



CITY OF MOBILE
REQUEST FOR QUALIFICATIONS
RFQ 2018-004
PARKING MANAGEMENT SERVICES

DEADLINE: Sealed submittals will be received not later than:

4:00 P.M. CST March 15, 2018

MARK PACKAGE:

**“PARKING MANAGEMENT SERVICES
CITY OF MOBILE RFQ 2018-004”**

SEND TO:

PROCUREMENT DEPARTMENT
City of Mobile
Room 408, South Tower
205 Government Street
Mobile, AL 36644

Questions regarding this RFQ should be directed to the Purchasing Department at purchasing@cityofmobile.org, on or before 4:00 P.M. CST, March 2, 2018. Information in response to any inquiry may be published as an addendum. Addenda can be found on the City of Mobile website: www.cityofmobile.org/bids.

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City of Mobile, AL

The City of Mobile, Alabama (the “**City**”) invites qualified firms to submit a statement of qualifications to provide: “**PARKING MANAGEMENT SERVICES**”

The City intends to award a contract to a firm(s), hereinafter referred to as “the **PROPOSER**,” to provide services necessary for the project (the “**Project**”) described herein.

The City will receive qualifications submissions until 4:00 pm (central), March 15, 2018. See Part II, Sections G - I, for information regarding submitting a proposal.

Qualification packages must be submitted in a sealed envelope with one (1) original (signed) and five (5) copies, one electronic version on either a portable flash drive or compact disc.

RFQ documents may be obtained via the Internet at the City’s website (www.cityofmobile.org/bids). The CITY reserves the right to reject qualification proposals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive proposals may be rejected by the CITY as non-responsive or irregular. The CITY reserves the right to reject any proposal for any reason, including, but without limitation, if the PROPOSER fails to submit any required documentation, if the PROPOSER is in arrears or in default upon any debt or contract to the CITY or has failed to perform faithfully any previous contract with the CITY or with other governmental jurisdictions. All information required by this RFQ must be supplied to constitute a proposal.

PART I - STATEMENT OF WORK

A. OBJECTIVE

The CITY is seeking proposals from qualified firms to provide all personnel, materials and services necessary to provide Parking Management Services for the City’s Public Parking System.

The City desires to transform its on-street parking and City-managed parking lot operations to improve the accessibility of Mobile’s downtown business district. The City expects that exceptional governance and design; easy to understand, use and monitor space-metering; consistent and fair enforcement; and equitable and efficient collections, will result in a welcoming and accessible downtown Mobile parking experience, impression, and reputation.

The City intends to enter into a five (5) year contract with one possible two (2) year extension in accordance with the terms, conditions, and specifications contained in this Request for Qualifications (**RFQ**). The successful PROPOSER shall provide overall management and consulting services of select City surface lots, on-street parking assets including but not limited to parking enforcement, parking meter management & maintenance, equipment procurement, technology deployment, revenue collection, citation management, complaint resolution, specialized training, community outreach,

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coordination on parking matters with local businesses, and event parking planning. In addition, the PROPOSER shall provide parking data, analysis, and recommendations on rates, expansion of parking spaces and other parking matters. It is the intent of the City to enter into a Parking Management Agreement with a qualified firm who will act in a proactive manner and serve as a trusted parking management advisor for the City's Public Parking System. The City intends the contract to be a "net revenue" operation, fully funded by revenues the vendor will collect for metered parking and enforcement, net documented and approved operator costs, and management and potential incentive fee with all remaining proceeds returned to the City.

B. GENERAL INFORMATION ABOUT PUBLIC PARKING IN THE DOWNTOWN DEVELOPMENT DISTRICT

The City must balance the parking needs of the community with the competing interests of businesses, restaurants and residents. Efficient and consistent parking management is important to the health, safety and economic vitality of the City. The City currently has approximately 410 "Eagle-2000" model single space parking meters deployed in the downtown area. In addition to metered spaces, the City has approximately 400 on-street parking spaces in the Downtown Development District that are free, time limited parking. Gross income from parking meters and fees was \$418,730 in FY 2017; compared to \$485,969 in FY 2016.

