

Proposal prepared by



ONE PARKING, INC.

477 S Rosemary Ave, Suite 202
West Palm Beach, FL 33401

VALET PARKING SERVICES PROPOSAL

TOWN OF PALM BEACH

RFP NO. 2022-07

Proposal prepared for

TOWN OF PALM BEACH

Duke Basha | dbasha@townofpalmbeach.com



December 7, 2021

VALET PARKING SERVICES PROPOSAL

RFP NO. 2022-07 | TOWN OF PALM BEACH, FLORIDA



December 7, 2021

Mr. Duke Basha
Assistant Purchasing Manager
Town of Palm Beach
360 South County Road
Palm Beach, FL 33480

Dear Mr. Basha,

One Parking, Inc. is pleased to present the **Town of Palm Beach** with the enclosed proposal to provide professional valet parking services. One Parking has been in existence for over 16 years, headquartered in West Palm Beach nearby at Rosemary Square, and has since excelled to manage well over 50,000 self-park and valet spaces for over 100 high-end assets throughout the United States. **We specialize in high-volume valet operations, and we recently secured a long-term lease with the ownership at 150 Worth Avenue, enabling us to provide convenient storage for our proposed valet stand locations. With this, a proof of private storage authorization letter is enclosed, giving One Parking authorization to store vehicles for the Town of Palm Beach.**

One Parking provides parking solutions for some of the most demanding clients and busiest valet locations in the country. Locally, we provide valet services at Norton Museum of Art, Isle Casino Pompano Beach, Rosemary Square, Manatee Lagoon, and Restoration Hardware. These clients selected One Parking, and choose to stay with One Parking, because of our unmatched response time, level of customer service, and financial results. Given this background, we are certain that we can create a positive parking experience for the Worth Avenue customers and assist the Town of Palm Beach with reaching its parking goals to provide parking convenience to its visitors. One Parking is able to provide a level of support unmatched by other operators because of our proximity, access to more resources, and possession of a large inventory of storage space to support our valet service.

We appreciate the opportunity to show the Town of Palm Beach what we have to offer and want to thank you for considering us in this process. My personal cell phone is 561-531-2755 and I also live in downtown West Palm Beach, therefore, I am readily accessible and available to meet in person. This community is an important part of who One Parking serves and we thank you for the opportunity to possibly expand it, while helping the Town of Palm Beach to achieve its goals.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kirsten Dolan".

Kirsten Dolan
CEO



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ORGANIZATION AND EXPERIENCE

One Parking focuses on providing a high level of service to our parking customers and clients. We work as partners with enlightened clients that view parking as an integral part of the overall customer experience. If selected to operate, One Parking would bring a wealth of operating experience and significant contributions to the Town of Palm Beach, including up to date COVID-19 procedures for valet, as well as the latest training in the industry.

Organized in 2004 in West Palm Beach at Rosemary Square, we have since excelled to manage well over 135 self-park and valet locations for high-end ownership groups throughout the country. We believe that the right people, the right controls, and the right execution is what makes for a positive customer experience and keeps them returning to a venue. One Parking specializes in these areas and maintains its focus on the core business of parking operations by keeping the business simple. This in turn keeps the focus on the customer and ensures a positive experience. Being the first and last impression of each customer, the parking operation must be seamless.

One Parking provides a higher level of service and attention to a select number of properties, thereby giving our clients a level of attention that is unmatched in the industry. We are unique, since our clients receive attention and hands-on project review from the highest levels of the organization.

We are also a certified Women's Business Enterprise (WBE) and a Woman Owned Small Business (WOSB) with the Women's Business Enterprise National Council (WBENC).

