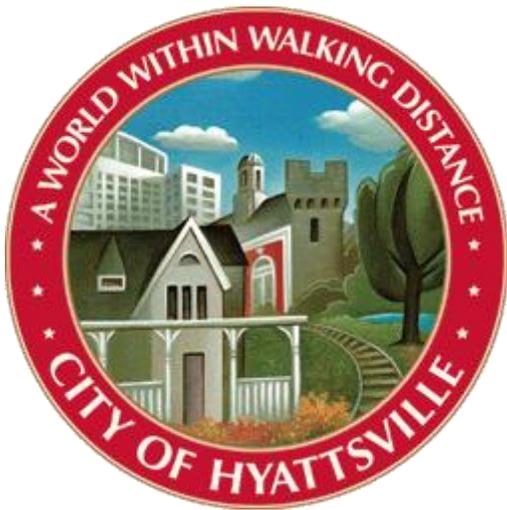


March 11, 2016

RFP#CED03112016



City of Hyattsville – RFP



Request for Proposal

Parking Management Services:
Citation Management Processing,
Permits Collections and Metered
Equipment Services

City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781

Table of Contents

REQUEST FOR PROPOSAL	1
BACKGROUND AND OBJECTIVE	1
RFP SOLICITATION SCHEDULE	2
RECORDS & REPORTS	2
PRE-BID CONFERENCE	2
SCOPE OF PROPOSAL.....	3
COMPENSATION FOR SERVICES (FEE)	7
EVALUATION CRITERIA AND SELECTION PROCEDURES	7
GENERAL CONDITIONS FOR PROPOSALS.....	8
SUBMISSION OF QUALIFICATIONS	9
TECHNICAL BID SECTION.....	9
SEALED DOLLAR BID SECTION.....	10
EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT.....	10
PRICE TO REMAIN FIRM.....	10
AMENDMENT OR CANCELLATION OF THE RFP	10
PROPOSAL MODIFICATIONS.....	10
SUSPENSION AND/OR DEBARMENT	11
PRESENTATION OF SUPPORTING EVIDENCE.....	11
ERRONEOUS DISBURSEMENT OF FUNDS.....	11
PROPOSAL PREPARATION COSTS.....	11
THIS SOLICAITION IS NOT A CONTRACT	11
SUB-CONTRACTORS	11
LEGAL TERMS	11

REQUEST FOR PROPOSAL

The City of Hyattsville, Maryland invites sealed responses to Request for Proposal (RFP) #CED03112016, for parking equipment and management services.

The purpose of this solicitation is for the City of Hyattsville to select a firm, or partnering firms, to provide the City with parking citation issuance, management processing, collection services, permit management and metering equipment. It is the City's preference that proposals are comprehensive and deliver a full suite of services, either through a single provider or through a partnership of integrated service providers. The City will consider responses to specific categories of services as described in the Scope of Proposal section of this solicitation and are categorized as follows:

- Citation Issuance
- Citation Processing & Collections
- Parking Meter Equipment

Firms submitting a limited response to specific categories of services will be required to demonstrate in its proposal that it providing a limited category of services is in the best interest of the City and its parking operations.

BACKGROUND AND OBJECTIVE

The City of Hyattsville is a Smart-Growth community making it a prime candidate for assistance offered by the State of Maryland and the Federal Government for investment. Hyattsville is located only one mile from Washington DC and is approximately 2.7 square miles of historic and urban residential, commercial, industrial and high-density mixed-use residential/commercial/office and development. The residential neighborhoods of Hyattsville are one of the community's best-kept secrets. They are thriving, stable enclaves of tree-lined streets with an architecturally diverse housing stock.

The City of Hyattsville has convenient access to transit and transportation options for residents and visitors. We are located on the Metro's Green and Yellow line, served by two stations: West Hyattsville and Prince George's Plaza. In addition to Metro, the City is traversed by an excellent network of roads, buses, freight transportation, and rail services including THE BUS, AMTRAK, and MARC. We are also located near the region's three airports: Baltimore Washington International, Reagan National (accessible via Metro) and Dulles.

The City of Hyattsville is in close proximity to the University of Maryland campus at College Park as well as many other private and public colleges and universities. Public and private schools for all age groups include Northwestern High School and the nationally recognized DeMatha Catholic High School.

