

**Solicitation Number: 2017-022-RFP**

**Addendum Number: 2**

**Enter Description Here**

**Due Date and Time: June 27, 2017 at 10:00am Arizona time**

Phoenix-Mesa Gateway Airport Authority (PMGAA) must receive a signed copy of this addendum, faxed to 480-988-2315 or emailed to [mwhilden@gatewayairport.com](mailto:mwhilden@gatewayairport.com) acknowledging receipt.  
Signed addendum must also be included with proposal or bid.

**Please note PMGAA would like to update the passenger count information contained in the RFP documents as follows:**

There is the potential for an additional 6,000 to 16,000 *total* passengers per month.

Proposers do not need to adjust the hours listed when completing the Annual Cost Calculation (page 30) from the RFP to reflect the additional hours that may be required due to the potential increase noted above.

Questions received in writing include:

**Q** - Please provide a copy of the current staffing schedules for all positions.

**A** - All staffing schedules are determined and maintained by PMGAA's current parking management company and are proprietary. PMGAA does not keep staffing records.

**Q** - Please provide a copy of the prior fiscal year operating budget management fee and supplemental billings from the current operator.

**A** - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: [www.gatewayairport.com](http://www.gatewayairport.com)

**Q** - Please provide a copy of the current fiscal year operating budget and supplemental billings from the current operator.

**A** - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: [www.gatewayairport.com](http://www.gatewayairport.com)

**Q** - Please provide fiscal year-to-date revenue and transactions.

**A** - A Public Records Request form must be completed and submitted to obtain this information. The forms may be found on the Airport's website at: [www.gatewayairport.com](http://www.gatewayairport.com)

**Q** - Please provide the passenger counts by day of the week for the previous fiscal year.

**A** - PMGAA does not have passenger counts by day of the week, however the information is available by month. For the previous fiscal year those counts are:

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
123,355	94,142	70,102	93,616	100,174	119,502	107,696	118,465	161,111	109,319	107,621	126,798

**Q** - Please provide the passenger counts by day of the week for the current fiscal year.

**A** - PMGAA does not have passenger counts by day of the week, however the information is available by month. For the current fiscal year, year to date, those counts are:

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
132,334	95,605	80,991	100,891	100,029	114,383	107,509	115,166	158,772	117,804		

**Q** - Who will be the participants of the RFP evaluation committee and their titles?

**A** - The Evaluation Panel for this solicitation will be made up of the following members:

Alex Smith, Operations Program Supervisor  
Brett Williams, Operations Program Supervisor  
Chuck Odom, Chief Financial Officer  
Margi EvanSon, Operations & Maintenance Director  
Scott Brownlee, Deputy Director

Technical Advisor, non-voting member – Bill Surna, Senior Project Manager, Carl Walker  
Facilitator, non-voting member - Marian Whilden, Procurement Coordinator

**Q** - Please clarify the amount of ACDBE participation the Airport would prefer and what impact it will have on the evaluation.

**A** - While there is no ACDBE goal for this contract, the PMGAA encourages the use of ACDBE's in the performance of this contract.

**Q** - Is it sufficient for ACDBE partners to be registered with the Arizona Department of Transportation or must they be registered with the Airport as well?

**A** - To count toward meeting any ACDBE participation, each ACDBE firm **must** be certified under the Arizona Unified Certification Program. The PMGAA relies on this certification program and does not maintain its own registry or listing of ACDBE's. A directory of all current ACDBE's can be found at <https://utracs.azdot.gov/Search>

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

Offeror hereby acknowledges receipt and understanding of above addendum.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Name of Company

The above referenced Solicitation Addendum is hereby executed June 6, 2017 at PMGAA, Mesa, Arizona.

Marian Whilden

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Procurement Coordinator  
Phoenix-Mesa Gateway Airport Authority