



Parking Pay Station Shelters
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781

Request for Proposal
RFP# CEDI1022017
Addendum #1

Issued: January 13, 2018

Responses Due: February 27, 2018

Bid Opening: February 28, 2018

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REQUEST FOR PROPOSAL

PARKING PAY STATION SHELTERS CITY OF HYATTSVILLE, MARYLAND RESPONSE DUE DATE: FEBRUARY 27, 2018

The City of Hyattsville, Maryland is seeking firms to supply and install parking pay station shelters to support the City's Parking Compliance operations. The City will be procuring a several shelter units through this procurement and, based on the performance of the shelters, may will secure additional units. This addendum includes an amended 'Scope of Work', which is limited to the production and delivery of materials and does not include installation of materials.

A copy of this RFP is available for viewing at the City of Hyattsville Offices at 4310 Gallatin Street, upon request, on or after January 13, 2018.

Sealed proposals must be received by mail by 4:00 PM on Tuesday, February 27, 2018 to the following:

**Parking Pay Station Shelters
RFP# CED11022017 – Addendum #1
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 operations. Within the last year, the City partnered with Passport Parking and IPS. The City is focused on providing our customers with a convenient and enjoyable parking experience. To that end, the City will be procuring modern parking pay stations shelters to protect both our customers and equipment from inclement weather.

The City is seeking to procure pay stations shelters that are highly durable, functional and are aesthetically appealing. The City's pay stations are solar-powered and recharged with an internal battery, therefore the City is considering shelters that allow for natural daylight. The City would also like for the shelters to provide space for either replaceable print or digital display panels. Any direct costs to either hard-wire or integrate WiFi services are required to be included in responses to this solicitation.

It is the City's goal to have units operational by June 2, 2018.

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.

January 13, 2018: Solicitation Addendum Issuance
January 27, 2018: Question Period Concludes by 2:00 PM
February 27, 2018: Bids Due by 4:00 PM
February 28, 2018: Bid Opening, 10:00 AM
March 2, 2018: Evaluation Period Commences
March 14, 2018: Evaluation Period Concludes & Interviews Scheduled with Top 2 (if necessary)
March 28, 2018: In-Person Interviews (If necessary)
April 3, 2018: Notice of Recommended Firm

The City intends to select up to two (2) firms through this solicitation as “finalists”. The selected finalists will be required to provide the City with an in-person interview and demonstration of their proposed shelter solution. The dates for the interview are tentatively scheduled for March 28, 2018. 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:

The Contractor shall be responsible for furnishing the following Shelter types by specified dimension(s) and quantity types. The City will consider minor variations to the specified depth and height dimensions.

- Shelter Type 1
 - Quantity: 1
 - Dimensions: 128” width x 80” depth x 96” height
- Shelter Type 2
 - Quantity: 6
 - Dimensions: 24” width x 24” depth x 96” height
- Shelter Type 3
 - Quantity:1
 - Dimensions: 122” width x 80” depth x 96” height
- Shelter Type 4
 - Quantity:1
 - Dimensions: 36” width x 80” depth x 96” height
- Shelter Type 5
 - Quantity:1
 - Dimensions: 108” width x 80” depth x 96” height
- Shelter Type 6
 - Quantity:1
 - Dimensions: 90” width x 80” depth x 96” height
- The Contractor is responsible for delivery of all materials to the City of Hyattsville;
- It is the City’s preference that the materials are delivered pre-assembled;
- The Contractor is responsible for furnishing one complete set of replacement parts;
- The Contractor is responsible for delivery of materials to the City of Hyattsville.
- The Contractor is **not** responsible for the installation of materials, but is required to provide a point of contact for the installer, should assembly and/installation instructions be required.

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 December 20, 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 will review the following specific elements: product durability, functionality, smart technology options/features, availability of units and replacement parts, initial capital and long-term operating cost;
- The City will assess the performance of parking shelters provided to previous clients of the firm;
- 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 that 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 no later than **4:00 pm, February 27, 2017** and shall be mailed or hand delivered to:

**Proposal in Response to RFP#CED11022017 – Addendum #1
Parking Pay Station Shelters RFP
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 January 27, 2018.

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.
- 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 specific staff to be assigned to this engagement.
- 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 required to clearly state whether the scope of services will be performed "in-house". All sub-contract work must be specified in the scope of work.
- 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 each unit type and a breakout of labor costs. The Sealed Dollar Cost must include warranty information and any extended warranty options available.

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 **February 28, 2018 at 10:00 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.

The City anticipates that evaluations will commence immediately following the bid opening and will be concluded on or by April 3, 2018. The recommendation for an award of Contractor will go the City of Hyattsville Mayor and Council for consideration of approval in late April/early May 2018. 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