

City of Beaufort
RFP 2020-107
Parking Management and Enforcement Services
Questions and Answers Submitted by December 30, 2019

Questions and Answers from Pre-bid Meeting

1. **What is the age of the existing equipment, IPS meters, pay stations?**
Answer: There are different ages, models and versions. The oldest meters are maybe from 2010 & 2011 they are IPS 3, 3.5 & 5 a few old POM meters Pay Stations were upgraded within the last couple of months.

2. **Is there an office for Parking Services?**
Answer: The City provides office space at 500 Carteret street, three blocks from downtown. A lease is required which paid from the parking revenues.

3. **Is there a citation management system that is currently being used? Do you have a preference?**
Answer: The parking management company maintains the system. We don't have a preference. We need access to the citation activity for auditing purposes and access to instate and out of state. Our current operation does have an agreement with SC DMV for SC and out of state tag information.

4. **What is required for special events?**
Answer: Anything that concerns parking, special events, construction, etc. is all managed through the parking company. The parking company is required to participate in all event organization and planning and enforcement during the event. Some events will have vendors who want to rent parking spaces for participating in the event and the parking company is responsible for renting, reserving and enforcing of these spaces while balancing availability of public spaces during the event. The only thing the parking company is not responsible for is street closure. The state of SC requires traffic control be the responsibility of the law enforcement.

5. **Who will be the liaison for the downtown operations, the person that the company will work with.?**
Answer: Linda Roper, Director of Downtown Operations will manage the contract. All communication prior to the awarding for the contract must be made to Jay Phillips, Procurement Administrator.

6. **When will you make your decision?**
Answer: City Council actually approves after the recommendation by the committee. The bid opening is scheduled for Jan. 14. The committee will meet and try to make a recommendation the following week and present to City Council the next session which would be Jan. 28. That would likely make the contract start day March 1.

7. What is the current Citation Management System (including hardware, software, and vendor support) that is being used by the City of Beaufort?

Answer: T2 Flex

8. Does the City intend to continue using this system or is the selected vendor encouraged to provide a new Citation Management System?

Answer: The parking company can use any system they choose as long as the system complies with the City's requirements. In addition, any system they use must be compatible with SCDMV for transmitting and receiving data on the owners of the vehicles.

9. Does the City currently issue any handwritten parking citations? If so, how many handwritten citations are issued annually and how will these be incorporated into the new system moving forward?

Answer: City of Beaufort Police Department issues handwritten parking tickets outside of the parking company's jurisdiction and they are not incorporated or managed by the parking company.

10. Is there any time zone parking (1 hr., 2 hr., etc.) included within any of the enforcement districts? If so, please provide a summary of areas and regulations.

Answer: All metered spaces and parking lots have a time zone with a time limit. Please refer to Exhibit 1 for the time zones. The only non-metered area with a time zone would be the loading zones and regulated by City Ordinance Sec8-2001.5- Loading zones:

Sec. 8-2001.5. - Loading zones.

- (a) Loading zones have been designated in the city for customer and merchant convenience in the loading and unloading of merchandise or supplies. The curb or curb line of loading zones are painted red. It shall be unlawful for any vehicle to park or stand in a loading zone unless such vehicle is being used to load or to unload merchandise or supplies, and, when loading or unloading for any period in excess of thirty (30) minutes.
- (b) The city designates all metered parking spaces on Bay Street, Carteret Street, Scotts Street and West Street as loading zones during the hours of 6:00 a.m. through 10:00 a.m., Monday through Saturday.
- (c) Truck loading zones have been designated in the city exclusively for use by trucks in the delivery or pick-up of freight, merchandise or supplies. The curb or curb line of truck loading zones are painted red. It shall be unlawful for any vehicle to park or stand in a truck loading zone unless such vehicle is a truck and is in the process of loading or unloading freight, merchandise, or supplies and not exceed any period in excess of thirty (30) minutes.
- (d) Reserved.
- (e) Enforcement of loading zones and truck loading zones will be from 9:00 a.m. to 7:00 p.m. Monday through Saturday. Loading and truck zones will be enforced during any period of designated free parking in the downtown district.

