

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
FEBRUARY 19, 2019 AGENDA

Subject:	Type:	Submitted By:
REQUEST FOR PROPOSALS — PARKING MANAGEMENT SERVICES	◆ RESOLUTION ORDINANCE RECEIVE/FILE	TOMMY PROUHET ASSISTANT TO THE CITY ADMINISTRATOR

SYNOPSIS

A resolution has been prepared authorizing the issuance of a Request for Proposals for Parking Management Services.

FISCAL IMPACT

The FY19 & FY20 Biennial Budget provides funding for the recommended professional services.

RECOMMENDATION

Approval.

BACKGROUND

With construction of Parking Garage 1 scheduled for completion by Fall 2019, there is a need for the City to solicit proposals for Parking Management Services. The successful proposer will demonstrate the ability to provide payments management, parking equipment maintenance, facility maintenance, and parking enforcement services.

RESOLUTION NO. ____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, NEBRASKA AUTHORIZING THE REQUEST FOR PROPOSALS FOR PARKING MANAGEMENT SERVICES.

WHEREAS, the Mayor and Council have determined that parking management services are necessary; and

WHEREAS, the FY 19/20 Biennial Budget provides funding for the potential parking management services; and

WHEREAS, proposals will be due April 5, 2019 with the approval of selected firm by the City Council on May 6, 2019, subject to the discretion of the City;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council hereby authorize the request for qualifications for parking management services.

PASSED AND APPROVED THIS 19TH DAY OF FEBRUARY, 2019.

CITY OF LA VISTA

Douglas Kindig, Mayor

ATTEST:

Pamela A. Buethe, CMC
City Clerk

City of La Vista, Nebraska



**Request for Proposals
Parking Management Services**

ISSUE DATE:

February 25, 2019

SUBMISSIONS DUE:

April 5, 2019 – 10:30 a.m. CST*

***Late Proposals Will Be Rejected**

REPLY TO:

Pam Buethe, City Clerk
8116 Park View Blvd., La Vista, NE 68128
pbuethe@cityoflavista.org
402.331.4343

**REQUEST FOR PROPOSALS
PARKING MANAGEMENT
CITY OF LA VISTA, NEBRASKA**

Advertisement of Bids:

February 25, 2019

Proposal Opening:

April 5, 2019 at 10:30 a.m. CST
La Vista City Hall
Council Chambers
8116 Park View Boulevard
La Vista, NE 68128-2198

Award of Contract:

May 6, 2019 (*tentative*)

The City of La Vista is seeking a qualified firm to submit proposals for Parking Management Services.

Sealed proposals will be received until 10:30 a.m. CST on April 5, 2019, at the La Vista City Hall, Council Chambers, 8116 Park View Boulevard, La Vista, Nebraska 68128-2198. Proposals received after this time will not be accepted. This Request for Proposals (RFP) is issued by the City of La Vista. All correspondence, questions and additional information regarding this RFP must be presented in writing and addressed to City of La Vista, Attn: Pam Buethe, City Clerk, 8116 Park View Boulevard, La Vista, Nebraska, 68128, or electronically to pbuethe@cityoflavista.org. Submittal should be addressed as follows:

City of La Vista – Sealed Proposal for Parking Management Services
Attn: Pam Buethe
La Vista City Hall
8116 Park View Boulevard
La Vista, NE 68128-2198

For the purposes of this RFP, a Proposer is any company, municipality or other entity that submits a proposal in response to this RFP. A Contractor refers to the successful Proposer that is awarded a contract with the City of La Vista as a result of this RFP process for Parking Management Services.

The City of La Vista reserves the right to reject any and all bids and to waive informalities or irregularities in the bidding or any proposal, and at any time to negotiate with the various Proposers when such is deemed by the City to be in its best interest. The right is also reserved to accept or reject any part of a proposal.

As required by State law, the Proposer shall not discriminate against any employee or applicant for employment, to be employed in the performance of the work described herein, with respect to their hire, tenure, terms, conditions, or privileges of employment, based on their race color, religion, sex, disability, or national origin.

