



ADDENDUM 1
to
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

Addendum 1 to Request for Qualifications (RFQ) 2018-004
Parking Management Services
City of Mobile, AL

Responses to Questions Received:

The City received several questions regarding this RFQ.

1. Which individuals/departments will be involved in the evaluation process?

Answer: The City is using a multidisciplinary, interdepartmental team to evaluate Qualification packages. The team may also include external stakeholders and experts.

2. Please confirm if PROPOSER must submit a financial proposal along with its response to this RFQ?

Answer: The City does not expect or desire a detailed financial proposal for assumption of City parking management. The City does desire in Part II, paragraph H.6.a., a budget document that demonstrates how you effected transition from a legacy parking management system for a previous customer.

3. Several questions were asked regarding the specific operation of the current system, including:

Citations, fees, fee collection
Current on-street parking policies
Financials
Current contract

Answer: The City has provided background on its existing system in the RFQ that the City believes is adequate for development of the type and focus of Qualifications packages upon which the City will base its selection.

4. Some questions asked for specific transition or performance expectations.

Answer: The City has not formulated a transition plan, but intends to do so in collaboration with, and employing the expertise and initiative of, the selected vendor.

5. Some questions asked whether the City would consider modification of its minimum required qualifications to allow for the consideration of Qualification packages from Proposers who may be able to demonstrate equivalent expertise and experience in alternative ways.

Answer: The City has amended its language regarding minimum qualifications that indicates the City will entertain and review all timely received submissions, regardless of experience. The City also will consider equivalent experience that may not extend to the earlier specified time and number of customer minimums. The City will however continue to value experience and performance history as important selection factors. Please see the below edits to the original RFQ that capture these minimum qualification expectations.

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The following edits are made to the original RFQ:

In PART I - STATEMENT OF WORK, Paragraph D, please make the indicated changes:

D. MINIMUM REQUIREMENTS

The City is seeking a professional parking management company that understands the needs of a municipality like Mobile. The City desires a PROPOSER must to meet the following minimum requirements, or document alternative experience and success factors to be competitively 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) multiple 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. Proposer's 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.

Relabel Paragraph "D. TECHNICAL REQUIREMENTS" to "E. TECHNICAL REQUIREMENTS" and change the paragraph to read:

E. TECHNICAL REQUIREMENTS

The City desires PROPOSER ~~is required~~ to have at least 5 to 10 years of measurable and documented experience in parking management services to include:

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

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- Equipment procurement

Relabel Paragraph “E. REFERENCES” to “F. REFERENCES” and change the paragraph to read:

F. 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 RFQ~~P~~.

Relabel PART II header to read:

PART II: ~~RFP~~RFQ GENERAL INFORMATION

For PART II, Paragraph H.5, make the indicated changes:

5. Section 2 - Minimum Qualifications:

The PROPOSER is to ~~make a statement that~~how they meet the ~~minimum~~City's desired qualifications as set forth in this RFQ and shall specifically detail each component of the ~~minimum desired~~ qualifications. PROPOSER shall include at least three customer references with name, title, email, and phone information that can speak to PROPOSER's experience and performance. Failure to meet minimum qualifications will result in rejection of the RFQ submittal.