City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060

June 3, 2014

ADDENDUM #2, RFP T-43-14

MANAGEMENT OF PARKING OPERATIONS

To Whom It May Concern,

No further technical specification questions will be accepted for this project.

Please review the following questions submitted by potential proposers, and responses from the City.

Q1: What items, if any, are reimbursable?

Response: Any items not specifically addressed in the RFP would not be automatically reimbursable. For instance the RFP mentions that the Parking Fund will cover such operating expenses as leased office space, paper and other meter supplies, meter maintenance charges and connectivity charges etc. If proposers have certain expenses in mind to be contemplated as potentially reimbursable, they should discuss in their RFP response. Otherwise, the awarded contractor would need prior City approval on a case by case basis prior to incurring expenses and then requesting reimbursement. The City will then contemplate approval of the expenses and whether it should be disbursed via the City's normal purchasing procedures.

Q2: Who currently manages the EMS (Enterprise Management System)?

Response: Broward Sheriff's Office (BSO) and programs EMS as well as the Back Office Support System (BOSS).

Q3: Please provide the current enforcement hours or provide a copy of the current schedule?

Response: 24 hours a day, 7 days a week

Q4: What is your current outstanding AR for violations issued in the past three years?

Response: 157,095

Q5: May we see a copy of the annual parking budget?

Response: See T-43-14 Addendum #2 on our website at www.pompanobeachfl.gov

Q6: Please provide parking revenues by month for the past three years.

Response: See T-43-14 Addendum #2 on our website at **www.pompanobeachfl.gov**

Q7: Is the enforcement piece operated year round or during season? If so, what is the season?

Response: Year round

Q8: What is your occupancy rate for the City of Pompano Beach per location (if this data is tracked) during the peak season and shoulder season?

Response: Yes. The end of the peak season varies a bit, depending somewhat when Easter/Passover holiday falls on calendar, so up until Mid-April.

Q9: What is your current collection percentage rate for violations?

Response: 65%

Q10: What are the upload requirements for the HTE Sunguard system?

Response: The system is not programmed for uploads. Your company would need to coordinate your application with SunGard, if an interface needed to be written between your company and SunGard.

Q11: What file format would need to be used for the HTE Sunguard system?

Response: The system is not programmed for uploads. Your company would need to coordinate your application with SunGard, if an interface needed to be written between your company and SunGard.

Q12: What are the ages of the Luke I and Luke II pay stations?

Response: Meters were purchased in 3 increments and installation dates are as follows:
Luke I (6 meters): April 2010
Luke I (3 meters): October 2011
Luke II (11 meters): November 2012

Q13: Who is the vendor for the Luke I and Luke II pay stations?

Response: Digital Payment Technologies

Q14: What are the ages of your single space meters?

Response: Installed varying dates in 2010 from June through end of that calendar year.

Q15: Who is the vendor for your single space meters?

Response: P.O.M. Incorporated

Q16: Please explain your current violation collection procedures and detail your fine structure.

Response: The City assesses $32 for regular pkg. citations and $250 for handicap citations. Violators are cited and if payment is not received within 14 calendar days of being cited, a letter is mailed to the violator and a $12 late fee is assessed and added. If payment is not received within 90 days of being cited, BSO refers the accounts to the City's Finance department via spreadsheet and Finance then emails the accounts to the City's outside collection agency for additional letters and phone calls etc. Once accounts are referred to the collection agency, the City automatically adds 17% collection fee to value of the fine on our books. The collection agency works on a 100% contingent basis and does not get paid unless they collect.

Q17: Will the selected parking contractor be responsible for issuing citations for all non-moving violations or just unpaid parking violations?

Response: YES

Q18: Please explain your residential parking permitting process.

Response: The City issues a semiannual residential permit from $30 and an annual permit for $60. The permits can only be used at the pier and Oceanside lots. See T-43-14 Addendum #2 on our website at **www.pompanobeachfl.gov**

Q19: What is the current schedule of PEO being provided by BSO? Does the City require 24/7 enforcement?

Response: 24/7 enforcement. Yes.