Parking citations are issued by non-sworn City employees under the Police Department using "Casio IT-9000" model handheld ticket writers. Some parking tickets are still written by hand. Once issued, citations are tracked and processed through a contract with Complus Data Systems, Inc. Annual fine revenues have historically averaged approximately \$225,000, but have declined in recent years to \$113,596 in FY 2016.

The on-street parking meter program and back-end parking ticket management system are currently managed by a private parking operator under an original contract term that has expired. The city is currently working on a month-to-month contract with a private firm to perform these services until this RFQ for services facilitates an award of contract to the successful PROPOSER. The City also owns a small number of surface parking lots that will be included in the final parking management agreement scope of services.

C. SCOPE OF WORK

Well designed parking management strategies will enable the CITY to maximize use of the existing parking supply while accomplishing the following primary objectives:

- Promote traffic and pedestrian safety.
- Encourage compliance with the City's parking regulations in a fair, professional and friendly manner.
- Support the on-street parking system by equitably and consistently enforcing the parking regulations.
- Provide for the collections, maintenance, acquisition, and installation of all parking meter systems.
- Employ trained personnel and implement specialized training programs
- Provide for citation issuance, noticing and collections.
- Develop outreach programs for merchants and residents
- Provide consulting services and implement industry best practices

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- Procure, finance and deploy new equipment and technology

The successful PROPOSER shall provide overall management and consulting services of all City on-street parking assets and surface lots, including but not limited to parking enforcement, meter maintenance, equipment procurement, technology deployment, revenue collection, citation management, complaint resolution, specialized training, community outreach, coordination on parking matters with local businesses, and event parking planning. In addition, the PROPOSER shall provide parking data, analysis, and recommendations on rates, expansion of parking spaces and other parking matters. As stated earlier, it is the intent of the City to enter into a Parking Management Agreement with a qualified firm who will act in a proactive manner and serve as a trusted parking management advisor for the City's Public Parking System.

D. MINIMUM REQUIREMENTS

The City is seeking a professional parking management company that understands the needs of a municipality like Mobile. The PROPOSER must meet the following minimum requirements to be considered for award of this RFQ. The PROSPER will be required to show documented proof that they meet the minimum requirements. Failure to meet or produce documentation for minimal requirements will result in the proposal being rejected without further consideration.

1. At least five to ten years of Municipal Parking Management and Operations experience that includes on-street parking enforcement, parking meter system management, parking citation processing, and public parking asset management.
2. Must demonstrate actual experience managing and operating on-street municipal parking operations as described in 1 above for at least five (5) municipalities or other governmental entities for the past five (5) consecutive years.
3. Must have purchased, installed and financed parking systems for a municipality over the past five (5) years and must be able to do the same for the City. Must show locations and nature of system installation and implementation.
4. Proposers Ticket Processing solution must have been used in other municipal locations for at least three (3) years and must be able to show proof of achieving at least an 80% ticket collection rate.
5. Must have qualified personnel assigned to the project with specific expertise working, managing and consulting in a municipal environment. Resumes are required.

1. General Services Required:

- Take over current City meter management and enforcement operations from the current Vendor.
- Advise the City in the development of improved parking management program.
- Work with local businesses as needed to assess how well public parking is accommodating their needs; report to City with suggestions for improvement.
- Be available to respond to City calls when needed and attend group and or Council meetings when asked by the City.
- Develop a transition plan for changes directed by the City.
- Purchase, install and maintain parking equipment.

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- Provide sufficient and trained personnel for all services and operations related to the management of public parking facilities.
- Provide operational and customer training for all enforcement personnel. Provide training manual and employee course completion certification as verification.
- Handle all customer services associated with the City's parking system.
- Provide weekly, monthly and annual reports as required by the City.

