



**ADDENDUM  
INVITATION FOR BID BEST-VALUE (IFB-BV)  
PARKING ATTENDANT AND FEE COLLECTION SERVICES  
CITY OF AUSTIN, TEXAS**

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**IFB-BV: SAP0137**

**Addendum No: 2**

**Date of Addendum: September 20, 2012**

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This addendum is to incorporate the following questions and answers to the above-referenced Invitation for Bid Best-Value. The following questions were posed by one or more Vendors in writing, at the pre-bid meeting, or at the site visits. Each question (Q) is followed by its answer (A). Any responses given during the pre-bid or site visits are either superseded or finalized in this Addendum.

**Important Reminder:**

Sections 0600 Bid Sheet. This is a unique solicitation in that there are four (4) separate bid sheets - one for each location. To be considered for contract award for each location, you will need to submit the bid sheet for that location. For example, if you want to be considered for award for Emma Long and Zilker, you need to submit the bid sheet for Emma Long and the bid sheet for Zilker. You will only be considered for award for the location in which you submit the corresponding bid sheet(s).

In addition to the bid sheet for each location, you must submit your company's plans and procedures for each location. This is relevant to Item 2 on each of the bid sheets. For each location you are bidding, submit one original and five copies of your company's plans and procedures for each location.

Section 0605: Local Business Presence Identification Form: On this document, you will provide the information requested – include any subcontractors. We will use this information to calculate the percentage of local business of the bidder and/or subcontractor(s) – combined. I will also need this form for each location.

In summary, Bidder must provide the bid sheet, the Bidder's plan and procedure for each location, and Section 0605 Local Business Presence Form for each location in which you are bidding.

Each location will be evaluated individually and separate from one another.

Please note, award will be made by location – A Successful Bidder may be awarded the entire contract, the majority of the contract, one location, or multiple locations.

## Questions and Answers:

### From the Pre-Bid Meeting held September 11, 2012:

1.0 (Q) If our company is not awarded a contract for all four locations, can we decline a contract?

(A) Yes.

2.0 (Q) How many copies do we have to submit of Sections 0700-0835?

(A) Submit one (1) original and (1) copy.

3.0 (Q) Do you require staff coverage on Thanksgiving and Christmas at each of the locations?

(A) Zilker Metropolitan Park: No.  
Walsh Boat Landing: No.  
Emma Long Metropolitan Park: Yes.  
Walter E. Long Metropolitan Park: Yes.

4.0 (Q) If you are requiring the Contractor to provide tickets and passes, can we get estimates of each location's requirements for tickets and passes?

(A) Although at some locations the City does not currently sell passes, the City reserves the right to have passes sold at those locations in the future. Should the City require passes sold at those locations, the City will coordinate this change with the Contract and will issue an Amendment to the Contract.

Annual estimates for each location are:

Zilker Metropolitan Park: 78,000 tickets no passes  
Walsh Boat Landing: 3,000 tickets  
Emma Long Metropolitan Park: 40,000 tickets 5,000 passes  
Walter E. Long Metropolitan Park: 50,000 tickets no passes

5.0 (Q) The hours for staff coverage at Zilker appear to be wrong. Can you provide an updated Attachment A?

(A) Yes. Attachment A has been updated to reflect the correct hours for each location. **To avoid confusion, a revised version of this document is being published with this Addendum as Attachment A: Revised Fee Collection Schedule. Bidders should refer to the revised Attachment.**

6.0 (Q) Can you please provide details/information on how PARD currently staffs each location?

(A) At each location, staff will typically arrive prior to the fee collection schedule and stay a little later. This helps to facilitate setting up and closing of the booths.

Zilker Metropolitan Park: 1 lead cashier, 3 head cashiers, and 11 cashiers, for a total of 14 minimum.  
Walsh Boat Landing: 3 staff members work 12 hour shifts together. The site is staffed from 6:30am-6:30pm.

Emma Long Metropolitan Park: 2 to 3 cashiers per day during winter, 3 to 6 cashiers per day during summer.

Walter E. Long Metropolitan Park: At least 2 cashiers during operating hours.

- 7.0 (Q) What are the Insurance requirements? How does it apply to slip-and-falls by visitors of these locations?
- (A) The Insurance Requirements that will apply to the resulting contract(s) can be found in item 2 of Section 0400, Supplemental Purchase Provisions. These requirements apply to the Contractor's coverages for General Liability, Auto Liability, and Worker's Compensation. The Scope of Work outlines the contractor's obligations under this contract. Any claim in question should be brought to the project manager and the claim handling process will include the City legal team.

