



CITY OF DELRAY BEACH
100 N.W. 1st AVENUE, DELRAY BEACH, FL 33444

Solicitation Addendum

Addendum No.: 3

Solicitation No.: 2016-107

Solicitation Title: Comprehensive Parking Management Services

Addendum Date: September 21, 2016

Purchasing Contact: Ryan Linghom, lingholm@mydelraybeach.com

THE FOLLOWING ITEMS ARE MADE AND HEREBY BECOME A PART OF THIS SOLICITATION:

ADD:

APPENDIX C, PARKING FINANCIAL DOCUMENTS

Add Appendix C, Parking Financial Documents per this Addendum 3.

ADD:

APPENDIX D, PARKING SPACES MAP

Add Appendix D, Parking Spaces Map per this Addendum 3.

CHANGE TO:

SUMMARY, ITEM 14 RFP SCHEDULE

ACTIVITY	DATE
Issue RFP	August 19, 2016
Non-Mandatory Pre-proposal Conference Location: City Hall Conference Room	August 30, 2016, 3:00 p.m.
Deadline for Delivery of Questions	September 9, 2016
Due Date and Time (for delivery of Proposals)	September 28, 2016 by 2:00 p.m. <u>September 30, 2016 by 2:00 p.m.</u>

Institute Cone of Silence	September 28, 2016 at 2:00 p.m. <u>September 30, 2016 at 2:00 p.m.</u>
Phase 1 Evaluation (Responsive and Responsible)	October 5, 2016 <u>October 7, 2016</u>
Selection Committee Meeting – Technical Evaluations Location: City Hall Conference Room	October 18, 2016, 1:00 p.m.
Selection Committee Meeting – Interviews (if conducted) Location: Environmental Services Training Room	October 25, 2016, 8:30 a.m.
Selection Committee Meeting - Final Evaluations Location: City Hall Conference Room	October 27, 2016, 9:00 a.m.

CHANGE TO:

SECTION 3, ITEM S PARKING SYSTEM

Parking System

The parking management system should include the following:

- i. Real-time sensors for vehicle occupancy.
- ii. App for guidance to open parking.
- iii. Provides data for decision-making including real-time status and historical data.
- ~~iv. Real-time web-based and mobile technology that includes a free smart phone App.~~
- v. Real-time parking enforcement App that reports violations.

NOTE: Unless otherwise noted, items that are struck through are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the RFP.

QUESTIONS AND RESPONSES:

Q1. Will there be working capital made available to the operator?

R1. An answer to this question is not available. The City is open to this discussion during contract negotiations.

Q2. What is the current work schedule and rate of pay for each position?

R2. The current work schedule for the Meter Technician is 7AM to 3:30PM at \$13.00/hour. Additionally, the City's current contract with Ameristar Parking Solutions is as follows:

Valet Attendant - \$13.95/hour; schedule unavailable

Porter - \$14.95/hour; schedule unavailable

Cashier - \$14.95/hour; schedule unavailable
Manager - \$14.95/hour; schedule unavailable

Q3. What equipment will be made available to the operator?

R3. The Successful Proposer will be provided an office space with a count room and safe.

Q4. Is there a map of the current enforcement routes available?

R4. No, there is no map available.

Q5. Can you provide the last two years (year-end) financial statements?

R5. Yes. Refer to Appendix C, Parking Financial Documents added per this Addendum 3.

Q6. Who is currently doing the collections?

R6. The City's Public Works Division currently handles collections.

Q7. Our firm would like to request an extension of the Due Date and Time for proposals. Will the bid Due Date and Time for Proposals be extended?

R7. The Due Date and Time has been revised per this Addendum 3.

Q8. Please describe the range of an hourly fee for the demand pricing.

R8. The City is seeking recommendations for demand pricing.

Q9. Please describe the ideal days/hours for parking enforcement as it relates to this scope.

R9. Parking enforcement should be provided seven days a week from 8:00AM to 8:00PM.

Q10. Please describe the number of events that currently take place in Delray. Is there a charge for parking in the garage? Is there a charge for parking on-street?

