



City of Hyattsville
Automated License Plater
Reader (LPR) Services
Hyattsville, Maryland 20781

Request for Proposal
RFP# CED09052017

4310 Gallatin Street
Hyattsville, Md. 20781

Issued: September 5, 2017

Pre-Bid: None Scheduled

Responses Due: October 23, 2017

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REQUEST FOR PROPOSAL

AUTOMATED LICENSE PLATE READER SERVICES CITY OF HYATTSVILLE, MARYLAND RESPONSE DUE DATE: OCTOBER 23, 2017

The City of Hyattsville, Maryland is seeking a firm to supply and install Automated License Plate Reader (ALPR) technology to support the City's Parking Compliance operations. The City will be procuring a single ALPR for a 6-month pilot program and if satisfied with the performance, through this procurement will purchase up to four (4) additional units from the selected vendor.

A copy of this RFP is available for viewing at the City of Hyattsville Offices at 4310 Gallatin Street, upon request, on or after September 5, 2017

Sealed proposals must be received by mail by 4:00 PM on Monday, October 23, 2017 to the following:

**Automated License Plate Reader Services
RFP# CED09052017
City of Hyattsville
Attn: Julius Wiggins
Coordinator of Contracts, Grants and Procurement
4310 Gallatin Street, 3rd Floor
Hyattsville, Maryland 20781**

Proposals will not be accepted after 4:00 p.m.

BACKGROUND AND OBJECTIVE

The City of Hyattsville is continuing to modernize its parking services for management of both residential and commercial parking operation. During the past year, the City has partnered with Passport Parking to support the citation issuance, permitting and pay-by-phone programs and IPS for meter operations.

The City will be transitioning from a 'pay-by-space' parking environment towards a payment and enforcement through the use of automated license plate readers and is procuring a compatible Automated License Plate Reader (ALPR) technology to support its operation. The City will be procuring a single ALPR, with four additional units after the conclusion of the 6-month pilot.

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.

September 5, 2017: Solicitation I s s u a n c e
September 26, 2017: Question Period Concludes by 2:00 PM
October 23, 2017: Bids Due by 4:00 PM
October 24, 2017: Bid Opening, 11:00 AM
October 24, 2017: Evaluation Period Commences
October 30, 2017: Evaluation Period Concludes & Demonstrations Scheduled
November 15, 2017: ALPR Demonstrations (Top 3)
November 21, 2017: Notice of Recommended Firm

The City intends to select up to three (3) firms through this solicitation as “finalists”. The selected finalists will be required to provide the City with a one (1) hour demonstration of their ALPR technology on November 15, 2017. The City will provide a projector and laptop to firms to present. The firm determined to best meet the needs articulated in this solicitation will be recommended the award of a contract by the City of Hyattsville.

PRE-BID CONFERENCE

The City of Hyattsville will not host a pre-bid conference for this solicitation.

SCOPE OF SERVICES

The scope of services are as follows:

- Furnishing of one (1) Automated License Plate Reader (ALPR)
- Furnishing up to four (4) additional ALPR's at the conclusion of the pilot period
- All ALPR equipment must have a minimum warranty of three (3) years
- ALPR unit must be capable of mounting on an existing 2007 Honda Fit. The ALPR cannot be permanently affixed to the vehicle and must have the capability of being regularly deployed and removed by the employee. The vehicle(s) is stored in an unsecured public parking lot.
- Integration of ALPR with existing Passport Parking web-based platform
- It is the City's preference, but not a requirement, that the ALPR be compatible with Google Android mobile technology
- On-site training and a minimum of four hours per month of continuing off-site customer support for the 6-month pilot phase.

REQUIRED SUBMITTALS FOR PROPOSAL

Each prospective firm's proposal must consist of two **separate** sections, a "Technical" section and a "Sealed Dollar Cost Section" section, which are to be prepared in accordance with the following guidelines. For firms submitting bids via email, proposals must be submitted as separate pdf documents and must be clearly labeled as either the "Technical Section" or "Sealed Dollar Cost Section".

For firms submitting by mail, you must provide a **total of seven (7)** copies of each section of the proposal to include five (5) bound paper copies printed on 8"x11" paper, one (1) unbound copy printed on 8"x11" paper and one digital copy provided on a USB 'thumb' drive. All materials must be submitted to the City by **4:00 pm on October 23, 2017**

Failure to comply with any of the requirements described above will result in a disqualification of the proposal.