INSTRUCTIONS TO PROPOSERS

- 1) The Proposer shall include in his/her Proposal a signed statement certifying that the services being offered do or do not meet the Scope of Work supplied with the call for Proposals. In addition, the Proposer must provide sufficient data to enable the City Council to determine the grade and/or quality of the services being offered. In every case, the Proposer shall indicate whether the services being offered vary from the supplied specification.
- 2) PROPOSALS SHALL BE SUBMITTED WITH ONE (1) ORIGINAL AND TWELVE (12) COPIES. The Proposer shall submit one (1) unbound original single-sided copy on standard weight paper (no heavy weight paper or tabbed dividers), twelve (12) printed bound copies, and one (1) flash drive containing a pdf file of your proposal to the City. Please note that faxes or electronic submissions, or any media other than specified above are not acceptable.
- 3) Erasures, interlineations or other modifications in the Proposal shall be initialed in original ink by the authorized person signing the Proposal.
- 4) In the case of errors in extension of prices in the Proposal, the unit price will govern.
- 5) Any Proposer may withdraw a Proposal, either personally or by written request, at any time prior to the closing time for receipt of Proposals.
- 6) All amendments to Proposals must be signed and returned to the City Clerk with the Proposal on the specified due date and time.
- 7) Proposals received after the scheduled closing time for receipt of Proposals will be returned, unopened, to the Proposer(s).
- 8) Any Proposal may be rejected at any time if the City Council determines that rejection is in the public interest.
- 9) The City reserves the right to waive any informalities in accepting and evaluating Proposals.
- 10) If a person contemplating a Proposal for a proposed contract is in doubt as to the true meaning of any part of the Proposal documents, or finds discrepancies in or omissions from said documents, he/she shall submit to the City Clerk of La Vista a written request for an interpretation or correction thereof. The person submitting the request shall be responsible for its prompt delivery.
- 11) It is the responsibility of all Proposers to examine the entire set of Proposal documents and seek clarification of any item or requirement that may not be clear and to check all responses for accuracy prior to submitting a Proposal. The Proposer is required to ensure that the documents received through any electronic method or Bid posting service are complete. Negligence in preparing a Proposal confers no right of withdrawal after the due date and time.
- 12) Questions regarding the Scope of Work received after the date specified in Section VIII. RFP Schedule shall not be answered. Any interpretation or correction of the proposed

documents will be made only by addendum, duly issued, and a copy of any such addendum will be mailed or delivered to all who are known to have received a set of Proposal documents. The City of La Vista is not responsible for any other explanations or interpretations of the proposed documents.

- 13) Any addenda will be posted on the City's website www.cityoflavista.org. Each Proposer may ascertain prior to submitting his/her Proposal that he/she is in receipt of all addenda issued by telephoning the City Clerk at (402) 331-4343. Proposer shall acknowledge all addenda in accordance with the instructions on the Proposal.
- 14) Failure on the part of the Proposer to comply with any instructions included herein may result in rejection of the Proposal by the City Council.
- 15) All Proposal prices shall be guaranteed by the Proposer to remain unchanged for a period of six months (180) days from and including the date of the Proposal opening.
- 16) The Proposal specifications shall take precedence in any situation where the instructions to Proposer and the Proposal specifications are contradictory.
- 17) All known subcontractors to this project must be identified in the submittal. No subcontract will be construed as making the City a party of or to such subcontract or subjecting the City to liability of any kind to any subcontractor. No subcontract shall, under any circumstances, relieve the Independent Contractor of liability and obligation under this contract; and despite any such subletting; the City shall deal through the Independent Contractor. Subcontractors will be dealt with as workmen and representatives of the Independent Contractor.
- 18) If the City is unable to successfully negotiate a contract with the highest rated Proposer, the City may begin negotiations with the next highest rated Proposer, cancel that RFP and re-solicit or completely cancel the RFP.