R10. The current number of City events is unavailable. To find the number of events in the City, refer to response from Question 35. To find charges to park in City garages and on-street spaces, refer to response for Question 27.

Q11. Please provide the annual revenues for each garage broken down by type.

R11. Refer to response for Question 5.

Q12. What are the intended rates in the garages?

R12. The City is seeking recommendation to change the rates. The current charge is a \$5 flat fee.

Q13. Please indicate the chosen multi-space provider.

R13. The City has not awarded a contract for multi-space smart parking meters at this time.

Q14.Regarding Section 3, Item C, would the City be interested utilizing way-finding software without sensors?

R14.Yes, the City is open to alternate recommendations for sensors.

Q15.Regarding Section3, Item I, please disclose any water recapture laws. Does this include parking stalls, drive lanes and stairwells?

R15.Yes, this includes parking stalls, driving lanes, and stairwells. Refer to City of Delray Beach Code of Ordinances Tittle 5 chapter 53 for water recapture laws.

Q16.In Section 3, Item D, it indicates the proposer is not required to provide cashier services. However, Item K indicates Proposer should be responsible for collecting all payments from the public. Please clarify the City's intent.

R16.Section 3, item K relates specifically to collecting citation payments. Both items are correctly stated in the RFP.

Q17.Please describe the size of the office provided. Does it have a secure count room?

Q17.The room is approximately 320 square feet, which includes a secure count room.

Q18.Please provide confirmation of any and all equipment that will be provided to the Proposer upon award for use strictly for this project.

R18.Refer to response for Question 3.

Q19.Does the City prefer pay by plate or pay by space technology?

Q19.The City prefers pay-by-plate technology.

Q20.How does the City want the Proposer to submit the experience expressed in section 2-4-A-ii-d just the same as section 2-A-3? Are there any minimum requirements for this experience?

R20.The format to submit information requested in Section 2, Item 4 Proposal Response Requirements is at the Proposer's discretion. The minimum qualifications are listed in Section 2, Item 3 Minimum Qualifications.

Q21.Can the price proposal be submitted as a separate file or does it have to be included in the continuous file to be submitted?

R21.The price proposal must be submitted as part of one continuous proposal file.

Q22.Can the references indicated in section 2-A-3 be included in the ones referred in section 2-4-A-vi?

Q22.Yes, If Proposer has one or more references that match the requirements of each of the requesting sections, Proposer may submit the same reference for each section.

Q23.Related to managing the rates throughout the day and adjusting based upon demand, can the Proposer stablish new rates for the different spaces and apply them if awarded the contract?

R23.Rates will be determined by City staff only. However, the City welcomes suggestions.

Q24. Please provide a list of number of single parking meter and pay stations currently installed within the City. Indicate model, technology (payment type and age).

R24. The City has 240 POM single space meters that are each approximately six years old and accept coins and smart cards. Additionally, the City has 15 Digital pay stations that are each approximately eight years old and accept coins, credit cards, and smart cards.

Q25. When the RFP talks about multi space parking technology, is the City expecting the Proposer to change all machines within the City? If so, would the City accept pay stations installed for the on street parking spaces?

R25. No, the City will be installing new multi-space smart parking meters, including meters for on-street spaces. The meter installation is anticipated to be completed in 2016.

Q26. Are all parking lots regulated with pay stations? If so, indicate the number of pay stations installed at each location. If not, is the City expecting on regulating them with pay stations? Will be this a cost for the Proposer?

Q26. No, not all parking lots are regulated with pay stations; most of the paid parking is on the barrier islands. The City intends to increase inventory in the Central Business District sometime in the near future. This will not be a cost to the Proposer.

Q27. The study included in Appendix B indicates that the fee for the lots at the Beach district is \$1.25 per hour.

A) Has this fee been reviewed since 2010 (year of the study). If so, please indicate the current fee.

B) Can you tell us if this rate is the same for all the lots around the City, or there are different fees? If so, indicate please the currently fee for each location.

R27A. The current fee for parking on the barrier islands is \$1.50 per hour. The current fee for parking garages is \$5 flat rate Thursday through Saturday after 4:00PM.

R27B. Currently, most fees for parking are collected in the garages and barrier islands only.

