

 UNIVERSITY OF NORTH CAROLINA CHARLOTTE	REQUEST FOR PROPOSALS #66-24054 CB University of North Carolina at Charlotte Purchasing Office Reese Building, 3 rd Floor 9201 University City Boulevard Charlotte, North Carolina 28223-0001
Addendum Issue Date: March 12, 2024	Due Date: Tuesday, March 26, 2024 at 2:00 PM ET
Purchasing Agent: Carla Butler-Blackburn	Parking Services Staff
ADDENDUM #3	

This addendum is issued to provide information to assist the potential respondents to better prepare their proposals. The proposal due date is hereby moved to **Tuesday, March 26, 2024 at 2:00 PM ET** and the anticipated Contract Award date is moved to April 16, 2024.

- The following term is added to Section 6.7 Contract Changes
The vendor shall give at least 30 days' written notice of a price change.

The below attachments are included with the RFP to provide additional information to potential respondents.

- Attachment H Sample Event Summary: Football Game
- Attachment I Position Description
- Attachment J Sample Event Schedule

ATTACHMENT H: SAMPLE EVENT SUMMARY: FOOTBALL GAME

Football parking and traffic for home football games is managed with a color-coded permitting system. Each parking area is assigned a different color and requires the appropriate color permit to enter. Parking personnel verify and scan and/or collect the permits as each vehicle enters the parking area.

In order to manage traffic on campus, each color permit will be required to follow a specific ingress and egress route.

Traffic control personnel verify that each vehicle has the appropriate permit type before allowing access to football travel routes.

Season ticket holders who donate regularly to the University are eligible to purchase a season pack of parking permits containing one permit for each home game from UNC Charlotte Athletics. The permit color, and therefore parking location, is dependent upon the spectator's annual contribution amount.

Single-game ticket holders purchase parking permits through an online permitting system and can select from designated colors/locations as space allows.

Spectators without permits may park in the cash parking area with payment required upon entry.

Persons coming to campus for purposes other than attending the football game will be routed to specific parking areas set aside for non-football traffic.

The season tailgating areas requiring the highest contribution will have assigned spaces for each spectator, indicated by a number painted on the parking space and a corresponding number printed on the spectator's parking permit. All other areas will be first-come first served with regard to parking space selection within the parking area.

The table below shows the current parking areas as designated for the 2024 football season (areas subject to change):

Permit Color	Permit Type	Entry/Exit Point	Parking Location
Gold	Season Tailgating	Hwy 29 @ Institute Circle	Lot 23
Green	Season Tailgating	Hwy 29 @ Institute Circle	CRI 1, 2, 3
Orange/ADA	Season Non-Tailgating ADA Season & Single game	Hwy 29 @ JW Clay Blvd	CRI Deck
Red	Season Tailgating	Mallard Creek Church Rd @ Mary Alexander Rd	Lot 25
Blue	Season Tailgating	Hwy 49 @ Cameron Blvd OR WT Harris Blvd @ Toby Creek Rd	Lot 7, 7A
Yellow	Single-game Non-Tailgating Event Workforce	Mallard Creek Church Rd @ Mary Alexander Rd	Union Deck
Purple	Single game Non-Tailgating	Hwy 49 @ Cameron Blvd OR WT Harris Blvd @ Toby Creek Rd	West Deck

Magenta	Season Tailgating	Hwy 49 @ Cameron Blvd	Lot 14
Teal	Single game	Mallard Creek Church Rd @ Mary Alexander	North Deck
		Rd	
Cash Parking	Cash Entry Non-Tailgating	Hwy 49 @ Broadrick Blvd (Main Entrance)	Cone Deck
RV/Bus Parking	Single game	Mallard Creek Church Rd @ Mary Alexander Rd	Lot 25
Non-football Parking with UNC CHARLOTTE Permit	UNC CHARLOTTE Parking Permit	Hwy 49 @ John Kirk Dr OR Hwy 49 @ Broadrick Blvd (Main Entrance)	East Deck 2, 3
Non-football Parking without UNC CHARLOTTE Permit	Hourly Parking Pay on Exit	Hwy 49 @ Broadrick Blvd (Main Entrance)	East Deck 1

ATTACHMENT I: POSITION DESCRIPTIONS

Event Supervisor

- Primary contact person for UNC CHARLOTTE PaTS Event Coordinator
- Oversee and monitor performance and accuracy of all contract staff
- Monitor traffic flow throughout campus and report issues to UNC CHARLOTTE PaTS Event Coordinator

Area Supervisor

- Oversee traffic, parking operations, and employees in assigned area
- Respond to problems in assigned area

Cashier

- Accurately collect cash/credit card from all vehicles entering assigned parking areas
- Provide directional assistance to vehicles in wrong location
- Direct vehicles to parking area exits during egress

Entrance Monitor

- Limit access to parking area to vehicles with appropriate permit
- Collect/scan permit from each vehicle entering
- Provide directional assistance to customers in wrong location
- Direct vehicles to parking area exits during egress

Parker

- Assist customers with finding a parking space
- Keep vehicles off grass and unmarked areas
- Provide routine parking space availability counts within their areas to their Area Supervisor
- Provide customer service and answer questions from patrons in parking area

Traffic Control Personnel

- Must be traffic control certified through UNC Charlotte Police and Public Safety
- Direct traffic at key intersections
- Limited access to travel routes based on established criteria

ATTACHMENT J: SAMPLE EVENT SCHEDULE

Below is an example of the reoccurring campus events that would require staffing and the current number of staff needed for each event. This schedule is only a sample and is subject to change.

Month	Event	Staff
January	Education Day	10
	Approximately 5 Basketball games	6 - 10 each game
February	Approximately 6 basketball games	6 – 10 each game
March	49er Classic Track Meet (3 days)	3 - 4 per day
April	Spring Football Game	6
	Spring Plant Sale (3 days)	2 per day
May	Commencement (2 days)	25 per day
	Move out (4 days)	10 – 15 per day
June	CMS Rehearsal	6 - 10
	CMS Graduations	18 - 20
August	Early Residence Hall Move-In (2 days)	10 per day
	Residence Hall Move-In (3 days)	20 per day
	First Week of Class (4 days)	10 - 15 per day
September	Approximately 2 football games	35 per game
	Fall Plant Sale (3 days)	2 per day
October	Approximately 2 football games	35 per game
November	Approximately 2 football games	25 per game
	Approximately 4 basketball games	6 – 10 per game
December	Commencement (2 days)	25 per day
	Approximately 2 basketball games	6 – 10 each game

Various other events happen throughout the year and would require staffing as directed.

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED WITH YOUR PROPOSAL

COMPANY NAME	DATE
PRINTED NAME	SIGNATURE