



REQUEST FOR PROPOSALS (“RFP”)

PARKING MANAGEMENT SERVICES

**Lexington-Fayette Urban County Airport LFUCAB
4000 Terminal Drive
Lexington, KY 40510
www.bluegrassairport.com/business-opportunities/**

Tuesday, August 25, 2026

SECTION I: NOTICE OF REQUEST FOR PROPOSALS

- 1.1 **Request for Proposals.** The Lexington-Fayette Urban County Airport LFUCAB (“LFUCAB”) is issuing this Request for Proposals (“RFP”) for the purpose of obtaining **parking management services** at the Blue Grass Airport (“LEX”), 4000 Terminal Drive, Lexington, KY 40510.
- 1.2 **Submission.** An electronic copy of the proposal must be clearly labeled “LEX Parking Management Services Proposal” and submitted to LFUCAB no later than **Friday, November 13, 2026, by 12:00 PM Eastern** to both:

Attn: Jennifer Ratliff, Landside Manager (Point of Contact)
Email: jratliff@bluegrassairport.com

Attn: Dan Benzon, Benzon Aviation Consulting
Email: dan.benzon@benzongroup.com

Any Proposals received after this deadline shall not be accepted.

- 1.3 **Purpose.** The Lexington-Fayette Urban County Airport LFUCAB is soliciting proposals for a company to provide parking management at the Blue Grass Airport, a small-hub commercial airport. The LFUCAB desires to engage a first-class public parking management company that can manage forward-thinking technological solutions, provide superior customer service, and increase revenues to the Airport. The program is designed to manage the current public parking garage and lots and to provide services including valet, luggage cart and certain ancillary services. Further, the selected company should have the ability to provide analytics that can assist in additional non-airline revenue production for the LFUCAB and to conduct procurement activities for parking-related equipment and services on behalf of LFUCAB (hereinafter, the “Project”). The successful company will be required to enter into an agreement with LFUCAB for the services requested in this RFP within a reasonable time after award. A company submitting a proposal must be qualified with references from other similarly sized airport clients, and the company must be prepared to use LFUCAB’s parking management agreement rather than its own agreement form. Based upon the evaluation of the proposals submitted, the LFUCAB will award an agreement to the highest evaluated company.
- 1.4 **Non-Mandatory Pre-Proposal Conference.** Proposers who intend to submit a proposal are encouraged to attend the pre-proposal conference on **Tuesday, September 22, 2026, at 12:00 PM Eastern**. The Conference will be held in the Airport administrative offices on the mezzanine level of the terminal, and a parking facilities tour will be included after a presentation. If attendance is necessary via MS Teams, a conference call line will be distributed to those parties making a request to attend virtually. Only the administrative offices’ presentation of the pre-proposal conference will be available virtually and not the tour of parking facilities.
- 1.5 **Questions and Requests for Clarifications.** All questions regarding this RFP shall be directed via email to the two people listed in Section 1.2 above. Any questions or

clarifications must be delivered no later than **Tuesday, September 29, 2026, by 12:00 PM Eastern.**

- 1.6 **Responses to Questions.** Responses to written questions and requests for clarification will be posted via Addendum no later than **Tuesday, October 6, 2026, by 12:00 PM Eastern** on the Airport website under business opportunities on the date identified below.

- 1.7 **Procurement Schedule.** The schedule for this Procurement is as follows:

Date/Time	Activity
August 25, 2026	Request for Proposals issued
September 22, 2026	Pre-Proposal Conference
September 29, 2026	Written questions and requests for clarification due
October 6, 2026	Responses to questions and requests for clarifications posted via Addendum on the Airport website under business opportunities
November 13, 2026	PROPOSALS DUE
July 1, 2027	Commencement Date

Dates are subject to change with notification.