In 2011 the City of Hyattsville modernized its parking operations to a web-based citation management system and built-upon its existing Duncan Solutions VM multi-space pay-station inventory with a combination of single space Liberty meters and multi-space meters to service off-street public parking lots. The City currently utilizes the full suite of Duncan Solutions parking management products except, for its permitting and sensor applications. The City's contract with Duncan Solutions is set to expire in December 2016 and the City is evaluating opportunities to replace its existing vendor and equipment. The City is located in close proximity to Washington DC, the University of Maryland and other destinations which provide customers fully digitized public parking systems. Therefore it is in the City's best interest to make available convenient and reliable services in order to meet our customer's expectations.

In 2016, the City will be introducing a parking pay-by-phone option, which we will use in tandem with a full suite of parking management services. The purpose of this solicitation is to secure a long-term partner that provides our residents, businesses and visitors with a high-quality parking services provider that can be managed effectively by our in-house staff.

RFP SOLICITATION SCHEDULE

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

March 11, 2016: Solicitation I s s u a n c e
April 4, 2016: Optional Pre-bid Conference
April 8, 2016: Question Period Concludes
April 21, 2016: Bids Due
April 22, 2016: Bid Opening
April 22, 2016: Evaluation Period Commences
May 5, 2016: Notification of Selection of Top 3 Proposals
May 20, 2016: Interview of Top 3 Firms
May 24, 2016: Evaluation Period Concludes
June 1, 2016: Notice of Recommended Firm

The City intends to select up to three (3) firms through this solicitation process to perform an in-person demonstration of its products, services and personnel. The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City Council. The firm selected through this solicitation will be required to have the new parking management hardware and software system operational and staff training completed by December 1, 2016.

RECORDS & REPORTS

The City will require the firm to maintain an original set of records on work performed including dates, property address, specific work performed and Contract employees. The City will be provided a duplicate set of records, but upon request may require the firm to provide specific records for the purpose of confirming City records or use in litigation.

PRE-BID CONFERENCE

The City will provide firms with an optional pre-bid conference on April 4, 2016. Participation in a pre-bid site tour is not required, but we request that you notify the City if a representative from your firm intends on participating. Participants will be provided the opportunity to ask questions regarding the procurement of services and will be provided with a tour of existing City parking facilities.

Date: April, 4, 2016

Time: 10:30 AM

Location: City Administration Building, 4310 Gallatin Street, Hyattsville, MD 20781

RSVP: jwiggins@hyattsville.org

SCOPE OF PROPOSAL

Through this solicitation, the City will procure the services of a parking management partner that will be responsible for providing products and services necessary for the City to provide its parking customers with a seamless experience and staff with the tools necessary to manage parking operations. The firm selected through this solicitation must demonstrate their organization's ability to deliver responsive customer service to both its end users and management.

The scope of responding proposals must include a written description of how the firm intends to provide services and equipment based on the preferences described below. The scope of work is organized by category and by service and further described as either being a mandatory requirement of the service or services that are preferred by the City, but are not required to satisfy the basic requirements of the services provided by the responding firm. The firm's written response at a minimum must adequately address each of the goods and services requested in the scope of work. If firms are unable to meet either Mandatory or Preferred goods or services described in the Scope of Work, the City encourages the firm to provide a description as to why the services cannot be provided. Firms may include parking related services offered by the respective firm that are not described in the Scope of Work.

Category	Service	Mandatory/ Preferred	Description
Customer Service	Caller Wait Time	Preferred	The City prefers a caller an average wait time of 60-seconds, for both payment and citation inquiries. The firm must furnish information on average wait times provided directly or through its sub-contractor.
	IVR	Mandatory	The firm must comply with American Disabilities Act (ADA) requirements by providing reasonable accommodations for individuals with hearing loss or deafness.
	IVR	Mandatory	IVR must be provided in both English and Spanish. The firm, in its proposal, must also identify any other languages that are regularly provided by its IVR services.
	Payments	Mandatory	Firm must provide customers with the ability to make citation and permit payments via secured website, IVR and by first class mail.
Management	Account Representative	Mandatory	The firm must provide a designated Account Representative that serves as City management's primary point of contact. The Account Representative will be required to provide management with regular integration updates and participate in monthly conference calls with management. The proposal should identify the proposed Account Representative, their current roster of assigned customers, a full description of their work history with the firm and detailed resume. The City will greatly value the experience and stability of the assigned Account Representative in its selection of a firm.
	Technical Support	Mandatory	The firm must provide on-call Technical Services available to City management staff during regular business hours, 9:00 AM – 5:00 PM EST. Technical Services provided via email are required 24-hours per day, 365-days per year and responses must be provided within 24-hours of receipt. Technical services are in addition to the assigned Account Representative.
	Management Dashboard	Mandatory	The firm is to provide in its proposal a sample of a management dashboard that displays real-time performance information.
	Real-Time Reporting	Preferred	The firm must provide a detailed summary of its product real-time reporting capabilities including citation issuance, parking occupancy, revenues by meter & zone and equipment requiring maintenance.

