

# Lexington-Fayette Urban County Airport Board Request for Proposals of:

## Parking Access and Revenue Control System (PARCS) Blue Grass Airport (LEX)

### I. Introduction

- A. General Information. The Lexington-Fayette Urban County Airport Board (the Board) is soliciting proposals for the purchase of a turnkey, fully functioning PARCS system as identified in this document. As such, all proposers must include all necessary civil, electrical, engineering, mechanical, administrative services as well as the hardware, software, and equipment necessary to deliver a fully functioning system as listed in the specifications for the Blue Grass Airport (LEX).

The proposal must provide, at a minimum, the capabilities and work elements summarized in the Scope of Work (outlined in Section B below) and detailed in the general and technical specifications which are included as Exhibits A, B of this proposal. All required aspects of this purchase will be awarded under one single contract with the intended awarded prime firm directly responsible for the supply and installation of the PARCS and all equipment and services listed.

LEX is a small-hub commercial service airport located in central Kentucky that is served by four airlines with an estimated 1.4M total passengers for FY2024 (ending June 30, 2024). Our current parking facilities include a garage and several surface lots as identified below. Estimated parking revenues for FY2024 are \$10M.

The final base system price must include all of the elements identified in the Scope of Work and outlined in Section B. Your proposed schedule for the installation of the system will be included in your proposal submission and outlined in II.A.e. Desired milestones for equipment installation are included in Section B.7.

To be considered, prospective firms must submit via mail 5 copies, and one electronic copy (USB Drive) of **sealed** proposals to the Blue Grass Airport Administration Offices located at 4000 Terminal Drive Suite 206 Lexington, KY 40510 **by 3 p.m. local time on August 16, 2024**. Proposals must be clearly marked "**RFP for PARCS System.**"

Right to Reject Any and All RFP's. The Board reserves the right to reject any and all RFPs, or to accept any RFPs in which it deems to be the most advantageous to the public, to LEX, and to the Board. If the Board accepts a qualified firm pursuant to this RFP, the final award is contingent upon the review and execution of a contract agreement that is agreed upon by both parties.

A pre-proposal meeting and site visit are scheduled for July 23, 2024, at 10:00 a.m. in the administrative offices. The meeting and site visit are not a requirement for submittal

but is strongly encouraged. The meeting may be attended virtually. Contact Don Barrett to obtain a link to the meeting if you wish to attend virtually.

Questions regarding the proposal should be directed in writing to Don Barrett at [d Barrett@lazparking.com](mailto:d Barrett@lazparking.com). The deadline for receipt of questions is July 30, 2024. Any and all modifications to this RFP will be made for formal addendum issued and posted on the Authority's website. It will be the responsibility of interested contractors to monitor the site for any posted addendums and submit their proposals taking into consideration the information contained in such addendums.

The selected firm will be required to provide a performance bond in the amount of 100% of the installed system price. The cost of such bond shall be included in the submitted proposal cost.

The Board, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**B. Scope of Work.** Detailed general conditions, and specifications, and drawings are outlined in Exhibits A, B and C.

1. The system will meet the technical specification requirements outlined in Exhibit B. The PARCS supplier will oversee the complete system installation and oversee all elements of work as outlined in the technical specifications. For features listed as optional, the system shall have the capability to provide these features; however, award of the optional features will be determined by the Board at the time of award. A map of the parking facilities has been included in Exhibit A. Drawings and information regarding the existing fiber network are also included in Exhibit A. The contractor will also be required to comply with the general conditions outlined in Exhibit C.
2. **Warranty.** A minimum 2-year parts and labor warranty will be provided for all equipment. The Warranty clock will not begin until the equipment has been installed and has operated without serious issues for 30 days at which time system acceptance will have occur and will be documented.
3. **Training.** The contractor will provide training to parking personnel and airport staff as noted in the technical specifications.
4. **Successful firm will map out and produce as-built diagrams for any portions of the parking fiber network not accurately identified in Exhibit A.**

