

**City of Fresno Parking Facilities Management Service RFP
Cost Proposal Excel Workbook**

Company Name



Cost Proposal Instructions

Operating Expenses: Operating expense shall refer to all direct costs incurred by the Contractor, and approved by the City, in connection with the Contractor's management of the Parking Facilities as limited in the Agreement. Approved operating expenses will be reimbursed at Contractor's cost without mark-up. Operating expense shall mean a reasonable expense necessarily incurred by Contractor in performance of the Agreement, as approved by the City.

The following operating expenses are considered included, and reimbursable:

1. Wages and salaries for all on-site personnel employed by the Contractor and approved by the City in advance.
2. Actual Health and Life Insurance premiums for full-time employees as set out in the Contractors standard insurance benefits plan per the annual operations budget, previously approved by the City.
3. Extraordinary repairs such as structural repairs, elevators, escalators, fans, emergency intercoms, and revenue equipment not covered by service maintenance contracts.
4. Payroll taxes and workers compensation taxes, or taxes owed by the Contractor as a result of income from the operation of the Parking Facilities.
5. Any license fees, permit fees, and special government assessments for sewer, street lighting, etc. related directly to the Parking Facilities or its operation.
6. Tickets, hanging permits, decals, or access cards.
7. Janitorial, office, and other operating supplies.
8. Cost of operating equipment approved by the City to include a service vehicle, golf carts (if needed), insurances and maintenance costs for the vehicles.
9. Any surcharges, handling fees, processing fees approved by the City, including bank account services fees for the City's designated depository account.
10. Utilities for the garages and surface lots, including water, electricity, and gas necessary to operate the facilities.
11. Other items expressly approved.

Excluded Expenses: Operating Expense shall not include any other cost, loss, expense, damage, claim or injury whatsoever. Without limiting the generality of the foregoing, Operating Expense shall not include: any proration or allocation of corporate office overhead; travel and incidental expenses incurred by any of Contractor's off-site personnel in visiting the Parking Facilities for any reason; any management fee; entertainment, gifts or other gratuities; out of town travel or out of town training expense; salaries, wages and benefits of Contractor's personnel who are not exclusively assigned to duties on site at Parking Facilities; insurance, insurance deductibles; bonds of personnel performing the services required by this Agreement; any other cost, loss, expense, shortages, damage or injury for which Contractor is responsible under the terms of this Agreement; or any fees or penalties imposed by governmental agencies.

The following without limitation are considered excluded expenses, and shall not be considered reimbursable operating expenses and, if incurred are the responsibility of the Contractor:

1. Insurance that the Contractor is required to provide under this Agreement including deductibles, with the exception vehicle insurance.
2. Any interest, penalties, or service fees charged to the Contractor as the result of the Contractor's failure to pay just debt in a timely fashion.
3. Any accounting or bookkeeping costs for work performed by personnel not assigned to and working at the Parking Facilities as approved in the annual budget.
4. Any legal costs related to opinions of legal counsel required under this Agreement or to personnel matters, including any collective bargaining activity or agreement unless specifically approved in advance by the City.
5. Furniture, and office equipment including computer(s) for management use.
6. Long distance telephone charges except those directly related to the operation of the Parking Facilities and properly documented as such by Contractor.
7. Operating change funds or petty cash funds.
8. Costs of consulting services, unless specifically approved by the City.
9. Property taxes, franchise taxes, possessory interest taxes, and taxes owed by Contractor.
10. Office supplies, printers, and equipment required to operate an office in Fresno.
11. Any parking management systems, including a payment management and reporting system, a permit management system, and any other systems required to operate the facilities.
12. Expenses due to loss, theft, or negligence on the part of the Contractor or their employees.

Additional Instructions:

The Proposer shall identify any items which are tax eligible. The above amount shall include any and all applicable taxes.

All prices should be in US dollars.

The Proposer should describe any additional services, procurement rates, and adjustments that would be made if the City were to modernize and automate all facilities in the future on the Additional Services sheet in this workbook.

Authorized Signature: _____

Printed Name: _____

Date: _____

**City of Fresno Parking Facilities Management Service RFP
Cost Proposal Excel Workbook**

Company Name

ACE

Downtown Parking Facilities

Instructions:

Proposer shall provide annual pricing, based upon the Instructions worksheet and the RFP Scope of Work.

Pricing shall be inclusive of any additional fees. A space is provided below to detailed descriptions, if needed.

Item	Description	Cost				
		Year 1	Year 2	Year 3	Year 4	Year 5
Management Fee: Downtown Facilities	Contractors shall receive an annual fixed management fee for the Downtown Facilities each year of this agreement.	\$169,000	\$174,070	\$179,292	\$184,671	\$190,211
Operating Expenses: Downtown Facilities	Operating expense shall refer to all direct costs incurred by the Contractor, and approved by the City, in connection with the Contractor's management of the Parking Facilities as limited in the Agreement. Approved operating expenses will be reimbursed at Contractor's cost without mark-up. Operating Expense shall mean a reasonable expense necessarily incurred by Contractor in performance of the Agreement, as approved by the City.	\$1,632,056	\$1,681,018	\$1,731,448	\$1,783,392	\$1,836,893
Total Fees: Downtown Parking Facilities		\$9,562,051				

Describe any start up costs that are included in your total.

