

ADVERTISEMENT FOR REQUEST FOR PROPOSAL
METROPOLITAN NASHVILLE AIRPORT AUTHORITY
NASHVILLE, TENNESSEE
OPERATION OF PUBLIC PARKING FACILITIES AND VALET SERVICES

ELECTRONIC PROPOSALS for furnishing all materials, labor, tools and appurtenances for completion of this project shall be received by the Metropolitan Nashville Airport Authority, (MNA) Nashville, Tennessee, until and not later than **2:00 p.m. (central) on Wednesday, December 16, 2020**. Proposers wishing to submit a non-electronic proposal may do so only after receiving written authorization from MNA. Written authorization to submit a non-electronic proposal may be requested by emailing purchasing@flynashville.com at least five (5) days prior to the date proposals are due. Proposers submitting a non-electronic proposal must submit a copy of the written authorization with their proposal package.

SCOPE.

PACKAGE “A” – PUBLIC PARKING FACILITIES SCOPE OF SERVICES: The successful proposer (“Contractor”) shall staff and operate all Public Parking Facilities twenty-four (24) hours per day, seven (7) days per week, in a first-class manner and provide prompt, courteous, safe and efficient service at all times. Demonstrate exceptional leadership, innovation, and management in regard to parking facilities, including but not limited to suggestions for continuous improvement of parking products at BNA. The Contractor shall be responsible for all aspects of the operation of Public Parking Facilities including, but not limited to, staffing, training, customer service, PARCS system management, PARCS maintenance, PCI compliance, airport roadway/website parking informational signage, removal of abandon vehicles, janitorial, snow removal and all other activities normally associated with the management of a paid public parking facility. In addition, the Contractor will be responsible for continuously updating the Airport Authority on the performance of the parking products at BNA. The Airport Authority has the right to change, add, delete parking facilities and modify/eliminate staffing positions and levels at any time during the term of the contract.

PACKAGE “B” - VALET SERVICES SCOPE OF SERVICES: The successful proposer (“Contractor”) shall staff and operate all Valet Services twenty-four (24) hours per day, seven (7) days per week, in a first-class manner and provide prompt, courteous, safe and efficient service at all times. Demonstrate exceptional leadership, innovation, and management in regard to Valet Services, including but not limited to suggestions for continuous improvement of parking products at BNA. The Contractor shall be responsible for all aspects of the operation of Valet Services including, but not limited to, staffing, training, customer service, Valet Management System, Valet, BNA Express Park, BNA Express Park passenger transportation services, PCI compliance, valet informational signage, janitorial services of designated valet facilities and all other activities normally associated with the management of a Valet Facility. In addition, the Contractor will be responsible for continuously updating the Airport Authority on the performance of the valet products at BNA. The Airport Authority has the right to change, add, delete valet products and modify/eliminate staffing positions and levels at any time during the term of the contract.

THE RFP DOCUMENTS. Copies of the Contract Documents (RFP, Proposal Schedule, Attachments, etc.) will be available on or after **Monday, November 2, 2020** and may be obtained electronically from www.aerobidz.aero, an online tendering service.

Free registration with Aerobidz is available at <https://flynashville.com/nashville-airport-authority/business-opportunities#business-register>.

Proposers are advised to review the RFP Documents carefully prior to submitting a Proposal on the Project. Proposers are also advised to review the RFP and Instructions to Proposers carefully prior to preparing their Proposals.

Proposals must be submitted on the Proposal Form included in the RFP Documents and the successful Proposer will be required to execute the Contract and other documents requiring execution that are included in the Contract Documents.

A Pre-Proposal Meeting will be conducted at **10:00 a.m. (central), Monday, November 9, 2020**, by Microsoft Teams Virtual Video Conference. You will have the option to attend by video conference or call in by phone for Audio. Attendance at this meeting is NON-MANDATORY.

AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE PROGRAM (ACDBE) PARTICIPATION. It is the full intent and objective of the Authority to promote and foster a favorable climate, within our organization and surrounding community, which will provide maximum opportunities for Airport Concession Disadvantaged Business Enterprises (ACDBE) to participate in contracts, programs, and related business activities of the Authority.

Proposers are encouraged to meet ACDBE participation levels established by the Director, Business Diversity Development, or, if unable to meet the participation level, engage in good faith efforts to joint venture, subcontract, or contract for supplies or services with ACDBE's. The attainment of the ACDBE participation level established for this contract is to be measured as a percentage of the total dollar value of the contract. The ACDBE participation level established for this project is as follows per contract: **A) Operations of Public Parking Facilities will be EIGHT POINT TWO PERCENT (8.2%) ACDBE; B) Valet Services will be EIGHTEEN POINT SIX PERCENT (18.6%) ACDBE.** For information on eligible ACDBE firms, proposers should visit <https://www.flynashville.com/business-diversity-development/Pages/default.aspx> or contact the Business Diversity Development, at (615) 275-1732.

RIGHT TO REJECT ANY AND ALL PROPOSALS. MNAA proposes to award the Contract to the lowest responsive and responsible Proposer, provided it has met the goals for ACDBE participation or, if failing to meet the goals, has made an acceptable good faith effort to meet the established goals for the ACDBE participation. Proposer is advised that MNAA reserves the right to reject any and all Proposals submitted, to waive any and all informalities, irregularities and/or technicalities in any Proposal or Proposal Guaranty, to accept any Proposal deemed advantageous to it and to negotiate changes, deletions, or additions to these Contract Documents with the successful Proposer.