From the Zilker Metropolitan Park Site Visit:

- 8.0 (Q) If vehicles are coming from the top lot, how do they come in?
- (A) Vehicles are only allowed access to the parking lots through the main entrance (Barton Springs Road).
- 9.0 (Q) Do vehicles with a designated handicap tag or license plate pay?
- (A) No.
- 10.0 (Q) Do you accept credit cards?
- (A) No.
- 11.0 (Q) Do people have a choice of where they want to park their vehicle?
- (A) Yes, however a parking pass must be purchased prior parking the vehicle.
- 12.0 (Q) What locations in the parking area/park do you have staffed?
- (A) Lou Neff Road (Zilker Park Main Entrance) and Moon Light Tower (top of hill).
- 13.0 (Q) How much parking space is there? How many lots? Where are they?
- (A) Polo parking lot located adjacent to the Moonlight Tower ~ approximately 1,000 parking spaces, Lou Neff Road (left side of Barton Springs Road) ~ approximately 400 vehicles, plus all hard surface parking lots ~ approximately 600 vehicles. Grand total of approximately 2,000 parking spaces (26 of them are handicap).
- 14.0 (Q) Can you provide a schedule of events for Zilker?
- (A) Zilker Summer Musical 6 weeks (Thursday – Sunday) starting in July ending in August and Blues on the Green 6 concerts (every other Wednesday) starting in late May
- 15.0 (Q) During what hours will fees be collected at Zilker?

(A) Attachment A has been updated to reflect the correct hours for each location. **To avoid confusion, a revised version of this document is being published with this Addendum as Attachment A: Revised Fee Collection Schedule. Bidders should refer to the revised Attachment.**

16.0 (Q) How many staff do you use on the weekend?

(A) 14 staff at minimum to cover all booths.

17.0 (Q) Will the Contractor be provided a golf cart or gator?

(A) No. Bidders should include in their plan and procedure for this location how they intend to make 'runs'.

18.0 (Q) Will the Contractor be provided two-way radios or other equipment so staff can communicate with each other?

(A) No. Bidders should include in their plan and procedure for this location how they intend to provide communication between staff.

19.0 (Q) How does the City secure the money?

(A) For security reasons, these details will be discussed with the awarded Contractor.

20.0 (Q) Will the Contractor be provided a room or space in which they can use it for their purposes?

(A) No. Bidders should include in their plan and procedure for this location a description of the equipment or space they will use for their purposes.

21.0 (Q) Once the parking lots/facilities are full, will the Parks and Recreation Department place signs to indicate the parking lot is full?

(A) No. This is a responsibility of the contractor.

22.0 (Q) Will the Contractor be provided a safe?

(A) No.

23.0 (Q) What is the vehicle capacity of Zilker?

(A) There are approximately 2,000 available parking spaces.

24.0 (Q) Has the City ever scheduled last-minute events?

(A) Not to date. However, the Contractor should not take this to mean the City will never in the future plan or schedule a last-minute event in the Zilker Metropolitan Park.

25.0 (Q) When does the City cancel events?

(A) The City cancels scheduled events due to inclement weather or when it has rained  $\frac{1}{4}$  -  $\frac{1}{2}$  inch.

26.0 (Q) What kind of notification will you provide the Contractor if an event is cancelled?

