

April 12, 2016

RFP#CED03112016



City of Hyattsville – RFP Amendment #1



Request for Proposal

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

City of Hyattsville

4310 Gallatin Street
Hyattsville, MD 20781

The following are formal responses to questions submitted regarding RFP#CED03112016. The responses are limited to addressing questions that the City believes are relevant to the solicitation, are not addressed in the RFP document and may substantially impact the details of respective responses:

Question 1: What is the number of parking citations and revenues issued annually?

- Answer 1: During fiscal year FY2015 (July 1, 2014 – June 30, 2015) the City issued 9,357 parking citations and collected a total of \$441,844 in revenue. Through March 2016, the City has issued 8,354 citations and collected a total of \$381,379 in revenue.

Question 2: Has the City made progress on the selection of a pay-by-phone parking payment vendor and if so, what is the implementation schedule?

- Answer 2: The City has recommended the selection of North Carolina based firm Passport to serve as the City's pay-by-phone vendor. The firm is scheduled to present to the City Council on April 18th and I expect that authorization to execute a contract for services will be approved on May 2nd. We intend to conduct an integrated rollout of pay-by-phone with any new parking equipment roll-out in July/August 2016.

Question 3: Is there a collection fee applied to all delinquent citations after 15-days from issuance?

- Answer 3: The City issues a late fee of double the original fine after 15-days from issuance. A second late fee is applied, a double of original fine plus original late fee, is applied after 30-days from issuance.

Question 4: What is the collection fee charged by the City's current provider.

- Answer 4: The City currently receives 70% of all revenue received from collections with the contractor receiving 30% of all revenues received from collections.

Question 5: Does the City's current collections contractor charge from each in-state and out-of-state DMV registration requests.

- Answer 5: The City does not pay for DMV registration requests.

Question 6: Are citation revenues collected via the Flag Program considered delinquent and does the delinquent collection fee apply?

- Answer 6: All citations in the Maryland Flag Program are considered delinquent if they exceed 30-days from date of issuance and are in active collections.

Question 7: The RFP specifies that Hyattsville is a “Smart-Growth” community and is a prime candidate for State and/or Federal assistance for investment. Are there any plans to receive any grant or assistance to improve the parking infrastructure utilized by the City?

- Answer 7: There are no grant funds tied to this solicitation, however the City has evaluated opportunities for a structured parking facility and has secured grant funding to assist with the cost of a structured facility.

Question 8: Are physical permits required (i.e. hangtags or decals) for Residential, Commercial or other specialty permits? If so, are permits required to be mailed?

- Answer 8: The logistics of furnishing physical permits has not been determined and it is the City’s preference that firms present concepts for both physical decals and digital plate permits. For the purpose of this proposal, the firms should assume responsibility for issuance of the permit with related mailing costs.

Question 9: Will the City require the parking equipment to be furnished with an EMV card reader, a technology used to authenticate chip-card transactions?

- Answer 9: The City encourages proposed equipment to include an EMV card reader, however it is not required as part of the technical requirements. Firms will be required to demonstrate that their firm is in the process of upgrading its equipment with EMV card readers and will provide and install upgraded EMV card readers to all equipment furnished to the City at no cost.

Question 10: Question Does the City have any baseline occupancy for the meters or pay by space parking lots in their inventory?

- Answer 10: The City does not have occupancy sensors and we do not have baseline occupancy rates.

Question 11: Will the City consider bids or alternative bids that provide multi-space meters in lieu of single space meters for on-street parking?

- Answer 11: The City will consider an alternative bid that provides multi-space meters, however it will be incumbent upon the firm to demonstrate the direct and indirect financial and operational benefits of multi-space meters in lieu of single-space meters as well as a strategy for addressing local regulatory requirements.

Question 12: Will the City allow responders to mark items in their proposal proprietary?

- Answer 12: The City will allow for responders to mark items in their proposal as proprietary, however State of Maryland law allows for solicitation materials to be made public through Freedom of Information Act (FOIA) requests.

Question 13: Please verify that this contract has no defined MBE/WBE/DBE or Small business Disadvantaged requirements?

- Answer 13: This contract has no defined MBE/WBE/DBE or Small Business/Disadvantaged requirements.

Question 14: Will any other City-owned equipment be provided to the vendor for parking management services (vehicles, collection canisters, carts, etc.)?

- Answer 14: The City will provide the selected vendor with use of its collection canisters and carts. The City will not permit use of City owned vehicles, computers or any other City owned property.

Question 15: It was stated that the Passport contract approval date before the City Council will be on May 2, 2016. Is it possible that the due date of this related proposal be extend until after award of this contract?

- Answer 15: The City intends to award a contract for pay-by-phone parking services to Passport on or before May 2, 2016.