

June 12, 2015

QUESTIONS AND ANSWERS

Request for Proposal: RFP # 15-09-07

Description: Parking Meter Pilot Programs

City's answer to questions are in blue.

1. The RFP states questions are due June 10th. With responses due June 19th vendors will need a timely turnaround on answers in order to properly prepare proposals. By what date will the City provide answers to questions from vendors? **The City will publish available answers to vendor questions by 5:00 PM on Friday, June 12, 2015. The City does not anticipate extending the due date for proposals.**
2. Per Attachment B, Section VI. Price, the City requests that Offerors provide comprehensive pricing for meters and the associated parts and services. Conversely, in Section 1, the City explicitly states that it desires to implement a pilot program at no cost to the City. Could the City please provide clarification as to whether this pricing is to be strictly related to the pilot program, or if it's intended to be representative of pricing as related to contract award? **The City would like a no-cost pilot. However, upon conclusion of a successful pilot, the city would envision ordering additional meters to deploy based on the pricing provided or contract award. We would like to know what the pricing would be prior to the pilot program.**
3. Per Attachment B, Section VII. Conditions of Offeror's Proposal, the City asks Offerors to provide any conditions to the proposal and/or exceptions to the sample license agreement provided in Attachment A. Upon review, the sample license agreement in Attachment A appears to be related towards full contract award following the pilot program as opposed to a contract in relation to the initial pilot program. Could the City please clarify whether respondents are to provide exceptions to the full sample contract at this point in the procurement? **Offerors should provide exceptions to the full sample contract at this point in the procurement process. The City's standard terms and conditions will be included in the pilot contract as well as the program contract.**
4. Should vendors utilize their own pricing forms? **Yes**
5. Does the City have funds budgeted for this project? **Yes**

6. Pay by Plate technology is mentioned in the RFP. Does the City plan to implement License Plate Recognition for enforcement purposes? **LPR is under consideration.**
7. Can the City please provide the anticipated number of paid parking spaces within the City of Roanoke and/or a map of the potential paid parking area? **For this information and maps, please visit our website: www.PARKRoanoke.com PARK Roanoke manages 7 garages and 4 lots totaling about 4,000 spaces. The City of Roanoke has not yet determined the total of on-street spaces for which it plans to implement metering. For a pilot program approximately 100 spaces will be metered.**
8. RFP Ref. Section 1. Purpose, p. 6: The City is releasing the RFP for the installation and maintenance of multi-space and single - space meters. Typically single-space meters are covered under warranty agreements, but are maintained by City personnel. Is this what the City envisions for their parking program? **The City envisions that the vendor supply personnel for maintenance. There are no available maintenance City personnel at present for a pilot. Please define the typical maintenance that is handled by city personnel.**
9. Page 7: Does the City have an anticipated start date for the pilot program given that the pilot program requires ordinance changes and City Council Approval? **A timeline will be developed with the selected vendor.**
10. Page 12: Should the proposer provide a 1:1 ratio of spare bill and coin canisters during the pilot? **Yes**
11. Page 12: If software changes are required to change between pay by plate and pay by space, should the proposer outline the cost (if any) and the time required to make those changes? **Yes**
12. Page 13: Does the City desire the payment alert at the single space meter to reflect payment made by the pay by phone transactions. Should the proposer outline any battery limitations caused by implementing these payment alerts? **The proposer should outline how payment alerts work and any pros, cons, costs or other limitations connected with payment alerts.**
13. Page 14: Does the City require electronic locks for the upper maintenance and lower collection areas? As it provides additional security, does the City require electronic locks for the collection (bill and coin) canisters? **Please provide your recommendation and any associated costs.**
14. Page 42: Does the City require the proposer to maintain and collect the parking meters during the pilot program or will that be handled by the City? **What is**

meant by “collect the parking meters?” If that means collect the monies deposited into the meters, the city envisions collecting those monies itself.

15. Page 43: Should the two sets of operating parts required in the RFP be included in the pricing section of the response? **YES** Should they be line itemed or included in the per unit pricing? **Line Item**
16. Page 46: Can the proposer provide a transaction pricing offer in lieu of / in addition to a traditional per unit capital pricing offer? If the proposer intends to provide a transaction based pricing offer, is there an estimated amount of credit card transactions that should be used to evaluate this pricing model? **Coin meters were removed many years ago, therefore, we have no data on which to estimate the amount of payments. We expect that the majority of customers will pay by credit/debit card transactions.**
17. General: Does the City require the equipment proposed to be PCI Complaint and PA-DSS Validated? **YES**
18. Will the City require vendors to provide poles and housings for the pilot? **YES**
19. Will the City require vendors to perform pole installations for the pilot? **YES**
20. Will the City require vendors to remove poles and housings at the end of the pilot? **Yes, unless a decision is made to order additional meters for a larger scale deployment.**
21. Will the City require vendors to provide poles and housings for meter purchase? **YES, please explain options.**
22. Will the City require vendors to perform pole installations for meter purchase? **YES, please explain options.**
23. Page 6: Will the City allow proposers to respond to only single space or multi-space meters? **The City anticipates needing a combination of both single space and multi-space meters for its metering program. Multi-space vendors may choose to partner with single space meter sources to accommodate our needs.**
24. Page 6: Is there a minimum number of multi-space meters the City desires for the pilot program? **The City’s Preference is to have approximately 5-6 multi-space meters.**

25. Page 11: Does the city require the meters communicate via WI-FI for the pilot program? **It is preferred that the meters function during the pilot as they would in a full time, non-pilot installation.**
26. Page 12: How long will the City allow the successful proposer to integrate with Cardinal Tracking, Inc.? Explain how the system would work during the pilot in the absence of integration with Cardinal Tracking Inc.? **Our advice from Cardinal is to allow for a minimum of 90 -120 days for integration but we strongly suggest that vendors reach out to this vendor for updates information.**
27. Page 12: Does the City require the proposer to have an existing contactless payment option prior to the RFP response? **No, but if the proposer has this feature, it should be included as an option.**
28. Page 12: Should the proposer include the cost of contactless payment reader in the per meter pricing? **Yes, as an option.**
29. Page 14: Does the City require the proposer to provide electronic locks and include that cost in its per meter pricing? **Electronic locks provide additional security. Yes, list separately as an option.**
30. Page 17: How is the proposer required to interface with Cardinal Tracking in the back office? **Cardinal Tracking Inc. provides a single citation management system which features tracking of scofflaws, cashiering, reporting, accounting, permitting, electronic citation issuance, etc... which provides for one overall management system for on and off-street parking. We envision an interface with capabilities to allow us to enhance efficiency, enforce meters, and report/account for revenues as a consolidated management system.**
31. Page 43: Will the City consider a service response from Richmond as preferred? **The RFP requests 2 hour response time and those services be located within 100 miles. However, we would consider proposals that would provide service from Richmond to Roanoke.**