

EVALUATION SCORE SHEET

Title: Parking Garage Operator for the Courthouse Garage
RFP No.: ESC-0315-24
Close Date: February 14, 2024
Analyst: David Klages
No. Invited: (3) **Received:** (4) **Other:** (1)
Announcer: John Hernandez
Recorded By: Melissa Pierce

Evaluation Criteria	Maximum Points	Elite Parking SE-M, LLC	LPS of America, Inc. (LPS) fka Reef Parking	SP Plus Corporation	Universal Parking & Transportation, LLC
Competence and References	25	25	25	25	25
Operating and Staff Plan	30	30	30	30	30
Contract Cost	40	37.5	25	22.5	20
Minority, Women-Owned, and JSEB Participation	5	5	2	1	0
TOTAL POINTS:	100	97.5	82	78.5	75

Sub-Committee Member Name: Micah Heavener

Signature: 

Date: 3/20/2024

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Evaluation Criteria	Maximum Points	Elite Parking SE-M, LLC	LPS of America, Inc. (LPS) fka Reef Parking	SP Plus Corporation	Universal Parking & Transportation, LLC
Competence and References	25	22	22	23	15
Operating and Staff Plan	30	21	24	23	25
Contract Cost	40	34	31	33	31
Minority, Women-Owned, and JSEB Participation	5	5	2	2	0
TOTAL POINTS:	100	82	79	81	71

Sub-Committee Member Name: *Gly Parola*

Signature: *[Handwritten Signature]*

Date: *3/14/2024*

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Evaluation Criteria	Maximum Points	Elite Parking SE-M, LLC	LPS of America, Inc. (LPS) fka Reef Parking	SP Plus Corporation	Universal Parking & Transportation, LLC
Competence and References	25	10.7	25.0	21.4	14.3
Operating and Staff Plan	30	18.0	30	21.0	18.0
Contract Cost	40	24.0	32	40	24.0
Minority, Women-Owned, and JSEB Participation	5	5.0	3.3	3.3	0.0
TOTAL POINTS:	100	57.7	90.3	85.7	56.3

Sub-Committee Member Name: John Crescimbeni

Signature: _____

Date: March 15, 2024

Notes: ASM Global and Elite Parking submitted first year conceptual plans/budgets with revenues well below actual revenues for calendar year 2023. Universal Parking and Transportation provided no revenue estimates in their conceptual plans/budgets.

RESPONSE EVALUATION SCORING MATRIX

Title: Parking Garage Operator for the Courthouse Garage						
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Analyst: David Klages						
No. Invited: (3) Received: (4) Other: (1)						
Announcer: John Hernandez						
Recorded By: Melissa Pierce						
COJ Sub-Committee	Competence and References (25 Points Max)	Operating and Staff Plan (30 Points Max)	Contract Cost (40 Points Max)	Minority, Women-Owned, and JSEB Participation (5 Points Max)	Total	Rank
Elite Parking SE-M, LLC						
John Crescimbeni	10.70	18.00	24.00	5.00	57.70	3
Micah Heavener	25.00	30.00	37.50	5.00	97.50	
Guy Parola	22.00	21.00	34.00	5.00	82.00	
Average	19.23	23.00	31.83	5.00	79.07	
LPS of America, Inc. (LPS) fka Reef Parking						
John Crescimbeni	25.00	30.00	32.00	3.30	90.30	1
Micah Heavener	25.00	30.00	25.00	2.00	82.00	
Guy Parola	22.00	24.00	31.00	2.00	79.00	
Average	24.00	28.00	29.33	2.43	83.77	
SP Plus Corporation						
John Crescimbeni	21.40	21.00	40.00	3.30	85.70	2
Micah Heavener	25.00	30.00	22.50	1.00	78.50	
Guy Parola	23.00	23.00	33.00	2.00	81.00	
Average	23.13	24.67	31.83	2.10	81.73	
Universal Parking & Transportation, LLC						
John Crescimbeni	14.30	18.00	24.00	0.00	56.30	4
Micah Heavener	25.00	30.00	20.00	0.00	75.00	
Guy Parola	15.00	25.00	31.00	0.00	71.00	
Average	18.10	24.33	25.00	0.00	67.43	