Q28. Is there any free fee parking lot within the scope of work? If so, please indicate which locations have free parking.

R28. Currently, most fees for parking are collected in the garages and barrier islands only.

Q29. Please provide revenues for the last three years for each parking lot location.

R29. Yes. Refer to response for Question 5.

Q30. Please indicate the PARC system at each garage location and the age of them.

R30. The City does currently not have a PARC system in either garage.

Q31. Is any PARC system installed in the garages centralized by anyhow by meanings of sending any information to a cloud or a server?

R31. No. Refer to response for Question 30.

Q32. Please provide revenues for the last three years for each parking garages location.

R32. Refer to response for Question 5.

Q33. Related to on street parking:

A) Are the five minutes spaces included in the total amount of on street parking spaces indicated in Appendix B? If so, please indicate how many of them are there currently and if it is free to park in them.

B) Do spaces at Central Core that are designated for valet parking between 5 p.m. and 2 a.m. have the same fee as the rest in the same schedule? Please indicate what is the fee for this spaces and the number of spaces designated for this purpose.

C) Appendix B tables 2-5 and 2-6 (page 8) indicates that there are some undesignated or under construction spaces. Please provide an upgraded table with all the current on street parking spaces.

D) The rate indicated in Appendix B is established at \$1.25 per hour, since the study was made in 2010, please provide the current fee for on street parking spaces if it has been reviewed.

E) Please provide revenues for the last three years for on street parking within the City.

R33A. Yes, the approximately 20 five-minute spaces are included in the spaces indicated in Appendix B. All five-minute spaces are free.

R33B. Valet parking spaces are currently rented to valet companies at approximately \$140 per month.

R33C. Refer to Appendix D, Parking Spaces Map added per this Addendum 3.

R33D. The amount has been revised from \$1.25 to \$1.50 since 2010.

R34E. Refer to response for Question 5.

Q34. Is the City expecting the Proposer to hire actual enforcement personnel? If so please indicate current payroll.

R34. Yes, the City is asking for the Successful Proposer to include enforcement personnel. The City's enforcement department currently consists of volunteers and one part-time employee at \$15.75 per hour, with a maximum of 29 hours per week. The weekly total number enforcement hours is approximately 84.

Q35. Related to event management, please provide list and number of events during the last two years and the ones that are planned to do for next year (or at least an average of the number of events).

R35. In 2015, the City had approximately 14 events, seven of which were considered to be major events.

Q36. Please provide number of citations managed for the last three years.

R36. The number of citations managed for the last three years is 53,398.

Q37. When Section 3, Item S talks about a free smart phone app, does it mean that the Proposer cannot charge the users for the service? Please confirm that cost can be included in the reimbursable costs of the fee proposal.

R37. See revised Section 3, Item S per this Addendum 3.

Q38. Related to real-time sensors for vehicle occupancy, must all the spaces be sensorized (included garages) or the Proposer can propose an alternative system for providing real time occupancy for certain spaces?

R38. Proposer may propose an alternative system. The City is seeking best practice suggestions in regards to real-time sensors.

Q39. What is the number and revenue of paid parking tickets issued in 2015?

R39. The City issued 10,938 parking tickets in 2015 for total revenue of \$426,658.18.

Q40. What is the number and revenue of unpaid tickets in 2015?

R40. This information is not available. However, the estimated percentage of unpaid parking tickets in 2015 is sixty percent.

Q41. Number and revenue of paid parking tickets issued in 2014?

R41. The City issued 10,270 parking tickets in 2014 for total revenue of \$414,049.27.

Q42. What is the number and revenue of unpaid tickets from 2014?

R42. This information is not available.

Q43. What is the range of fines?

R43. The fines range from \$35 to \$45, with the exception of disabled parking space violations, which are \$250.

Q44. Does Delray Beach issue warning tickets?

R44. No, the City does not issue warning tickets for parking citations.

Q45. Do you mail delinquent violation notices? If yes, how many each year?

R45. Yes, the City mails delinquent violation notices. An annual amount is not available.

Q46. How do you currently obtain registered owner name and address information?