5. As-built drawings. Before final payment will be issued, and within 60 days of system acceptance, as-built drawings depicting all final fiber locations as well as equipment placement will be provided to Authority staff. Such drawings may be submitted electronically in PDF format.
6. Anticipated key milestone dates for this RFP are:
  - i. RFP Release: June 29, 2024
  - ii. Pre-Proposal Meeting July 23, 2024
  - iii. Question Deadline: July 30, 2024
  - iv. Proposal Due Date: August 16, 2024 @ 3:00 p.m.
  - v. Proposal Evaluation Period: August 16, 2024-August 31, 2024
  - vi. Interviews/On-Site Visits August 20<sup>th</sup> (Only if needed)
  - vii. Award Notification: On or before September 25, 2024
  - viii. Equipment Installation TBD

Milestone dates are anticipated dates and are subject to change. Interviews and on-site visits may be conducted during the evaluation period from shortlisted firms if the evaluation committee feels that they are required to fully determine the proposal most advantageous to the Board.

#### A. Deliverables

1. At the project onset, a schedule for delivery and installation of the system. A schedule of values will also be submitted for use in reviewing progress pay requests.
2. The awarded contractor shall be required to provide a 100% performance bond.
3. Submittals required for Board approval prior to equipment manufacture.
4. Fully functioning, installed system in accordance with the project scope.
5. System documentation including, but not limited to:
  - i. User manuals
  - ii. Pertinent system procedures not covered in user manuals
  - iii. Maintenance and warranty repair instructions
6. Training for designated LEX and vendor staff personnel as specified in the proposal requirement.
7. Warranty and technical support in accordance with Board proposal and contract requirements.
8. Spare Parts.

9. As built drawings.

## II. Proposal Format and Evaluation Process

A. Proposal Format. The proposal submitted shall contain, at a minimum, the following critical information:

1. Detail your firm's ability to provide the equipment and perform the services outlined in the Scope of Work (Section I.B. above) and the general and technical specifications, Exhibits A, B and C. This description must include, at a minimum, the following information:
  - i. Detail contracts where your firm has installed similar equipment as similar sized airports, and where your firm has provided maintenance and technical support services within the same contract, as outlined in this RFP. Include examples of previous projects that have similar equipment features contained in the Scope of Work. Your proposal must include the contact name, title, and telephone number for at least 5 similar projects completed within the last 5 years that we may contact for references. Indicate the total number of similar domestic units your firm has installed.
  - ii. Submit the names of key individuals who will be working on the project and summarize their qualifications. Detail training, certifications, previous experience, and previous experience, and other information you feel may be relevant.
    - Detail who will be performing all elements of the system installation and what each person's role will be. Explain what each person/firm's role will be in the installation process and how they will interface with each other to provide a seamless transition from the current system. Who will do any on-site or off-site programming during the installation? Who will do the training? Who will be the leader for the installation phase?
  - iii. Outline your firm's ability and willingness to respond to service needs relating to this project after completion of manufacture, to include a clear expectation of associated service fees. Provide information on personnel who will be responsible for maintaining the system upon completion of the installation. Include response time, business hours, and additional services available but not required in this proposal. Indicate the number of years that your firm commits to the manufacture of repair parts necessary to maintain the equipment.
  - iv. Provide a clear description of the equipment that will be used by your firm to successfully deliver the equipment in this project as outlined in Section I.B and Exhibits A, B, and C. Any exceptions to the minimum

requirements should be clearly indicated. Clarify any features that exceed the specifications, or are available as an option not specified herein, which have not been included in the base price. A narrative describing the full functionality of the equipment that you propose to provide may also be included to more fully describe equipment capabilities. Other items included in this section:

- A listing of the equipment included in your proposal
  - Literature depicting major system components to include all equipment being proposed to include functional capabilities of the equipment
  - Warranty coverage for the equipment components included in the RFP
  - Procedures required for equipment support during the warranty period.
  - Anticipated training that will be provided.
  - Other information about the system that would assist in assessing its overall capabilities
  - A narrative explaining how the system cutover will be conducted to minimize impacts to operations
- v. Include a proposed time schedule for completion of the project. The proposing firm can assume an award notification date outlined in Section I.B.5.vii above.
- vi. Include the following information regarding your firm's background:
- The location of your firm and the location of servicing personnel.
  - The structure of your firm and the number of years that it has been in business. If it previously existed under another name, indicate applicable information here.
  - A response to indicate whether your firm has ever been sued for issues pertaining to contract performance, whether it has ever been declared bankrupt, or defaulted on or cancelled on an agreement during the last five years.
  - Other pertinent information which the proposer believes should be considered by the selection committee.
2. The provider will list all costs for this project in the format shown in Exhibit D. The price provided shall include all equipment, materials, installation, and services to provide the system as specified. Items listed as optional will be priced separately.
- Total Turnkey Base System Price which should total the individual elements listed below excluding optional costs. All costs to meet the minimum requirements should be included in this costs.
  - Ongoing expense to include software costs or other costs required for system operations. Ongoing costs should be provided, and