EVALUATION SCORE SHEET

Title: Parking Garage Operator for the Arena and Sports Complex Garages

RFP No.: ESC-0314-24

Close Date: February 14, 2024

Analyst: David Klages


No. Invited: (3) **Received:** (4) **Other:** (1)

Announcer: John Hernandez

Recorded By: Melissa Pierce

Evaluation Criteria	Maximum Points	ASM Global	Elite Parking SE-M, LLC	LPS of America, Inc. (LPS) fka Reef Parking	SP Plus Corporation
Competence and References	25	25	25	25	25
Operating and Staff Plan	30	25	30	30	30
Contract Cost	40	15	37.5	25	20
Minority, Women-Owned, and JSEB Participation	5	5	5	2	1
TOTAL POINTS:	100	70	97.5	82	76

Sub-Committee Member Name: Micah Heavener

Signature: 

Date: 3/20/2024

EVALUATION SCORE SHEET

Title: Parking Garage Operator for the Arena and Sports Complex Garages

RFP No.: ESC-0314-24

Close Date: February 14, 2024

Analyst: David Klages

No. Invited: (3) Received: (4) Other: (1)

Announcer: John Hernandez

Recorded By: Melissa Pierce

Evaluation Criteria	Maximum Points	ASM Global	Elite Parking SE-M, LLC	LPS of America, Inc. (LPS) fka Reef Parking	SP Plus Corporation
Competence and References	25	22	20	22	22
Operating and Staff Plan	30	22	24	26	28
Contract Cost	40	25	34	35	35
Minority, Women-Owned, and JSEB Participation	5	2	5	2	2
TOTAL POINTS:	100	71	83	85	87

Sub-Committee Member Name: Guy Parola

Signature: 

Date: 3/13/2024

EVALUATION SCORE SHEET

Title: Parking Garage Operator for the Arena and Sports Complex Garages

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Close Date: February 14, 2024

Analyst: David Klages

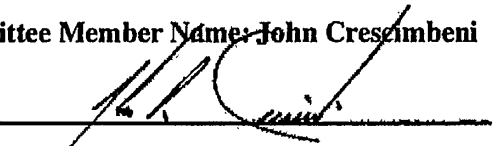
No. Invited: (3) **Received:** (4) **Other:** (1)

Announcer: John Hernandez

Recorded By: Melissa Pierce

Evaluation Criteria	Maximum Points	ASM Global	Elite Parking SE-M, LLC	LPS of America, Inc. (LPS) fka Reef Parking	SP Plus Corporation
Competence and References	25	21.4	10.7	25.0	21.4
Operating and Staff Plan	30	19.5	21.8	27.2	21.8
Contract Cost	40	0.0	8.0	32.0	40
Minority, Women-Owned, and JSEB Participation	5	3.3	5.0	3.3	3.3
TOTAL POINTS:	100	44.2	45.5	87.5	86.5

Sub-Committee Member Name: ~~John Crescimbeni~~

Signature: 

Date: March 15, 2024

Notes: ASM Global failed to provide any responses to Section 3 Contract Cost (40 points total value). ASM Global, Elite Parking and SP Plus Corporation submitted conceptual plans/budgets with revenues well below actual revenues for calendar year 2023.

RESPONSE EVALUATION SCORING MATRIX

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Recorded By: Melissa Pierce						
COJ Sub-Committee	Competence and References (25 Points Max)	Operating and Staff Plan (30 Points Max)	Contract Cost (40 Points Max)	Minority, Women-Owned, and JSEB Participation (5 Points Max)	Total	Rank
Elite Parking SE-M, LLC						
John Crescimbeni	10.70	18.00	24.00	5.00	57.70	3
Micah Heavener	25.00	30.00	37.50	5.00	97.50	
Guy Parola	22.00	21.00	34.00	5.00	82.00	
Average	19.23	23.00	31.83	5.00	79.07	
LPS of America, Inc. (LPS) fka Reef Parking						
John Crescimbeni	25.00	30.00	32.00	3.30	90.30	1
Micah Heavener	25.00	30.00	25.00	2.00	82.00	
Guy Parola	22.00	24.00	31.00	2.00	79.00	
Average	24.00	28.00	29.33	2.43	83.77	
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Average	18.10	24.33	25.00	0.00	67.43	

