does not own any automobiles, Contractor shall maintain coverage for hired and non-owned automobiles.

5.5.4 Garage Keeper’s Liability insurance of not less than $500,000 for liability associated with the care, custody and control of vehicles belonging to third parties.

5.5.5 Insurance Certificates. Prior to execution of the Contract, Consultant must transmit certificates evidencing the types and amounts of insurance listed above to the Solicitation Coordinator identified in Section 1.1 of this RFP. Contractor’s insurance must be obtained from companies or entities that are authorized to provide
insurance in Oregon. Contractor’s insurance shall be primary insurance, and any commercial insurance or self-insurance maintained by the City of Portland and/or Prosper Portland shall not contribute to it.

6.0 CONDITIONS OF THIS RFP

All proposals submitted in response to this RFP are subject to the conditions of this RFP. All matters not specifically addressed in this RFP or the Contract will be governed by Prosper Portland’s Local Contract Review Board Administrative Rules as well as applicable Oregon Revised Statutes (ORS) and other rules pertaining to procurement and contracting at Prosper Portland.

6.1 Reservation of Rights. Prosper Portland, in its sole discretion, reserves the right to modify any matter contained in this RFP; cancel or suspend this RFP or to reject any or all proposals received in response to this RFP in accordance with ORS 279B.100; decide whether a proposal does or does not substantially comply with the submittal requirements and procedures described in this RFP; waive minor informalities of any proposal; obtain clarification or additional information to properly evaluate a proposal; obtain references regarding any Proposer’s past performance from any source; and negotiate a contract with the successful Proposer. Neither issuance of this RFP nor evaluation of any proposal(s) obligates Prosper Portland to award a contract from this RFP.

6.2 Proposal Preparation and Submission Instructions

6.2.1 Quantities of Proposals. Proposers must submit the following materials which must be received by Prosper Portland at the proposal delivery location listed in Section 1.1 of this RFP no later than the “Proposal Due Date and Time” listed in Section 1.3 of this RFP:

- One (1) original proposal
- Five (5) photocopies of the same pages
- One (1) electronic copy on a USB flash drive in either Adobe Acrobat or MS Word

THE ORIGINAL PROPOSAL MUST BEAR AN ORIGINAL INK SIGNATURE AND MUST BE MARKED “ORIGINAL.”

6.2.2 Packaging and Labeling. Proposals must be submitted in a sealed package or envelope. To ensure proper identification and handling, the package or envelope must be clearly marked with the following:

- RFP Solicitation Number
- Proposer’s name and address
- Date and time proposals are due
- Name and address of Prosper Portland’s Solicitation Coordinator for this RFP

PROSPER PORTLAND IS NOT LIABLE FOR ANY LOST, LATE, OR IMPROPERLY MARKED PROPOSALS.
6.2.3 **Form of Proposal.** Proposals must be typewritten on 8.5” x 11” white paper in no less than 11-point typeface. NO ORAL, EMAIL OR FACSIMILE PROPOSALS WILL BE ACCEPTED. Proposals should address the submittal requirements of this RFP in a clear, concise, and direct manner. Unnecessarily elaborate or lengthy proposals are not desired.

6.2.4 **Sustainability of Proposal.** Prosper Portland strongly discourages the submission of corporate brochures, lengthy narratives, expensive paper and other extraneous presentation materials. Do not use ring binders, section dividers, plastic spines or any other materials which cannot be easily recycled. Submit your proposal in stapled sets (or otherwise securely fastened), printed on recycled paper containing 100% post-consumer waste content. Double-sided printing is strongly preferred.

6.3 **Pre-Proposal Meeting.** A pre-proposal meeting is not scheduled for this RFP.

6.4 **Questions and Requests for Changes to this RFP.** All material questions and requests for changes to any matter contained in this RFP must be submitted in writing to the Solicitation Coordinator identified in Section 1.1 of this RFP. Questions and requests for changes may be sent by email (preferred), mail, or fax and must contain the following:

- RFP solicitation number and title
- RFP section being questioned
- Specific question or request for change

All such questions and requests for changes must be submitted to the Solicitation Coordinator no later than 2:00 PM (Pacific Time) on the “Deadline for Questions and Requests for Changes” listed in Section 1.3 of this RFP.

6.5 **Clarification and Changes to this RFP.** All material clarifications and changes to any matter contained in this RFP will be issued in the form of a written addendum to this RFP. Unless otherwise stated, Proposers are not required to return addenda with their proposal; however, Proposers are responsible for making themselves aware of, obtaining, and incorporating any changes made in any addendum into their final proposal. Failure to do so may cause the Proposer’s proposal to be rejected.