pricing shall be guaranteed for 5 years.

- Provide an itemized list of every component that you are providing in response to the RFP. Please provide it, to the extent possible, in the same format as the equipment list provided herein.
- Installation Costs
- Training
- Other Costs. Any other costs not listed above (excluding optional costs).
- Optional feature costs as listed in the proposal and on the price sheet
- Service agreement for six more years upon expiration of the two-year warranty. Such an agreement must include all costs and not have a penalty or up charge for service requirements during “non-office hours”. If costs are not the same throughout the six-year maintenance period, it is acceptable to list a cost for Year 3 (the first year after warranty) and indicate the maximum increase percentage for Years 4 through Year 8.
- Provide a list and cost for recommended spare parts to be kept in inventory.

3. Mandatory Forms-Complete the E- Verify certification and non-collusion affidavit Exhibit E.

4. Outline your firm’s ability and willingness to provide a 100% performance bond.

B. Evaluation Process. The proposals will be evaluated and ranked on the basis of the written material submitted. Evaluation criteria will be related to the following and weighted as shown:

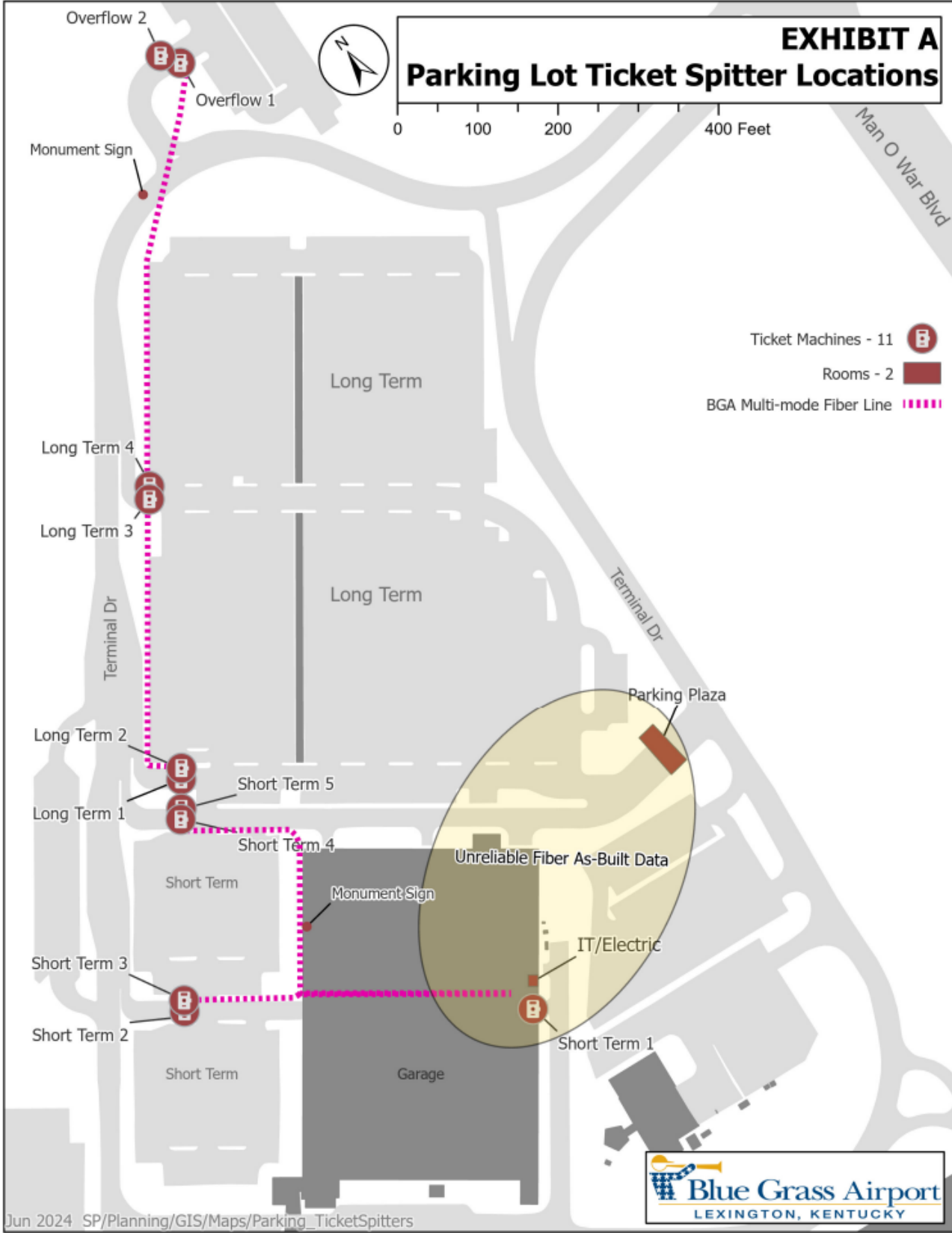
Weight	Criteria
Pass/Fail	Compliance with Mandatory Equipment Specifications and ability to provide the optional features
Pass/Fail	Willingness to provide a performance guarantee
30%	Experience of the equipment manufacture and ability to provide the equipment and services outlined in the RFP
20%	Service Capabilities
20%	Implementation schedule and seamless transition plan
5%	Optional Equipment Features

