



September 25, 2025

RE: Request for Proposal – Meydenbauer Center Parking 2025

Update: Q&A

To All Bidders,

Please find below the questions and answers received for the Parking Management RFP at Meydenbauer Center (BCCA).

Q&A:

1) For the Cost Proposal calculations, can you provide wage rates for current staff (actual or an assumed average by position) that we would assume?

The average wage rate for a parking attendant/cashier is \$22.00 per hour. BCCA is currently billed \$5,500 per month for the position of parking manager.

2) Confirm that operator will need to provide two pay machines for the surface lot, or is mobile pay only an option?

We require that the operator provide two payment machines in the North Lot to provide maximum flexibility to our customers when they pay for parking. These need to be programmed with our standard rates as well as validation rates for employees and for theatre cast & crew.

3) Can you provide the current number of monthly parkers and current monthly rate?

We do not currently have any external monthly parkers managed by our parking operator, though this option is available at a rate of \$205 per month. At present, there are 14 employee monthly parkers who may park in either the garage or the North Lot, as well as 10 external monthly parkers in the North Lot whose accounts are billed directly to the BCCA. The parking operator is responsible for communicating with all BCCA employees and these 10 external parkers regarding event overflow, North Lot closures, or any other circumstances that may impact their ability to park on-site.

4) Can you provide an estimate of how many days/year and staff count we should assume will need to be provided specifically for the overflow location?

We estimate overflow parking for events at twenty (20) days per year. Currently, we are only using one (1) overflow location that requires two (2) staff during the parking ingress and two (2) for egress at the end of the event.

5) Does Meydenbauer provide all parking signage or should this be estimated and included in the cost proposal as a reimbursable expense?

The parking operator provides all parking signage as a reimbursable expense.

6) Can you confirm that employee uniforms are an Operator only expense and NOT a reimbursable expense?

This is listed as an Operator only expense in the RFP. However, after research and consideration, we will issue an addendum to the RFP requiring the operator to provide uniforms as a reimbursable expense.

7) Is the parking operator the merchant of record for all collected parking revenues?

Yes, the parking operator is the merchant of record for all parking revenues collected in the garage and North Lot.

8) Does Meydenbauer Center handle invoicing/collection of validated revenues when event client pays for validations, or does Operator invoice and collect those?

Meydenbauer Center (BCCA) handles invoicing/collection of validation revenues from clients. The parking operator provides either physical validations from the Skidata PARCS system or, in the case of verbal validation, the number of vehicles from each event that parked onsite.

9) Please confirm whether the cost proposal should be for 1 year or two.

The cost proposal should be for one (1) year.

10) What percentage of events are repeat business?



Approximately 67% of events are repeat business.

11) How are over height vehicles handled in the garage?

Parking attendants assist the vehicle in backing out of the garage and the vehicle is directed to park behind the building in our North Lot.

12) How strong is cellular service in the parking garage?

Most cellular service is usable on P1 and P2 of the parking garage. P3 is intermittent even with strong cellular service providers.

13) How is the reversible lane used in the parking garage?

During a large ingress of vehicles the two main booths and reversible lane booth are staffed to accommodate the amount of vehicles.

Another attendant is necessary at entrance to guide vehicles into the reversible lane. During a large egress the two exit booths and reversible lane booth are staffed in the same way with a parking attendant near the exit to direct vehicles to the reversible lane.

14) Do you stage buses or trucks in the North Lot?

Yes, we have events and other properties in the area that require the staging of buses or trucks in the North Lot. We also have some events that do drop off/pickup with buses in our North Lot.

If you submitted a question or a question was asked during our walkthrough that you do not see represented in the above list, please reach out to me and I will ensure that the question and answer are provided to all bidders.

Thank you,

Jeremy Heinrichs

Director of Event Services

Meydenbauer Center

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