

City of York & City of York General Authority

Parking Strategic Plan RFP

Frequently Asked Questions

- 1 Copies of similar reports and projects have been requested for the submission. Given the length in pages of these reports, is it the City and General Authority's intent to acquire detailed reports as part of the evaluation process?**

Our intent is to gather general information on projects of similar scale so we can make a fair assessment of the work we should expect from your firm, should it be selected for the consulting contract. A summary of similar projects is all that is required for the submission. The summaries can be formatted the way your firm feels it best represents the work we can expect if it is selected.

- 2 Some owners and municipalities impose proprietary rights and are not willing to share reports with others outside their communities. How should submitting firms proceed with this issue?**

We certainly understand the concern regarding proprietary information. A redacted summary of projects omitting the municipality, owner, property address, or any other proprietary information can be provided.

- 3 Ref. Section 2 (Introduction and Background): Can you please provide details regarding the 30-day pilot program for maximizing the capabilities of the technology within the parking system? Can you provide the system names, and briefly describe how they are presently used? How long has each system been in place? Can you briefly describe the issues that lead to the discovery of a need for a comprehensive plan?**

The pilot program was designed to help us move toward 24 hr operation. In order to get there we were looking to make sure the pay stations at the garage exits and gate programming would operate properly under the changes. Prior to (and currently) the garage gates would remain up at the end of the business day (8am – 630pm), giving free exit of the garage during off hours.

The pay stations and gate arms are programmed by HUB Parking Inc, and Electronic Systems Installers, respectively. The pay stations are credit card only terminals, a system

which is linked to the registers the garage cashiers currently use. The entry station provides a ticket which is given to the cashier or put into the exit station when leaving the garage to calculate the total parking charges. HUB's system also creates the chaser tickets used for our validation program.

ESI's system controls the gate arms and entry and exit for our monthly parkers who hold key cards to access the garage.

The biggest challenges we faced during the pilot were the credit card only terminals and the frequency of after-hours calls for assistance at the garage. These issues brought to light that we need to have a comprehensive plan for the garages, which should tie in to the rest of the parking system.

4 In Section 4 (Scope of Work), 1.c., will the City or its agencies provide the studies or data pertinent to demographics, workforce, and commercial expansion trends in downtown?

The City and General Authority will provide data collected from previous studies where available.

5 In Section 4, 1.f., there is discussion on the topic of parking surveys. How many full days of parking occupancy surveys are required? Also, how many of these days should be on a weekend, and how many of these days should be on a weekday?

Minimum of 3 full-day parking occupancy surveys, with at least 1 on a weekend.

6 Are the days selected to perform the parking occupancy surveys intended to coincide with the special events mentioned in Section 4.1.f.? If it is not possible to schedule the surveys on the same days as all the events listed, is there a priority order to these events, in terms of measuring occupancy?

Yes, the surveys are intended to coincide with the special events mentioned in Sect. 4.1.f. Juror parking and Jury Selection are ongoing processes given the proximity of the garages to the courthouse. Given the timing of the events, there's a good chance multiple events could be in play at the time of the study. We do not have a priority order for the events at this time.

- 7 Has the General Authority had previous structural/physical assessments done of its parking garages and lots? If so, to what span of years are the capital needs relevant? If not, to what extent (Scope of Work) does the General Authority want an assessment done? For instance, do you want a complete engineering assessment of the conditions of the parking lots, and a complete structural assessment of the garage conditions and the physical improvements that should be made to each to extend their useful lives?**

Our records do not indicate that a previous structural or physical assessment has been done on any of the three garages in recent years. There is, however, previous documentation of repairs that have been completed on the garages going back to 2006. An assessment of the physical condition of the garages and physical improvement needed should be included. As we move forward with the project, we would rely on the consultant's input to determine what order those needs should be addressed and how fund those particular projects.

- 8 Does a complete budget (all sources and uses of revenue) for the parking system exist? How many years back do these budgets go?**

Yes. Revenue and expenses go back to 2003.

- 9 Can you provide details on the CRIZ program (2.e.), and on how it may be applied in York, and the area applicable to the zone?**

York City is vying for CRIZ designation for 2016. The program is designed to revive underutilized, desolate, or abandoned space. A number of areas in the City would be a potential zone for revitalization. We would like to know how parking would tie into these potential areas. Here is the state's website for more information on the CRIZ program, <http://community.newpa.com/programs/city-revitalization-improvement-zone-criz/>

- 10 Can you provide a current inventory of the number of on-street and off-street parking spaces under the control of the General Authority?**

Yes – Approx. 2,334 off street spaces in the lots and garages, 615 metered spaces.

- 11 In Section 3.e., you mention “evaluate conversion to chip card technology”. Do you mean the feasibility of the conversion, or the cost, or other questions?**

All of the above. The conversion will be here soon. We would like to assess the cost, feasibility, and how to make the conversion.

- 12 In Section 4.i., “general meetings” are required. Are those meetings scheduled during the day, or are they typically evening meetings?**
- 13 In Section 4.j., is the public meeting mentioned to be scheduled during the day or during the evening?**

For questions 12 and 13 – Most likely during the day. However, this may hinge on availability, especially with respect to the public meetings. Please include any rate changes for evening meetings in your proposal.

- 14 In Part III of Section 6, the Deadline to Submit is November 27, 2015 at 4:00 p.m. by mail, email, or fax. At the bottom of Section 7, in italics, it is stated that, “Initial submissions and proposals will not be accepted via email or facsimile transmission”. Can submissions and proposals be sent via email?**

Please forgive the contradiction here. Mail, Email, and fax are acceptable means to submit the proposals. We are requesting 1 hard copy of the proposal and 1 electronic copy of the proposal at a minimum.

- 15 If we were to submit our proposal via email, would any hard copies need to be sent as well?**

Yes, please still send the hard copy of the proposal. In light of the coming holiday, any proposals sent via traditional mail will be accepted as long as it is postmarked by Wednesday November 25, 2015.

- 16 Can you please indicate the project budget or a budget range? Is funding presently secured for the project?**

The City of York and the General Authority are still in the process of finalizing the 2016 budget and have not yet determined the budget for this project.

17 Is there a page limit to the response? If so, do you consider external covers, cover letter, tabs, resumes, and forms in the page limit?

No, there is no page limit to the proposal.

18 Is there a font requirement? If so, does it apply to graphics and photo captions?

There is no font requirement for the text of the document, graphics, or photo captions.

19 Will you except the resumes and forms in an appendix?

Resumes and required forms can be placed in an appendix to the proposal.

20 Under 6. Submittal Requirements, Part III, are you requesting that we summarize sections in Part I and Part II as a separate sheet that will be included in Part III before the Signature sheet?

Yes – we are requesting what amounts to an executive summary to go along with the signature sheet. This is meant to be a brief overview of you, your team, your approach and qualifications, how you've handled similar projects, etc.

21 In 3. Objective, it says RFQ and RFP. Which part of the document is for an RFQ?

Qualifications have been requested in Section 6 Part II, so there is no need for an additional document for an RFQ.

22 Could you please provide a copy of your standard contract for review?

A standard contract for this type of proposal has never been created by the City of York or City of York General Authority. This is a new undertaking and council has been retained to assist us in drafting a contract for the selected firm.

23 Please confirm your definition of SBE and what is expected of us. Is there an SBE/MBE/WBE goal or requirement for this project?

There is no specific requirement for SBE/WBE/MBE participation, nor is a SBE license required from the selected firm. Our goal is to encourage as many qualified small and minority businesses as possible to submit proposals. If your firm has had a track record of using SBE/MBE/WBEs in similar projects I would certainly include that the proposal.