FAST FACTS

Founded: 2004

Employees: 450+

Annual Revenue: 180M+

Manage: 50,000+ parking spaces

100+ Locations

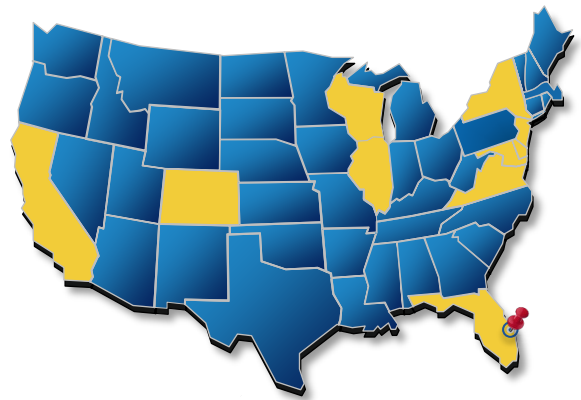
California, Chicago, Colorado, Delaware, Florida, Maryland, New Jersey, New York, Virginia, Washington, DC, Wisconsin

Locations Managed & Leased

Facilities Managed: 112

Facilities Leased: 23

Facilities Under Asset Management: 10





EXECUTIVE TEAM & KEY PERSONNEL



KIRSTEN DOLAN

CEO

West Palm Beach, FL
T +1 917 664 3430
T 561 531 2755 (Personal)
Kirsten@oneparking.com

As owner of One Parking, Kirsten specializes in helping owners recognize the revenue potential of their parking assets. She has over 30 years of experience operating parking assets, including numerous large event venues. As CEO, she drives results of both the financial and service aspects of our client's parking assets. Additionally, she specializes in the marketing of parking locations, as well as the implementation of control.

Kirsten holds a B.S. Degree in Marketing from Arizona State University. Additionally, she holds a Business Analytics Certification from the University of Pennsylvania Wharton Business School, and a Negotiation and Influence Certificate from MIT Sloan Executive Education. Kirsten is a Member of the Urban Land Institute (ULI), The Commonwealth Institute, International Women's Forum Palm Beach, Women In Parking, Commercial Real Estate Women Network (CREW), and Florida Hotel & Restaurant Association. Kirsten was voted South Florida's Most Influential Businesswoman in 2014 and honored by The Commonwealth Institute as one of Florida's Top Women-Led Businesses from 2014-2021.



MARK PRATT

President & COO

West Palm Beach, FL
T +1 317 716 6016
mpratt@oneparking.com

As President and COO of One Parking, Mark is responsible for over 90 locations in 13 cities throughout the U.S. He is instrumental in driving financial results and operational excellence for the One Parking portfolio nationwide. Bringing over 30 years of experience, Mark has worked in all facets of parking since he began his career in 1984 and has been a significant leader and mentor in the industry.

His experience and desire for exemplary operations lead him to develop and patent the first video-to-video remote monitoring system. Mark is focused on bringing technology to the parking industry to increase efficiencies and improve financial results. He acts as our subject matter expert in all aspects of technology.

Mark has a BBA in Business Administration, Computer Science from Morehead State University.



JENNIFER ELLINGSON

S. FL GENERAL MANAGER

West Palm Beach, FL
T +1 561 833 7222
jellingson@oneparking.com

Jennifer joined One Parking in April 2021, where she is responsible for 18 locations and 14 Managers in South Florida. Prior to joining One Parking, she was an Area Manager for Denison Parking where she managed 6 parking facilities in downtown Minneapolis, MN, which included 2 Class A facilities.

Jennifer is a strategic Manager, who has 17 years of experience leading and overseeing client portfolios and business activities. Jennifer is a forward-thinking leader with expertise in setting goals, devising precise and targeted business operational plans, managing parking areas, reviewing performance, driving change, leading quality standards and initiatives, while maintaining quick and efficient attainment of objectives.