I. INTRODUCTION

The City of La Vista, Nebraska ("City") invites Proposals from professional and municipal organizations to perform parking management services for its parking facilities, currently in development. The first facility (Parking Structure 1) is under construction and scheduled for completion in November 2019. The second and third facilities are scheduled for completion in the next five years. The introduction of paid parking is a new program for the City that will continue to grow over time.

The City is seeking a strategic partner to provide parking management services for Parking Structure 1, along with limited enforcement services for adjacent on-street spaces, and the ability to expand services to meet the future needs of the City's second and third facilities. The City is constructing time-limited on-street parking and may introduce paid on-street parking technology in the future, which would require an expansion of services to support on-street spaces. **For the purpose of this Request for Proposals (RFP), parking management services shall include: maintenance support for Parking Structure 1 and associated parking equipment, along with enforcement support for Parking Structure 1 and on-street spaces. Pricing shall reflect only these services.** The objective of this solicitation is to identify the most qualified Proposer, whether

professional or municipal, to engage for the services described herein for a contract term of five (5) years.

Proposers are encouraged to use their expertise to propose modifications to these tasks where the proposer offers an alternative approach that would better serve the City and benefit the overall parking operation and equipment optimization.

The selected Contractor shall be provided user access to the vendor parking management systems and online notification tools available to manage the City's parking equipment. The selected Contractor shall supply a system to record parking citations and provide access to City staff for performance of all citation-related functions including payment processing, appeals and citation dispositions.

II. BACKGROUND

The City of La Vista is a rapidly growing city in metro Omaha, Nebraska, located in Sarpy County. With an expanding population (currently 17,116) and thriving economy, the City recognizes the need to introduce parking options for residents, visitors, and employees of our businesses. As a result, the City is currently undergoing development projects that will include three (3) parking facilities totalling an additional 1,500 spaces.

This Project will focus on maintenance and enforcement for Parking Structure 1, scheduled for completion in November 2019, along with enforcement of time-limited on-street parking spaces. Parking Structure 1 will be equipped with Parking Access Revenue Control System (PARCS) equipment and will have two (2) ingress points and two (2) egress points.

Parking Structure 1 will include 459 total spaces, with long-term permitting available for nearby commercial and residential tenants. Also included within this scope are on-street spaces totalling 200.

III. FUTURE DEVELOPMENT

The second and third parking facilities (Parking Structure 2 and Parking Structure 3) are scheduled for completion in the next several years, adding approximately 1,000 additional spaces. While the contract will initially focus on maintenance and enforcement for Parking Structure 1 along with on-street enforcement, there is potential for a larger contract that includes all three (3) facilities along with on-street enforcement, within the next five (5) years. The proposed Parking Management Services solution should be scalable to include support for these additional, future facilities.

Special Event Parking

The planned construction of an indoor/outdoor music venue at City Centre (with construction expected to begin Spring 2019) will require special event parking for approximately 150 events annually. Music venue capacities range from a maximum of 2,500 indoors to 4,500 outdoors.

IV. SCOPE OF REQUIRED SERVICES

The City is seeking proposals from qualified Proposers to perform maintenance and enforcement support services for the City. This Scope of Required Services is to be used as a general guide and is not intended to be a complete list of all necessary work to manage the parking management service. The Scope of Required Services is broken down by operations.

Payments Management

The successful Proposer shall:

- 1) Coordinate with payment processor and equipment vendors to provide for timely deposits of parking garage revenue to the City.

Parking Equipment Maintenance

The successful Proposer shall:

- 2) Propose a parking equipment maintenance plan and schedule that includes at a minimum:
 - a. Vandalism repairs/graffiti removal.
 - b. Changing receipt rolls clearing coin or BNA (bill note acceptor) jams.
 - c. Replacing card readers.
 - d. Replacing printers.
- 3) Adjust equipment to factory specifications as needed.
- 4) Inspect equipment for wear and tear.
- 5) Perform equipment inspection and repair upon demand by City staff.
- 6) Replace worn parts.
- 7) Resolve equipment malfunctions with service provider's hardware.
- 8) Manage parts ordering and delivery to replace failed service provider's hardware.
- 9) Resolve service provider's software issues.
- 10) Satisfy response time from initiation of trouble call to on-site response by qualified service technician within four (4) hours on business days.
- 11) Repair or replace all defective or damaged items under warranty by end of the following calendar day on which notice was given.
- 12) Install all software updates and upgrades applicable to this system during warranty period at no additional cost.