11. For Habitual Parking Offenders, is the contractor required to use traditional boots, or does local code allow for other types of immobilization devices?

Answer: The City's Ordinance does not specify a specific type of immobilization device. However, any immobilization device would need to be approved by the City of Beaufort Chief of Police. All immobilizations will be conducted with City Police Department present as required in Sec. 8-2016 of the City of Beaufort's Code of Ordinances:

Sec. 8-2016. - Immobilization of vehicles.

- (a) A police officer or any other person designated by the chief of police may immobilize by the use of vehicle immobilization equipment any vehicle which is parked in a public right-of-way, and for which there are three (3) or more outstanding, unpaid, overdue parking tickets, the latest of which has been unpaid for a period of at least fifteen (15) days.
- (b) When attaching vehicle immobilization equipment to a vehicle, the officer shall affix notice to the windshield or other part of the vehicle so as to be readily visible. The notice shall:
 - (1) Warn that the vehicle has been immobilized and that any attempt to move the vehicle may result in damage to the vehicle;
 - (2) State the total amount of civil penalties due for parking tickets which are overdue and unpaid that are attributable to such vehicle, in addition to an immobilization fee for the removal of the vehicle immobilization equipment; and
 - (3) List the address and telephone number to be contacted to pay the charges to have the vehicle immobilization equipment removed.
- (c) If the civil penalties and the immobilization fee are not paid, or satisfactory arrangements in lieu of payment are not made, by 6:00 p.m. on the date of the attachment of the vehicle immobilization equipment the vehicle may be towed and impounded as provided in section 8-2003.
- (d) Upon payment of all civil penalties, overdue and unpaid parking tickets, and the immobilization fee, the vehicle immobilization equipment shall be removed, and the vehicle released to the registered owner or any other person legally entitled to claim possession of the vehicle. The fee may be paid in the form of a refundable bond pending the outcome of a hearing requested pursuant to section 8-2018.
- (e) It shall be unlawful for anyone to remove vehicle immobilization equipment placed on a vehicle pursuant to this section without all civil penalties and application charges having first been paid, or a bond posted. The city shall not be responsible for any damage to an immobilized illegally parked vehicle resulting from unauthorized attempts to free or move the vehicle.
- (f) Charges. An immobilization fee of fifty dollars (\$50.00) shall be charged for the removal of the vehicle immobilization equipment.
- (g) Enforcement of this ordinance shall commence on November 1, 2002. Council hereby designates the month of October 2002, as a one-time only amnesty period during which violators with three (3) or more outstanding, unpaid or overdue parking tickets shall be eligible to settle their account with the City Finance Department for half of the fee required in section 8-2002.

12. Does the City currently offer mobile pay at any of the surface lots or within the on-street parking? If so, who is the current provider?

Answer: Yes. The current provider is Park Mobile.

13. Can you please further define the coin collection and depository responsibilities of the vendor including the following?

- a. **Do all single space meters accept coins?** Answer: Yes, accepts coin and tokens
- b. **Do multi-space pay stations accept coins and/or bills?** Answer: Yes, accepts coin and tokens
- c. **Is the revenue collected from the meters deposited directly into the City's bank, or is the vendor required to count, sort, and prepare the deposit?**
Answer: Revenue is not deposited in the City's bank. The vendor is required to count, sort and prepare the deposit.
- d. **What collection equipment is available for the vendor (carts, canisters, coin sorters, etc.).** Answer: There is a cart and coin sorting machines and sufficient number of canisters to collect all of the meters in the parking program.

14. Please provide the current year budget and prior year actual for all revenues and expenses associated with the parking system.

Answer: See #18 & 19 for current year actuals

Current Year Budget Park Beaufort	
Revenues	641,326.00
Payroll Expenses	127,518.00
Operating Expenses	115,702.00
R&M Expenses	25,572.00
Management Expenses	22,968.00

15. Please provide the current labor schedule for the parking system.

Answer: 2- Management personnel is scheduled for Monday-Friday, 9-5 PM and, 2 part-time enforcement personnel is scheduled for Monday-Saturday 11-7.