DANIEL SANCHEZ
VALET OPS MANAGER

West Palm Beach, FL
T +1 561 324 3120
dsanchez@oneparking.com

Daniel has over 15 years of experience in valet parking, specifically in Palm Beach. He has managed valet teams of 150 employees and is an expert at creating efficient staffing levels for events and other high-volume operations. He is excellent at customer service and problem resolution, and has hands on valet event management at the Norton Museum. He was also responsible for setting up our valet operation with the City of Pompano Beach, which supports beach parking, surrounding retail, and city events.

Daniel is bilingual and has an Associates in Arts Degree from Palm Beach State College.



THERESA LILLY
MARKETING DIRECTOR

West Palm Beach, FL
T +1 561 283 4964
tlilly@oneparking.com

Theresa joined One Parking in September 2013 as the Marketing Director in our West Palm Beach, FL Corporate Office. She has over 20 years of professional experience providing creative support for all corporate initiatives, projects, and visual communications. Theresa has been instrumental at One Parking in developing and executing strategic plans, providing brand consistency internally and externally, and applying innovative marketing and advertising strategies to increase customer acquisition. She is responsible for all aspects of One Parking's marketing efforts including market research, strategies, identifying new business opportunities, graphic design, website development, and customer and client communications.

Theresa attended Huntington Institute School of Business in Connecticut. Theresa is a member of Women in Parking and the Chamber of Commerce of the Palm Beaches.



STEPHEN G. BARRY
CFO

West Palm Beach, FL
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sgbjr@barryco.us

Stephen G. Barry is the founder and owner of Barry & Company and also serves as One Parking's CFO. He is a graduate of Florida Atlantic University and has practiced as a CPA for more than 30 years. He began his career with Haskins & Sells, predecessor to Deloitte & Touche, in their Miami, Ft. Lauderdale, and West Palm Beach offices. He established Barry & Company in 1975.

Mr. Barry's clientele ranges from individuals to large corporations. In addition to serving the needs of his ongoing tax, audit and accounting clients, he has extensive experience in real estate development, financial planning, and mergers and acquisitions.

He is a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. He resides in West Palm Beach and is active in a number of civic and charitable organizations in Palm Beach County.



FEATURED PROPERTIES

Below is a representation of our South Florida properties.



Rosemary Square, West Palm Beach, FL

This internationally acclaimed lifestyle living center is an entertainment, retail and work/living concept with national retailers, regional specialty shops, restaurants, a 20-screen Muvico cinema, premium office spaces, private town homes, live/work lofts, and condominium apartments on the 72-acre project. There are six valet podium locations and four self-park facilities containing over 3,000 spaces, which process 150,000 valet vehicles and 2,000,000 self-park customers annually. One Parking also

operates the Center's information/concierge desk providing guest services to customers. The company began operations here in 2004.



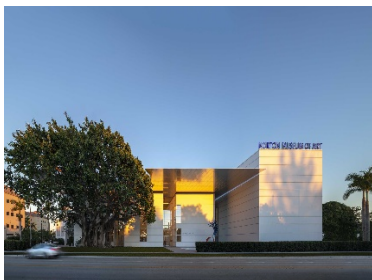
The Esplanade, 150 Worth Avenue, Palm Beach, FL

The Esplanade is a luxury retail experience located at the start of the legendary Worth Avenue in Palm Beach. Tenants include Saks Fifth Avenue, Louis Vuitton, Gucci, and Starbucks to name a few. One Parking recently began providing valet, self-park, and event parking services in this 336-space facility on December 1, 2021. The Esplanade parking facility supports surrounding businesses, tourists, and hotels in the area.



250 Royal Palm Way, Palm Beach, FL

A 24,000 SF office building located on Bankers Row in Palm Beach. One Parking operates an on-demand seasonal valet service that is complimentary for the customers of the building. Our services also included concierge/door service in the past. Our team has augmented the amenities of the building since 2017.