ACE has included \$7,500.00 in wages and overhead for Management and Bookkeeper expenses for a full 30 day ramp up period in preparation for the commencement day.
ACE has also included \$15,000.00 dedicated to the expansion of office infrastructure, technology, supplies, and deposits required to support the full operation

Describe any additional fees that are included in your total.

Management Fees include: Corporate Accountign/Clerical Fees, Corporate Audit, Regional Management Allocations, Office Equipment/Telephone/Data, Office Supplies, Liability Insurance, Claims Deductibles, Interest/Late Fees, Shortages/ Loss/ Theft of Petty Cash and Change funds

Additional Instructions:

The Proposer shall identify any items which are tax eligible. The above amount shall include any and all applicable taxes.

All prices should be in US dollars.

The above pricing is subject to mutually agreed upon adjustments in the event of unexpected cost increases resulting from government actions or unforeseen events (including but not limited to a pandemic) which result in increased wages, benefits, taxes, or insurance.

ACE

Authorized Signature: _____

Printed Name: Steve Burton

8/18/2020

**City of Fresno Parking Facilities Management Service RFP
Cost Proposal Excel Workbook**

Company Name



Regional Parks Parking Facilities

Instructions:

Proposer shall provide annual pricing, based upon the Instructions worksheet and the RFP Scope of Work.
Pricing shall be inclusive of any additional fees. A space is provided below to detailed descriptions, if needed.

Item	Description	Cost				
		Year 1	Year 2	Year 3	Year 4	Year 5
Management Fee: Regional Parks Facilities	Contractors shall receive an annual fixed management fee for the Regional Parks Facilities, each year of this agreement. Facilities include Woodward Par, Roeding Park, and the Regional Sports Complex.	\$100,000	\$103,000	\$106,090	\$109,273	\$112,551
Operating Expenses: Regional Parks Facilities	Operating expense shall refer to all direct costs incurred by the Contractor, and approved by the City, in connection with the Contractor's management of the Parking Facilities as limited in the Agreement. Approved operating expenses will be reimbursed at Contractor's cost without mark-up. Operating Expense shall mean a reasonable expense necessarily incurred by Contractor in performance of the Agreement, as approved by the City.	\$596,760	\$614,663	\$633,103	\$652,096	\$671,659
Total Fees: Regional Parks Parking Facilities		\$3,699,193				

Describe any start up costs that are included in your total.

ACE has included \$2,500.00 in wages and overhead for Management and Bookkeeper expenses for a full 30 day ramp up period in preparation for the commencement day. ACE has also included \$5,000.00 dedicated to the expansion of office infrastructure, technology, supplies, and deposits required to support the full operation

Describe any additional fees that are included in your total.

Management Fees include: Corporate Accountign/Clerical Fees, Corporate Audit, Regional Management Allocations, Office Equipment/Telephone/Data, Office Supplies, Liability Insurance, Claims Deductibles, Interest/Late Fees, Shortages/ Loss/ Theft of Petty Cash and Change funds

Additional Instructions:

The Proposer shall identify any items which are tax eligible. The above amount shall include any and all applicable taxes.
All prices should be in US dollars.

The above pricing is subject to mutually agreed upon adjustments in the event of unexpected cost increases resulting from government actions or unforeseen events (including but not limited to a pandemic) which result in increased wages, benefits, taxes, or insurance.

ACE

Authorized Signature: _____

Printed Name: Steve Burton

8/18/2020

Company Name

ACE

Additional Services

Instructions:

Based upon the proposed services, the Contractor may use this section to describe any additional service and features. Pricing for these optional services shall be detailed by proposed solution, service or equipment provided. Use the below section for this response. Use additional pages, if needed.

ACE proposes and suggests the use of our proprietary event management platform spAce. spAce is a mobile platform that combines the functionality of Web, App and Mobile payments and is deployed through handheld devices that can be utilized at any precashiered event. The cost of the all inclusive reservation, integration and payment system is \$200.00 per unit per month. ACE suggest the implementation of modernized count systems. Final specs will need to be determined upon further discussions with the City but video Intelligence improvements can now provide occupancy and count information in real time with a suite of current and historical data reporting options. The cost to equip the downtown garages is \$75,000.00. As automation progresses, ACE foresees the need to utilize intercoms and ACE's proprietary call center called ACE Assist. The fees are as follows:

Intercom Connectivity/Mo. \$200

AceAssist Minimum

Rates

100 or Less Calls/Mo. \$400

101-200 Calls/Mo. \$600

201-500 Calls/Mo. \$850

501-1000 Calls/Mo. \$1,100

1000+ Calls/Mo. \$1,500

Instructions:

Provide a designated hourly rate, along with a description. Use the below section for this response. Use additional pages, if needed.

NA

Instructions:

(Optional) Based upon the proposed services, the Contractor may use this section to describe any adjustments that would be made if the City were to modernize and automate facilities in the future. Use the below section for this response. Use additional pages, if needed.

Instructions:

Procurement Burden Rate (must be percentage)

%