SECTION II: PROPOSAL INFORMATION

- 2.1 The following proposal elements have been identified as being central to maximizing and understanding the opportunity presented.
- 2.1.1 Attached as **Exhibit 1** are LFUCAB's parking facilities (garage and lots) with the current number of spaces available. Recently, the lots were expanded to support parking lot demand growth at the airport.
- 2.1.2 Attached as **Exhibit 2** is LFUCAB's current PARCS equipment at the parking facilities, specifically the entrance and exit. The Airport uses TIBA technology. The equipment is approximately two years old. In addition to the entrance and exit technology, LFUCAB purchased customer portals, scan to pay and a reservation system. The portals and scan to pay will be implemented in summer/fall 2026 and the reservation system will be implemented at a future date. The valet booth utilizes the TEZ technology app.
- 2.1.3 Attached as **Exhibit 3** is LFUCAB's sample agreement. Proposer should carefully review the agreement as this is in substantially similar form to the agreement that will be provided to the successful company for execution. Proposer must submit any exceptions to the sample agreement as a part of the RFP process. Any material changes requested to the agreement after award will not be considered by LFUCAB.
- 2.2 The current parking agreement is a concessions agreement with Republic Parking (Reimagined Parking) that has been in place since February 2016 based upon a RFP process in summer 2015. That agreement expires June 30, 2027. Currently, Republic Parking could propose on this new management agreement solicitation.
- 2.3 Gross parking revenue reported for fiscal years 2024, 2025, and 2026 are noted below. The LFUCAB operates on the July-June fiscal year.

Gross Parking Revenue Reported		
Fiscal Year 2024	Fiscal Year 2025	Fiscal Year 2026
\$10,123,786	\$10,928,894	\$11,717,821

For fiscal year 2026, the parking facilities had the following transactions reported:

Transactions	Amount
Manual Tickets	3,829
Short Term Tickets	115,012
Long Term Tickets	59,330
Overflow Tickets	5,222
Short Exit Tickets (Grace period)	30,972
Total Transactions Tickets	214,365
Valet Tickets	6,512

SECTION III: INSTRUCTIONS TO QUALIFIED PROPOSERS

- 3.1 **Proposal Format and Content.** To facilitate review, all proposals in response to this RFP (“Proposals”), should include the following information and conform to the following format:

3.1.1 **Cover Letter.** A cover letter to identify Proposer and to state information about Proposer’s business organization and history in managing parking facilities. For Proposer’s company that would be executing an agreement with the LFUCAB, the cover letter will include the full name of the company, whether it is a corporation, limited liability company, or other, the state of incorporation and whether it is currently or will be qualified to do business in the Commonwealth of Kentucky as a foreign corporation, and the name of any holding or parent company, if applicable. Further, the cover letter must include the name, principal address, federal tax ID number, telephone number, and e-mail address of the Proposer and Proposer’s point of contact and authorized agent to execute the agreement.

3.1.2 **Executive Summary.** The executive summary should provide a clear and concise summary of the Proposer’s background, level of expertise, direct relevant experience, and ability to manage the operation. The executive summary should make the Proposer’s case on why Proposer is the best candidate. The Proposer should structure this section in a manner that allows it to serve as a stand-alone document if separated from the other sections of the proposal.

3.1.3 **Experience in Parking Management.**

A. Provide Proposer’s relevant history in operating parking management, including Proposer’s principals and persons who would be responsible for the implementation and the operation of the Airport parking management.

B. Provide other airports served by Proposer, including total number of airports and a list of similarly sized airports.

C. Explain experience in non-airport facilities and how those venues may apply to operating this airport facility, including benefits learned from those other types of operations.

D. Describe Proposer’s experience in valet services, luggage cart services, online reservations, loyalty programs, analytics, and other related services that may be of benefit to the LFUCAB, including resources to procure equipment or services for parking-related on behalf of LFUCAB. This is an opportunity for Proposer to showcase its capabilities above and beyond public parking management with related ancillary services (e.g., management of cell lots and/or employee lots, use of other platforms and online systems, offered proprietary programs, etc.).

E. Explain why Proposer has chosen the specific references listed in the ‘references’ exhibit rather than other potential references it could have submitted.

