NCRC
BUILDING OUR CAPITAL CITY

BZA 17047

Exhibit for Parking Management Plan

This is an RFP for Parking Lot Operators.

Please look at page 7 item 1
(141 parking spaces directly across street from applicant)

VIA FACSIMILE & FIRST CLAS

July 30, 2003

To all Prospective Bidders

Re: Request for Proposal
Parking Operators

Dear Prospective Bidders:

The National Capital Revitalization Corporation (NCRC) is requesting proposals from companies that specialize in structuring and managing parking operations. NCRC desires to contract with local, small or disadvantaged businesses based in Washington, D.C. and such companies are particularly encouraged to apply.

NCRC is an independent corporate instrumentality of the District of Columbia government charged with conducting certain economic development activities in the District. As part of this mission, NCRC is responsible for facilitating large-scale real estate development projects and implementing business development and finance programs. The RLA Revitalization Corporation ("RLARC") is a subsidiary of NCRC charged with the management and disposition of a portfolio of more than 80 parcels of real property located in the District of Columbia and valued at more than $300 million.

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Proposals are due by **5:00 p.m. (EST) on Wednesday August 27th, 2003.** Bidders should submit four copies of their proposal to:

NCRC
c/o David Roberts
Asset Manager
National Capital Revitalization Corporation
Suite 1210
1801 K Street, N.W.
Washington, D.C. 20006

Proposals must be consistent with the specifications described below.

BZA
Case No. 17047
Exhibit No. 54

Board of Zoning Adjustment
District of Columbia
CASE NO. 17047
EXHIBIT NO. 54

1. **Scope of Work**

I. **Scope of Work**

A. Evaluate the current condition of the parking lots listed in Exhibit "B" and make recommendations for:

1) Optimal number of parking spaces;
2) Commercially prudent measures to keep the lots secure (i.e. lighting, security gate);
3) Commercially reasonable monthly parking fees;
4) Hours of operations;
5) Additional parking equipment purchases;
6) Property improvements required to comply with the DC parking code;
7) Assessment of necessary District permits or other requirements.

Note: Companies can include and or conduct market study(s) related to any property(s) listed in Exhibit "B", as well as any property(s) in the RLARC property portfolio listed on NCRC's website (www.ncrcdc.com). Companies can submit relevant market research to support the inclusion of RLARC property(s) not already listed in Exhibit "B", and not currently being leased to commercial parking operators, as well as recommend the deletion of property(s) currently listed in Exhibit "B" that are deemed financially infeasible for commercial parking operations. This is optional for companies responding to this RFP.

B. On-Site Management of the parking lots

1) Provide staff to collect revenues from parking customers;

2) Perform property maintenance on all lots including:

i. twice weekly collect and legally dispose of all litter, garbage and excess debris;

ii. maintain and promptly clear any catch basins to ensure that they are free of debris;

iii. promptly report abandoned and unregistered vehicles to the D.C. Metropolitan Police Department and promptly arrange for the removal of such vehicles;

iv. promptly remove snow and ice from sidewalks and walkways;

v. provide monthly report of maintenance tasks performed on each lot.

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C. Off-site management of the parking lots

1) Develop overall operating plans and procedures including cash control, audit procedures and cash reports.
   - **i.** Provide a monthly financial report including revenues, receipts, and daily parking demand
   - **ii.** Manage cash accounts including deposits of receipts

2. Schedule

Proposals Due	Wednesday August 27th, 2003
Notice of Award	Wednesday September 10th, 2003
Effective Date of Award	Wednesday September 17th, 2003

3. Proposals

Proposals must be submitted via fax or otherwise delivered at NCRC's office no later than 5:00 p.m. (EST) on August 13th, 2003. The proposal need not be longer than 3 pages but should include the following information:

A. Relevant experience of the company, including:

(i) qualifications to perform services,
(ii) specialized experience and technical competence, and
(iii) past experience of company and principal(s).

B. Estimated management fee based on the following costs related to the management and parking operation at each site in Exhibit "B". **(Note: additional properties may be added to Exhibit "B". Therefore, the proposal should include an estimate, for the cost of parking operations at additional sites based on the number of parking spaces or lot size.**

(i) Staffing;
(ii) General maintenance;
(iii) Utilities (i.e. electricity, water);
(iv) Insurance;
(v) Operational Expenses.