Norton Museum of Art, West Palm Beach, FL

After three years of construction, the Norton Museum of Art in West Palm Beach reopened in February 2019, with eight new exhibitions and a \$100 million face-lift, adding 12,000 square feet of gallery space, along with new classrooms, an elegant restaurant, a sculpture garden, a 210-seat auditorium, and beautiful new meeting and celebration spaces. The museum hosts many large high-end events throughout the month, which require valet services. To service the museum's valet needs, One Parking

provides valet parking services for all events, which vary from 100 to 500 guests.

**Restoration Hardware, West Palm Beach, FL**

RH is an 80,000 SF luxury home-furnishings gallery with an integration of food, wine, art, and design, that reflects RH's quest to revolutionize physical retailing. RH offers sweeping city views from its lavish Rooftop Restaurant, which is only the second RH restaurant in the country. This unique retail concept completely immerses guests from the moment they approach the entrance, as their experience starts at the Valet, in front of a 14-foot wall of falling water. Since 2017, One Parking has provided

luxury valet services for the 40 spaces onsite.

**CityPlace Tower, West Palm Beach, FL**

This dramatic 18-story, Class A Office Tower has its own self-park garage as well as VIP Valet service and Concierge services for tenants and visitors to the building. Marking the gateway to Palm Beach, CityPlace Tower is strategically positioned at the south entrance to Rosemary Square, on the northwest corner of Okeechobee and South Quadrille Boulevards. The location is viewed as one of the best commercial sites in Palm Beach County. The covered access to Rosemary Square enables tenants and

visitors to be within steps of the popular shops and restaurants. One Parking has provided valet services to the tenants and visitors since 2008 when the building opened.

**Isle Casino Pompano Park, Pompano Beach, FL**

Isle Casino Pompano Park is one of the best entertainment venues in South Florida. The Isle Casino Pompano Park has a diverse and modern selection of 1,500 slot machines, 40+ live-action poker tables, 4 fabulous restaurants, and has an unrivaled harness horse racing track, making Isle Casino Pompano Park the ideal spot for relaxation and fun. One Parking provides Valet Parking and VIP Black Car Service for the Casino and has done so since 2018.

**Manatee Lagoon, Riviera Beach, FL**

Manatee Lagoon is one of Palm Beach County's newest family-friendly attraction, with interactive and entertaining exhibits about the environment of the Lake Worth Lagoon and the wonderful world of manatees. Florida Power & Light constructed Manatee Lagoon to inspire communities to preserve and protect Florida's environment and wildlife for future generations. The Key West-styled 16,000 SF, 4.8M facility boasts a two-story manatee viewing deck, built for a close watch. One Parking has

been responsible for traffic management/direction and valet services for special events at the center since 2015 when the facility opened. We provide traffic direction services during Manatee Season. We also provide parking consultation services for any other parking issues determined by FP&L and the Manatee Lagoon.



ONE PARKING ADVANTAGE

There are many benefits to choosing One Parking as your valet parking service provider for the Town of Palm Beach: **Proximity of our Storage, Professional Service History, and Transparent Reporting.** Another benefit to partnering with One Parking, is the 24/7 availability of the Executive Staff from our Corporate Office located in Rosemary Square, and the high-volume valet and hospitality experience of our team. Additionally, we employ over 450 employees nationwide and approximately 40% of the workforce is located in South Florida, providing a pool of employees to draw from when needed.

Approach & Operational Plan

We put forth the following Operational Plan and Valet Service recommendations for the Town of Palm Beach.

- One Parking will operate either one (1) or two (2) valet stations in the locations designated below at 150 Worth Avenue, and at the corner of County Road and Worth Avenue.