- (A) The City will do its best to provide immediate notification once the decision is made to cancel an event. However, notification can be provided hour(s) or minute(s) prior to the start of the event.
- 27.0 (Q) Who determines if an event will be cancelled?
- (A) A Special Events Coordinator, City staff make the ultimate decision to cancel an event.
- 28.0 (Q) Is there a back road that is used as entry to the park?
- (A) Yes, but it is controlled by a cashier that directs traffic to enter through the main entrance.
- 29.0 (Q) Do City of Austin employees pay for parking?
- (A) No. City employees must present proper identification to receive parking permit.
- 30.0 (Q) Do employees show their badge and/or sign a form?
- (A) Yes. City employees must show their identification badge and sign a form for documentation purposes.
- 31.0 (Q) Are there parking permits? What do they look like?
- (A) Yes. 3"x5" colored and numbered parking permits.
- 32.0 (Q) Who is allowed to park for free? Are they given a pass?
- (A) ADA, Swimmers with annual passes, disabled veterans, City of Austin Employees with proper identification, parents picking up children from Sunshine Camp or PARD program, employees of Rodriguez concession, employees of the Zilker Zyphyr train and canoe rental facilities, and performers / crew working for Hillside Theatre Productions.
- 33.0 (Q) What is the parking fee for Zilker?
- (A) \$5.00 per vehicle.
- 34.0 (Q) What is the biggest challenge for the Zilker location?
- (A) Providing cashiers with sufficient amount of change throughout the shift.
- 35.0 (Q) Who provides the barricades and barrels?
- (A) The Parks and Recreation Department. For special events held at night, the Park and Recreation Department stripes the grass.
- 36.0 (Q) Will the Parks and Recreation Department continue to set up the barricades, barrels, and stripe the grass?
- (A) Yes (for all special events).
- 37.0 (Q) Is the grass area blocked off during weekends?

- (A) The area is open as needed for parking.
- 38.0 (Q) Why does the Parks and Recreation Department charge for parking?
- (A) It is City Ordinance and is mandated through a council approved fee schedule.
- 39.0 (Q) How many entry points are there to Zilker?
- (A) There are three (3) entry points. Reference the attachment to this Addendum labeled *Zilker\_Ticket\_Booth*. This attachment is a map of Zilker Metropolitan Park and indicates where the entry points are located.
- 40.0 (Q) Why don't you barricade the one-way street?
- (A) The street is marked as a ONE WAY – west bound (Zilker Andrew Road).
- 41.0 (Q) Do the police provide traffic control during events?
- (A) Yes.
- 42.0 (Q) Are there loop counters?
- (A) No.

From the Walsh Boat Landing Site Visit:

- 43.0 (Q) What is the fee collection schedule for Walsh Boat Landing?
- (B) Attachment A has been updated to reflect the correct hours for each location. **To avoid confusion, a revised version of this document is being published with this Addendum as Attachment A: Revised Fee Collection Schedule. Bidders should refer to the revised Attachment.**
- 44.0 (Q) Do the trucks with a trailer park in the lot at the top of the hill?
- (A) Yes.
- 45.0 (Q) What are the hours Walsh Boat Landing is opened?
- (A) Hours of operation are 7:00am – 10:00pm
- 46.0 (Q) Will Contractor's staff be expected to have illegally parked vehicles removed?
- (A) No. APD will be responsible for removal of illegally parked vehicles.
- 47.0 (Q) As the budget allows, will the Parks and Recreation Department fill the pot holes and/or have the parking lot repaved?
- (A) Yes.
- 48.0 (Q) Who will be responsible for the maintenance of the parking area?

- (A) The Parks and Recreation Department.
- 49.0 (Q) What are the parking fees for this location?
- (A) \$10 for a single entry permit. If you leave, you must purchase another permit.
- 50.0 (Q) Can the parking fees be changed?
- (A) No. Parking fees are mandated by City Council.
- 51.0 (Q) Do you sell season passes for Walsh Boat Landing?
- (A) No.
- 52.0 (Q) Are there lights over the parking area?
- (A) Lighting is provided by the street lights.
- 53.0 (Q) How many vehicles can the Contractor expect to see at this location during the summer, weekends, and on holidays?
- (A) Between 30 and 150 cars per day.
- 54.0 (Q) Why is the City bidding this out?
- (A) The goal is to reduce the number of temporary and/or seasonal staff required for these services.
- 55.0 (Q) Do temporary and/or seasonal staff have access to the same health plan as permanent staff?
- (A) No.
- 56.0 (Q) Who is responsible for trimming back the trees?
- (A) The City.

From the Emma Metropolitan Park Site Visit:

- 57.0 (Q) What are the fees the Contractor will be collecting?
- (A) Park entrance and parking fees only.
- 58.0 (Q) Who will be collecting the camping fees and be responsible for operating the park?
- (A) City staff will collect the camping fee, sell day passes, overnight camping passes, drives through park, checks bathrooms and campsites, performs water tests, cleans grounds, booth, and beach area, checks in supplies, counts money, does bank runs, produces cash reports, monitors off leash dogs, camper disputes, special events, reservation areas, monitors supply levels, monitor traffic and closes gates when site reaches 500 cars, and other duties as necessary.