**Attachment B
Evaluation Matrix**

The evaluations will be based upon the following criteria, and Proposers are requested to provide, as a minimum, the information listed under each criterion. Failure to provide adequate information on any criterion will result in lower scores and could result in rejection of the proposal as non-responsive. The response to each of the criteria will be evaluated relative to the other responses received and the contract will be awarded to the highest scoring, responsive, responsible bidder for the Evaluation Criteria.

Proposers shall arrange their responses in a format that will offer ready review and evaluation of each criterion. Please note that 100 points is the maximum total of the criteria.

EVALUATION CRITERIA:

1. COMPETENCE AND REFERENCES:

25 Points Maximum Score

1. Describe company qualifications and experience in downtown parking operations management.
2. Describe the availability of adequate personnel. Provide a proposed list of the positions necessary to operate the facilities, including management, administrative, accounting personnel, and staffing for maintenance, etc. Describe the qualifications and experience of the key personnel you propose to use.
3. Provide the number and size of similar garage management operations currently being performed. Discuss past ability to deliver services on a timely basis under similar current workload conditions.
4. Provide a minimum of three (3) references pertaining to the operation of garages that are similar in nature and scope to those herein, with references to include the client's contact person, telephone number, and email address. One of these references must be an existing government client operating in Florida. This can include municipal or county governments; departments, authorities, or divisions of local municipalities; or the State of Florida.
5. Describe the Contractor's understanding of the requirements of this solicitation, and its ability and approach/plan to satisfy the same in complete compliance with all applicable federal, state, and local laws, statutes, ordinances, rules, and regulations.
6. Describe any outstanding accomplishments that relate to specific services being sought. For example, this could include awards, employee training and certifications, special licenses, etc.
7. Provide documentation, such as financial statements, net income statements, operating expense statements, and budgets showing the ability to generate revenue from garages of similar size and scope to the Courthouse garage. This can be in one garage or garages that are in the same vicinity with an aggregate of thirteen hundred (1,300) spaces.

2. OPERATING AND STAFFING PLAN:

30 Points Maximum Score

1. Describe the transition and start-up operating plan and how the proposed management and staffing plan will allow for continual and uninterrupted service.
2. Provide the resumé of Key Personnel. At a minimum, the resúmes must include the name of the required person, the proposed labor category or role of responsibility, education (degree(s)/certifications received and/or currently held, including the year completed, major field(s) of study), relevant experience (list employer, title of position, starting and ending dates (month/year)), and a concise description of experience related to the requirements of their proposed position.
3. Provide a conceptual operating plan for the first year of operation and a conceptual budget based on experience with similar garages.
4. Describe through existing operations plans how the Contractor has operated other garages with a history of:
 - Efficient garage operations.
 - Excellent customer service.
 - Experience with subcontractors.

5. Describe the estimated number of staff, hours, and labor expenses required for operation in the proposed management and staffing plan.
6. Describe employee hiring, training, supervision of performance, and retention policies to minimize turnover while providing the highest level of customer service for a parking facility.
7. Describe the maintenance plan that provides for operational maintenance to be completed at each garage weekly, monthly, bi-annually, or annually.
8. Describe the maintenance plan that provides for operational maintenance to be completed at the garage weekly, monthly, bi-annually, or annually.
9. Describe what services will be provided directly by the Contractor and which services will be subcontracted to another party. If this third party is an affiliate of the Contractor, describe that relationship. Information about subcontractors should include names, area of expertise, the proposed work to be subcontracted, and whether the subcontractor meets JSEB qualifications.
10. The Contractor must indicate in their operations plan how they plan to increase net operating income. Include any costs associated with that increase.
11. The Contractor must describe how the plan will manage operating expenses related to services despite rising costs.