	Automated Monthly Settlement Report	Mandatory	The firm must provide a sample of a monthly settlement report which provides management with a detailed accounting of citation collections, all fees deducted from the Net Payment Account, quantity and value of citation issuance, fine and fees added/removed, payments received by method (web, IVR, mail), collection notices issued, RO inquiries issued hit and received. The firm must affirm its proposal the capacity to issue electronic monthly settlement packages to the City within 10-calendar days of the settlement period.
	Automated Annual and Fiscal Year Audit Report	Mandatory	The firm will be responsible for producing an annual report identical to the monthly settlement report, but for both the calendar year and fiscal year (July 1 st – June 30 th). The firm must affirm in its proposal that it has the ability to deliver electronic copies of the respective reports to the City within 30-calendar days of the respective annual reporting date.
	Benchmarking Report	Preferred	The City would like the ability to benchmark the performance based on the following criteria: occupancy rate, payment method, court request rate, delinquent collection rate, parking duration. The City would like for the proposal to describe whether the firm has the capacity to create a benchmarking report based on similar client profile performances.
	User Licenses	Preferences	The City would prefer tiered user access licenses for upper management, communications/administrative staff and field staff. A flat rate for user licenses is preferred.
	Batch Court Reporting & Adjudication	Mandatory	The City will require the selected firm to deliver a data management tool that allows parking aides to sort, batch and print citation records by court date. The firm should detail in its proposal the capacity of its software application to produce an electronic pdf ad hoc batch reports that include violation details, related photographs and the violated section of the City code. Court and adjudication of parking citations is managed manually by Prince George's County District Court, not the City of Hyattsville, therefore electronic processing of court requests is not available at this time.
Citation Issuance	Capabilities	Mandatory	The City's three (3) parking aides currently issue citations via handheld AutoCite X3 units. For parking aides, the City will be transitioning to issuance via a secured smartphone application and Bluetooth printer. The smartphone application must be compatible with either iOS or Android products and include photo capabilities and full complement of dropdown menus necessary for staff to manage parking citations from the field. The City will agree to a flat fee for citation issuance based on the package of services provided by the vendor.
	Laptop Citation Issuance	Mandatory	The City's Police Department's Patrol Division currently issues parking citations manually with paper. The PD's Patrol Division is provided with mobile data terminals in their respective Patrol vehicles. The City is requiring the firm provide an option for citation issuance via a laptop application allowing citations to be printed to a Bluetooth printer. The City will agree to a flat fee for citation issuance based on the package of services provided by the vendor.
	Hot Sheet & Citation History	Preferred	The City would prefer to provide Parking and Police staff with a summary of citation history in the field. The flag identify on the respective issuance unit if the vehicle is eligible for impounding identified by either Vehicle Identification Number (VIN) or license plate number.

