

Financial Services

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www.redondo.orgtel 310 318-0683
fax 310 937-6666**ADDENDUM #1 (7 Pages)****RFP NUMBER: 2021-004****RFP NAME: MOBILE PARKING PAYMENT SYSTEMS****ADDENDUM DATE: 9:00 p.m., December 3, 2020****ISSUED BY:**
Robert Norman, Financial Services Dept.**The following constitutes Addendum #1:**

1. Responses to questions received is provided on pages 2 – 7 of this Addendum.
2. RFP due date is extended to 4:30 p.m., Tuesday, December 15, 2020.
3. RFP Schedule/Timeline (page 8) has been revised and replaced by the following:

Description	Date
RFP issued	Tuesday, November 10, 2020
Deadline to submit written questions	4:30 pm, Tuesday, December 1, 2020
Addenda and answers to questions distributed	4:30 pm Thursday, December 3, 2020
Proposal due (Revised)	4:30 pm, Tuesday, December 15, 2020
Contractor Presentations (If needed) (Revised)	Week of January 4 and 11, 2021
City Council awards contract (Revised)	Tuesday, February 2, 2021
Contract period begins (Revised)	Wednesday, February 3, 2021

Contractor must acknowledge this Addendum in their proposal.**ACKNOWLEDGED:****Company Name:** _____**Signature:** _____ **Date:** _____**Authorized Representative**

Questions & Responses for RFP #2021-004

- 1. Who is your current provider of existing infrastructure for coin & smart meters? Who are the current meter providers?**

The City has a variety of parking hardware vendors: POM, IPS, MacKay and T2.

- 2. What is the "planned hardware" partners or infrastructure, as noted in the Background section on page 3?**

There are still parking lots in the City/Harbor that currently have coin-only meters or parking attendants that are scheduled for hardware replacement (type to be determined).

- 3. What was the 2018 and 2019 FY respective revenue collected from hourly on-street and surface lot parking fees (divide by each source type if possible)? Based on Section II, could you provide the monthly and/or yearly transactions for total spaces (1300 metered on-street spaces and 1300 off-street spaces at harbor/pier)?**

Actual Revenue FY2018-2019

Parking Structures (Pier/Harbor @1300 spots) \$2,718,177

Parking Meters (@1300 spots) \$2,310,459

At time of print the FY2019-20 Actuals are not posted on OpenGov, but are anticipated to be posted week of December 7, 2020.

[Redondo Beach / Annual \(opengov.com\)](https://www.opengov.com/Redondo-Beach/Annual)

- 4. What is the total number of parking transactions contributing to the revenue amounts for 2018 and 2019 for each source?**

Of the approximately 550 smart meters installed in the City for the 2019 calendar year the coin and credit card transactions were as follows:

552,032 coin transactions

385,559 credit card transactions

- 5. Could a virtual submission, or possible extension of proposal submission due date (by 48 hours) be granted in order to meet the mail-in mandate from out of state?**

See revised estimated timeline on page 1 of this Addendum.

- 6. What is the quantified scoring rubric of each evaluation factor (i.e. how many points are weighted to each category)? Can the City please detail the scoring rubric that will be used to evaluate the proposal and pricing?**

Proposed categories for evaluation are listed below – weighting has not yet been assigned.

Selection criteria will include but is not limited to the following categories:

- Implementation timelines
- Cost (if any) of initial set-up
- Ongoing costs to City or parker/end user
- Ease of initial parker/end user set up (i.e. first use)
- Overall ease of use/number of required steps
- Vendor Marketing/Education to parker/end user
- Data Management System/City personnel training

- The fitness of the proposed material, equipment, software, and services for the intended use of the City;
- The quality of the material, equipment, software, and services offered;
- The ability, capacity, and skill of the Contractor to perform or provide the material, equipment, software, and services;
- The capacity of the Contractor to perform the contract or provide the material, equipment, software, and services promptly, within the time specified, and without delay or interference;
- The cost of the material, equipment, software and services, processing and other services, warranties, fees for annual hardware and software maintenance contracts, and ancillary charges for any other necessary material, equipment software or services;
- The ability of the Contractor to provide customer support, service, training, and future maintenance or service as may be needed; and
- The character, integrity, reputation, judgment, training, experience, past performance, and efficiency of the Contractor.

7. *Based on Section I, could you provide the list of existing City Software and third-party systems for parking payments, and what, if any, integrations required?*

Current hardware: POM, IPS, MacKay and T2

8. *Based on Section II, could you provide an estimated contract value for the project; if unknown, what is the allocated budget?*

No allocated budget.

9. *Based on Section II, does both parking transaction revenue and citation revenue get collected and recorded by the City of Redondo Beach Parking Department/Authority?*

City of Redondo Beach Police Department working with listed parking providers and Data Ticket is responsible for parking and citations.