3.1.4 **Operational Plan, Customer Service and Staffing.**

A. Submit an overview of the operation plan for the airport parking facilities in **Exhibit 1**. The parking structure has three levels. Valet is currently outsourced to a separate vendor but can be included as a part of the proposal.

B. Explain how the LFUCAB can utilize its public parking facilities better without the use of an airport-wide shuttle operation. State whether Proposer will offer limited shuttle services on demand (e.g., disability) for intra-lot services.

C. Explain how Proposer will integrate the Airport parking facility equipment described in Section II and shown in **Exhibit 2** and describe Proposers current level of familiarity and experience with this equipment. Further describe whether any of the current equipment would not be utilized, what additional equipment may be needed, and any other equipment-related concerns or opportunities Proposer believes is important for the LFUCAB to understand.

D. State whether Proposer would provide an alternative approach to the use of the LFUCAB’s equipment in **Exhibit 2** in the near term or long term and how Proposer would implement such a transition. Note that there is no required capital investment from Proposer and no guarantee of a longer agreement term at this time.

E. Submit a concise narrative on plans to manage, staff, and operate the parking facilities. Address how peak times and holiday would be accommodated. Address how off-hours and overnight issues would be solved. Address how many employees would be assigned to the Airport and associated time shifts.

F. Submit a concise narrative on customer interaction and problem resolution. Specify how Proposer’s plan may be superior to industry standard customer service.

G. Provide a transition plan based upon Proposer’s experience in onboarding a new venue, including timeline, process, and troubleshooting / stopgap.

3.1.5 **Use of Technology.**

- A. Explain what technology, software, platform, and/or systems Proposer utilizes and if such technology can integrate with technology currently owned by the LFUCAB.
- B. State whether Proposer's technology is proprietary or licensed, and what intellectual property risks there may be for which the LFUCAB should be aware if utilized.
- C. Describe the customer experience with Proposer's technology and any programs benefiting customers.
- D. Explain what data and analytics the LFUCAB would receive from Proposer's technology and how this could be used by the LFUCAB for marketing purposes.
- E. Explain how the LFUCAB could maximize its revenues, parking or other non-airline, utilizing LFUCAB's current technology and Proposer's technology.

3.1.6 **Financial Plan.**

- A. The LFUCAB will evaluate proposed management fees and compensation methodologies. Provide one or more financial compensation fees for public parking management, valet services, luggage cart services and any ancillary services requested by the LFUCAB. For each service (or for combined services), include a five-year proforma stating projected gross sales (Proposer can use LFUCAB's past gross revenues as a guide), detailed expenses, and revenues shared. Describe impacts to staffing, risks to both parties, and reasoning for Proposer's preference. The fees will be included as Proposer's "**Attachment A**".
- B. If there is any cost associated with technology proposed and provided by Proposer, then include a Capital Investment Plan as "**Attachment B**". Such Capital Investment Plan must be compatible with the LFUCAB's current equipment in **Exhibit 2**. A capital investment plan is not required by Proposer.

3.1.7 **Airport Concessions Disadvantage Business Enterprise (ACDBE).** Once the Commonwealth of Kentucky has certified parties as disadvantaged business enterprises, an ACDBE participation goal may be established for the parking management agreement. Proposer will acknowledge that a concession specific goal could be included as a part of the agreement and that Proposer will make good faith efforts to meet or exceed that goal once included therein.

3.1.8 **Attachments for Proposer to complete and submit**

- A. Financial Pro Forma / Proposed Management Fee(s)
- B. Capital Investment Plan (if applicable)
- C. Exceptions to the Sample Agreement (if any)
- D. References (minimum of 3)
- E. Proof of Insurance Coverage
- F. Acknowledgement of Addenda

SECTION IV: EVALUATION OF PROPOSALS

- 4.1 **Weight of Factors for Consideration.** LFUCAB will evaluate and weigh above factors as follows:

Criteria #1 Responsiveness to RFP requirements & Alignment with LFUCAB	10%
Criteria #2 Parking management experience & References feedback	20%
Criteria #3 Operational plan, Customer service, Staffing	20%
Criteria #4 Experience in use of Technology & Benefits to the LFUCAB	20%
Criteria #5 Financial proposal(s) & Revenue to the LFUCAB	30%

