CITY OF PEORIA
NOTICE OF REQUEST FOR PROPOSALS:

PARKING ACCESS REVENUE CONTROL SYSTEM
(Multiple Locations Downtown Peoria)
PEORIA, ILLINOIS

PROPOSALS DUE: 10:00 AM THURSDAY AUGUST 17, 2017

The City of Peoria is requesting Proposals from vendors to assist the City by providing and installing parking access revenue control systems in City-owned parking decks and parking lot facilities, as shown in the attached map and listed below. The goal of this project is to evaluate, upgrade, and install parking access equipment and software, as well as to train City staff and the parking management agent for the City on the use of the equipment and software. The City of Peoria’s Traffic Division will accept sealed proposals submitted to the Office of the Traffic Engineer, at the Public Works Department, 3505 N Dries Lane, Peoria, Illinois, 61604 until 10:00 AM THURSDAY AUGUST 17, 2017 for establishing a contract with a qualified vendor. A Voluntary Pre-Submittal Meeting for questions and answers will be held on Monday August 14, 2017 at 2:00 PM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.

Time is of the essence and any Proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Vendors are responsible for ensuring that the Engineering Administrative Assistant receives their Proposals before the deadline indicated. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Vendors should submit four (4) hard copies and one (1) electronic copy of Proposals.

PARKING ACCESS REVENUE CONTROL SYSTEM

1.0 INTRODUCTION
The City of Peoria requires technical services to perform an evaluation of each parking facility, as listed, and provide recommendations to upgrade the entry and exit equipment, gates, and software for the parking access and revenue control system for City facilities. Upon City approval of the recommendation, the vendor will provide and install equipment and train staff on its use.

The City plans to award a contract for these services to the best-qualified vendor. Each vendor will be considered and ranked by a Selection Committee based upon the criteria listed herein. The City will then enter into negotiations with the top-ranked vendor. The negotiations will be to establish a detailed scope of services and total cost for services. Should the top-ranked vendor and the City of Peoria not be able to reach an agreement, the City will terminate negotiations with that vendor and open negotiations with the second ranked vendor.

This process does not obligate the City to award a contract, or pay any cost incurred by vendors responding to this request. The City reserves the right to accept or reject any or all Proposals received as a result of this request. All information submitted in response to this request will become the property of the City.

Please be aware that it is the City's policy to not compensate a vendor for any time or expenses incurred during the selection and negotiation processes.

2.0 PROJECT DESCRIPTION
This project is to upgrade the parking access and revenue equipment and software in four (4) City-owned parking decks and several parking lots. This will provide the City greater flexibility for parking solutions and
less labor intensive services, while also providing the users of the parking facilities payment flexibility and ease of use. Upgrades to the parking access and revenue system should include everything necessary to provide pay-in-lane service and include, at a minimum, control software, entry and exit machines with credit card and proxy card readers, and exit machines with cash capabilities and entry and exit gates. Software must be compatible with the City’s financial system and preferred credit card gateway, as well as ability to allow customer use online. System also must be compatible with parking service applications such as Passport Parking and Spot Hero.

### 2.1 LOCATIONS FOR THE PROJECT

The project locations are identified on the attached map and list below of City parking facilities. Additional project areas may be added, as negotiated.

**Parking Decks**
- Jefferson Deck (222 SW Jefferson St.)
- Twin Towers Deck (456 Fulton St.)
- Niagara Deck (111 SW Adams St.)
- Technology Deck (222 SW Adams St.)

**Parking Lots**
- Spalding Lot (Spalding between Madison and Jefferson)
- MEL Lots (Water Street between Liberty and Kumpf)

### 2.2 BACKGROUND

The City of Peoria owns and operates four (4) parking decks and multiple parking lots in downtown Peoria. These facilities provide parking for many employees, residents and visitors in the downtown area. There are three types of users in these facilities: monthly permit holders, who use access cards; event patrons, who pay upon entry to the facility; and hourly users, who pay cash to a cashier upon leaving the facility. The access control equipment in these facilities is from the 1990s and has become obsolete, discontinued, and increasingly hard to maintain. Additionally, the lack of automation with the existing equipment is labor intensive for cash payments, and does not allow the convenience of paying by credit cards or smart phone applications. By updating the parking access and revenue equipment, the City of Peoria will gain better reporting capability, automated entry and exit, and flexibility of the parking system, while customers will receive flexible payment options and ease of use for the parking system.

### 2.3 ESTIMATED BUDGET

The contract will be based on Time and Materials. The not-to-exceed budget for installation and training is $50,000 and the not-to-exceed budget for materials is $330,000. If Proposers are concerned with the amount of work required and the available budget, it should be addressed with the Proposal.

