RFP G8320
Operational Oversight and Revenue, Expenditure, and Accounting Review Services of Pier 40 Public Parking Garage

RFP Questions and Answers

February 10, 2026

Questions are presented below in **bold**, with *answers* from the Trust in *italics*.

1. **Would you be able to share the list of invited proposers?**

   A. *The RFP was posted publicly on the Trust website as well as in the New York State Contract Reporter, which is available on-line. The Trust also performed its own marketing outreach and emailed the notice of the RFP to approximately 30-40 companies. Any company with the experience set forth in the RFP is invited to submit a proposal.*

2. **We previously understood that Dennis Cunning of DLC Consulting managed this contract. Can you confirm whether that is still the case?**

   A. *DLC Consulting's contract expires March 31, 2026.*

3. **Would the Trust be open to sharing the audit and review reports prepared by the previous Consultants?**

   A. *See Exhibit 5 provided in the RFP. This sample report was prepared by the current consultant.*

4. **Does the Trust have a standard template for quarterly parking rate surveys that the Consultant would be expected to use?**

   A. *The Trust does not have a standard template.*

5. **For the scope of Alternate Items, please confirm that the Consultant's scope of services is limited to providing inputs toward the development of the Request for Proposal documents and does not include drafting, which will be performed by the Trust's legal counsel?**

   A. *The Trust will be responsible for the Request for Proposal, inputs from the Consultant may be heavily relied upon.*

6. **Will the management or the committee have an open mind to a company that does not have Parking Garage experience?**

   A. *See RFP Section IV. A. for Selection Criteria.*

7. **Concerning your Access Control System, are you looking to up-grade or looking to change to a more modern system that will do the same thing faster and more efficiently?**

   A. *When considering new systems, the Trust will factor both functionality and efficiency.*

8. **What are the Trust's top priorities for this engagement in year one?**

   A. *Protecting and verifying revenue integrity.*
   Strengthening controls and operational efficiency.
   Providing expert systems and market guidance, especially around PARCS and competitive positioning.

9. **Is the emphasis more on compliance oversight or operational improvement?**

   A. *Both will be required. Compliance oversight and revenue integrity will be a higher priority.*

10. **Are there known data quality or system issues with Secom/NetAdmin?**

    A. *No*

11. **Is the access control system replacement funded and scheduled?**

    A. *No*

12. **Have there been prior issues with revenue leakage, fraud, or disputes?**

    A. *No.*

13. **Will the consultant communicate directly with the operator or only via the Trust?**

    A. *Communication should be directed to the Trust only.*

14. **Are the report formats standardized or flexible?**

    A. *Format is flexible. Readability, clarity and conciseness should be prioritized.*

15. **How often are findings expected to result in follow-up analysis or rework?**

    A. *Findings should include supportive documentation when presented. Follow-up analysis or re-work will be requested as needed.*

16. **How many review and revision cycles are assumed per deliverable?**

    A. *The Trust expects an initial ramp-up period at the outset of the contract while both parties become familiar with each other's processes. Over time, the frequency of reviews and revision cycles is expected to diminish.*

17. **Who provides final approval of reports, and how often are revisions requested?**

    A. *The Trust. Revisions are only requested when supportive documentation is insufficient.*

18. **How did the Trust benchmark pricing for this RFP (prior contract, market comps, internal budget)?**

    A. *No benchmark is in place.*

19. **Does the Trust have an anticipated fee range for the requested services?**

    A. *Respondents should provide the fee they deem adequate to their proposal based on the scope of work listed in the RFP.*

20. **How will the Trust define and approve out-of-scope work?**

    A. *Will be addressed as needed.*

21. **What does HRPT consider a "successful" first year for this engagement?**

    A. *Timely and accurate reports for each of the core tasks. Stronger revenue integrity and control environment. Measurable improvements in operational performance.*

22. **Can HRPT provide the last 12–24 months of occupancy, revenue, and PARCS audit data? Number of transient transactions.**