20%	Pricing
5%	Background of the Company

### **III. Terms and Conditions/Public Disclosure of Proposals**

- A. Open Records. The Board is a public agency and subject to record disclosure in accordance with the Kentucky Open Records Act. All proposals will be available for public inspection after award. Trade secrets and proprietary information submitted by a contractor in connection with the procurement shall not be subject to public disclosure provided the offeror invokes the protection of this section upon submission of the proposal. The specific area or scope of data and materials to be protected must be identified and the reasons for their protections stated. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement that costs are to be protected is unacceptable and may result in rejection of your proposal.

# EXHIBIT A Parking Lot Ticket Spitter Locations





# Exhibit B

## Scope of Work

### I. Existing Infrastructure

General. Proposers are required to review the existing infrastructure and fiber network (Exhibit A) and ensure that the infrastructure meets the proposed equipment requirements, or proposer shall include all costs associated with any necessary infrastructure improvements in their proposal.

All equipment of every kind must be certified to be able to withstand the climate and conditions found at Blue Grass Airport throughout the year.

Existing loops may be used if the proposer is willing to warranty those loops under the required two-year warranty.

Short Term and Short-Term Garage. This lot consists of four entrances into the parking area. The current equipment is mag stripe technology, and the entrances have AVI readers in dedicated lanes.

- 5 Ticket Dispenser
- 5 Gates
- 5 AVI readers
- 5 Intercoms

Long Term Lot. This lot consists of four entrances into the parking area. The current equipment is mag stripe technology, and the entrances have AVI readers in dedicated lanes.

- 4 Ticket Dispenser
- 4 Gates
- 4 AVI readers
- 4 Intercoms

#### Exit Plaza (3 lane plaza)

- 2 Cashier workstations, each in their own booth
- 3 Automated Station(s) Credit Card Only
- 3 AVI readers in automated lanes
- 3 Gates
- 3 Intercoms
- 1 Master Intercom Station in main cashier booth Master Intercom Station in main cashier booth with the ability to transfer calls to a Call Center
- 1 Manager Workstation

Overflow/Park and Shuttle Lot. The Overflow lot is used periodically throughout the year as traffic demands. This lot is fully automated.