Up to the date and time proposals are due, it is the responsibility of all parties interested in this RFP to refer frequently to Prosper Portland’s Contract Opportunities website [www.prosperportland.us/bids](http://www.prosperportland.us/bids) to check for any addenda that have been issued for this RFP. Prosper Portland may make a courtesy effort to notify interested parties that an addendum has been issued for this RFP; however, interested parties are ultimately responsible for being aware of addenda issued by Prosper Portland and modifying their proposal accordingly.

6.6 **Preparation Costs.** Proposers responding to this RFP do so at their own expense and Prosper Portland will not reimburse any expenses incurred by Proposers in the preparation or submission of a proposal to this RFP; including costs associated with any meeting, demonstration, interview, or subsequent negotiations that may be requested or required.

6.7 **Sole Point of Contact.** After this RFP has been issued and before the Contract is in effect, direct all questions, comments, and requests for changes regarding this RFP or the anticipated contract to the Solicitation Coordinator identified in Section 1.1 of this RFP.
6.8 **Restrictions on Communications.** Proposers must not communicate with members of the Evaluation Committee, the Prosper Portland Board of Commissioners or any Prosper Portland employee not specifically named in this RFP, except upon invitation by Prosper Portland in a formal interview by the RFP Solicitation Coordinator. Doing so may be cause for proposal rejection. Prosper Portland will not hold “one-on-one” meetings with any interested party during the RFP process outside of a formal interview.

6.9 **Section Headings.** The section headings and titles used in this RFP are for convenience only and in no way modify the scope or intent of any provision contained in this RFP.

6.10 **Public Records and Disclosure**

6.10.1 All proposals submitted in response to this RFP will become the property of Prosper Portland and will be subject to disclosure pursuant to the Oregon Public Records Law (ORS 192), except those portions of a proposal that a Proposer requests exemption from disclosure consistent with ORS 192.

6.10.2 Any portion of a proposal that a Proposer claims to constitute a “trade secret” must meet the requirements of ORS 192.501(2) and be easily separable from the proposal to facilitate review of the non-confidential portion of the proposal. All such sections in a proposal must be CLEARLY AND CONSPICUOUSLY marked with the following:

"This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with Oregon Public Records Law, ORS 192."

6.10.3 If a Proposer marks every page or includes a blanket statement that the entire proposal is “Confidential” or “Proprietary,” the statutory requirement is not met and any proposal marked that way will not be deemed to have been submitted in confidence. Upon request, the entirety of such a proposal will be disclosed.

6.10.4 Prosper Portland will take reasonable measures to hold in confidence all proposal contents marked in the way described above, but shall not be liable for the release of any information when required by law or court order, whether pursuant to ORS 192 or otherwise.

6.10.5 After award, the Contract between Prosper Portland and the successful Proposer will be a public document and no part of the Contract can be designated as “Confidential.”

6.10.6 Unless this RFP is cancelled, proposals and evaluation results will not be made a part of the public record until Prosper Portland has issued its Notice of Intent to Award.

6.11 **Information Submitted.** It is the sole responsibility of each Proposer to submit information related to the submittal requirements contained in this RFP and Prosper Portland is under no obligation to request additional information if it is not included within your proposal. However, Prosper Portland may request Proposers submit additional information during or after the proposal evaluation period; or overlook, correct, or require a Proposer to correct any obvious clerical or mathematical error(s) in their proposal.
6.12 **Proposer Offer, Withdrawal, and Modification.** By submitting a proposal in response to this RFP, each Proposer agrees their proposal is a binding offer to perform the work described in this RFP for a period of ninety (90) calendar days from the date proposals are due. This period may be extended upon the mutual agreement between Prosper Portland and a Proposer. Proposals may be withdrawn or modified prior to the proposal due date and time by submitting a written request to the Solicitation Coordinator for this RFP. Proposals may not be withdrawn or modified after the proposal due date and time unless Prosper Portland agrees to the withdrawal or modification in writing.

6.13 **Method of Evaluation.** All responsive proposals will be reviewed and scored by an evaluation committee. The responsive proposals are those proposals that substantially comply with all required submittal procedures and requirements. This evaluation committee will include staff of Prosper Portland and potentially one or more external reviewers. Using the Evaluation Criteria listed in Section 5 of this RFP, evaluators will use their independent judgment to score the quality, completeness, and appropriateness of each Proposer’s written response as well as any relevant information that Prosper Portland may subsequently request or discover. Prosper Portland will then add individual committee members’ scores to produce an initial ranking. The highest-ranked Proposer(s) will be considered the Finalist Proposer(s).

6.14 **Interviews (Optional).** At Prosper Portland’s option, formal interviews with the Finalist Proposer(s) may be part of the evaluation process of this RFP. Interviews may be conducted in-person, over a conference-call, or another mutually agreeable medium to clarify and elaborate on the Finalist Proposer(s) proposal(s). If requested, attendance at such an interview is mandatory.