    A. *This information will be provided to the selected respondent.*

23. **Any formatting or submission preferences for required NYS forms?**

    A. *All required forms must be filled out entirely.*

24. Are the four evaluation criteria strictly equal weighted at 25% each?

A. Yes- See RFP Section IV. A.

25. Will HRPT conduct interviews after proposal submission?

A. See RFP Section IV. B. 2.

26. How should the Add Alternate services be priced—fixed fee or hourly/NTE?

A. Hourly

27. Should reimbursables and travel be fully included in the base fee?

A. Reimbursables will not be considered and should be included in base fee.

28. Do you prefer task level hour allocations in the fixed annual fee?

A. See RFP Exhibit 1 – Fee and Cost Schedule for fee presentation. Respondents must provide the hours estimated to be committed to each task.

29. Can you confirm the contract term (1 year + four 1 year renewals)?

A. The term is 12 months with four annual renewal options exercised at the Trust's sole discretion.

30. Are MWBE/SDVOB voluntary participation plans encouraged?

A. The Trust welcomes proposals from all respondents, including MWBE/SDVOB respondents.

31. What is HRPT's preferred process for FOIL exempt (confidential) materials?

A. See Section 5 in Exhibit 4 - Additional RFP Terms and Conditions.

32. Please confirm all communications must go through the Designated Contact under State Finance Law §§139 j/k.

A. Correct. All communications during the "Restricted Period" should be delivered as described in Section III. C. of the RFP.

33. What customer facing technology or online platforms should we evaluate?

A. Consultant will be provided with reports generated by the Secom system or remote access.

34. What is the current maintenance program, and are there priority areas?

A. *Maintenance program is mandated by the current garage management contract. Priorities are safety and aesthetics throughout the garage.*

35. Are staffing levels and union requirements fixed by contract?

A. *Staffing levels are mandated by the current garage management contract and can be amended as required. All garage employees are in Local 272. Consultant is responsible to review that operator is in full compliance with the Collective Bargaining Agreement.*

36. Which KPIs are most important when evaluating rate effectiveness?

A. *Selected consultant should make their own recommendation based on discussion with the Trust. Goals may vary at different times.*

37. What are HRPT's current pricing priorities (monthly, transient, event, etc.)?

A. *Consultant should analyze the garage and geographic area to determine the best revenue mix for the garage.*

38. What is the required competitive set for quarterly rate surveys?

A. *Selected respondent should make their own recommendation.*

39. Are there any recurring operator issues HRPT wants prioritized?

A. *Minor operational issues only. Trust will discuss further with selected respondent.*

40. What are the rules and allowances for uncollected or lost tickets?

A. *Stated in the current management agreement. Management agreement will be shared with the Consultant.*

41. Can you confirm all documents included in the operator's monthly reporting package?

A. *Operators report contains a wide range of required information. Report includes but not limited to daily sales, payroll, monthly expenses, and garage occupancy. Respondent should identify which documents they will require in order to perform their audit.*

42. Who is responsible for snow removal at the Pier 40 Parking Garage—the Garage Operator or HRPT?

A. *Snow removal responsibility is explained in the operator's management agreement.*

43. What role and deliverables do you expect for the PARCS replacement "Add Alternate"?

A. Per RFP Section II.B, expected deliverables include assistance with RFP development, proposal evaluation, and contract negotiations.

44. What stage is HRPT in for replacing the access control system?

A. The garage operator released access control system RFP and should receive proposals by early March.

45. Do you have a current PARCS hardware/software inventory?

A. Yes. Per RFP Section I, the current system is a Secom system with NetAdmin management access, installed in March 2004.

46. Will we have direct view only access to bank, credit card, and ACH data?

A. The Trust will provide the information.

47. What specific Secom/NetAdmin reports and data exports will be made available?

A. Respondents should indicate the data they require to perform the audit.

48. What level of detail do you expect in the Annual Recommendation Report?

A. Per RFP Section II.A.8, the report should provide "forward guidance" based on market conditions, identifying opportunities or concerns for the upcoming year.