- 59.0 (Q) How many cashiers are needed for this location?
- (A) During slower periods, two (2). During busier times, four (4).
- 60.0 (Q) Do you sell passes for Emma Long?
- (A) Yes. Reference the Attachment to this Addendum labeled *Emma Long Pass*. This attachment is an example of what the pass looks like.
- 61.0 (Q) Is the multi-day pass something that is stamped?
- (A) Yes – they are clicked or written on.
- 62.0 (Q) Is Emma Long open year-round?
- (A) Yes.
- 63.0 (Q) Who shuts the facility when it reaches capacity? How is it done? Will the Contractor's staff have to stay on site if it is shut?
- (A) The Fire Marshall allows only 500 vehicles before the facility is closed. Cones and signs will be posted two (2) miles from the entrance. 150 vehicles are let out before the facility is re-opened. People will park along the road and walk in. Walk-ins are charged \$1.00 for entry. Staff must remain on site.
- 64.0 (Q) What is the difference between parking fees and camping fees?
- (A) Day passes are a single sheet 3" X 5.5" parking permit for dashboard. Camping pass is a 4 carbon, detailed 5.5" X 9" pass taped to car window.
- 65.0 (Q) Will the Contractor be taking reservations?
- (A) No. The City takes reservations.
- 66.0 (Q) If an RV comes in, is it considered parking or camping?
- (A) PARD staff asks the visitor if they are camping. They usually say camping, but are charged a day entry fee also.
- 67.0 (Q) What dollar amount has the City collected in fees from this location?
- (A) Year to date, camping and parking fees have been approximately ~\$397,000.
- 68.0 (Q) How many campsites are in the park?
- (A) 66.
- 69.0 (Q) Does the site fill up on weekends and holidays? Do you use additional staff during those times?
- (A) Yes. Weekends, holidays, Thursdays, and Fridays, the City utilizes additional staff.
- 70.0 (Q) Can you provide a staffing schedule for Emma Long?

(A) Hours of operation 7:00am to 10:00pm – 365 days per year, 2 to 3 cashiers per day during winter, 3 to 6 cashiers per day during summer.

71.0 (Q) What is in the building?

(A) A desk, computer, mini-fridge, first-aid kit, cleaning supplies, window A/C unit.

From the Walter E. Long Site Visit:

72.0 (Q) How many cashiers are used here?

(A) Weekdays 1 cashier, weekends and holidays 3 cashiers, and Easter 10 cashiers.

73.0 (Q) What is the parking capacity?

(A) There isn't one. However, the facility has accommodated up to 2,000 vehicles.

74.0 (Q) Is overnight camping allowed?

(A) No.

75.0 (Q) Where is the designated parking area?

(A) Parking is in the field/grassy areas.

76.0 (Q) Is there a boat launch?

(A) Yes.

77.0 (Q) Are there fishermen who visit the lake?

(A) Yes. There is a fishing club who meet early in the morning on Thursdays and Saturdays.

78.0 (Q) If someone arrives prior to 7:00 A.M., how do they pay?

(A) Visitors arriving prior to 7:00 A.M. put their fee in the Honor Box.

79.0 (Q) Do visitors have to check-out when they leave?

(A) No.

80.0 (Q) What time does the Cashier close?

(A) 7:00 P.M., however the park hours are 5:00 A.M. to 10:00 P.M.

81.0 (Q) Will the Contractor be required to staff the facility until 10:00 P.M.?

(A) No.

82.0 (Q) Is there a safe?

(A) For security reasons, these details will be discussed with the awarded Contractor.

83.0 (Q) Is there a police presence?

(A) Standard protocol, random patrols are made. On weekends, holidays, and peak times police are on site.

84.0 (Q) Will there be security for staff at night?

(A) For security reasons, these details will be discussed with the awarded Contractor.

85.0 (Q) Are there lights?

(A) No.

86.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Request for Proposal.

APPROVED BY: Sharon Patterson 09/2012  
Sharon Patterson, Senior Buyer Date  
Purchasing Office

ACKNOWLEDGED BY:

\_\_\_\_\_  
Vendor Name Authorized Signature Date

**RETURN A COPY OF THIS ADDENDUM to the City of Austin Purchasing Office with your bid.  
Failure to do so may constitute grounds for rejection of your bid.**