- 13) Replace items taken from spare parts inventory during warranty period at no additional cost to the City.
- 14) Provide twenty-four (24) hour replacement, if replacement of service provider's hardware is required. Critical hardware will be shipped by service provider for overnight delivery.
- 15) Contact 3rd parties (i.e. Internet Service Provider, Access Control Provider), as needed to resolve service issues.
- 16) Perform all tasks pertaining to the activity according to best industry practices.
- 17) Maintain a mutually agreed upon consignment inventory of spare parts provided by the City. Contractor will be responsible for providing maintenance tools and supplies.

Facility Maintenance

The successful Proposer shall maintain the facilities according to a schedule approved by the City and including the following:

- 1) Monthly power sweeping of entire concrete structure to a broom clean finish.
- 2) Semi-annual pressure washing of all horizontal concrete and concrete deck surfaces using 200- degree, 4,000 PSI water.
- 3) Semi-annual inspection and cleaning of all drainage systems.
- 4) Annual facility maintenance and cleaning including:
 - a. Flush of all horizontal surfaces using a fire hose assembly, including concrete and asphalt surfaces on all levels.
 - b. Rinse and removal of all dirt, grime, grease and oils, paint chips, including underneath concrete curbs, caulked joints and cracks.
(Divert all rinse water to drains where available, solids to be filtered, picked up and removed from the site.)
 - c. Cleaning of debris from the expansion joints to ensure they maintain their full range of movement.
- 5) Conduct an annual survey including:
 - a. Survey of the concrete and waterproofing systems and identify any damage.
 - b. Inspection of traffic membranes for tears or worn areas.
 - c. Inspection of recessed connections for missing covers, cracked covers, crack in patching material, damaged caulk material, etc.
 - d. Inspection of exposed steel members.
 - e. Three (3) individual survey reports, one for each structure, outlining the findings of the surveys, repair recommendations, and a cost estimate broken down for each facility to perform the necessary repairs.
 - f. Meeting with City staff to present and discuss the Survey Report at a time and location agreed upon by the City.

- 6) Perform snow removal as requested by the City of La Vista Public Works Director or designee in accordance with methods prescribed by the City.

Parking Enforcement

Parking enforcement services to be provided include, but are not limited to, issuing warning notices and parking citations per the Nebraska Vehicle Code and City Municipal Code. Enforcement staff will refer potential vehicle impounds to the Police Department. Staff will respond to resident concerns and provide customer assistance to the public (in the field and by telephone).

The successful Proposer shall:

- 1) Patrol assigned areas and issue parking citations or warning notices for observed violations.
- 2) Monitor and report malfunctioning parking equipment, damaged markings, and signs.
- 3) Complete data entry required for parking violations and/or upload such data for processing.
- 4) Provide all necessary equipment and supplies for the provision of parking enforcement services, including but not limited to, vehicles, handheld enforcement devices, citation stock, safety equipment, chalk, tape measures, flashlights and batteries. Flashlights shall be of sufficient illumination to allow enforcement officers to read vehicle identification numbers (VINs) during all hours. All equipment shall be in good working order, and in conformity with all applicable statutes, laws, ordinances, and regulations. Personal vehicles or other equipment shall not be used to perform parking enforcement services without the City's written approval. The Contractor shall not issue, directly or indirectly, firearms or similar devices to personnel.

Patrol Requirements

Contractor is responsible for enforcement of all parking regulations in Parking Structure 1 and on-street time limited parking spaces, based on a mutually agreed upon staffing schedule that may include holidays and weekends.