	Real-Time Reporting	Mandatory	In order to provide customers and management with real-time information, we are requiring that responses include citation issuance software with automated synchronization of citation records without the need to synch via docking or downloading of files after a shift.
	Warning Notices & E-Chalking	Mandatory	The responding firm must provide a citation issuance application that allows the City the ability to issue non-punitive warning notices and electronic chalking capabilities.
Citation Processing & Collections	Delinquent Payments & Notices	Mandatory	The City will agree to provide the vendor with percentage of delinquent revenues collected by the vendor. The firm will be responsible for issuing delinquency notices with will include a 15-day late notice, 30-day notice and collections notice. The City applies increased penalties for each 15-day delinquency period. Firms must include the average In-State and Out-of-State "hit rate" for delinquency notices for each of its clients in Virginia, D.C. and Maryland. Costs for issuance of delinquency notices will be at the City's expense.
	Nlets ORI	Mandatory	The City participates in the National Law Enforcement Telecommunications System (Nlets) a law enforcement data sharing network. The City's Police Department has an assigned Agency ORI and the City's selected firm will be primarily responsible for assisting the transfer of access authorization from the City's existing vendor for the sole purpose of management of the City's parking citation program.
	Flag Release	Preferred	It is the City's preference that the selected firm has the capability of issuing State of Maryland Flag Releases on behalf of the City. Flag releases would be issued by the vendor to the Maryland Vehicle Administration based on a set of established rules. The vendor may apply a convenience fee for issuing same day Flag Releases directly to MVA, but must provide a no-cost option for less expedient provision of notice.
	Collection Rate	Mandatory	The firm must provide to the City its average rate of successful collections for each delinquency notice for clients within the DC Metro area and a listing of the clients included and/or excluded.
	Net Payment Account	Mandatory	The City will require that the selected firm deposit parking revenue within a Net Payment Account. The Net Payment Account will deposit a single monthly payment of funds collected and will deduct from the deposit all itemized fees owed to the vendor. The vendor must provide in its response a sample invoice itemizing revenues collected and itemized fees deducted from a sample deposit.
Permits	Web-Based Issuance	Mandatory	The firm must provide the capability to offer users the ability to purchase parking related permits through a secured on-line web portal, based on established rules and/or required documentation.
	Commercial Permits	Mandatory	The City currently offer monthly and single Commercial Parking Lot Permits. The firm should provide a summary of how it can provide web-based and by first class mail permit application, processing and issuance. The proposal must state whether it applies a convenience fee for either service.
	Residential Permits	Mandatory	The City currently offers Residential Parking Zone Permits. The firm should provide a summary of how it can provide web-based and by first class mail permit application, processing and issuance. The City is assessing its current program and may proceed with a 2 – 3 year renewal cycle. The proposal must state whether the firm is proposing a convenience fee for either service.
	Specialty Permits	Mandatory	The City is considering providing Specialty permits that might include reoccurring caretaker or maintenance services that could not be covered with a more standard Visitor permit.

Meter Equipment	General	Mandatory	The City is seeking highly durable and modern equipment that provides its customers and maintenance professionals with a seamless and intuitive experience.
	Smart Meter System	Mandatory	The equipment identified in the proposal must have the capacity to be remotely programmable and wireless communication to both handheld units and management dashboard. Proposal must describe the technical requirements and system operability.
	Solar Battery Life	Mandatory	The responding firms should only provide parking equipment that operates with a combination of battery and solar recharge. The City will not consider equipment that requires hard wiring from a power source.
	On-Demand Rate & Enforcement Hour Adjustment	Mandatory	The City currently operates enforcement of paid parking spaces, Monday – Saturday, 8 AM – 8 PM with free parking on Federal holidays. No parking is also enforced for specific on-street parking spaces on a pre-set schedule. It is the City’s preference to have full control to modify the parking rate, hours and dates and make available free parking and adjust the rate based on demand/occupancy. The responding firm should include in its proposal a description of user controls over the system.
	Repair & Replacement Fee Schedule & Life-Cycle	Mandatory	The firm must include in its proposal a full schedule for replacement parts for all equipment proffered in its proposal as well as the average turnaround schedule for delivery of specific replacement parts.
Multi-Space Meters	Overall Requirements	Mandatory	The City will be replacing existing Duncan VM pay-by-space multi-space parking meters with similar pay-by-space meters. The existing meters accept coin and credit card. The replacement meters will accept coin, credit card and synchronize with a pay-by-phone payment application. The meters will continue to primarily support off-street parking operations.
	Battery Replacement Schedule	Preferable	The City currently utilizes an annual flat fee battery replacement schedule for multi-space meters and would prefer to maintain a flat fee schedule for equipment procured through this solicitation.
	Pay at Any Space Capability	Mandatory	It is essential to continuity of operations that multi-space meters are networked to permit individuals to pay at any pay station within the same defined parking zone.
	Durability	Mandatory	The parking pay stations furnished by the firm must be highly durable and include a scratch resistant LED display and a traditional button keyboard.
	Occupancy Sensors	Preferable	The City would like to provide customers with the ability to identify available on-street and off-street parking spaces within its commercial areas as well as information necessary to assess the performance of individual parking spaces. The proposal should include the firm’s recommendation for using occupancy sensors with multi-space meters.
Single Space Meters	Overall Requirements	Mandatory	The City will be replacing existing Duncan Liberty single-space meters with similarly compatible single-space meters. The existing meters accept coin and credit card. The replacement meters will accept coin, credit card and synchronize with a pay-by-phone payment application. The meters will continue to primarily support off-street parking operations. The firm should state whether or not it provides the opportunity to trade in existing equipment and provide specific values in the Sealed Dollar Bid section of its proposal.
	Durability	Mandatory	The parking pay stations furnished by the firm must be highly durable, equipped with scratch resistant LED display and are resistant to water penetration.