R46. The City currently uses the AS400 system.

Q47. What is the percentage of FL violators vs. out of state violators?

R47. This information is not available.

Q48. Regarding the Parking Permit Program referred to on page 82 table 11-18, how many permits of each type are expected?

R48. The City expects approximately 500 residential permits per year.

Q49. Will the City accept bids in part from subcontractors?

R49. No. Proposals must be submitted by the prime Proposer.

The Deadline for Delivery of Questions for this Solicitation was September 9, 2016. Therefore, with the exception of process questions, further questions will not receive a response.

End of Addendum

INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the disqualification of Respondent's response.

APPENDIX C
PARKING FINANCIAL DOCUMENTS

CITY OF DELRAY BEACH
REVENUE COMPARISON - BUDGET VS ACTUAL
FOR FISCAL YEAR 2016
October 1 Thru July 31

REVENUE SOURCE	BUDGET	ACTUAL REVENUES	OVER/(UNDER) BUDGET	% EARNED
<u>Meters</u>				
Parking Fees	\$ 725,000	\$ 580,605	\$ (144,395)	80.08%
Multispace Meters	650,000	571,108	(78,892)	87.86%
Smart Card Fees	2,000	4,839	2,839	241.95%
Total Meters	1,377,000	1,156,551	(220,449)	83.99%
<u>Garages</u>				
Special Events	50,000	55,024	5,024	110.05%
Federspiel	74,000	71,210	(2,790)	96.23%
Old School Square	186,000	184,863	(1,137)	99.39%
Old School Square - Valet	70,000	59,564	(10,436)	85.09%
Total Garages	380,000	370,660	(9,340)	97.54%
Total All Sources	\$ 1,757,000	\$ 1,527,212	\$ (229,788)	86.92%

APPENDIX C
PARKING FINANCIAL DOCUMENTS

PARKING GARAGE AND METER REVENUE
Fiscal Year 2015

MONTH	OSS	OSS VALET	FEDERSPIEL	SPECIAL EVENTS	POM	MULTISPACE	TOTAL
October-14	27,547	7,682	7,163	-	57,077	45,760	145,228
November-14	15,637	5,240	4,310	-	46,073	31,992	103,251
December-14	24,539	9,755	13,844	-	63,712	53,817	165,668
January-15	17,211	9,376	4,874	7,506	60,030	54,091	153,088
February-15	5,969	8,678	8,009	9,439	58,708	57,759	148,563
March-15	12,041	8,434	9,826	11,755	76,332	97,319	215,707
April-15	13,113	6,764	8,850	20,581	74,827	85,016	209,151
May-15	20,295	8,278	6,176	-	68,492	64,271	167,511
June-15	13,846	5,565	9,530	-	59,494	59,320	147,755
July-15	16,079	6,112	5,649	1,979	64,983	48,851	143,653
August-15	11,806	4,474	4,352	-	55,163	44,167	119,963
September-15	7,976	3,162	8,255	-	46,068	30,371	95,832
YEARLY TOTAL	186,059	83,519	90,838	51,260	730,961	672,733	1,815,369

APPENDIX C
PARKING FINANCIAL DOCUMENTS

Fiscal Year 2016

MONTH	OSS	OSS VALET	FEDERSPIEL	SPECIAL EVENTS	POM	MULTISPACE	TOTAL
October-15	18,981	5,445	5,316	-	55,846	37,018	122,606
November-15	24,373	7,768	7,337	-	43,291	48,564	131,333
December-15	18,769	9,277	10,558	7,623	59,884	49,605	155,715
January-16	18,165	6,630	4,344	12,339	47,264	42,022	130,765
February-16	6,090	5,704	9,012	509	49,049	55,370	125,734
March-16	16,382	7,757	11,843	12,528	72,796	81,902	203,208
April-16	18,410	5,662	6,077	19,274	62,730	73,715	185,869
May-16	21,028	4,319	5,123	-	68,091	76,257	174,818
June-16	22,816	3,728	5,962	-	61,682	55,817	150,005
July-16	19,849	3,274	5,637	2,751	59,972	55,675	147,158
August-16	-	-	-	-	-	-	-
September-16	-	-	-	-	-	-	-
YEARLY TOTAL	184,863	59,564	71,210	55,024	580,605	575,947	1,527,212