16. Is this a new contract for the City of Beaufort or is the existing contract expiring?

Answer: Expiring contract

17. What is the anticipated commencement date of this contract?

Answer: See #6

18. Can you please share historic operating expenses for the past 2-3 years?

Answer:

Expenses Park Beaufort	FY 2017 (7/16 - 6/17)	FY 2018 (7/17 - 6/18)	FY2019 (7/18 - 6/19)	FY 2020 YTD (7/19 - 11/19)
Payroll	118,883.05	120,987.87	127,931.21	53,034.74
Operating Expenses	128,127.05	102,463.25	148,736.66	71,056.91
R&M Expenses	13,488.70	49,826.48	29,248.38	6,370.60
Mgmt. Expenses	21,784.85	23,232.30	26,388.47	10,554.24
Total Expenses	\$ 282,283.65	\$ 296,509.90	\$ 332,304.72	\$ 141,016.49

19. Can you please share historic revenue for the past 2-3 years and projected revenue for 2020 and 2021?

Answer:

Revenue Park Beaufort	FY 2017 (7/16 - 6/17)	FY 2018 (7/17 - 6/18)	FY2019 (7/18 - 6/19)	FY 2020 YTD (7/19 - 11/19)
Monthly Parking	62,721.78	66,100.82	68,061.50	32,075.00
Paystation Revenue	184,960.75	206,485.45	230,254.30	85,276.30
Meter Parking	209,868.84	223,435.60	219,591.30	105,292.89
Validations	1,050.00	1,510.00	2,607.50	1,085.00
Violation Revenue	81,873.00	82,045.01	139,482.00	49,604.00
Misc. Parking Revenue	7,090.20	2,683.00	1,792.27	515.95
Total Revenue	\$ 547,564.57	\$ 582,259.88	\$ 661,788.87	\$ 273,849.14

20. Can you please share the regular weekly staffing schedule? (regular meaning excluding events)

Answer: see # 15

21. Can you please provide a list of which surface lots are gated/ungated?

Answer: All of the surface lots are ungated

22. Are insurance expenses considered operational/reimbursable?

Answer: yes

23. Can you please clarify/list what types of costs are NOT considered operational/reimbursable?

Answer: Any costs associated with the direct labor costs and expenses of the corporate office personnel

24. What type of PARCS/pay station equipment is currently installed in the lots?

Answer: Flowbird Strada Multi-Use Kiosk

25. In the slight chance of snow, who would be responsible for snow removal?

Answer: SC DOT would remove from roads, Surface Lots would be the responsibility of the Parking Management Company

26. Please provide a list of all equipment that the City will provide the operator including vehicles, LPR Systems, coin counting equipment and any other equipment required to perform the services requested.

Answer: See Exhibit 3 of the RFP – There is also sufficient office furniture as well as two (2) safes.

27. Please verify the make & model of all parking meter equipment including multi-space and single space.

Answer: See Attachment Meter & Space Inventory

28. Please provide the detailed financial statement by month from the existing operator of all expenses and revenues for the past 12 months.

Answer: See #18 & #19. Detailed financial statements are considered to be proprietary of the current service provider.

29. Are there any Unamortized financed amounts remaining on any equipment purchases that the operator would need to assume?

Answer: No

30. Please clarify that all expenses incurred are considered as pass through to be reimbursed by the City.

Answer: Expenses paid by the City will be as described in the RFP contract. Any expenses not described in the contract will be subject to review and approval by the City.

31. Please provide the name of the system & vendor is being used for Citation Management and is this contract with the City of the operator.

Answer: See # 7

32. In order to allow for proper due diligence on our behalf, will the City consider extending the submission deadline for this RFP?

Answer: The deadline for submission of proposals has been extended to 2:00 PM, Tuesday, January 14, 2020.