- 1 Ticket Dispenser

- 1 Automated Exit Station
- 2 Gates
- 2 AVI
- 2 Intercoms

## II. Proposed System and/or Components Requirements

The system quoted must be turn-key and complete in every way. No claims from vendor that integral parts of the system are not included in the quote will be accepted. All options quoted must work within the system or as otherwise stated, but no add-ons should be needed to provide the functionality requested or implied in this Request for Proposals. Proposed based system shall replace all features listed in Section I above and shall include the following:

Reservations. The proposer should include a reservations solution as part of the system. The proposer should identify the reservation platform that is included in their solution along with ensuring that all integration costs are included in the system costs. Proposer should also provide any known ongoing costs for the reservation system.

Parking Validations. (Admin office capabilities) what validation capabilities, how much does it cost?

Customer Payment Options. The Board desires the ability to offer multiple payment options for their customers including traditional credit card payments, mobile app., Tap to Pay (Apple/Google Pay), pay by phone applications, etc.

Customer Loyalty. The proposer should identify their ability to provide a customer loyalty program within their PARC's solution and identify any costs associated with implementing the proposer's loyalty program.

LPR. As part of the scope for this project the Board would also like a cost for in lane LPR at all public parking lots. The proposed price should include all cost for full implementation, including all civil costs for islands, concrete, and electrical.

With the addition of LPR we may eliminate the AVI in the lanes. Proposer should include an add alternate for upgrading to LPR and the cost reduction for the elimination of the AVI component.

Tax Exempt Customer Payments. Proposer shall identify an effective and customer service friendly process for transacting tax-exempt customer payments.

Civil Work. Proposers will be responsible for all required civil work for the full installation of the proposed system. As built drawings are required within 60 days of acceptance of the system. Drawings should include all details including fiber runs, island drawings, and electrical load requirements. Final payment will be withheld until such acceptable drawings are received.

Tax Exemption (equipment purchase). The Board is the purchaser of this system. Therefore, the purchase will not include sales tax.

Training. Proposer must provide a training schedule for both the operator and designated Airport staff. A minimum of two weeks (80) hours of training will be required and will be conducted prior to installation for back-end reporting and functionality and after installation of the system. Training prior to installation can be completed virtually and should be used for on-site staff to become familiar with the new PARC's system hardware and performance (reporting) capabilities. At least 60 hours of on-site training on hardware and software post installation is required at the property. This should provide training on the final designed and installed system. Training hours and documentation will be required from the proposer and must be signed off by all users receiving training. Proposers should detail their training documentation in the proposal.

Spare Parts. Each proposer must supply and recommend a spare parts kit for the system provided. Spare parts kits must identify each part that is included and the number of equal parts in the entire system. For example, if the proposer has recommended one spare receipt printer the proposer should also identify the required number of receipt printers in the fully installed system.

Performance Bond. Performance bond for 100% of quoted price.

Penalties. Each proposer will present a schedule for the work based on the contract execution date provided in the timeline. Failure to meet key dates mutually agreed upon will result in a penalty for the selected proposer. The penalty will be assessed at a rate of \$150 per day.

Warranty Period. The warranty period for the system will not commence until the system has been fully installed and passed an initial testing period with no failures. The proposer and the Board will complete a Final Acceptance and Testing (FAT) document. Any repairs and replacement parts during this time will be born by the Proposer.

Software and ongoing costs. Each proposer must provide all ongoing expense costs associated with their proposed solution. If there are recurring costs for the system after installation (i.e. monthly or annual software costs) each proposer must clearly identify those costs and provide assurance that there will be no escalation of these monthly or annual costs within the first five years of the system life.

Service costs. Each proposer must clearly provide all known, anticipated, and/or expected costs associated with system service following installation.

### **III. Proposed System Options**

The Board is interested in learning about additional system options, and their associated costs. The Board may elect, but is not required, to select all, some, or none of the following

options:

Dynamic Pricing. The Board seeks to understand any dynamic pricing capabilities and costs offered by Proposer's system.

Website Connectivity. The Board seeks to understand Proposer's system options for secure connectivity to the Airport website to push lot counts and availability for customer reference.

Monument Signs. The Board currently has two monument sign clusters that are intended to provide available parking space counts to customers approaching the parking lots. The current technology is unreliable, and the Board wishes to understand Proposer's recommendations on how to improve this condition.