- 4.2 **Interviews.** LFUCAB may schedule written or oral discussions with qualified Proposers whose proposals are deemed acceptable for award. After the evaluation committee reviews and scores the proposals, the committee may invite a short list of Proposers to interview and present to the evaluation committee. Any decisions to interview are in the sole discretion committee. The evaluation committee will have a maximum points value of thirty (30) points to add to the evaluation criteria. Interviews may be in person or via MS Teams. Interviews will be structured by the evaluation committee, and interviewees will be notified of the anticipated presentation content beforehand.
- 4.3 **Recommendation for Award.** Following any interviews, the evaluation committee will finalize its scoring and make an award recommendation to the LFUCAB. At the sole discretion of the LFUCAB, the LFUCAB may accept or reject the recommendation of the evaluation committee. If the recommendation is accepted, an award will be given to the successful Proposer. If the recommendation is rejected, the LFUCAB may conduct an MS Teams interview with the top (2) Proposers based upon evaluation committee scoring (including interviews, if any) and the LFUCAB may proceed with an award thereafter.

SECTION V: GENERAL CONDITIONS TO THIS RFP

- 5.1 **Right to Terminate RFP.** LFUCAB reserves the right to cancel this RFP at any time and for any reason. Neither this RFP, nor any negotiations or discussions that may result from this RFP, obligate LFUCAB in any way to award a contract to a qualified Proposer.
- 5.2 **Validity of Proposals.** All Proposals submitted in response to this RFP shall remain valid for a period of six (6) months after the due date specified in Section 1.7 above.
- 5.3 **Modification or Withdrawal of Proposals.** Proposers may withdraw or modify their Proposals by written notice to LFUCAB only if provided before the exact hour and date specified in Section 1.7 above.
- 5.4 **Addenda.** Any addenda or additional instructions issued by LFUCAB prior to the time set for receipt of Proposals shall become a part of this RFP. In the event LFUCAB issues addenda to this RFP, such addenda shall be acknowledged in the Proposer's Proposal. No modifications to the instructions or content of this RFP will be binding unless set forth in a properly-issued addendum.
- 5.5 **Rights to Proposal.** All materials submitted by Proposers to LFUCAB shall become property of LFUCAB upon its receipt.
- 5.6 **Kentucky Open Records Act.** In submitting a Proposal in response to this RFP, the Proposer acknowledges and agrees that LFUCAB is a public agency subject to the Kentucky Open Records Act, KRS 61.870 et. seq. ("KORA"). Proposals and all related information and documentation may be subject to disclosure under KORA. Proposers shall be deemed to have knowledge of this law and the means of protecting their legitimate interests.
- 5.7 **Title VI Solicitation Notice.** LFUCAB, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4), 28 CFR § 50.3, and 49 CFR Part 21, hereby notifies all proposers that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, creed, age, or disability in consideration for an award.
- 5.8 **Consideration and Rejection of Proposals.** Until the time that LFUCAB awards a contract pursuant to this RFP, LFUCAB reserves the right to reject any or all Proposals, waive technicalities contained within Proposals, and re-advertise for Proposals for the work contemplated herein.
- 5.9 **Restrictions on Communications with LFUCAB and LEX.** From the issuance date of this RFP and until the award of a contract pursuant to this RFP, Proposers shall not communicate with any employee, representative, director, officer, or LFUCAB member of LFUCAB or LEX except as specifically authorized herein. A Proposer's violation of this section may result in LFUCAB's rejection of that firm's Proposal.