3. CONTRACT COST:

40 Points Maximum Score

The Contractor shall explicitly identify in detail the anticipated comprehensive contract cost to the DIA for the Contractor's services. This shall include all base management fees, standard pass-through fixed monthly fees, expenses and overhead charges, any incentive payments tied to performance, and the expected variable operating expenses that will be passed through to the DIA based on the conceptual operating plan for each garage.

The DIA is seeking a Contractor who can provide a high quality of customer service and garage maintenance at a reasonable cost, and is rewarded for material increases in net revenue returned to the DIA. A fee structure that incentivizes the Contractor to materially increase net operating income in the garage will be considered, provided such increase is achieved by revenue increases or reductions in pass through fees or expenses other than on-site labor and services that would impact garage operations or customer service. Net operating income is defined as gross revenue from the garage minus all operating expenses where gross revenue is all revenue collected through parking operations and operating expenses are those expenses, and taxes thereon, attributable to the operation of the services.

Contractors will be scored on the comprehensive contract cost model they submit based on the following criteria.

1. The proposed comprehensive contract cost structure for each garage (i.e., base fee, incentive, other projected fixed fees to be charged for the services, projected operating expenses to be deducted from gross revenue, etc.)
2. The monthly fixed costs to the DIA per garage (should tie back to the operations plan).
3. The estimated monthly variable operating costs associated with operating each garage (describe the relationship to the level of service and/or gross revenue).
4. How the proposed structure incentivizes material increases in net operating income for the garage without reducing the level of service.
5. The percentage of total contract costs associated with onsite garage operations (labor, janitorial services, equipment maintenance, etc.). Please identify these items in the proposed operations plan and cost structure as compared to the percentage of fixed overhead and management expenses (labor associated with management, back office and support operations, accounting fees, reporting fees, management fees, etc.). For example, 30% onsite; 70% overhead and management).

Additional Insurance Provisions

- A. **Additional Insured:** All insurance except Worker's Compensation shall be endorsed to name the City of Jacksonville and City's members, officials, officers, employees and agents as Additional Insured. Additional Insured for General Liability shall be in a form no more restrictive than CG2010 and CG2037, Automobile Liability CA2048.
- B. **Waiver of Subrogation.** All required insurance policies shall be endorsed to provide for a waiver of underwriter's rights of subrogation in favor of the City of Jacksonville and its members, officials, officers employees and agents.
- C. **Provider's Insurance Primary.** The insurance provided by the Provider shall apply on a primary basis to, and shall not require contribution from, any other insurance or self-insurance maintained by the City or any City members, officials, officers, employees and agents.
- D. **Deductible or Self-Insured Retention Provisions.** All deductibles and self-insured retentions associated with coverages required for compliance with this Contract shall remain the sole and exclusive responsibility of the named insured Provider. Under no circumstances will the City of Jacksonville and its members, officers, directors, employees, representatives, and agents be responsible for paying any deductible or self-insured retentions related to this Contract.
- E. **Contractor's Insurance Additional Remedy.** Compliance with the insurance requirements of this Contract shall not limit the liability of the Provider or its Subcontractors, employees or agents to the City or others. Any remedy provided to City or City's members, officials, officers, employees, or agents shall be in addition to and not in lieu of any other remedy available under this Contract or otherwise.
- F. **Waiver/Estoppel.** Neither approval by City nor failure to disapprove the insurance furnished by Provider shall relieve Provider of Provider's full responsibility to provide insurance as required under this Contract.
- G. **Certificates of Insurance.** Provider shall provide the City Certificates of Insurance at contract execution, that shows the corresponding City Contract Number in the Description, if known, Additional Insureds as provided above and waivers of subrogation. The certificates of insurance shall be mailed to the City of Jacksonville (Attention: Chief of Risk Management), 117 W. Duval Street, Suite 335, Jacksonville, Florida 32202.
- H. **Carrier Qualifications.** The above insurance shall be written by an insurer holding a current certificate of authority pursuant to chapter 624, Florida State or a company that is declared as an approved Surplus Lines carrier under Chapter 626 Florida Statutes. Such Insurance shall be written by an insurer with an A.M. Best Rating of A- VII or better.
- I. **Notice.** The Provider shall provide an endorsement issued by the insurer to provide the City thirty (30) days prior written notice of any change in the above insurance coverage limits or cancellation, including expiration or non-renewal. If such endorsement is not available then the Tenant, as applicable, shall provide said thirty (30) days written notice of any change in the above coverages or limits, coverage being suspended, voided, cancelled, including expiration or non-renewal.
- J. **Survival.** Anything to the contrary notwithstanding, the liabilities of the Provider under this Contract shall survive and not be terminated, reduced or otherwise limited by any expiration or termination of insurance coverage.
- K. **Additional Insurance.** Depending upon the nature of any aspect of any project and its accompanying exposures and liabilities, the City may reasonably require additional insurance coverages in amounts responsive to those liabilities, which may or may not require that the City also be named as an additional insured.
- L. **Special Provisions:** Prior to executing this Agreement, Provider shall present this Contract and Attachment D & E to its Insurance Agent affirming: 1) That the Agent has personally reviewed the insurance requirements of the Contract Documents, and (2) That the Agent is capable (has proper market access) to provide the coverages and limits of liability required on behalf of Provider.

