



City of Long Beach Purchasing Department

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PURCHASING DEPARTMENT

NOVEMBER 4, 2021

REQUEST FOR PROPOSALS FOR DESIGN, BUILD, FINANCE & OPERATE A PARKING MANAGEMENT SYSTEM SUITE

Addendum No. 1

The City has received the following questions with regard to the above RFP:

Question No. 1:

Whether companies from Outside USA can apply for this?
(like, from India or Canada)

City's Response to Question No. 1:

Equipment, hardware and software may be developed outside the USA. However, please refer to RFP Section III.12 (Qualifications) which includes the following language

a) Provide Vendor certifications of the following qualifications:

- A minimum of five (5) years' experience of active parking management system installations within the United States
- A minimum of twelve (12) locations currently under contract and in operation within the United States
- United States based and located development and implementation teams (include address and contact information)
- A cloud based hosting solution that is housed in the United States

Question No. 2:

Whether we need to come over there for meetings?

City's Response to Question No. 2:

RFP Section III.12 requires the vendor have "United States based and located development and implementation teams". These teams should be available for meetings within the City of Long Beach.

Question No. 3:

Can we perform the tasks (related to RFP) outside USA?
(like, from India or Canada)

City's Response to Question No. 3:

Yes. Equipment, hardware and software may be developed outside the USA. However, see responses to Question No. 1 above.

Question No. 4:

Can we submit the proposals via email?

City's Response to Question No. 4:

As stated in the RFP:

"All copies of the Proposal Documents and any other documents required to be submitted with the Proposal Documents will be enclosed in a sealed envelope. The envelope will be addressed to the City of Long Beach, 1 West Chester Street, Long Beach, NY 11561 Attn: Purchasing Agent and will be identified with the project name: PARKING MANAGEMENT SYSTEM SUITE and the Vendor's name and address. If the Proposal Documents are sent by mail, the sealed envelope will be enclosed in a separate mailing envelope with the notation "SEALED PROPOSAL DOCUMENTS ENCLOSED - PARKING MANAGEMENT SYSTEM SUITE" on the face thereof."

Question No. 5:

Given the extensive required proposal format outlined in the RFP, would the City consider an extension of the proposal submission deadline for Vendors to submit the most comprehensive response possible?

City's Response to Question No. 5:

The RFP was issued on October 12, 2021 with a return date of November 16, 2021. The City deems such timeframe to be sufficient to respond and, accordingly, will not be extending the proposal submission deadline.

Question No. 6:

Will the City consider removing the requirement for a performance bond? If not, will the City accept an annual performance bond with a depreciating value over the term of the contract?

City's Response to Question No. 6:

First part of the question: “No”

Second part of the question: “Please see Section III.14.2.6 of the RFP for clarity on performance bond requirements”

Question No. 7:

Are Vendors able to respond in part to any of the five (5) distinct components described on pg. 2 (e.g. Vendor’s proposal only describes a solution for pay-by-app?)

City’s Response to Question No. 7:

No. The City is soliciting proposals from vendors or vendor teams to provide a Parking Management System Suite consisting of ALL five (5) components listed on page 2.

Question No. 8:

Can the City confirm that the requirements listed on pages 7-8 regarding #7 Acceptance or Rejection of Proposal Documents and #8 Other Requirements are informational and do not need to be answered by Vendors?

City’s Response to Question No. 8:

Yes. These sections are informational in nature. However, as stated in Section I.8.2 (Other Requirements) “The Successful Vendor will supply the names and addresses of all subcontractors, suppliers, manufacturers and/or providers of materials, equipment or services that will be used to develop their proposed Parking Management System Suite”.

Question No. 9:

The RFP includes Binder Tabs instructions on page 20, however, the descriptions for each tab on the following pages (20-48) do not align (Example: page 20 instructions state Tab 4 = Implementation Plan, but the subsequent instructions state that Tab 4 = Other Requirements.) Which format should Vendors follow when setting up their proposals?

City’s Response to Question No. 9:

The headings for Tabs 4 through 6 on page 20 of the RFP are mislabeled. The correct headings for all tabs are:

Tab 1 – VENDOR PROFILE; Tab 2 – CONTACT INFORMATION; Tab 3 – PARKING MANAGEMENT SYSTEM SUITE; Tab 4 – OTHER REQUIREMENTS; Tab 5 - IMPLEMENTATION PLAN; Tab 6 – PROJECT APPROACH; Tab 7 – QUALIFICATIONS; Tab 8 – PRICING; Tab 9 – REQUIRED FORMS & DOCUMENTS; Tab 10 – VALUE ADDED PRODUCTS OR SERVICES

Question No. 10:

Can the City confirm that Section “14.2 Successful Bidder” and its requirements only need to be fulfilled if awarded?

City's Response to Question No. 10:

Confirmed. These requirements only need to be fulfilled if/when a contract is awarded

Question No. 11:

The RFP mentions purchasing the parking management for \$1.00 after a capital recovery period. Is the City open to a software-as-a-service fee model in which the City and Vendor agree to an on-going fee structure for the life of the contract?

City's Response to Question No. 11:

Section I.7.6. states "The City will have the right to... accept or reject any Proposal Document which deviates from specifications when in the best interest of the City".

As a result, vendors may propose alternate compensation or capitalization structures but the City has the right to either accept or reject such proposals.

Question No. 12:

What is the average hourly rate for off-street spaces?