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;
- Any applicable industry certifications;
- Identification experience and role of key individuals in the management team and proposed representative to serve as the City's Point of Contact.
- The City will base the selection of firms on documentation submitted in both the Technical Proposal and Sealed Dollar Bid Proposal. The City of Hyattsville will review all submissions and select the three firms

receiving the highest scores in the evaluation process;

- The City will select the firm and authorize the staff to proceed with execution of an agreement. If the City is unable to agree to terms with the selected firm, the City will consider 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 in the submission of qualifications.

The RFPs will be received by the City Clerk, no later than **4:00 pm, October 23, 2017** and shall be emailed, mailed or hand delivered to:

**Proposal in Response to RFP#CED09052017
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Julius Wiggins**

For additional information regarding the services specified in this request for proposals, contact Julius Wiggins, Manager of Grants, Contracts and Procurement in writing by email at jwiggins@hyattsville.org. Questions specific to this solicitation will be accepted until 2:00 PM on September 26, 2017.

TECHNICAL BID SECTION

No information regarding professional fees or costs should be included anywhere in the Technical Section.

The purpose of the technical section of the proposal is to identify the qualifications of your firm, competence and capacity of the firms seeking to undertake scope of services stated in this request for proposals. The technical section must include the following:

- Must be completed on company letterhead and must clearly identify the firm's owner or CEO as well as the firm's point of contact concerning the proposal, the firm's main and/or local addresses, telephone number, and email address where the contact person can be reached. If the firm must also identify a project manager in this section that will serve as the City of Hyattsville's point of contact.
- Demonstrate the qualifications of the firm and identify the particular staff to be assigned to this engagement.
- Specify details of computer hardware furnished through the proposal and System and Endpoint Access
- Specify details of supported platforms and Endpoint User Access
- Include a brief statement clearly articulating the understanding of the work to be performed and must specify the intended scope of work of the proposal. Firms are encouraged to clearly state whether they are proposing to conduct all of the work "in-house" or will sub-contract a specific phase of the scope of work.
- Specify any computer equipment/licensing necessary to integrate and operate the ALPR to be purchased separately by the City.
- Must indicate the firm's anticipated availability for the project and an estimated performance schedule, if selected for the project.

- The proposal must identify two (2) relevant samples of work performed. Each sample should be limited to a **single page**, include a photo of the proposed equipment in use, a brief project scope, point of contact/project manager and relevant details.

SEALED DOLLAR BID SECTION

The “Sealed Dollar Cost Section” must be submitted in a **separate document** from the “Technical Proposal” documents. The sealed dollar cost bid section must include a completed bid form, which is listed as **Attachment A**.

The Sealed Dollar Cost Section of the proposal must contain all pricing information relative to providing the work as described in this request for proposals. The Sealed Dollar Cost Section must include an equipment and installation cost for a single ALPR unit and separately a cost for up to four (4) additional ALPR units.

The City of Hyattsville will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The submitted proposals (not including the Sealed Dollar Cost Bid) will be publicly opened and read on **October 24, 2017 at 11:00 AM in the Mary Prangley Room, 2nd Floor, of the City of Hyattsville’s Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland.**

The separate Technical Bid of the proposals submitted will be reviewed and evaluated first. The qualifying firms from this section will have their sealed dollar cost bid opened and evaluated. The firm best meeting the experience, approach and cost requirements will then be selected.

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

Evaluations will commence on October 24, 2017. The selected contractor will go the City of Hyattsville Mayor and Council for consideration of approval in December of 2017. Once approved, the City will execute a contract for services and will submit a Purchase Order (PO) to the selected contractor.

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.

SUB-CONTRACTORS

The City of Hyattsville must approve any and all subcontractors utilized by the successful respondent prior to any such subcontractor commencing any work. Respondents acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of the City of Hyattsville and that the City Administrator or their designee may communicate directly with any subcontractor as the City of Hyattsville deem to be necessary or appropriate. It is also understood that the successful respondent shall be responsible for all payment of fees charged by the subcontractor(s). The successful respondent shall provide a performance evaluation of any subcontractor promptly to the City. The successful respondent must provide the majority of services described in the Scope of Services.

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. This solicitation

is not a contract and shall not be interpreted as such.

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