- 5.10 **Cost of Preparing Proposal.** Any and all costs incurred by Proposers in the preparation and submission of their Proposals are the sole responsibility of such Proposers, and LFUCAB will not provide any reimbursement for such costs.
- 5.11 **Conflicts of Interest.** In submitting a Proposal in response to this RFP, the Proposer certifies and affirms that:
- 5.11.1 The signor of the Proposal is authorized to sign and submit on behalf of the Proposer.
 - 5.11.2 The Proposal was prepared by the Proposer independently, and without collusion.
 - 5.11.3 The contents of the Proposal have not been communicated to any persons not employees or agents of the Proposer prior to the closing date of this RFP.
 - 5.11.4 That the Proposer has not and will not offer, give, or agree to give any gratuity or item of value to LFUCAB or LEX in connection with LFUCAB's decision to award a contract under this RFP.
- 5.12 **Right to Protest and Protest Process.**
- 5.12.1 Only Proposers who submit a proposal are provided rights and remedies pursuant to this RFP and the process herein. Potential Proposers that do not participate in the RFP process by submitting a proposal by the due date are barred from an RFP protest process. The rights and remedies herein are exclusive and no other path to protest is applicable to the award of an agreement under this RFP.
 - 5.12.2 Any Proposer who is qualified to protest per subsection 1 above shall protest to the VP, Commercial Development in the manner stated in subsection 5.11.3 below within five (5) days of the award.
 - 5.12.3 Any protest submitted must be in writing and shall set forth the grounds of the protest and the requested relief, including sufficient detail to give proper notice and understanding of the issue to be remedied. It must be addressed to:

Travis Crilly, A.A.E.
Vice President, Commercial Development
tcrilly@bluegrassairport.com

EXHIBIT 1

View 1:



View 2:

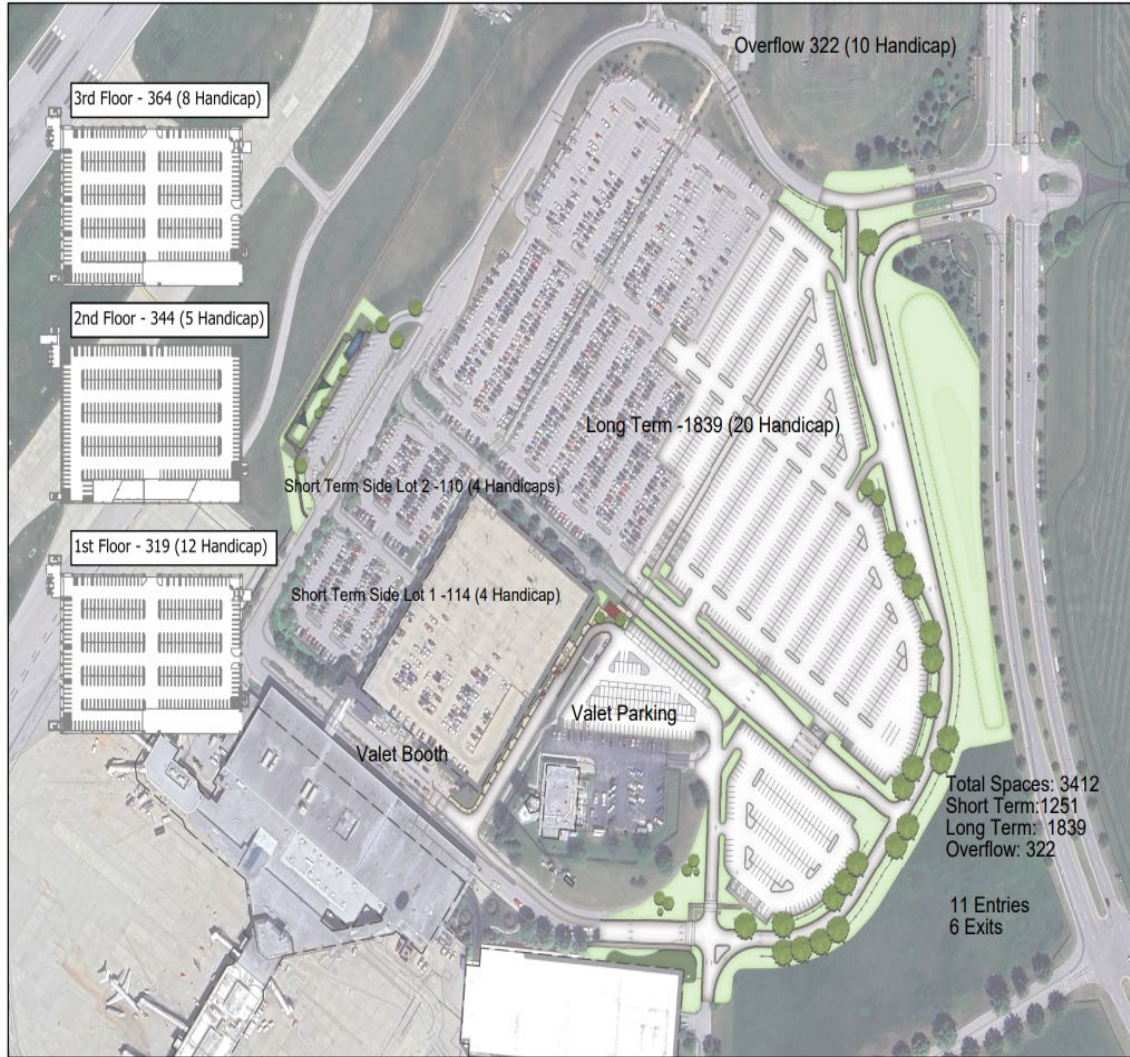


EXHIBIT 2



MP-60 ENTRY STATION

Spec Sheet

The TIBA MP 60 Entry Station supports both ticket and ticketless entry, ensuring seamless vehicle access. It features advanced ticketing options, including barcodes and magnetic stripes, as well as modern access methods like proximity cards and license plate recognition. Its durable design and intuitive interface enhance efficiency and security in various parking environments, delivering the modern parking experience parkers expect.

Ticketless Entry

Supports entry via LPR, phone number, credit card, proximity card, barcode credential, and Bluetooth.

Access Credentials

Supports LPR, HID Proximity, Mifare, Mag-Stripe Room Key, QR barcodes, BLE, AVI, and driver's license.

Credit Card Solutions

Numerous options including Mag-Stripe, P2PE EMV with or without pin pad, NFC, and Scan to Pay.

Control Capabilities

Manages barrier gates, electronic signage, lane counts, and more.

Ticket Capacity

Holds up to 5,000 tickets in one paper roll.

Touch Screen

High-resolution 10.1" color touch screen supports ticketless entry, rate display, prepaid options, and help services.

Intercom System

Embedded Voice Over IP intercom for communication.

Housing

Rugged, tamper-resistant stainless steel construction.

Certification and Compliance

O/S less embedded technology, FCC, CE, UL, CSA certified, PCI 3.2 compliant, and ADA compliant





SW-60 EXIT STATION

Spec Sheet

The TIBA SW 60 Exit Station ensures smooth ticket and ticketless exits with options like barcodes, magnetic stripes, proximity cards, Bluetooth, and QR code scanning from online reservations at the exit device. Parkers can pay at Pay-on-Foot stations or via mobile payments before reaching the exit. Its robust design and user-friendly interface enhance efficiency and security, delivering a modern parking experience.

High-throughput, Unattended Operations

- In-lane ticket processing
- Pay on foot
- Mobile payments

Flexible Payment and Access

- Supports credit cards including mag-stripe, P2PE EMV with our without pin pad, and NFC
- Compatible with access credentials such as LPR, HID proximity, QR barcodes, BLE, AVI, and driver's license

Advanced Features

- 10.1" color touch screen for various devices
- On-demand receipt printing
- Embedded VOIP intercom and IP camera

Additional Capabilities:

- Supports validation stickers, coupons, and reservations
- Controls barrier gates, signage, lane counts

Housing

- Rugged, tamper-resistant stainless steel construction.

Certification and Compliance

- O/S less embedded technology, FCC, CE, UL, CSA certified, PCI 3.2 compliant, and ADA compliant



EXHIBIT 3

SAMPLE AGREEMENT

[TO BE ADDED VIA ADDENDUM]