2. Parking Meter Management and Parking Enforcement:

- Manage enforcement of parking in City-owned parking spaces.
- Procure, install and operate parking meter system as directed by the City; the City reserves the right to adjust the number of parking meters and spaces at its sole discretion.
- Provide computer hardware and software that will enable PROPOSER's staff to input, issue and process parking citations.
- Procure, finance, maintain and install new equipment and technology.
- Recommend parking-related signage, including any new signage required for new equipment or technology
- Enforce parking regulations relating to meters, signage and other parking controls within the City to include electronic ticketing and towing or immobilization of vehicles.
- Establish designated patrol routes for its enforcement officers.
- Respond to requests from the City to suspend or emphasize enforcement along certain roads or in certain areas. The City also reserves the right to temporarily suspend enforcement along any street, or in any zone according to the needs of the City. The City will make every effort to provide the PROPOSER adequate notice concerning the location and duration of any such suspension or higher level of enforcement.
- Enforce parking regulations for special events, including festivals, events, weather emergencies, etc.
- Ensure adequate staffing to meet the enforcement and maintenance needs of the City's parking system.
- Reprogram parking meter system when rates are changed by City.

3. Collections of Monies and Accounting (Daily Operations):

- Collect and account for all revenues from metered parking. The collection is required to be done at least weekly and before the meters become 95% full to ensure no downtime.
- Ensure proper accountability and internal control of all monies collected.
- Provide any periodic, financial and operational reports as requested by the City.
- Should any monies collected by the PROPOSER be lost, stolen unaccounted for or otherwise removed from the custody and control of the PROPOSER prior to its deposit in the City's approved bank account, the PROPOSER shall deposit a like sum of money in the City's designated bank account within ninety-six (96) hours of such loss, theft or removal. Should said loss, theft or removal be insured or otherwise secured by the PROPOSER, any payments made to the City on account thereof shall, if appropriate, be reimbursed to the PROPOSER. The

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PROPOSER will be liable for all mismanagement of funds by PROPOSER, its employees or agents.

4. Collections of Monies and Accounting (Citations):

- Collect payments on citations, as well as transient, monthly and special event parking fees from the public.
- Make available to the customers a variety of payment options approved by the City, including but not limited to cash, check, credit card telephone and on-line capabilities.
- Process payments of parking citations. Provide details of accounting for monies collected.
- Issue late notices for overdue payment of citations and provide follow-up collection services to include:
 - a. Out of State Collections
 - b. DMV Access and any hold requirements
 - c. Scofflaw requirements and procedures.
- Use automated technology to issue citations and manage records of citations.
- Manually input any tickets issued by the police or other authorized personnel.
- Use a citation processing solution that successfully collects at least 85% of revenue owed.

5. Office Administration:

- Purchase all materials necessary to carry out all operation functions. These include, but are not limited to ticket paper, ticket books, envelopes, uniforms, office equipment and supplies, spare parts for maintenance and repair of meters and all other necessary equipment. City will provide successful PROPOSER a list of City-owned spare parts for meters and available tools.
- Document all reimbursable purchases.
- Maintain records of equipment and supplies and provide accounting for City.

6. Personnel Requirements and Administration:

- Provide for a dedicated on-site manager and appropriate staffing levels to fulfil the services required in this RFQ.
- Offer full-time benefits such as, but not limited to health insurance, life insurance, vacation, holidays. All benefits for full-time employees must be included in the proposed budget and be verified by the City before any reimbursement.
- Parking enforcement personnel will demonstrate high ethical standards of conduct and will observe all written rules and regulations concerning their work assignments as provided by the PROPOSER.
- Do background checks and drug testing on all employees prior to employment and provide proof of such to the City.
- Supervisors and field personnel will maintain radio contact as appropriate to ensure oversight of parking enforcement activities.
- Ensure that all enforcement, parking meter maintenance and coin collecting personnel wear City-approved uniforms and be properly groomed while on duty. The uniform must display approved insignia that clearly identifies the wearer as

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being responsible for enforcing parking violations, managing parking facilities or servicing parking meters. The uniform will also have a clearly visible and readable name tag.