- We will use **Flash Valet** technology that allows for name recognition of repeat customers, a touchless experience, and many other options including a variety of payment options. The Town of Palm Beach will receive automated reports monthly on valet usage, occupancy, and payments. The use of this equipment will provide professional branding and added control. It will also provide a text retrieval feature for customers.
- One Parking will make the 3-minute greeting/vehicle possession time and the 10-minute vehicle return time specified in the RFP a goal, however, items outside our control, including street traffic and queueing space, may interfere with the greeting and return times. However, due to our storage location at 150 Worth Avenue, we have advantages other operators in achieving the most reasonable wait times.
- Due to the proximity of these stands, One Parking can provide a cross retrieval feature, which allows customers to drop off/pick up at different stands.
- We would provide staffing from 11:00 AM to 5:30 PM Monday-Friday, and any unretrieved vehicle keys will be held at the 150 Worth Avenue location office. If keys are left over for any reason after an agreed upon time, an after-hours call number will be available for the customer, or alternatively they could be picked up at 150 Worth Avenue during operating hours. Occasionally, we find that customers may take an Uber/Lyft home as a safety precaution, but they do not



coordinate with the valet prior to leaving the establishment. We would work with the Town of Palm Beach to agree upon an acceptable policy prior to finalizing our procedure in this regard.

- One Parking proposes paying valets \$15.00 per hour to attract and retain the best employees. Other operators will offer lower wage rates and utilize tip credits to show the lowest cost to secure the contract with the Town of Palm Beach. This strategy should be disregarded and priority given to quality and consistency for long-term success. Our vision is to provide the Town of Palm Beach with a permanent and evolving parking plan that solves parking problems.
- One Parking will provide **“The Vault” Valet Podiums** as part of our proposal. The Vault Valet podium safeguards the keys of some of the most expensive vehicles, as it is made of the thickest material on the market today and does not use a universal key. The front is also backlit and would include the Town of Palm Beach name to brand the valet station. One Parking’s plan includes using two (2) of these secure and professional vaults.



- We will provide preapproved uniforms for the employees. Our preference would be to dress the employees in One Parking uniforms, but we are open to discussion on this item if the Town of Palm Beach prefers to brand the valet stands in some fashion. We will also require ID badges per the RFP.
- The Town of Palm Beach will be responsible for the cost of the Kiosks and Umbrellas, which is approximately \$16,000 and reflected in our bid price.
- One Parking will provide consistency to the program, given our pool of employees and proximity to the proposed stand locations. This core of team members will supplement the staff designated for the Town of Palm Beach. A Manager will always be available immediately to address any matters, if needed. As such, our Executive Team is located in our Rosemary Square Corporate Office and can respond to the Town of Palm Beach in the matter of minutes.
- Only the most experienced and fully trained personnel will be selected and assigned for this project. The personnel selected will have knowledge of professional valet services, traffic management, along with proven high-quality customer service skills. Thus, there will be a clear understanding and expectation of each employee’s role, and they will understand their role as an ambassador.
- One Parking has strict policies in place, as well as quality training programs on what constitutes safe driving habits. This reduces liability, ensures a safe work environment for employees, and establishes good driving habits among employees. Additionally, for secure storage and handling of all cash,



keys, and vehicles, we ensure that vehicle keys are protected by a valet key box or stored inside a lockable valet podium or keyboard. Likewise, all vehicles must be locked once parked.

- One Parking's goal is to always meet and/or exceed the customer's expectations with high-value customer service experiences. Our employees, recognized first through pre-hire screenings, background/credit checks, and pre-placement training, are expected to always conduct themselves in a professional manner, with an emphasis on assuming the role as local ambassadors to our customers. Additionally, we utilize a third-party vendor to mystery shop all of our facilities on a periodic basis, with the following 4 primary focal points of inspection: Appearance; Customer Service; Integrity; Operation Quality.
- A log will be maintained of any incidents, in case of any safety or maintenance related issues that may require more urgent attention or action. While One Parking will handle all damage claim processing, we will communicate incidents to the Town of Palm Beach if they occur.
- An opening plan and checklist will be provided and discussed with Town of Palm Beach, if One Parking is selected to operate. This checklist has been a successful tool for One Parking openings performed across the country. Additionally, One Parking will schedule a meet and greet with the Town of Palm Beach to introduce our team and answer any questions they may have.
- Maintain a strong working relationship and open line of communications with the Town of Palm Beach on all matters pertaining to the valet parking operation and provide parking consultation services for any other issues determined by the Town of Palm Beach. We are committed to working with the Town of Palm Beach to continually provide a tailored service experience to the customer.
- Rates charged to the customer for valet service will be based on the visitor rates charged at 150 Worth Avenue, which are \$15.00 0-2 Hours; \$25.00 2-4 Hours; and \$35.00 4-8 Hours as of this date. Vehicles held past the 8 hours will be subject to repeating rates. Validations will be available for purchase by merchants, should they be interested.