Enforcement responsibilities include, but are not limited to:

- 1) Patrol Parking Structure 1 and City designated on-street locations with the primary responsibility of enforcing City, State, and Federal parking laws and regulations.
- 2) Issue warnings and parking citations for vehicles in violation of City, State, and Federal parking laws and regulations.
- 3) Complete required daily activity reports.

- 4) Provide a high level of customer service as needed to give directions, information, phone numbers, etc.
- 5) Attend internal and public meetings as required.
- 6) Participate in any hearing process or subsequent process involving a contested or challenged parking citation or incidents involving assigned officers.
- 7) Enforce and issue parking citations for paid parking, posted time limit zones, safety regulations as posted or marked, permanent and temporary parking restrictions as posted, handicapped placard or disabled person spaces, and electric vehicle charging enforcement.
- 8) Respond to citizen requests for enforcement, such as non-permit holders in permit-designated spaces and abandoned vehicle abatement.
- 9) Support parking enforcement for special event coverage.
- 10) Report any unlawful act or any condition or deficiency which may pose a hazard or a danger to the general public.
- 11) Report parking issues, vandalism, sign and curb marking deficiencies or conflicts.
- 12) In the event of a major emergency or natural or man-made disaster, Contractor shall make available its personnel, transportation and communication resources for emergency assistance as requested by the City designee. If such service requires hours in excess of the base requirement, the City will pay for the services on an overtime basis.

Contractor Employee Training & Safety

The successful Proposer shall:

- 1) Employ persons who are fully trained, competent and qualified with the skills and experience necessary to provide the services during the existing term of this agreement. The Contractor personnel shall, always, assure that its employees serve the public in a courteous, helpful, and impartial manner. Correction of any inappropriate behavior or language shall be the responsibility of the Contractor.
- 2) Take adequate steps to ensure the safety and security of all personnel and property relating to providing the services. Provide all training and employ all responsible safety precautions and devices in connection with providing the services.
- 3) Describe the employment hiring processes, including background checks and outline the training practices to ensure compliance with City project guidelines.

Pricing

The successful Proposer shall provide a pricing option to include routine and preventative parking equipment maintenance and support, facility maintenance and support and enforcement services. The pricing shall include a detailed description of the services to

be provided, including designating the frequency of equipment to be serviced and enforcement schedule.

Pricing shall be based upon the initial space counts for Parking Structure 1 and on-street time-limited spaces as described in Section II. Background.

V. MINIMUM QUALIFICATIONS

The following are minimum qualifications and requirements that a Proposer must meet for the proposal to be eligible for evaluation. Respondents who do not meet these minimum qualifications will be rejected by the City without further consideration:

The Proposer entity must have a minimum of at least three (3) years' experience operating a maintenance and enforcement program that includes at least one (1) municipal parking system. A municipal entity may elect to respond to this RFP having provided such services to its internal parking organization.

Reference information must include:

- 1) Agency name and address
- 2) Brief project summary with operational dates
- 3) Brief description of work completed for this project
- 4) Contact name and title
- 5) Phone number
- 6) Email address

VI. PROPOSAL REQUIREMENTS

Successful Proposals shall include:

- 1) Scope of Required Services – Describe the services the Proposer intends to provide, including all the required scope items detailed above.
- 2) Cost Proposal – Detail all costs for the proposed services. Costs should be separated by service area: payments management, parking equipment maintenance, facility maintenance, and parking enforcement.
- 3) Timeline – Provide an estimated timeline for implementation of the Scope of Required Services.
- 4) References – Provide references and contact information for at least three public agencies for which the Proposer has provided comparable services.
- 5) Description of Proposer's Experience. Describe experience providing services including parking equipment and facility maintenance and enforcement for parking facilities, with an emphasis on performing such services for municipalities.

- 6) Project Team – Provide the names and resumes of all members of the project team. Indicate who will be the City's primary point of contact for this engagement.
- 7) Sample Contract – Proposer shall provide with the proposal a copy of its standard contract for Parking Management Services.

VII. SUBMITTAL REQUIREMENTS

Proposers shall submit Items 1-7 as stated in ***Section V - PROPOSAL REQUIREMENTS***.