- All other employees of the PROPOSER providing services shall be clearly identifiable by uniform, name tags, and/or identification cards.
- Employ persons who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement.
- Hire, train, and supervise its staff members.
- Serve the public in a courteous, helpful, and impartial manner. Correction of any inappropriate behavior or language shall be the responsibility of the PROPOSER.
- Adjust staffing requirements as directed by the City.
- Transfer or remove an employee if directed by the City within two weeks.
- Respond to any public complaint within twenty-four (24) hours after receipt. In the event a report is received alleging an employee of the PROPOSER was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, the PROPOSER will submit a written report to the City within seven (7) days of the date of the report, outlining the complete details of the incident. The report will include the nature of the incident, time, date, location, name, address, and telephone number of the person making the allegation. The report will also include the name and title of the employee and the nature of the disciplinary action taken, if any.

7. Training and Customer Service:

- Employ friendly, helpful, customer-oriented personnel.
- Provide training in general information and directions to all personnel so they may assist visitors to the City.
- Provide the City the detailed training format for all Parking Enforcement Personnel.
- Respond to public inquiries about the Parking Enforcement Services, ticketing and enforcement, or any other citizen concern in accordance with the City's customer service principles.
- Assist the City in its efforts to inform the public about the parking program, rules and regulations including community outreach programs.
- Keep an accurate record of all citizens' complaints, their resolution, and the action taken to contact the complainant. All such records shall be retained during the term of this Agreement and made available to the CITY Contract Manager.
- Provide customer service training in accordance with industry best practices. The training regimen will be subject to the approval of the City.

8. Installation and Maintenance:

- Meters and/or pay stations are required to be functioning properly no less than 90% of the time.
- Install and maintain parking meters and any new equipment.
- Ensure the appropriate maintenance and repair of equipment under warranty.
- Maintain all operational meters, pedestals, meter poles, heads and all other meter accessories in good working condition. Good working condition is defined as repairing/replacing any defective meter within 24 hours of a report of failure.

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- Ensure poles and pedestals are clean, upright and painted.
- Implement a regular preventive maintenance schedule for all parking meters and/or pay stations.
- Keep meter logs of all complaints regarding meters. The log shall note date, Meter number, location, problem and name of the person calling in the problem, the date the mechanics checked the Meter, the nature of the problem and the date it was corrected.

9. Safety:

- Take adequate steps to ensure the safety and security of all personnel and property included under the Parking Management Contract.
- Provide training and employ all responsible safety precautions and devices in connection with providing the services included under the final Parking Management Contract.

10. Special Events:

- If a special event is scheduled, the PROPOSER may be required to make rate changes as well as special event programming. These events include, but are not limited to annual Mardi Gras, festivals, holiday events, weather emergencies, etc.

11. Additional Services:

- Change PROPOSER procedures as necessary to conform to revisions in the City's ordinances, parking regulations, policies and initiatives.
- Review City ordinances to ensure that they are appropriately reinforcing the desired outcome. Provide the City with recommendations if any ordinances are creating a negative impact to the parking program.
- While on patrol, instruct employees to pick up visual litter in the parking areas, or inform the proper department if the volume or problem exceeds their ability.
- Weekend and special event parking enforcement should focus on ticketing violations such as obstructing traffic, parking in a no parking zone, obstructing fire hydrants and arranging for towing of illegally parked vehicles when specifically requested by City.
- Provide temporary signage and bagging meters on a timely basis to alert the public to special event and other temporary or permanent changes in available on street parking spaces.
- Empty cash parking meters at least weekly or more often, depending on parking volumes.
- At least annually, evaluate the parking rates and provide recommendations for possible rate changes to the City.
- Evaluate the areas of paid parking and provide recommendations for new paid parking areas to the City.

12. Budget and Reimbursable Operating Expenses:

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- Based on the results of the RFQ selection process, the selected PROPOSER shall submit a detailed proposed budget with their proposal for all expenses to be reimbursed by the City. The proposed budget shall include all employee expenses, operating expenses, capital and amortization expense, financing charges, management fees and any other related costs.
- The City will reimburse the PROPOSER for all approved expenses as determined by the City. The Proposer will be expected to submit a monthly expense report and include acceptable documentation for expenses. The City agrees to reimburse actual expenses with no surcharges. To this end, the PROPOSER is to include in its final Proposal all proposed operating costs in detail.
- A five-year capital expenditure plan shall be included in the final Proposal for which the PROPOSER will be asking for reimbursement for any amortization of proposed new equipment, technology and/or vehicles.