Marketing Campaign

As an option to the Town of Palm Beach, One Parking will execute a marketing plan to promote the valet parking program online. One Parking's Marketing Director would work with the Town of Palm Beach Marketing Team, and would be responsible for the marketing strategies and efforts, which can include creating and designing digital marketing campaigns to inform customers of the available valet parking options on Worth Avenue.

Additionally, our Online Marketing Specialist can establish an online presence for the Town's valet parking program. To develop an online presence and further enhance the parking program's exposure, our Online Marketing Specialist will ensure that the listing shows up on all local search platforms, ranks highest on all search engines and maps (most notably Google), maintain online visibility for the location, and extend the digital reach.

Key Marketing Tactics:

- **Yext & One Parking Online Marketing Solution** - For Local Search Engine Optimization (SEO), i.e. *greater local visibility, brand consistency, and to ensure your valet parking location "Listing" ranks high in Google search*, One Parking would onboard the Town of Palm Beach valet listing into our "Yext" Digital Knowledge Management Database. One Parking partnered with "Yext" to ensure our public-facing information online is discoverable everywhere consumers search.

Yext has data integrations with more than 100 global maps, apps, search engines, voice assistants, directories, and social networks, therefore, the Town of Palm Beach valet listing will be found easily by your customers.



yext



- **Social Media Marketing** - Incorporating the use of Social Media, will provide the most updated and relevant parking information to the customer.



Professional Staff & Responsibilities

One Parking will ensure there is sufficient valet staff onsite at all times to meet the needs of the customers. We will adjust accordingly as we build our data and experience to ensure maximum efficiency. Additionally, there will always be at least one Supervisor who will be responsible for overseeing the valet operation, ensuring best-in-class customer service, and handling any issues that may arise.

To maintain the facility in a first-class condition, the valet staff will be responsible for the overall cleanliness of the ramp area. The valet staff will have detailed training of their daily responsibilities for the valet drop-off areas, and surrounding parking areas.

Staff Duties/Responsibilities

Valet Manager - The Valet Manager will oversee the hiring, scheduling, and overall performance of the valet stands. The Valet Manager will be located at 150 Worth Avenue and can be reached and present within minutes, in case of an emergency. The Manager will also be in charge of day-to-day operations, including organization of the vehicles in the garage, and ensuring that all Attendants are hustling (drop-off and vehicle retrieval).

Valet Attendants - Valet Attendants will ensure that vehicles are returned and dropped off in a timely matter, as well as assist customers with wheelchairs and other items if needed.

One Parking's COVID-19 Valet Parking Guidelines

As customers begin to return to venues post-COVID-19, there will be more hesitation in using valet services initially. Our job is to provide an environment that is as comfortable as possible, to help alleviate these concerns.

Requirements, Safety Guidelines & Precautions

As a valet parking service provider, potential sources of exposure include having close contact with fellow employees and customers with COVID-19, or touching surfaces touched or handled by a person with COVID-19. The following are COVID-19 safety guidelines and precautions recommended by the CDC, combined with the procedures we have developed specifically for the One Parking valet operation. Pursuant to One Parking's Valet Operational Standards, the following are required:

Employee Guidelines:

- Employees must stay home if they are sick.
- If an employee develops a fever or symptoms such as a cough or difficulty breathing, they will need to call their healthcare provider for medical advice and guidance before returning to work.
- Employees will not return to work until the criteria to discontinue home isolation are met, after talking with their doctor or nurse.
- When an employee arrives for their shift, prior to clocking in, the employee will be required to have their temperature checked, which will be logged in compliance with privacy laws, but will provide a checkpoint for employees before they are able to begin their shift.
- All valets and managers will wear masks and gloves onsite. All valets must wear masks, except for the walk to and from the key retrieval area. Otherwise, masks must always be worn.