	Occupancy Sensors	Preferable	The City intends to provide customers the ability to identify available on-street street parking spaces within its commercial areas as well as information necessary to assess the performance of individual parking spaces. The proposal should include the firm's recommendation for using occupancy sensors with single-space meters.
Other	Pay-by-Phone	Mandatory	The firm must provide a complete list of pay-by-phone applications that synchronize with the parking metering equipment organized by specific clients/jurisdictions.
	Training	Mandatory	The selected firm must provide City staff with a in-person training sessions for management of back office and in field operations. The firm will be required to perform web based training sessions for new hires and provide an annual equipment maintenance training to ensure that City staff is properly trained on the operation and troubleshooting of parking software and related equipment.
	Coin Collection Processing	Preferred	The City currently contracts for point of sale coin and cash collections. Cash and coin are transferred by the third-party, counted in-house and then transferred to armored car service for delivery to a secured bank. The City is requesting responding firms include a sub-contractor proposal for third-party coin and cash services processing. A proposed fee rate is not required due to a lack of information being provided at this time, but would be negotiated directly by the City.

COMPENSATION FOR SERVICES (FEE)

The City intends to enter into a professional services contract(s) for the proposed project term. Compensation for the services rendered, will be based upon a contract and is not to exceed fees provided in the response to this proposal. The compensation for goods and services solicited in this proposal should be represented by the following:

- Citation Issuance: Flat fee per citation issued and based on package of services provided
- Collections: Fee based on percentage of collected delinquent revenue
- Meter Equipment: Based on unit cost by meter type
- Metering Network: Fee structure for monthly network service fee by meter & service type
- Permitting & Real-Time Reporting: Proposed fee structure for monthly network service
- Net Account Deposit Fees: The City will assume bank deposit fees of \$125.00 per month.
- Convenience Fees: Flat fee based on service paid by the end user
- Coin Collection Processing: Fee structure to be negotiated directly with the City

EVALUATION CRITERIA AND SELECTION PROCEDURES

Evaluation Criteria:

Selection of successful firm will be based upon the submission required in this section. The firm is required to provide responses to each of the following:

- The name of the firm, managing principal/executive director;
- The firm's principal place of business;
- The firm's tax status, company structure and board of directors;
- Identification experience and role of key individuals in the management team and proposed Account

Representative to serve as the City's Point of Contact.

- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the firm's proposal will be operational by December 1, 2016.
- Parking equipment performance, durability and network reliability
- Details responding to each of the category of services articulated in the Scope of Services.
 - IVR customer service call wait time
 - Delinquent collection notice hit rate and fees collected rate.
- Summary of three (3) similar parking services projects implemented within the past 5 years:
 - Project timeline
 - Scope of Services provided
 - Performance outcomes:
 - Customer Service IVR Average Wait Time,
 - Net Meter Revenue
 - In-State & Out-of-State Delinquency Notice Contact & Collections Percentage
 - Payment Type (Cash, Credit, Phone)
 - Citation Payment Type (Phone, Web, IVR),
 - Equipment Replacement Schedule/Life Cycle
- References: Point of contact information of three (3) client communities of similar scale and parking services.
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and Sealed Dollar Bid Proposal.

Selection Procedures:

- The City of Hyattsville will review all submissions and select the three firms receiving the highest scores in the evaluation process;
- The firms receiving the three (3) highest score will be invited to participate in an interview with the City (date, time, and location of the interview will be determined) and provide a demonstration of their products.
- Following the firm interviews, the selection committee will provide a recommendation to the City Council.
- The City Council will select the firm and authorize the staff to proceed with negotiation and execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider negotiating and executing an agreement with the firm the received the second highest evaluation.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the (RFP) and comply with its instructions will be at the firm's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the firm contractually. Submission of a signed proposal to the City will be interpreted to indicate the firm's willingness to comply with all terms and conditions set forth the herein.

SUBMISSION OF QUALIFICATIONS

The RFPs will be received by the City Clerk, no later than **4:00 pm, Thursday, April 21, 2016**, and shall be mailed or hand delivered to:

**The City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, contact Jim Chandler, Assistant City Administration in writing by email at jchandler@hyattsville.org. Questions specific to this solicitation will be accepted until 5:00 PM on Friday, April 8, 2016.