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C. Local, small and disadvantaged business enterprise ("LSDBE") status or ability to partner with a company with LSDBE status. All LSDBE companies submitting proposals must present proof of LSDBE certification.

D. A certification that the company is not suspended, debarred, or otherwise ineligible to receive contracts from the District government or the federal government; is in compliance with all applicable laws or regulations relevant to the provision of services contemplated by this RFP; has paid and filed all applicable District of Columbia taxes and tax returns; and, to its knowledge, receipt of contracts from NCRC would not create any conflicts of interest or related ethical concerns for directors or employees of NCRC. See attached "Exhibit A".

4. Negotiations

NCRC reserves the right to: (i) reject all proposals submitted; (ii) accept any proposal or alternate as submitted without negotiations; (iii) accept or negotiate with all firms that submit proposals which fall within a competitive range; (iv) require revisions to, corrections of, or other changes to any proposal submitted as a condition to it being given further consideration; (v) select for negotiation only the overall best proposal or alternate submitted, as determined by NCRC in its sole discretion; (vi) negotiate with one or more proposers in any manner it deems fit, (such negotiations may be concurrent or sequential as determined by NCRC in its sole discretion); (vii) following the conclusion of any such negotiations, solicit Best and Final Offers ("BAFO") by utilizing an appropriate procedure; (viii) reopen negotiations after the BAFO procedure, if it is in NCRC's best interest to do so. A proposer shall not have any rights against NCRC arising at any stage of the solicitation on account of any negotiations that take place, or due to the fact that NCRC does not select a proposer for negotiations.

5. Contract Award

NCRC reserves the right to award a contract(s) to a company other than the proposer(s) that offers the lowest overall cost and optimal services. The contract(s) resulting from this solicitation shall be awarded to the qualified proposer(s) whose proposal(s) NCRC has determined to be the most advantageous. Upon obtaining a contract award pursuant to this RFP, all resulting contracts shall be signed by an authorized representative of the selected company within thirty (30) days of receipt. Thereafter, the company is deemed to be delinquent and, at NCRC's option, the contract may be voided.

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Should you have any questions regarding this RFP, please contact David Roberts, Asset Manager for NCRC at (202) 530-2473. Thank you.

Very truly yours,

Theodore N. Carter
President and Chief Executive Officer

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Exhibit A

On behalf of _____ (the "Company"), I hereby certify to the following:

1. Neither the Company, its principals, owners or any business entities in any manner affiliated with it or them (collectively, the "Company's Affiliates") has been suspended, debarred, or is otherwise ineligible to receive contracts from the District government or the federal government;
2. To its knowledge, the Company and each of the Company's Affiliates is in compliance with all applicable laws or regulations relevant to the provision of services contemplated by the Request for Proposal issued by the National Capital Revitalization Corporation ("NCRC");
3. To its knowledge, the Company and each of the Company's Affiliates has paid and filed all applicable District of Columbia taxes and tax returns; and
4. To its knowledge, receipt of contracts from NCRC to the Company and each of the Company's Affiliates (or its employees) would not create any conflicts of interest or related ethical concerns for directors or employees at NCRC.

By: _____

Print Name: _____

Title: _____

Date: _____

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EXHIBIT "B", Parking Lots

LOT LOCATION	ESTIMATED SQUARE FOOTAGE
2 Patterson Street NE	42,252
700 Water St SW, 2 lots one on each side of the Zanzibar Restaurant building, limited access on the left side, curb cut needed	7,564
8th and T Street NW, paved lot, adjacent to school building, brick and concrete wall surround, one common entry and exit	5,055
14th and Florida Avenue NW, dirt lot with access off alley from 14th Street, one common entry and exit, no curb cut from 14th or Florida Avenue	16,370
1101 New Jersey Avenue NW, across From Bible Way Church, a vacant, grass fenced lot, bounded by Pierce, New Jersey and K Streets NW	32,856
H and 3rd Street, lot area just south of Mt. Carmel Church, including the concrete portion over the Route 295/3rd Street Tunnel, a fenced portion, in an "L" shape with a broken concrete base	45,326
TOTAL	**149,423**

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