Bonds and Other Performance Security. Design-Builder shall not perform or commence any construction services for a Project until the following performance bond and labor and material payment bond or other performance security have been delivered to Owner: Bonds - In accordance with the provisions of Section 255.05, Florida Statutes, Design-Builder shall provide to Owner, on forms furnished by Owner, a 100% Performance Bond and a 100% Labor and Material Payment Bond for each Project performed under this Agreement, each in an amount not less than the GMP as defined in Article 6 and inclusive of Design- Builder's fees. No qualification or modifications to the Bond forms are permitted.

To be acceptable to Owner as Surety for Performance Bonds and Labor and Material Payment Bonds, a Surety Company shall comply with the following provisions:

1. The Surety Company shall have a currently valid Certificate of Authority, issued by the State of Florida, Department of Insurance, authorizing it to write surety bonds in the State of Florida.
2. The Surety Company shall have a currently valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Code.
3. The Surety Company shall be in full compliance with the provisions of the Florida Insurance Code.
4. The Surety Company shall have at least twice the minimum surplus and capital required by the Florida Insurance Code during the life of this agreement.
 - a. If the Contract Award Amount exceeds \$500,000, the Surety Company shall also comply with the following provisions:
 - b. The Surety Company shall have at least the following minimum ratings in the latest issue of A.M. Best's Key Rating Guide.

<u>CONTRACT AMOUNT</u>	<u>RATING</u>	<u>RATING</u>
\$200,000 TO \$1,000,000	A-	CLASS IV
\$1,000,000 TO \$2,500,000	A-	CLASS V
\$2,500,000 TO \$5,000,000	A-	CLASS VI
\$5,000,000 TO \$10,000,000	A-	CLASS VII
\$10,000,000 TO \$25,000,000	A-	CLASS VIII
\$25,000,000 TO \$50,000,000	A-	CLASS IX
\$50,000,000 TO \$75,000,000	A-	CLASS X

5. The Surety Company shall not expose itself to any loss on any one risk in an amount exceeding ten (10) percent of its surplus to policyholders, provided:
 - a. Any risk or portion of any risk being reinsured shall be deducted in determining the limitation of the risk as prescribed in this section. These minimum requirements shall apply to the reinsuring carrier providing authorization or approval by the State of Florida, Department of Financial Services to conduct business in this state.

In the case of the surety insurance company, in addition to the deduction for reinsurance, the amount assumed by any co-surety, the value of any security deposited, pledged or held subject to the consent of the surety and for the protection of the surety shall be deducted.

4. MINORITY, WOMEN-OWNED, AND JSEB PARTICIPATION:

5 Points Maximum Score

Contractors should indicate their past and present commitment to minority, women-owned, and certified Jacksonville Small and Emerging Businesses (JSEB's). Additionally, responses to this evaluation criterion should include, without limitation, statements that document the Contractor's:

- Commitment to diversity among the directors, officers, and employees that make up the organization.
- Commitment to diversity within its community and beyond.
- Examples and data of utilization of minority, women-owned, and certified JSEB's on past projects.

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