TECHNICAL BID SECTION

A firm responding to this Request for Proposal (RFP) for “Parking Management Services” must submit a technical proposal prepared in accordance with the guidelines stated in the RFP. Failure to comply with these requirements will result in a disqualification of the application. The Technical Bid Section must include the following information:

- The name of the firm, managing principal/executive director;
- The firm’s principal place of business;
- The firm’s tax status, company structure and board of directors;
- Identification experience and role of key individuals in the management team and proposed Account Representative to serve as the City’s point of contact.
- Detailed responses to each of the category of services articulated in the Scope of Services.
- Sample Dashboard & Detailed Monthly Settlement Report (**Client’s Name to be Blacked Out**)
- Specifications of proposed meter and accessory equipment
- Fee and recommended replacement schedule of meter parts.
- Identification of proposed sub-contractors and/or third-party service provider(s)
- Summary of three (3) similar parking services projects implemented within the past 5 years:
 - Project implementation timeline
 - Specific parking services provided to client(s) by firm and/or subcontracted
 - Performance outcomes: Customer Service IVR Average Wait Time, Net Meter Revenue, Payment Type (Cash, Credit, Phone), Citation Payment Type (Phone, Web, IVR), Average Time of Equipment, Equipment Replacement Schedule/Life Cycle
- References: Point of contact information of three (3) client communities of similar scale and parking services.
- Letter of commitment from the firm that all services detailed in this solicitation and further detailed in the firm’s proposal will be operational by December 1, 2016, provided a Notification of Award and agreement are executed by June 6, 2016.

Firms must submit **five (5) bound, one (1) unbound and one digital pdf copy of the proposal on thumb drive**. Each firm will be evaluated, rated and/or ranked, based on information provided in their proposal.

SEALED DOLLAR BID SECTION

Firms must submit a separate Sealed Dollar Bid included in a separate envelope. Firms must submit **five (5) bound, one (1) unbound and one digital pdf copy of the Sealed Dollar Bid proposal on thumb drive.** Each firm will be evaluated, rated and/or ranked, based on information provided in their proposal. The Sealed Dollar Bid Proposal must include the following information:

- Multi-Space Meter Unit Cost: Based on a total order of 30-units
- Single-Space Meter Unit Cost: Based on a total order of 130 units
- Citation Issuance Fee (Flat Fee or Per Issuance) Unit Cost: Based on 1,000 per month
- Web & IVR Convenience Fee Unit Cost: Based on 500 transactions processed per month
- Postage for Notices Unit Cost: Based on 700 notices per month
- Secondary Collection Unit Cost/Percentage
- Residential Permit One-Time & Re-occurring Costs: Based on 2,000 permits
- Public Parking Lot Permit One-Time & Re-occurring Costs: Based on 150 active permits
- One-Time Start Up & Training Fee
- Fee Schedule for Equipment Replacement Parts

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The RFPs will be publicly opened and read on, **Friday, April 22, 2016 at 10:00 AM** in the Prangley Room of the **City of Hyattsville's Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.**

Proposals from all firms meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated. The firms best meeting the experience and approach will then be selected for interviews.

The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

PRICE TO REMAIN FIRM

Any costs proffered with a proposal must be valid for a period of **90 days** from the due date of the proposal once the firm is picked.

AMENDMENT OR CANCELLATION OF THE RFP

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

PROPOSAL MODIFICATIONS

No additions or changes to any proposal will be allowed after the application due date, unless such modification is specifically requested by the City of Hyattsville. The City, at its option, may seek retraction and/or clarification by an applicant regarding any discrepancy or contradiction found during its review of applications.

SUSPENSION AND/OR DEBARMENT

Firms, Contractors, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from submitting an application under this Program. A firm that submits a proposal that is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such firm will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Firms responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their proposal that the City of Hyattsville deems to be necessary or appropriate.

ERRONEOUS DISBURSEMENT OF FUNDS

The City of Hyattsville reserves the right to correct any inaccurate awards of monies under this Program made to an applicant. This may include, in extreme circumstances, revoking an award of funds made under this program to an applicant subsequently awarding those funds to another applicant.

PROPOSAL PREPARATION COSTS

Firms are responsible for all costs and expenses incurred in the preparation of a proposal to respond to this solicitation.

THIS SOLICITATION IS NOT A CONTRACT

This solicitation is not a contract and will not be interpreted as such.

SUB-CONTRACTORS

The firm submitting a proposal certifies and warrants that all payments of fees charged by any sub-contractors pursuant to that contract are the sole responsibility of the contractor.

LEGAL TERMS

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

The City of Hyattsville will not agree to terms that are not consistent with this policy.

END OF RFP