




400 AIRWAYS AVENUE
SAVANNAH, GA 31408

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TO: All Bidders

FROM: 
Dawoud Stevenson
Director of Program Management

DATE: April 30, 2024

SUBJ: Savannah Airport Commission RFQ 2024-0025
Ground Transportation Management System

Addendum No. 1

Attached please find Addendum No. 1 to the RFP documents. All bidders shall acknowledge the receipt of Addendum No. 1 in the place provided in the bid proposal.

MMF

ENCL: Event No. RFP 2024-0025
Addendum No. 1

CC: Purchasing Files

SAVANNAH AIRPORT COMMISSION

Savannah Airport Commission

(RFP 2024-0025)

Ground Transportation Management System

ADDENDUM NO. 1

The following amendments, additions, deletions shall be made to the RFP documents. In so far as these documents are at variance with this Addendum No. 1 dated April 19, 2024, the addendum shall govern:

1. Bidder Questions

Q. What is the size and scope of your current ground transportation operations?

A. The Savannah Hilton Head International Airport Ground Transportation Department operates and manages a staging area equipped with 41 parking spaces. Eleven of the 41 parking spaces are allocated to our permitted taxi companies that have permission to operate on airport property. The remaining 30 parking spaces are open to all other permitted vehicles (limos, shuttles, buses, and contractors) that are also allowed to operate on airport property.

Q. How many vehicles do you currently manage or plan to manage with the system?

A. The Ground Transportation Department currently has 668 permitted vehicles that can utilize the Commercial Vehicle Lane and is subject to additional permits based on growth of demand.

Q. What types of vehicles are in your fleet (e.g., buses, shuttles, vans)? Are there any future scalability considerations we should be aware of?

A. Buses, shuttles, vans, trucks and cars are the types of vehicles authorized for permits. There are no future scalability considerations at this time.

Q. With this RFP, is there an interest from the Savannah Airport Commission to purchase only existing software, or are you open to building a custom platform to meet your needs?

A. We are open to building a custom platform that can be upgraded.

Q. In the Scope of Services (RFP page 5), the RFP identifies that the system must “track commercial vehicles entering the commercial lane gates.” Please provide a listing of the number of gates to be provided in the system and the desired approximate location of each gate.

A. There are two (2) entry gates. Both gates are located at the entrance of the SAV Ground Transportation Commercial Lane located on the arrivals level of the terminal.

Q. Scope of Services page 5 includes a requirement for the system to have “application and information integration”. Please provide the integration requirements for the system including the names of all systems requiring integration, the functions within those systems that need to be integrated, and the method of data transfer from the desired GT system.

A. The system will integrate with SAV’s current parking software, Park Assist Revenue Control System (PARCS), TIBA. TIBA API is an open communication software. There are no requirements for the systems to integrate/work together. We would like the functions within the system to control the commercial lane gate arms and retrieve data for all HID and RFID scans. The method of data transfer requested is via API.

Q. Scope of Services, page 5 includes a requirement for a “web portal” as a part of the proposed system. Please provide the functions to be included in the web portal and a list of the internal and external users of the system (by function, not name).

A. PCI Compliant Web Portal: This software solution will include a web portal module that will allow the ability to review trip reads and submit vehicle and other necessary information to the Airport by any parties approved by the District. The software should also include the ability to submit online applications for GT Permits and accept payments online for permit fees, and daily trip fees.

Q. Included in the Scope of Services are several requirements related to electronic payment of fees (i.e.. revenue generation, tracking of invoices, electronics payment of fees, etc.). Please provide a description of the current fee payment system and the functions that you desire to automate. Also, is there a requirement to integrate with your current enterprise accounting system? If so, what is name and manufacturer of the current accounting system?

A. Permit Holders are charged by entry per vehicle for the usage of the commercial lane. Currently permit holders pay gate entry fee invoices by cash, check, credit card, and money order by mail, in-person, or over the phone. The entry fees for each permit type are listed below.

Full-Service Taxi Fees – Fifty Cents (\$0.50) per trip + \$1.00 surcharge fee

Pre-Arranged Taxi Fees – \$2.00 per trip + \$1.00 surcharge fee

Flight Crew shuttle – \$2.00 per trip

Busses – \$20.00 per trip

This software solution will be capable of providing methods for automatic credit card processing of gate entry fees as each entry is read through the GTMS system. The credit card processing solution shall be PCI compliant. Credit card numbers and personal identifiable information will not be stored on the GTMS. It is not a requirement for the requested system to have the capability to integrate with the current accounting system. However, the system should have the capability to generate reports to be reconciled (examples: Daily, weekly, Monthly transaction reports).

- Q. The Scope of Services includes a requirement to integrate with your “PARCS system provided by TIBA.” Please provide a description of the purpose of the integration, a summary of the functions and data elements to be shared.
- A. The Ground Transportation Department collects all permitted vehicle data from the TIBA PARC system via TIBA client reporting. The purpose of the integration is to streamline all vehicles entry data including, but not limited to entry gate arm activity, HID and RFID scan data, and to track vehicles that have access to different entry points including the parking areas as well as the commercial lane. The system also needs to produce reports for parking and ground transportation trends, while providing reports for invoicing and billing.
- Q. Item #4 in the Scope of Services requires integration of the system with HID as well as RFID tags. Please provide additional information of the desired use of HID cards in conjunction with the RFID.
- A. HID and RFID tags are the primary equipment used to track all ground transportation vehicle entries into the commercial lane. Vehicles will have either an HID card or an RFID tag. The HID cards are the current use of entry to the commercial lane gates. We are in the process of phasing out most of the cards and replacing them with RFID. The cards will only be issued to those requesting them as we move forward. The HID and RFID tags serve the same purpose.
- Q. Please provide a financial summary of the total ground transportation fees collected by the current system in the calendar year 2023. Please include an estimate of the number of companies invoiced each month and the approximate total number of vehicles to be tracked in the system.
- A. In 2023, Ground Transportation collected approximately \$900,300.00. We currently have 668 permits. The approximate total number of vehicles to be tracked in the system is 6,000 or more to accommodate the vehicles already being tracked in our current system.

- Q. The RFP scope includes integration with PARCS (TIBA) system. Can you provide more details on the location of the entry/exit gates, what kind of detection (RFID/LPR) the equipment uses, and details on the API that the TIBA PARCS system offers to collect data from their equipment/system.
- A. The Savannah Hilton Head International Airport's commercial lane entry is equipped with two (2) entry gates with both RFID and HID proxy card readers. Currently we do not have LPR capabilities at the commercial lane gates. The TIBA API is direct communications. The commercial lane runs parallel to the front of the terminal, between the arrivals lane and the main parking structure. It is approximately 60 feet from the terminal. Two gates are situated next to each other at the beginning of the commercial lane with an ungated exit on the far side of the terminal.
- Q. In the evaluation criteria, we see that 20 points is available for the "Software Functionality." Looking at the format described in "Proposal Organization and Format" section items A. through I. where is the most appropriate section to include a description of the software functionality.
- A. Please include a description of the "Software Functionality" as a subsection after items A through I. All information associated with the evaluation criteria can be addressed in a separate section of the response.

END OF ADDENDUM NO. 1