6.15 **Best and Final Offers (Optional).** Prosper Portland may choose to enter into discussions with one or more of the Finalist Proposer(s) and request revised proposals (the “best and final offers”). All such discussions and requests for best and final offers will be done fairly and for the sake of receiving the best proposals based on the requirements and evaluation criteria contained in this RFP. If Prosper Portland elects to solicit best and final offers, Prosper Portland will do so in the following manner:

6.15.1 Prosper Portland will initiate oral and/or written discussions with one or more of the Finalist Proposer(s) regarding one or more sections of their proposals. Prosper Portland may conduct these discussions only for the following purposes of: (a) informing Finalist Proposer(s) of perceived weaknesses in their initial proposals; (b) requiring the submission of additional information in one or more sections of a Proposer’s proposal; and/or, (c) otherwise allowing the Finalist Proposer(s) to develop and submit their best and final offers.

6.15.2 Prosper Portland may conduct discussions with each Finalist Proposer necessary to fulfill the purposes described in this section, but need not conduct the same amount of discussion with each Finalist Proposer. Prosper Portland may terminate discussions with any Finalist Proposer at any time; however, Prosper Portland will offer all Finalist Proposer(s) the same opportunity to discuss their proposal prior to the date and time revised proposals are due.
6.15.3 In accordance with ORS 279B.060(6)(a) and (b), Prosper Portland will only disclose the identity of other proposers who responded to the RFP but will not include any details on their proposals until after the evaluation process is complete and Prosper Portland has issued its Notice of Intent to Award a contract.

6.15.4 At any time during this process, Prosper Portland may (a) continue discussions with one or more Finalist Proposer(s); (b) terminate discussion with a particular Finalist Proposer and continue discussions with other Finalist Proposers; or, (c) conclude discussions with all remaining Finalist Proposer(s) and provide notice requesting their best and final offers.

6.15.5 If Prosper Portland requests best and final offers, Prosper Portland will establish a common date and time that proposals are due at Prosper Portland. Revised proposals shall only be submitted once; however, Prosper Portland may make a written determination that it is in Prosper Portland’s best interest to conduct additional discussions and require submission of revised proposals. Otherwise, no discussions of or changes to the revised proposals will be allowed prior to award.

6.15.6 If best and final offers are requested and a Proposer does not submit a notice of withdrawal (under Section 6.12 of this RFP) or a revised proposal, the original proposal will be considered their best and final offer. Prosper Portland will then evaluate the best and final offer in accordance with the requirements and evaluation criteria contained within this RFP and Prosper Portland will not modify the evaluation criteria or their relative weighting after the date and time revised proposals are due.

6.16 **Selection Process.** If interviews are not conducted or best and final offers not requested, Prosper Portland will award the Contract to the highest-ranked responsive Proposer. If interviews are conducted, Prosper Portland reserves the right to either re-score the Finalist Proposer(s)’ proposal(s) based on the interview(s) or use the original scores solely as the basis to determine the Finalist Proposer(s) and re-rank the proposals based on the combined strength of the Finalist Proposer(s)’ proposal and interview.

6.17 **Determination of Responsibility.** In determining whether a Proposer meets the applicable standards of responsibility to perform the work described in this RFP, Prosper Portland may investigate the references, financial stability, credit history, and past performance of any Proposer, including service(s) provided to Prosper Portland, with respect to the Proposer’s successful performance on other projects; compliance with contractual specifications and obligations; completion or delivery of a project on schedule and within budget; its lawful payment of suppliers, subcontractors, and employees; and other factors described in ORS 279B.110. Prosper Portland reserves the right to use any information or reference that may be discovered. Prosper Portland may postpone issuance of its Notice of Intent to Award in order to complete its determination of responsibility.

6.18 **Notice of Intent to Award.** After completion of the evaluation process, Prosper Portland will name an “apparent successful Proposer” and issue a Notice of Intent to Award (“NOIA”) a contract to this Proposer. Identification of the “apparent successful Proposer” is procedural only and creates no right in the named Proposer to receive the Contract. All competing Proposers will be sent the NOIA by email. Once the NOIA has been issues, Proposers may view the materials in the RFP file by Solicitation Coordinator for this RFP.
6.19  **Protest of Selection Process.** Any protest of Prosper Portland’s selection process must be submitted by email writing to the Solicitation Coordinator of this RFP within seven (7) calendar days of issuance of the NOIA. The Proposer’s written protest must specify the legal, procedural, and/or factual grounds upon which the protest is based as well as a statement of relief requested. The judgment used by individual review committee members when scoring proposals is not grounds to protest the selection process. Protests not asserted or not properly asserted within the timelines described in this section will not be considered.