Lot Closure Signage Solution. When current lots are full, portable a-frame style signs are installed to advise customers. The Board seeks to understand if a more permanent closure sign solution is desirable and feasible with Proposer's system.

Flight Crew Parking. Currently, the Board manages an AVI based flight crew parking program in partnership with our parking vendor. Flight crews are authorized to park in lots that the Board designates, and that may change from time to time. The Board wishes to understand how this program integrates with the Proposer's system, and if management of that program can be enhanced with the system.

Mobile or Temporary PARCs capabilities. Due to experienced capacity constraints the Board wishes to understand any mobile PARCs capabilities offered with Proposer's system, for use if/when temporary additional lots are commissioned until permanent lots can be constructed.

#### **IV. Future Proposed Board Improvements**

The Board has recently completed a new master plan which includes recommendations for significant landside improvements. Planning efforts are underway which will result in a parking lot expansion and construction of a new exit plaza within two years of this solicitation. The Board will likely seek to partner with the winning Proposer in the final design and upfit (equipment) of these facilities.

# **Exhibit C**

## **General Conditions**

1. All subcontractors employed by the contractor must be covered under the Contractor's insurance policies.
2. All work must be completed by the mutually agreed upon timeline provided by the Proposer and Board. Notice to proceed is anticipated to be issued upon contract execution.
3. Precaution shall be exercised at all times for the protection of the general public, employees of the project Contractor, and property during this Contract.
4. No charge for any extra work or material will be allowed unless the same has been ordered in writing by the Board and the price is stated in such order.
5. The Board may authorize changes, additions to, or deductions from the work to be performed pursuant to the Contract. Adjustments, if any, in the amounts to be paid to the Contractor due to such change, addition or deduction shall be determined by an acceptable lump sum or unit price proposal from the Contractor.
6. This project will be paid for under the price as itemized in the contract which price shall be payment in full for furnishing all labor, materials, and equipment to complete the work.
7. It shall be agreed between the Board and the Contractor that the Board or its representative(s), in all cases, shall decide all questions of an engineering nature that may arise relative to the execution of the work under this Contract.

8. Site visits after the initial pre-bid meeting can be arranged by contacting Don Barrett at (937) 272-5161.
9. The Contractor shall examine all Specifications furnished by the Board and shall notify the Board of any errors, omissions, or discrepancies he may discover during his examination. The Contractor shall not take advantage of any errors, omissions, or discrepancies or proceed with work until the errors, omissions, or discrepancies are resolved in writing. Any work done without authorization will be at the Contractor's risk and responsibility.
10. The Contractor will be required to furnish proof of the types of insurance Coverage as outlined in the contract.
11. If required, the contractor will be required to obtain any and all permits and/or licenses required for the completion of this project. Copies of such permits, licenses shall be submitted to the Board.
12. The contractor will be responsible for coordinating his work schedule to accommodate the needs of the airport passengers. The project shall be completed so that operation of the passengers is maintained at all times.
13. All equipment and labor shall be warranted for a minimum of 2 years from the date of final acceptance which shall not occur until the system has been installed and operated without serious issues for 30 days.

END OF GENERAL CONDITIONS

## Exhibit D

Price Matrix  
 Parking Access and Revenue Control System (PARCS)  
 Blue Grass Airport

Description	Total Price
Required cost for equipment and installation of a PARCS system in accordance with the proposal requirements. This price is all inclusive in accordance with the proposal requirements.	
Requires monthly/annual software or other costs required for ongoing operations. Costs shall be fixed for a 5-year period.	
Optional Cost for LPR in lieu of AVI. Include cost reduction amount for <del>base system as a separate amount</del>	
Optional Cost for Spare Parts Kits. Separately list all of the items included in your kit as required in Exhibit A.	
Optional Cost for Customer Loyalty Program	
Include in your proposal an itemized listing detailing the equipment and services included in the costs above.	

The pricing listed above shall include all equipment, delivery, installation, and services as outlined in the proposal. Additional optional items that the proposer wishes to present for consideration which are not included as a minimum system requirement may be submitted on a separate sheet of paper if they are not listed on the Price Sheet, Exhibit D.

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Signature Authorized Company Representative

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Company Name

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E-Mail

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Phone