- All employees must remain at least 6 feet apart from one another. Management will provide visual cues (approved by the Town of Palm Beach) to station employees properly within these guidelines.

Cloth face coverings may prevent people who do not know they have the virus from transmitting it to others. Which is why we require our staff to wear face coverings in public, following local county ordinances and the CDC's guidelines to stop the spread. We provide One Parking branded masks to all employees.

Limit Contact with Customers:

- All employees are required to wear masks and gloves while operating a vehicle, and throughout the event.
- Each vehicle will have a steering wheel cover placed on the wheel, as well as a gear shift cover, before the valet attendant operates the vehicle.
- The disposable steering wheel cover and gear shift cover will be removed after the valet attendant returns the vehicle to the customer.
- All keys/fobs will be sterilized with disinfectant.
- Any high-touch areas such as door handles and window switches will be wiped down with disinfectant when returned to the customer.
- Hand sanitizer will be available at the valet attendant podium, valet key box, and at any other employee areas. Employees will be reminded of the need for frequent handwashing, particularly if their gloves are taken off at any time during the event.
- Employees will avoid close contact with customers, when possible.
 - Employees will keep a distance of at least 6 feet from the customer when outside of the vehicle, after the customer receives their valet ticket.
 - The valet will ask customers to handle their own personal bags and belongings during pick-up and drop-off.
- For customers with wheelchairs or scooters, the valet attendants will continue to assist the customer with these items in and out of the vehicle, but will be required to wipe down any touched areas with a disinfecting wipe.
- As vehicles are returned, customers will be required to show the valet, but not return their claim stubs. This allows for proper verification of the correct vehicle, without the need for an additional transfer of paperwork back and forth.
- One Parking will avoid offering items such as water bottles or branding materials often provided to our customers.



PROPOSED PRICING

One Parking will provide the following valet stand operations Monday-Friday from 11:00 AM to 5:30 PM for the pricing shown below. Included in this pricing, One Parking will provide: employees; insurance; phone communication; one (1) Flash Valet handheld; and storage of all vehicles. The cost of the Valet Vaults and the Flash Valet handheld equipment will be a capital expense to the Town of Palm Beach.

Valet Stand Location #1 (150 Worth Ave)

Pricing: \$2,500 per month

In addition, the Town of Palm Beach will provide 3-6 spaces for use of the valet ramp at no charge, waive the permit application fee, and pay the cost of one (1) Valet Vault, which is approximately \$8,000.

Valet Stand Location #2 (County Road/Worth Avenue)

Pricing: \$5,500 per month

In addition, the Town of Palm Beach will provide 3-5 spaces for the use of the valet ramp at no charge, waive the permit application fee, and pay the cost of one (1) Flash Valet handheld and one (1) Valet Vault, which is approximately \$9,500.



November 22, 2021

Town of Palm Beach
360 South County Road
Palm Beach, FL 33480

RE: Private Storage of Valet Vehicles Authorization

Dear Sir/Madam:

Please let this letter serve as confirmation, that One Parking, Inc. has authorization to use the 150 Worth Avenue parking garage for the purpose of storing valet parked vehicles for the Town of Palm Beach valet stands, as designated in the proposal One Parking provided dated December 7, 2021.

Please feel free to contact me should you have any questions.

Respectfully,

A handwritten signature in blue ink, appearing to read "Kirsten Dolan".

Kirsten Dolan
CEO