6.20  **Serial Negotiations.** After Prosper Portland has issued its NOIA and resolved all protests, Prosper Portland reserves the right to enter into limited negotiations with the apparent successful Proposer to finalize the pricing, performance schedule, statement of work, and other matters pertinent to the work. If Prosper Portland, in its sole discretion, determines that such negotiations have reached an impasse, Prosper Portland reserves the right to terminate negotiations with that apparent successful Proposer and commence negotiations with the next highest-ranked responsive Proposer. This process may continue until an agreement is reached and the Contract is executed or Prosper Portland cancels this RFP.

[Remainder of page intentionally left blank]
EXHIBIT A. PROPOSER CERTIFICATION

Each Proposer must complete and return this page with their proposal. Failure to do so may be grounds for proposal rejection.

RFP 16-17, Parking Management Services: ODOT Blocks

8.1 You acknowledge receipt of addenda number _____ through _____ or ☐ N/A.

8.2 If awarded a contract from this RFP, prior to contract execution, you agree to satisfy all contract compliance requirements listed in Section 5.4 of this RFP.

8.3 To the best of your knowledge, your firm is not in violation of any local, state or federal tax law.

8.4 You certify your proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation; you have not solicited or induced any person, firm, or corporation to refrain from proposing; and you have not sought by collusion or fraud to obtain any advantage over any other Proposer or over Prosper Portland.

8.5 You certify that a) your firm has no business or personal relationships with any other company or person that could be considered a conflict of interest to Prosper Portland; and b) the Key Personnel identified to perform work under an awarded contract and/or the principals of your firm do not have any business or personal relationships with any Prosper Portland officer or employee that is not clearly disclosed in your proposal.

8.6 The undersigned warrants that he/she is an authorized representative of the Proposer; has read, understands and agrees to be bound by all RFP instructions, work requirements, and contract terms and conditions contained herein (including all addenda issued for this RFP); that the information provided in your proposal is true and accurate; and that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.

SIGNATURE BLOCK

Proposer’s Legal Business Name: __________________________________________

Signature: ________________________________ Date of Proposal: __________________

Printed Name and Title: ______________________________________________________

Phone Number: __________________________ Email Address: ______________________

Proposer’s Mailing Address: _________________________________________________

Proposer’s Primary Point of Contact for this RFP (if different):  ____________________

Phone Number: __________________________ Email Address: ______________________
EXHIBIT C. PRICE PROPOSAL WORKSHEET

Proposers must complete and return this Price Proposal Worksheet along with all other submittal requirements listed in Section 4 of this RFP.

A. General Personnel Expenses: General Maintenance/Repair and Janitorial Fees

For the general maintenance/repair and janitorial services Operator responsibilities as defined within Section 3 of this RFP, indicate the hourly labor rate, including all fringe benefits and overhead costs included in this hourly rate.

<table>
<thead>
<tr>
<th>Personnel Title</th>
<th>Hourly Rate (Straight Time)</th>
<th>Hourly Rate (x1.5 Time)</th>
<th>Hourly Rate (Double Time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Maintenance/Repair</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Janitorial</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other*</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

* If applicable, insert Personnel Title

B. Operator Administration Fees

For those administrative responsibilities and expenses to be performed by Operator’s internal staff as defined within Section 3 of this RFP, state the monthly fee of the following (if applicable):

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Monthly Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Supervisory fee</td>
<td>$</td>
</tr>
<tr>
<td>2. Employees gross payroll</td>
<td>$</td>
</tr>
<tr>
<td>3. Employees payroll taxes</td>
<td>$</td>
</tr>
<tr>
<td>4. Accounting fee</td>
<td>$</td>
</tr>
<tr>
<td>5. Operator liability insurance coverage</td>
<td>$</td>
</tr>
<tr>
<td>6. Pay station lease</td>
<td>$</td>
</tr>
<tr>
<td>7. Other**</td>
<td>$</td>
</tr>
</tbody>
</table>

** If applicable, fill in applicable charge

C. Monthly Management Fee

Provide a fixed monthly parking lot management

| Fixed monthly fee for management of Lots | $ |

D. Initial Property Improvements

Provide costs for the follow activities as list in site improvement plan

<table>
<thead>
<tr>
<th>Initial Property Improvements</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Station Installation</td>
<td>$</td>
</tr>
<tr>
<td>Sweeping of the asphalt areas</td>
<td>$</td>
</tr>
<tr>
<td>Striping of designated parking spaces</td>
<td>$</td>
</tr>
<tr>
<td>Other suggested improvements*</td>
<td>$</td>
</tr>
</tbody>
</table>

* (detail each suggestion and its corresponding cost)

Proposers may attach additional sheets to this EXHIBIT C