



# **FORT SMITH REGIONAL AIRPORT**

REQUEST FOR PROPOSALS FOR  
PARKING FACILITIES OPERATOR

April 29, 2025

**Addendum #1**

**Addendum #1:**  
**Parking Facilities Operator Request for Proposals**

- This document, addendum #1 is issued to provide the following information items::
  - Information Item 1: Corrections to original RFP
  - Information Item 2: Questions and Responses
  
- **Information Item 1: Correction to the original RFP issued April 15, 2025:**
  - **Page 5. Section C(1). Total parking spaces available is 583, as shown on the map in Exhibit A.** *(Incorrectly listed as 431 in original RFP).*
  
  - **Page 8. Cleaning and Snow Removal.** The airport will provide snow removal for the parking lot. The parking operator does not have to contract for snow removal.
  
  - **Page 12. Proposal content** should be divided into five sections, including::
    1. Cover Letter
    2. Executive Summary
    3. Operation and Management Plan
    4. Financial Operations
    5. Experience and Qualifications

*(Omitted 4. Financial Operations on original RFP.)*
  
- **Information Item 2: Questions and Responses**

The deadline for submission of questions was April 25, 2025. The questions received are included on pages 3-10 of this addendum.

## Questions for FSM

### Republic Parking

1. Does the airport require a Minimum Annual Guarantee (MAG) and a Concession Fee (page 9)? **Yes.**
2. Please confirm the number of parking stalls is currently 618(page 5). **According to our map it is 583. If your records show differently, please let me know.**
3. Please confirm the requirements of the operator for snow removal (page 8). **This is not required.**
4. As this is a concession/MAG, we ask that the requirement to provide a list of costs to be reimbursed by the council be removed (page 13). **You may remove the requirement to provide a list of costs.**
5. As a concession/MAG, we ask that the requirement to provide a detailed annual budget for Year 1 (page 13). **You may omit the detailed annual budget for year 1.**

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Fort Smith Regional Airport  
Questions Submitted by SP Plus LLC - April 24, 2025  
Lindsay Conley, Director of Finance & Administration - lindsay@flyfsm.com**

1. Please provide a copy of the existing Parking Operator’s contract and any associated amendments. **Attached to email.**
2. To understand seasonality and assist with staffing, please provide the percentage rent amount paid by the current operator to the Airport, by month, for calendar 2023 and 2024.

<u>2023</u> Month	Rent Paid by Republic (%)	<u>2024</u> Month	Rent Paid by Republic (%)
January	29,873.88	January	28,842.16
February	31,273.85	February	36,607.46
March	37,977.91	March	40,529.85
April	33,298.87	April	31,776.21
May	37,644.27	May	38,348.65
June	34,619.80	June	37,891.88
July	36,947.74	July	37,586.86
August	40,391.95	August	38,940.72
September	38,457.64	September	36,997.77
October	44,047.38	October	38,074.79
November	32,832.32	November	29,232.15
December	30,843.83	December	30,267.99

3. Please provide a copy of the sample agreement the Airport intends to enter into with the winning bidder. **Sample Word document attached to email.**
4. Please provide the number of parking transactions for the last two (2) completed years (fiscal or calendar), broken down by the following categories:
  - a. 0 – 30 minutes (free)

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b. 31 minutes to 3 hours

> 3hours This information is unavailable. Not included on reports currently provided by parking operator and they don't have a way to pull this info.

5. Please confirm that there will be no charge for use of the office space, utilities or phone service associated with the booth that also serves as the parking office. Phone service will be the responsibility of the operator. There will be no charges for the booth or utilities.
6. Please confirm that Operator's employees may park for free at the airport while on-duty. Confirmed.
7. What system or technology brand is currently used to perform the nightly license plate inventory (LPI)? VATS system using a tablet.
8. RFP Page 8, Termination – Will the Airport allow a reasonable notice and cure period for any operator default (e.g., 10 days for monetary default and 30 days for a non-monetary default)? See sample agreement.
9. Please provide the vendor's name and contact information (if possible) that performs snow and ice removal currently? This will be provided by the airport. I put it in the RFP incorrectly. The operator will not be responsible for snow and ice removal.
10. Please confirm the method by which the Operator's ACDBE participation will be calculated? For example, will it be the amount paid to ACDBE vendors divided by the amount retained by the Operator from gross receipts? It will be the amount paid to ACDBE vendors divided by the gross receipts earned by the Operator.
11. RFP Page 15, Section 4(E)(6) – Please confirm that the Airport will accept a list of active litigation pertaining to the proposer's performance related exclusively to Airport operations. Confirmed.
12. Exhibit B references two parking gates in total – does that include all ingress and egress lanes for the entire parking lot? There are two ingress gates in separate areas, and two egress gates at the parking booth (2 lanes).
13. Given the requirement for a Minimum Annual Guarantee, please confirm or may the Operator propose reasonable protective language regarding the abatement of the MAG in the event of a decrease in enplanements, global pandemic, or any modifications to the parking lot or roadways negatively impact parking revenues, etc. Confirmed.
14. Please confirm that the Operator is not required to provide armed or unarmed security services as part of the scope of operation. Confirmed.
15. Regarding compliance with laws, where such compliance requires physical changes to the parking facilities, for example, ADA requirements, will the Airport agree that such compliance will be the Airport's responsibility. Confirmed.