Proposer is required to indicate the *Designated Contact* in the proposal package. Include the designated contact individual's name, address, phone number(s) and email address.

Proposals shall be received no later than 10:30 a.m. on April 5, 2019. Late proposals will not be considered under any circumstance.

Failure to provide all required submittals in completed form and/or a clearly marked original with original signatures may result in a proposal being found non-responsive and given no consideration. Proposals must be neat, complete, and fully address all information specified in **Section VI Proposal Requirements**.

For information concerning questions, procedures and regulations (i.e., submission deadline, forms required, etc.) interested parties must contact Pam Buethe via email at: pbuethe@cityoflavista.org. All questions shall be submitted via email.

VIII. RFP SCHEDULE

Release of RFP: February 25, 2019

Final Question Submission Deadline: March 11, 2019

Response to Questions Released: March 22, 2019

Proposal Submitted Due Date: April 5, 2019

Selection & Notification of Interview (Tentative): April 19, 2019

Award of Contract (Tentative): May 6, 2019

Maintenance and Enforcement Services Operational: July 31, 2019

IX. EVALUATION OF PROPOSALS

Proposals must fully address the evaluation factors, contain complete technical submittals, references and data to verify qualifications and experience and include a statement that the City contract can be executed, listing any exceptions. Proposals without sufficient submittal data to provide a complete evaluation will be considered non-responsive. As part of the technical proposal, Proposers must evaluate the City's proposal terms and conditions. Any exceptions taken to the proposal specifications must be listed as a separate item as Exceptions to Specifications.

All proposals will be reviewed for compliance with specifications including documented capability to perform the prescribed work in a satisfactory manner. Proposals, which appear to be compliant, will be evaluated in accordance with the following:

Criteria

- Work Plan and Proposed Scope of Work
- Cost Proposal
- Proposed Timeline
- Proposer Expertise and Experience
- References

The City reserves the unilateral right to amend this RFP in writing at any time. The City also reserves the right to cancel or reissue the RFP at its sole discretion. Additionally, the City may seek clarification or additional information from Proposers. Proposers shall verify if any addendum for this project has been issued by the City and shall respond to the final written RFP and any exhibits, attachments and amendments. It is the Proposer's responsibility to ensure that all requirements of contract addendum are included in their submittal. This RFP does not commit the City of La Vista to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFP. All documents, conversations, correspondence, etc. with the City are subject to the laws and regulations that govern the City. All Proposals submitted in response to this RFP become the property of the City and public records, and as such may be subject to public review.

The City reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities.

Because this proposal is negotiable, all pricing data will remain confidential until after award is made, and there will be no public opening and reading of proposals.

X. DELIVERABLES REQUIRED OF SUCCESSFUL CONTRACTOR

The successful Proposer(s) shall negotiate enter into a Services Agreement with the City of La Vista and submit the following items:

- 1) City of La Vista business license; to be maintained throughout length of contract.
- 2) Copy of Certificate(s) of Insurance and endorsements in compliance with the requirements and naming the City of La Vista as an additional insured.
- 3) Completed IRS W-9 tax form.

XI. COMMUNICATIONS REGARDING THE RFP

After release of this RFP, all Proposer communications concerning this procurement must be directed to Pam Buethe. Unauthorized contact regarding the RFP with other employees of the City may result in disqualification.

All communications must be submitted in writing to Pam Beuthe via email at pbueth@cityoflavista.org.

Any oral communications will not be binding to the City or considered official.

Questions submitted will receive response in writing. Only written responses to written communications will be considered binding and official by the City. At its sole discretion, the City reserves the right to determine appropriate and adequate responses to written questions, comments and requests for clarification.

Any data or factual information provided by the City shall be deemed as informational purposes only.

XII. CONDITIONS

Permits and Codes

The selected Contractor shall comply with all laws, codes, rules and regulations of the State, County, and City, applicable to the work to be performed at the City's location(s). The Contractor, who shall pay all lawful charges, shall obtain all permits lawfully required.