13. Cost of Service:

- Based on the results of the RFQ selection process, the selected PROPOSER shall present their compensation in the form of a fixed management fee plus reimbursable expenses basis.
- The PROPOSER may propose an incentive formula based on its ability to meet certain performance goals, improved operational performance and/or improved customer service. Consideration will be given for an overall increase in net operating income with exception of parking citation revenue or parking rate increases. The City will not condone or encourage the aggressive issuance of parking tickets to achieve an incentive.

D. TECHNICAL REQUIREMENTS

The PROPOSER is required to have at least 5 to 10 years of experience in parking management services to include:

- 5 years of on-street municipal parking management and operations
- Citation management
- Collections and cash handling
- Meter collections
- Meter maintenance
- Parking enforcement staffing
- Parking planning
- Equipment procurement

E. REFERENCES

The successful PROPOSER must submit the names of three (3) municipal on-street references where the proposer has successfully performed at the very minimum all of the services requested in this RFP.

****END OF PART I****

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PART II: RFP GENERAL INFORMATION

A. DEFINITIONS

For the purposes of this Request for Qualifications (RFQ):

PROPOSER shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFQ.

CITY shall mean the City of Mobile, and any officials, employees, agents and elected officials.

B. PURPOSE OF RFQ

The City solicits qualifications from responsible PROPOSERS to perform work for or provide goods and/or services to the City as specifically described in Part I of this RFQ, Statement of Work.

C. CONTRACT AWARDS

The City anticipates entering into a contract with the PROPOSER who submits the qualifications judged by the City to be most advantageous. The City anticipates awarding one contract for a five-year period, renewable with mutual consent of the parties for two additional two year periods.

The PROPOSER understands that neither this RFQ nor the notice of award constitutes an agreement or a contract with the PROPOSER. A contract or agreement is not binding until a written contract or agreement has been executed by both the CITY and the successful PROPOSER.

D. PROPOSAL COSTS

Neither the City nor its representatives shall be liable for any expenses incurred for the preparation of a response to this RFQ. Proposers should prepare their proposals simply and economically, providing a straightforward and concise description of the PROPOSER's ability to meet the requirements of the RFQ. Qualifications submittals shall be concise and no larger than 30 pages. The city is looking for substance over marketing or "boilerplate" materials.

E. INQUIRIES

The CITY will not respond to verbal or telephone inquiries. Proposers may email written inquiries for interpretation of this RFQ to purchasing@cityofmobile.org.

The City will respond to written inquiries received by 4:00 pm March 2, 2018. The City will record its responses to inquiries and any supplemental instructions in the form of an online addendum on the City's website (www.cityofmobile.org/bids). If addenda are issued, the City will email addenda to any potential PROPOSER who has submitted a question or requested a specific copy of any addenda via email to purchasing@cityofmobile.org prior to the written inquiry deadline. Although the City will attempt to notify each prospective PROPOSER of the addendum, it is the sole responsibility of a PROPOSER to remain informed as to any changes to the RFQ.

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F. DELAYS

The City may postpone or extend scheduled due dates in its sole discretion. The City will attempt to notify all registered PROPOSERS of any changes in scheduled due dates by written addenda.

G. QUALIFICATIONS SUBMISSION

PROPOSERS shall submit one (1) original and five (5) copies of their qualifications submittal, together with an electronic copy of the RFQ submittal in PDF format in a sealed package. Please include an email address on the cover of your proposal. RFQ submittals shall be delivered in person or by mail. Email submittals are not accepted.