Street Parking

Street	From_To	Spaces	Undesignated
SWINTON AVE.	ATLANTIC AVE. TO SE 2ND ST	0	13
SW 5TH AVE.	ATLANTIC AVE. TO SW 1ST ST.	4	0
SW 1ST AVE.	ATLANTIC AVE. TO SW 2ND ST.	10	0
SW 1ST ST.	SW 2ND AVE. TO SWINTON AVE.	10	0
SW 2ND AVE.	ATLANTIC AVE. TO SW 2ND ST.	13	0
NE 2ND ST.	SWINTON AVE. TO RAILROAD AVE.	15	6
SE 2ND ST	SWINTON AVE. TO INTRACOASTAL WATERWAY	16	38
NE 3RD ST.	NE 1ST AVE. TO NE 6TH AVE.	18	0
NW 5TH AVE.	ATLANTIC AVE. TO NW 2ND ST.	22	0
NW 4TH AVE.	ATLANTIC AVE. TO NW 1ST ST.	22	0
SE 1ST AVE.	ATLANTIC AVE. TO SE 2ND ST.	24	13
SE 2ND AVE	ATLANTIC AVE. TO SE 3RD ST.	24	0
NE 3RD AVE.	NE 2ND ST. TO NE 3RD ST	28	0
NE 1ST ST.	SWINTON AVE. TO NE 6TH AVE.	29	5
NW 3RD AVE.	ATLANTIC AVE. TO NW 1ST ST.	34	0
ATLANTIC AVE.	SWINTON AVE. TO FEC RAILROAD	36	0
ATLANTIC AVE.	INTRACOASTAL WATERWAY TO SR A1A	43	0
ATLANTIC AVE.	SW/NW 5TH AVE. TO SWINTON AVE.	45	0
SE 4TH AVE.	ATLANTIC AVE. TO SE 2ND ST.	54	0
ATLANTIC AVE.	FEC RAILROAD TO INTRACOASTAL WATERWAY	60	0
NE 4TH AVE.	ATLANTIC AVE. TO NE 2ND ST	60	0
SE 1ST ST.	SWINTON AVE. TO INTRACOASTAL WATERWAY	61	0
NE 1ST AVE.	ATLANTIC AVE. TO NE 4TH ST.	63	0
NE 2ND AVE.	ATLANTIC AVE. TO NE 4TH ST.	72	0
ATLANTIC AVE.	SW/NW 12TH AVE. TO SW/NW 5TH AVE.	72	0
SE 3RD AVE.	ATLANTIC AVE. TO SE 2ND ST.	74	0
SR A1A	BEACH DR. TO ATLANTIC AVE.	104	0
SR A1A	ATLANTIC AVE. TO CASUARINA RD.	121	0

Parking Areas

Map Id	Name_Description	Total_Space	Handicapped
1	Atlantic Dunes Park Lot	121	6
2	Anchor Lot	82	4
3	Ingraham Lot	35	0
4	Sandoway Lot	136	6
5	Marriott/Orange Grove Lot	30	2
6	Gleason St Lot	39	0
7	Veterans Lot	102	5
8	Gladiola Parking Lot	74	4
9	Village Parking Lot	40	2
10	Old City Lot	55	4
11	Railroad Parking Lot	191	7
12	Old School Square Park Lot	99	0
12	Old School Square Parking Garage	505	14
13	Bankers Row Parking Lot	29	2
14	Cason Cottage Parking Lot	10	3
15	Robert Federspiel Garage	198	5
16	Monterey House Parking Lot	82	3
17	City Hall Lot	141	0
18	Tennis Center Lot	83	0
19	SW 4th Ave. Parking Lot	23	1
20	Fire Station Parking Lot	29	1



CITY OF DELRAY BEACH
ENVIRONMENTAL SERVICES DEPARTMENT
434 SOUTH SWINTON AVENUE DELRAY BEACH, FL 33444

Delray Beach Parking Facilities

Date: 2/2/2016