49. Does HRPT have templates for monthly, quarterly, and annual reports?

A. See question #14 above.

50. Are there preferred days/times for the required monthly on site visit?

A. Respondents can make their own recommendation. As needed after contract execution, selected respondent can adjust the day/time to gather the most beneficial data.

51. Can you confirm how the 14 business day deadline for monthly audits is calculated?

A. Per RFP Section II.A.2, the deadline is 14 business days after the 20th of the month or when the Operator statement is received, whichever is later. The 14 business days do not include federal holidays or weekends. As an example, the September 2026 parking operator statement is received October 20, 2026. Consultant report would be due not later than

November 9, 2026. Consultant can choose to perform monthly onsite visit before receipt of the Operator's statement.

52. Will there be an official walk-through of the facility?

A. No.

53. Will the list of all bidders be shared?

A. No. The Trust will not be posting a list of the proposers that respond to this RFP, and as this is not a bid, there is no public opening of the proposals as would occur for a bid opening.

54. In evaluating respondent experience, will the Trust consider national and international municipal or public-sector engagements that involve comparable regulatory, tax, and union complexity as relevant comparators to NYC-based experience?

A. Per RFP Section IV.A, the Trust will evaluate experience with other municipalities, parking authorities, or governmental entities of similar size.

55. Given the planned replacement of the existing Secom system within the next 12 months, how should respondents balance demonstrated experience with Secom/NetAdmin against broader experience across multiple PARCS platforms and system transition engagements?

A. Respondents should demonstrate in their proposal their experience across all platforms they currently work with and have worked with in the past.

56. For the required monthly on-site visit, does the Trust have an expected duration or specific priority focus areas (e.g., peak-period observation, staffing review, equipment condition, or data validation) that respondents should assume for staffing and fee development?

A. Respondents should make their own proposal as to the required duration. The selected consultant will need to assess the physical conditions of the garage from a maintenance, security, equipment, and operational standpoint.

57. Will the selected consultant receive direct access to Secom NetAdmin dashboards and underlying transaction data, or will audit procedures rely primarily on operator-generated reports? Additionally, will the consultant be able to define required data elements and reporting formats, subject to operator capabilities?

A. No, selected consultant will not receive direct access to Secom/NetAdmin. Data will be provided by the Trust and/or garage operator. Operator is required, per contract, to provide a wide variety of specified information in their monthly report.
Respondents should identify in their proposal the data they will require in order to perform their audit.

58. **How many years of historical financial, transaction, and parking rate survey data will be made available to the selected consultant at contract commencement?**

    A. *Respondents should identify the information they require in order to perform their review properly.*

59. **Does the Trust expect full transaction-level testing on a monthly basis, or would a statistical or rotating sampling approach supplemented by periodic deeper reviews be acceptable?**

    A. *Respondents should outline their methodology in their proposal.*

60. **Does the current parking management contract require full cooperation with the Trust's auditor, including access to payroll records, collective bargaining documentation, and vendor invoices?**

    A. *Yes.*

61. **Are there any known historical or recurring risk areas (e.g., revenue leakage, staffing compliance, tax reconciliation, or reporting timeliness) that the Trust would like respondents to prioritize in the proposed audit, analysis, and operational oversight approach?**

    A. *No.*

62. **Should the consultant's role be limited to independent review and reporting, or is the consultant expected to support the Trust in discussions or resolution of discrepancies identified with the operator or other parties affecting parking operations?**

    A. *Consultant should provide supportive documentation of any concerns to the Trust.*

63. **Does the Trust anticipate initiating the PARCS system replacement process within the base contract year, and should transition planning, testing, or parallel system oversight be assumed as part of Year 1 services?**

    A. *Installation is estimated to begin late summer/early fall of 2026.*