Mark package: "PARKING MANAGEMENT SERVICES, City of Mobile RFQ 2018-004"

Send submittal to:

PROCUREMENT DEPARTMENT
City of Mobile
Room 408, South Tower
205 Government Street
Mobile, AL 36644

Late submittals, additions, or changes will not be accepted and will be returned to the PROPOSER unopened. Due to the irregularity of mail service, the City cautions Proposers to assure actual delivery of proposals to the City prior to the deadline set for receiving proposals. Confirmation of timely receipt of the submittals may be made by emailing the Purchasing Department at purchasing@cityofmobile.org before proposal opening time. Proposers may withdraw their submittals by notifying the City in writing at any time prior to the opening. RFQ submittals, once opened, become property of the City and will not be returned.

H. PROPOSAL FORMAT

To insure a uniform review process and to obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified herein. When an RFQ requires multiple copies, they may be included in a single envelope or package properly sealed and identified. Any attachments shall be clearly identified. To be considered, the proposal must respond to all parts of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.

Proposers shall prepare their RFQ submittals using the following format:

1. Cover Letter/Letter of Transmittal:

This letter will summarize in a brief and concise manner, the PROPOSER's understanding of the scope of work and make a positive commitment to provide its

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services on behalf of the City. The letter must name the persons authorized to make representations for or on behalf of the PROPOSER, and must include their titles, addresses, telephone numbers and email addresses. An official authorized to negotiate and execute a contract on behalf of the PROPOSER must sign the letter of transmittal.

2. Title Page:

The title page shall show the name of PROPOSER's agency/firm, address, telephone number, name of contact person, email address, date, the RFQ No. and the project name.

3. Table of Contents:

Include a clear identification of the material by section and by page number. Please be sure to number all content pages in the RFQ submittal.

4. Section 1 - Organization Profile and Documentation:

This section of the RFQ submittal must describe the PROPOSER, including the size, location of corporate offices, range of activities, and experience providing similar services.

5. Section 2 - Minimum Qualifications:

The PROPOSER is to make a statement that they meet the minimum qualifications as set forth in this RFQ and shall specifically detail each component of the minimum qualifications. ***Failure to meet minimum qualifications will result in rejection of the RFQ submittal.***

6. Section 3 - Municipal On-Street Experience:

The PROPOSER shall describe its expertise in and experience with providing services identical to those required by this RFQ. Describe previous experience relating to the Scope of Work requested in this RFQ. Please describe the work performed; include reference contact information, the time the firm was engaged and a list of accomplishments. Please include the following three subsections:

- a. A budget document that demonstrates how the PROPOSER, with a previous or existing customer, replaced legacy municipal on-street parking meters with, with solar powered credit card enabled meters, multi-space pay stations, or comparable innovative parking meter system. The budget shall show all costs for removal of existing meters, modification/construction of sidewalks or right-of-way's, signage, installation of new hardware, monthly/annual costs for all back-office management systems, credit card processing fees, transaction fees, communication and any other cost realized with the installation of any new equipment. Please include with the budget a one-page narrative documenting the transition process, including planning, time from inception to completion, public outreach, enforcement strategy, and enforcement success measures.
- b. The City may wish to invest in license plate recognition (LPR) enforcement technology moving forward. Please include in this section a description of any

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experience the PROPOSER has with LPR enforcement technology, to include specifically the equipment and techniques used.

- c. The City may wish to adopt some form of residential permit parking program (RPP) in the future in designated area(s) within or adjacent to the Downtown Development District. Please describe any experience the PROPOSER has in developing, implementing, and enforcing RPPs.

7. Section 4 – Proposed Organizational Chart & Staffing:

Submit an Organizational Chart and resumes of key staff that will be assigned to this project, including the proposed manager. Include a description of the primary individuals responsible for supervising the work including the percentage of time each primary individual is expected to contribute to this work. Include resumes and professional qualifications of all primary individuals and identify the person(s) who will be the City's primary contact and provide the person(s)' background, training, experience, qualifications, professional designations and authority.

