



**PRICING FORM**  
**PARKING OPERATIONS AND MANAGEMENT RFP**

As an integral part of its Proposal in response to that certain RFP for Parking Operations and Management issued by Houston First Corporation (“HFC”) on February 15, 2019, the Proposer provides and offers the following information and fees, upon which HFC can rely without exception:

**Section 1. Garage Keepers Liability Insurance**

What is the Proposer’s cost per space for Garage Keepers Liability Insurance? \_\_\_\_\_

Does such insurance cost per space include General Liability, Auto or other coverage? \_\_\_\_\_

(If the Proposer answers “Yes”, then please provide a detailed explanation on a separate page.)

**Section 2. Management Fee**

Please propose a Management Fee for the services. As stated in the RFP, except as noted below, amounts must be inclusive of all amounts due and payable for the Services (e.g., administrative costs or fees, overhead, accounting services, audits, processing fees, rent, office supplies, personnel training, travel, licenses, testing, background checks, permits, attorneys’ fees, litigation expenses, applicable taxes, vehicles, golf carts, and tools), save and except Labor Rates, Reimbursable Expenses, and payments pursuant to one or more Task Orders. **Management Fees stated must exclude the insurance costs stated in Section 1**, which may be paid separately by HFC as a Reimbursable Expense, or added to the Management Fee, at the sole option of HFC.

<b>Management Fee Table</b>				
<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
\$	\$	\$	\$	\$

The Management Fee will be invoiced, in accordance with the RFP, among the Parking Facilities based on the following percentages: (a) Avenida Garages (North, Central and South), 40%; (b) Tundra Garage, 10%; (c) Avenida Surface Lots (4, 6, 8 and Staging Lots), 10%; (d) Theater District Parking Garage, 30%; and (e) Theater Surface Lots (Lots C&H and the HPD Lot), 10%.

**Section 3. Management Fee Alternatives (Optional)**

HFC encourages, but does not require, that Proposers suggest one or more alternatives to the fees provided by Proposer in the foregoing Management Fee Table. A Proposer may, for example, offer lower fees with the possibility of an incentive based on Revenue or other quantifiable performance metrics.

Proposers also have the opportunity to recommend operational enhancements for the purpose of increasing Revenue, such as mobile parking apps, technological innovations, or a newly-created positions, such as an Assistant Project Manager. Any additional costs to HFC, or commissions to Proposer, must be stated clearly and unambiguously.

Proposer alternatives favored or accepted by HFC will be incorporated into the resulting agreement in the manner and extent determined by HFC in its sole discretion.

**Section 4. Payroll Tax Rate**

What is the Proposer’s payroll tax rate for Texas? (Please state as a percent.) \_\_\_\_\_

(Proposer may, but is not required to, provide a more detailed explanation on a separate page.)

**Section 5. Labor Charges – Salaried Positions**

Proposer proposes the following Labor Charges, **including** applicable payroll taxes, for services to be provided by a Project Manager and each Garage Manager:

Project Manager (Salaried)				
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

Garage Manager (Salaried)				
Year 1	Year 2	Year 3	Year 4	Year 5
\$	\$	\$	\$	\$

How many Garage Managers does Proposer recommend for this contract? \_\_\_\_\_

**Section 6. Labor Charges – Hourly Positions**

Proposer proposes the following Labor Charges for services to be provided by Customer Service Ambassadors, Supervisors, Command Center Monitors, Shuttle Drivers, and Janitors. Contractor shall ensure that the minimum hourly wage paid to Contractor’s personnel, including contractors of any tier, for the performance of Services under this Agreement are as follows: (a) Customer Service Ambassador, \$12.00; (b) Supervisor, \$14.00; (c) Command Center Monitor, \$14.00; (d) Shuttle Driver, \$14.35; and (e) Janitor, \$10.39. **Hourly costs stated must exclude the payroll tax rate stated in Section 4**, which may be paid separately by HFC as a Reimbursable Expense, or added to the hourly Labor Charges, at the sole option of HFC.

Customer Service Ambassador (Hourly)					
	Year 1	Year 2	Year 3	Year 4	Year 5
Base Pay	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$

Supervisor (Hourly)					
	Year 1	Year 2	Year 3	Year 4	Year 5
Base Pay	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$

<b>Command Center Monitor (Hourly)</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Base Pay	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$

<b>Shuttle Driver (Hourly)</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Base Pay	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$

<b>Janitor (Hourly)</b>					
	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Base Pay	\$	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$	\$

HFC cannot and shall not guarantee any minimum number of positions or service hours, as requirements will fluctuate due to events, seasons, and a host of other variables, known and unknown.