Q20: Is the operator responsible for all maintenance of vehicles? Or will the City consider maintaining the vehicles purchased on behalf of the operation at no cost to the operation?

Response: Yes. City's preference is for operators to provide for this.

Q21: What is the city's capital plan as it relates to meters?

Response: Currently no funding budgeted with respect to replacement of meters.

Q22: Will the new office space require the operator to provide walk-in services? If so, what are the required hours of operation for parking in-office walk-in services?

Response: Yes. Same as City Hall 8 am- 5 pm

Q23: Are we responsible for providing internet service to the paystations; i.e. TMobile, etc or will the City continue its service agreement separately?

Response: City will continue its service agreement with T-Mobile.

Q24: What are the hours of operation of the potential new parking garage? Will it be fully automated?

Response: Indeed, I would expect the design/build team to make a recommendation regarding automation. That decision will made no earlier than 60-90 days. Hours of operation must be consistent with the Developer's Agreement and the City's Code of Ordinances. I believe the Code allows parking from 7:00 AM until 1:00 AM. However, the Developer's Agreement extends those hours from 6:00 AM until 2:00 AM. The Developer's Agreement will be amended shortly. Therefore, although unlikely, this stipulation may change.

Q25: Will the City cover the cost of armored car services?

Response: Yes

Q26: The city references Passport Parking, can the City elaborate their current relationship with these programs/products? Addendum 1 indicates the City pays $10/month/lot for this service, what is this fee for?

Response: This provider allows parking patrons to pay for parking with a credit card via their smart phones. Provider assesses a fee to customer for this service, so no cost to City other than the $10 fee noted. The fee is $10/month/meter. The City currently has 20 multi-space meters in operation, and all but two are configured for passport parking. Therefore Monthly fee for the City is $180. NOTE: There are many third party vendors that offer the Pay-by-Phone feature for the multi-space meters. Regardless of which vendor selected, our meter vendor, Digital Payment Technologies, will assess a $10 monthly fee per meter to implement. (The only 2 meters currently not configured for passport parking are located at Alsdorf Park. Since this parking lot is Pay and display the passport parking feature cannot be implemented; eventually the goal is to implement pay by license plate at this lot which would allow implementation of the passport parking application.

Q27: Will the city provided by large enough for a maintenance program including the storing of spare parts and meters?

Response: Yes. We cannot expect the operator to store parts somewhere else, unless all the necessary equipment is stored somewhere else. In essence, everything should be in the same place, under the same roof.

Q28: Will the City allow the operator to fuel vehicles in the City's facilities or shall we budget using privately owned gas stations?

Response: The City will not allow use of its fueling facilities.

Q29: What is the total number of unpaid parking citations from 2011, 2012 and 2013 respectively?

Response:
Here is outstanding for 2011: Count 305, Total $11,191.90
Here is outstanding for 2012: Count 1115, Total $48,386.80
Here is outstanding for 2013: Count 1009, Total $64,868.00

Q30: What is the City's current collection rate on the parking citations that are being issued?

Response: 65%

Q31: Does the City currently issue warning tickets? If yes, what are the criteria for issuing one?

Response: No.

Q32: Will the City remain the merchant of record (pays the credit card fees directly) and thereby all of the funds will be deposited directly into the City's bank account. Or will the operator need to be prepared to establish a bank account and credit card processing arrangement for the follow:

a. Digital Payment Technologies
b. Passport Parking
c. Violation payments made in the office
d. Violation payment made on the web

Response: City will continue to be the merchant of record and funds will be deposited directly to City's bank account for all above.

Q33: Who is the manufacturer of the current single space meters and what is their functionality?

Response: P.O.M. Incorporated is manufacturer. Limited functionality as they are not networked and provide no data regarding usage or revenues collected. Accept coins only.

The deadline for acceptance of sealed bids in the Purchasing Office, 1190 N.E. 3rd Avenue, Bldg. C, Pompano Beach, 33060, is **2:00 p.m. (local), June 12, 2014.**

The remainder of the solicitation is unchanged at this time. Acknowledge receipt of this Addendum in the area provided on Page 23 of the RFP.

Sincerely,

Otis J. Thomas
General Services Director

cc: website
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