8. Section 5 - Approach to Providing Services:

This section of the proposal should explain the Scope of Work as understood by the PROPOSER and detail the approach, activities and work products to be provided. Specifically, the City requests the following be detailed in the RFQ submittal:

- The Proposer shall describe their approach to meter collections, parking enforcement, security, accountability and maintenance.
- Describe the ticket processing, noticing and remittance processing services used to process payments for this project and what cash controls will be in place. Be specific on the proposed services and how they meet the minimum requirements of this RFQ.
- Provide a general staffing plan and management structure.
- Describe hiring practices and ongoing employee training programs.
- Explain your local presence and proposed involvement in the community.
- Describe your public outreach programs and provide references to where these services were performed in other similar cities.
- Describe proposed local office and hours of operations.
- Describe in detail your proposal to provide new on-street parking control equipment, proposed payment options and parking enforcement technology.
- Describe in detail any innovative or unique parking management practices or programs that will be utilized if selected for this Parking Management Contract.
- Describe any subcontractors that you currently use and would expect to use in performing these services.

9. Section 6 - Transition Plan:

Please describe your transition plan to assume current City meter operations and enforcement, including the immediate installation of any new parking control equipment or technology, pending full development and implementation of an agreed upon improved parking solution.

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10. Section 7 - Additional Information:

Please submit any additional information that the PROPOSER considers pertinent for consideration should be included in this section.

I. PROPOSAL PROCEDURAL INFORMATION

1. Interviews:

The City reserves the right to conduct interviews or require presentations prior to final selection. The City is not responsible for any expenses which PROPOSERS may incur regarding a presentation to the City or related in any way to this RFQ.

2. Request for Additional Information:

The PROPOSER shall furnish such additional information as the City may reasonably require. This includes information, which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the qualifications of the PROPOSER as it deems appropriate, including but not limited to, a background investigation. Failure to provide additional information requested may result in disqualification of the proposal.

J. PUBLIC RECORDS

All RFQ submittals are public documents and subject to public disclosure in accordance with the Public Records Law. Certain exemptions to the Public Records Law are statutorily provided for and it is the PROPOSER's responsibility to become familiar with these concepts. The contract will include a provision wherein the PROPOSER releases and agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

K. IRREGULARITIES; REJECTION OF RFQ SUBMITTALS

The CITY reserves the right to reject RFQ submittals with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other proposals. Incomplete or non-responsive submittals may be rejected by the City as non-responsive or irregular. The City reserves the right to reject any submittal for any reason, including, but without limitation, if the PROPOSER fails to submit any required documentation, if the PROPOSER is in arrears or in default upon any debt or contract to the City or has failed to perform faithfully any previous contract with the City or with other governmental jurisdictions. All information required by this RFQ must be supplied to constitute a valid submittal.

L. EVALUATION METHOD AND CRITERIA

1. General:

The CITY shall be the sole judge of its own best interests in the resulting negotiated contract or agreement, if any. The City reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance

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under similar operations of each PROPOSER, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on both an objective and subjective comparison of RFQ submittals and PROPOSERS. The City's decisions will be final. The City's evaluation criteria may include, but shall not be limited to, consideration of the following:

- Overall quality of the submittal and innovative approach to meeting the requirements of this RFQ
- Ability to meet operational and management requirements of this RFQ
- Availability and qualifications of proposed local manager
- Local presence, infrastructure and location of a regional office
- Financial resources and capabilities
- References
- Related municipal experience in the Gulf region of the United States
- Technical soundness of proposal
- Proposed Transition Plan

2. Selection:

Selection of final PROPOSER may be referred to a selection committee (Committee). The Committee will review all proposals received and establish a list of selected PROPOSERS deemed to be the most qualified to provide the service requested based on the criteria set forth above. The City may develop a "short list" of recommended firms to be invited for in person interviews and presentations. Proposers are advised that the City reserves the right to conduct final negotiations with the most qualified PROPOSER.

The following weight will be given for evaluations of each proposal

1. Experience with municipal on street operations (35%)
2. Approach to the project (25%)
3. Resumes of key staff (20%)
4. References (20%)

3. Public information:

All submissions will become property of the City of Mobile and will be available for public release. Requests for confidentiality or privilege from release may result in non-consideration of that portion or the entirety of a submission, and any grant of exemption from release will be in the sole at the discretion of the City.