- 10. Based on Section III: #2, is the City looking to have an experience for the parker that is branded for Redondo Beach [in app logo, signage, marketing] OR a Redondo Beach specific app that would only be available in Redondo Beach and require the user to download separately from other more universally available mobile parking apps?**

The City does not foresee using a completely custom product. The City will assess, based on vendor responses, the positives and negatives of having a more branded versus universal mobile parking app. The City has no stated preference at this point.

- 11. Based on Section III: #34, would the City like to see optional pricing for the vendor to not be MOR, in the event the City decides to control their own funds at a later date and become MOR?**

Yes, if compatible within business model.

- 12. Based on Section III: #29, does the City intend on absorbing the convenience fee of the mobile application or will the City pass the fee on to the parkers/end users? 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 onto the parkers?**

Additional convenience fees will likely be passed on to the parker/end user.

- 13. Based on Section IV timelines, would you please consider a request to extend the submission date to December 15th, accounting for the time needed for proposal edits and modifications to vendor submissions based on the answers provided by the City on December 3rd. With a hard copy requirement, most vendors will need to ship the responses on Friday, 4th of December, leaving no time for changes under the current submission deadline.**

See revised estimated schedule on page 1 of this Addendum.

- 14. Based on Section IV, what is the City's estimated/ desired GoLive date for service available to end users?**

Go-live date will depend on date contract is signed and vendor implementation timeline. Preference is to go-live approximately 45days after contract is signed.

- 15. Based on Section V, are RFP submission proposal copies preferred to be bound or unbound?**

One unbound original and three copies (bound or unbound).

16. Based on Section VIII, #1, would the City require us to provide a wet signature or would a digital one will suffice due to COVID circumstances?

Due to COVID City is not currently accepting wet signatures but has a digital process in place. The City Clerk will coordinate with the successful vendor.

17. Would the City consider allowing Contractors to submit their bids electronically due to the circumstances surrounding COVID-19?

It is unfortunately not possible to accept electronic bids at this time.

18. Does the City have a pricing form or a preferred pricing model for these services?

No

19. When does the City intend on launching the system?

Anticipated go-live Spring 2021.

20. Of the 1,300 on-street spaces, what is the average hourly rate?

\$1.50 per hour.

21. How many off-street spaces are there? What is the average hourly rate?

Approximately 1,300. \$2.00 per hour

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

Both

23. For the City's smart meters that accept credit card payments, who is paying the merchant processing fees: The City, the meter provider, or the parker?

The City.

24. Who is the City's merchant services/credit card processing provider?

Bank of America

25. What is the City's current card-not-present payment processing rate?

The City does not currently have a different rate for card-not-present with its Merchant of Record.

26. How many days of the week is paid parking enforced?

Seven

27. Scope of Services #18 (J) states: “Submit the minimum number of programmable time slots per day and per week” -- Can the City please clarify what they are requesting with this requirement?

Some areas of the City require variable rates – does the vendor’s product facilitate this need?

28. Scope of Services #28 states: “System must be able to communicate the paid status of vehicle to enforcement handheld devices and LPR software systems in real-time” -- Does the City have an existing LPR vendor? If so, who is the current vendor?

The current enforcement device is the N5Print handheld running on Android OS managed by Data Ticket. No current parking enforcement LPR in use but more widespread use is anticipated in the future.

29. Scope of Services #12 states: “Responsible for full integration of pay by phone system with all current Parking Access and Revenue Control System (PARCS) systems and enforcement systems and ability to integrate with future parking management and enforcement systems” -- Who is the City’s current PARCS provider?

No existing holistic PARCS provider. Existing vendors listed above.

30. Requirement #30 on page 6 states: The Contractor will be responsible for the installation and removal....What will the contractor be removing?

If signage or decals are installed on City property these would be removed at the end of contract.

31. Requirement #39 on page 7 states: Contractor shall supply and install all related signs, decals, and other information in the public right of way; Is it the intent of the City to have the Contractor install signage or just produce and ship the signage and decal materials? If installation is indeed required can you provide details on how many signs posts are present at the parking locations, the method of affixing signage allowed by City code and dimensions of posts? Are there any business licenses, restrictions or certifications required for outside vendors to perform work in the public right of way?

The City invites contractors to advise on appropriate marketing/signage of the product to encourage customer use and education. The City will work with the contractor to install signage/decals as appropriate.

32. The RFP requires 1 original proposal that contains the cover letter acknowledging all addenda with the original signature of the individual with authority. The addenda for Q&A is slated to be released only 3 days prior to the RFP due date. In the current environment of working remotely from a corporate office, combined with increasing restrictions due to COVID-19, would the city consider an extension of the due date to later in the week to allow for the original signed cover letter acknowledging the addenda to arrive at the Contractor's office and then allow for shipping of the full proposal to the City?

See revised estimated schedule on page 1 of this Addendum.