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1. Can the Commission please list any vehicles (golf carts, pickup trucks, service vehicles, etc.) supplied by the Commission or current operator? **None.**
2. Can the Commission please provide a copy of the current parking operations staffing schedule? **The current parking operator will not provide this as it is proprietary.**
3. Please advise if the intent of the Commission is for the Parking Facilities Operator to be the Merchant of Record (MOR) for credit card processing, or if the MOR will be the Commission? **The Parking Facilities Operator will be the MOR**
4. How often is the license plate inventory currently performed? **Nightly**
5. Can the County please provide the name and contact information for any ACDBE vendor being used by the current operator? **None available**
6. Is a Sales Tax or Parking Tax applicable at the Airport? **Yes**
7. If yes, can the Commission please confirm that the Operator would be responsible for submitting payment of any sales or parking tax to the appropriate taxing authority as a reimbursable operating expense or netted against revenue? **Confirmed.**

Can the Commission please provide the percentage of total annual transactions that are cash versus credit card payments? **For calendar year 2024, we had 23,020 cash transactions (includes \$0 dollar transactions as we cannot separate this on our daily reports) and 15,132 credit card transactions**

What is the brand and age of the current Parking Access and Revenue Control System (PARCS)? **DataPark. Installed Dec 2015.**

Is the current PARCS EMV compliant? **No we are not.**

8. Can the Authority provide the most recent operating budget? **Attached to email.**
9. Please provide a current roster, without employee names detailing the following:
  - a. Date of Hire
  - b. Pay Rate
  - c. Job Title
  - d. Description of Benefits - Pension, Health Ins (Cost of Health Ins and type of coverage ex. EE only, EE+1, family)

**The current parking operator will not provide this as it is proprietary.**

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10. Will there be a specific form or format the Authority wants submitted for the Compensation structure, reimbursed expenses, or proposed annual budget? **No.**

April 16, 2025



Lindsay Conley  
(479) 452-7000 ext. 50

Via Email: [lindsay@flyfsm.com](mailto:lindsay@flyfsm.com)

RE: Fort Smith Regional Airport (FSM), RFP for Parking Facilities Operator

Ms. Conley:

Thank you for the opportunity to participate in the process. We are excited about the prospect of working with the Airport and Commission to improve the Airport Parking Operations. Below are our questions and requests for clarification or additional information regarding this opportunity. We look forward to receiving the responses so we can finalize our proposal.

**RFP QUESTIONS/CLARIFICATIONS:**

1. **RFP Page 7, Section 3.A:** If we propose a fully automated, gated solution, can we adjust the personnel requirements to these staffing requirements? **We prefer to have parking personnel on site in case of gate malfunctions.** Does the selected operator have any duties as it relates to the Contract or employee Parking Lots? **No.**
2. **RFP Page 8, Section 3.A:** Please clarify if the snow removal expense of the parking lot is the Operator's responsibility. If so, please provide the last three years' annual expense on snow removal. **This was an error on my part on the RFP. The airport will be responsible for snow removal.**
3. **RFP Page 9, Section 3.C:** Should the concession fee be presented as a monthly concession fee or annual concession fee? **Monthly concession fee.**
4. **RFP Page 12, Section 4:** Should Item 4 be "Financial Operations" and 5 be "Experience and Qualifications"? **Yes, another error on my part.**
5. **General:** Can you provide a sample agreement? If not, and it will be similar to your current agreement, can you please provide the current agreement along with the current concession and MAG? **Yes, I've attached a sample agreement as well as our current agreement w/amendments to the email.**
6. **General:** What is the anticipated start date of the agreement/operation? **July 1, 2025.**
7. **RFP page 14, Section 4:** May we submit the proposals electronically instead of having to also send a hard copy? **Yes.**



8. **General:** Is there a proposal Bond or Performance Bond required for this opportunity? If so, please provide the amounts. **None required.**
9. **General:** In an effort to retain as much of the staff as possible, can you please provide the current wage and benefit structure for the current staff? **We do not provide this as this is proprietary.**
10. **General:** Does the Airport provide any vehicles or utility/golf carts for the operation? **No.**
11. **General:** Please provide the last 12 months of Paid Parking Transaction Counts? **37,551 paid transactions past 12 months**
12. **General:** Who is responsible for costs associated with Parking Equipment service calls that are not able to be repaired on site for non-preventative maintenance items? **The parking operator.**
13. **General:** What Parking Related costs are currently being paid for directly by the airport?  
  
**Airport is responsible for maintenance and repair of the paved surfaces of public parking facilities, landscaping, and the booth facility, except for damage caused by the Operator's employees, agents, or contractors. Airport shall designate by proper signs the following parking areas in the vicinity of the terminal: Airport limousine spaces, taxi spaces, rental car lessees' spaces, handicapped spaces, and employee parking spaces.**
14. **General:** Is the current operator responsible for managing any monthly or employee parking? **No.**
15. **General:** How is the license plate inventory being currently completed? **VATS system using a tablet.**
16. **General:** Is sales tax currently deducted from parking revenue? **No.**

Please do not hesitate to contact Chris Howley If you need clarification on any of the questions or requests.

Respectfully Submitted,



Fort Smith Regional Airport (FSM), RFP for Parking Facilities Operator

Page 3

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