City's Response to Question No. 12:

Parking rates are provided in the RFP Section III.3 (Parking Data) and Appendix A.

Question No. 13:

Are the off-street spaces in surface lots or garages?

City's Response to Question No. 13:

All off-street spaces are in surface lots except for a 350-space, two level parking deck at the train station.

Question No. 14:

What is the average parking transaction dollar amount?

City's Response to Question No. 14:

Parking rates are provided in the RFP Section III.3 (Parking Data) and Appendix A.

Question No. 15:

What are the days/hours that paid parking is enforced?

City's Response to Question No. 15:

9AM to 11PM, seven (7) days per week. See RFP - Appendix A.

Question No. 16:

Does the City intend on absorbing the convenience fee of the mobile application to create more parity between meters and the mobile application or will the City be passing the cost on to the parkers?

City's Response to Question No. 16:

The City will consider that option.

Question No. 17:

Is the City open to offering multiple vendors for the Pay-By-App solution?

City's Response to Question No. 17:

The City is soliciting proposals from vendors or vendor teams to provide a Parking Management System Suite consisting of ALL five (5) components listed on page 2 of the RFP. Such vendor "teams" could conceivably include more than one Pay-By-App vendor.

Question No. 18:

Re: 8.4.5. In-vehicle rugged laptop and ticket writing device. Do Toughpads as mentioned in 8.4.9. meet this requirement?

City's Response to Question No. 18:

Yes.

Question No. 19:

Re: Section 8.4.10 Requirements for Handheld (HPES) and In-Vehicle Ticketing Systems. Is HPES referring to handheld ticketing devices that officers would use on foot? Do these handheld devices need to be equipped with LPR functionality?

City's Response to Question No. 19:

The answer is "Yes" to both parts of this question.

Question No. 20:

Re: Section 8.4.10 Requirements for Handheld (HPES) and In-Vehicle Ticketing Systems. The RFP references "Asset Management Reporting" and "Motorist Assistance Management" -- can the City provide additional details about what it is looking for with respect to these two items?

City's Response to Question No. 20:

As examples, "Asset Management Reporting" users should be able to access or document conditions encountered in the field with respect to certain municipal assets such as sidewalks or

light poles. “Motorist Assistance Management” refers to users being able to access information that may be helpful to motorists in need of assistance such as local repair shops or two truck operators, as examples.

Question No. 21:

Re: 8.4.10 (1.G) Each ticket uses the same ticket range whether it is a Normal parking ticket, Voided ticket or Warning ticket. Can the City clarify what is meant by ticket range?

City’s Response to Question No. 21:

Ticket range is simply a consecutive number system. For example, ticket No. 1002 may be a Normal parking ticket, Nos. 1003 and 1004 may be Voided tickets, No. 1005 may be a Normal ticket, No. 1006 may be a Warning ticket, and so forth.

Question No. 22:

Re: 8.4.10 (2.E) The devices must either print or connect wirelessly to a printer capable of generating/printing: Parking Tickets, VCO Tickets and Warnings, VTL Summonses and Warnings, City Code Violations. Can the City please provide a list of code violations?

City’s Response to Question No. 22:

Code violations will be provided to the successful bidder.

Question No. 23:

Re: 8.4.10 (2.L) Ability to access select sites in the Microsoft Office or Office 365 Suite accessible via the internet such as Microsoft Forms (online preparation of data collection forms). Can the City provide additional details on how Microsoft Forms is used today?

City’s Response to Question No. 23:

The Long Beach police department uses Microsoft Forms which contains data that could be of value to officers in the field.

Question No. 24:

Re: 8.4.10 (2.N) Ability to provide appropriate interface with other Police Department systems. Can the City specify which other Police Department systems Vendors will be required to integrate with?

City’s Response to Question No. 24:

Integration with other Police Department systems will be worked out with the successful bidder “to the extent possible”.

Question No. 25:

Re: 8.5 (C.9) User-defined court costs can be added to appeals. Can the City expand on what it means by “user-defined” and how these costs are applied today?

City's Response to Question No. 25:

The City may have special fees, such as "Expediting Fees" or "Late Fees" of varying amounts and should be able to create these "User Defined" fees into the Administrative Review and Hearings module.

Question No. 26:

Re: 8.8.2 refers to regulatory signs. Is this referring to City Ordinances as discussed in 8.4.10 and 8.4.11?

City's Response to Question No. 26:

The signs described in III.8.8.2 are intended to be instructional in nature. For example, "PAID PARKING IN EFFECT FROM 9AM TO 11PM".

Question No. 27:

Re: 8.9.2 Future System Expansion refers to booting payments and towing payments. Is the City requiring Vendors to supply boot/tow management services at the start of the contract? Or will these services be required at some point in the future?

City's Response to Question No. 27

Answer to the first part of this question is "No". Answer to the second part of this questions is "Yes, at some point in the future".

Question No. 28:

Who is the City's current permitting vendor?

City's Response to Question No. 28:

Software Consulting Associates.

Question No. 29:

How many permitting zones are there?

City's Response to Question No. 29:

Currently there are no zones. Permits are classified either "Resident" or "Commuter".

Question No. 30:

How many permits does the City issue each year?

City's Response to Question No. 30:

Typically less than 2,000 per year, but this number is expected to increase when the new Parking Management System (described in RFP - Appendix A) is implemented.

Question No. 31:

When do the permits renew?

City's Response to Question No. 31:

Resident permits renew January 1.

Commuter permits renew July 1.