### 3.0 GENERAL SCOPE OF SERVICES

The Scope of Services sought by the City of Peoria shall include the provision for all required labor, materials, and expertise related to the installation and use of parking access and revenue control equipment and software.

The following should be included in the Scope of Services:
1. Perform a site specific evaluation of each parking location.
2. Provide a site specific recommendation for each parking location.
3. Prepare a report detailing the site evaluation and recommendations, including specific equipment and software recommendations.
4. Meet with City Traffic Division Staff to review the evaluation and recommendations report and agree on work to be performed.
5. Provide a Proposal assuring that proposed equipment and software will be compatible with City’s financial system and credit card gateway provider.
6. Provide a Proposal assuring that proposed equipment and software will be compatible with other parking applications, such as Passport Parking and Park Hero.
7. Provide a Proposal assuring that the system will provide online service to our customers and allow activities such as prepayment, or couponing, for area businesses.
8. Installation and implementation of recommendations agreed to by the City.
9. Provide training for staff on the use of machinery and software.
10. Prepare final report which will include long-term stewardship and maintenance activities for the equipment and software provided.

3.1 MEETINGS
Ongoing meetings, as necessary, with Project Manager to coordinate workflow. One to two training sessions to teach city staff use of parking control and revenue software. Several meetings with the City Treasurer and Information Systems staff should be anticipated to coordinate with the City’s financial system.

3.2 DELIVERABLE PRODUCTS
The selected vendor shall provide all deliverable products to the Traffic Engineer for approval and dissemination. The selected vendor shall provide an initial evaluation and recommendations report, and a final maintenance plan report. Provide Four (4) hard copies and one (1) electronic copy of the deliverables, as applicable. Electronic format for all submittals shall be compatible with the current City software.

Deliverables include:
1. Initial evaluation and recommendations report.
2. Installation of all necessary parking access and revenue control equipment and software.
3. Final report including recommendations for ongoing maintenance/stewardship at each site.

4.0 PROVISIONS BY THE CITY OF PEORIA
The City of Peoria will provide the following information to the selected vendor:

1. Electrical connections as needed.
2. Credit card gateway access required for compatibility.
3. Designation of a person from the Public Works staff to act as the City’s project manager with respect to the two-way flow of information and for the purposes of having direct access to staff’s knowledge base. Such person shall have the authority to transmit instructions, receive information, and interpret and define existing City policy and decisions with respect to materials, equipment, and systems pertinent to the consultant services. However, the concurrence and authorization to begin any and all phases of this project shall reside with the City Traffic Engineer.

5.0 PROJECT DURATION
It is anticipated that, after a vendor is selected, the project will start immediately, subject to material delivery, and continue until complete. Specific timelines will be mutually agreed upon between the selected vendor and the City.

6.0 INVOICES AND PAYMENT
The project will be a Time and Materials contract. As this is anticipated to be a short duration project, the vendor shall submit an invoice at the completion of the project, unless negotiated otherwise. Such Proposal shall be inclusive of a detailed breakdown of all charges incurred. The detail shall indicate the personnel name, title, rate of pay, hours charged, and task worked. All direct costs shall be itemized. Multipliers will be clearly
indicated and applied to total man-hours summated for the period. The Invoice shall be based upon actual hours of performance.

7.0 CRITICAL DATES
Selection will be made according to the following table:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals Advertised</td>
<td>July 20 through July 22, 2017</td>
</tr>
<tr>
<td>Voluntary Pre-submittal meeting at Public Works at 2:00 PM.</td>
<td>August 14, 2017</td>
</tr>
<tr>
<td>Due date for Proposals at 10:00 AM</td>
<td>August 17, 2017</td>
</tr>
<tr>
<td>Committee informs highest ranked vendor and begins negotiations.</td>
<td>August 22, 2017</td>
</tr>
<tr>
<td>Contract submitted to Council Agenda process</td>
<td>September 1, 2017</td>
</tr>
<tr>
<td>City Council Meeting at which Contract is Recommended for Approval</td>
<td>September 12, 2017</td>
</tr>
<tr>
<td>Notice to Proceed Sent to Approved Vendor</td>
<td>September 13, 2017</td>
</tr>
</tbody>
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8.0 VOLUNTARY PRE-SUBMITTAL CONFERENCE
A questions and answers session will be held at a voluntary pre-submittal conference on Monday August 14, 2017, at 2:00 PM, in the Peoria Public Works Conference Room at 3505 N Dries Lane, Peoria.

9.0 EVALUATIONS OF QUALIFICATIONS
Vendors are to submit a written Proposal which presents the vendor’s qualifications and understanding of the work to be performed. Vendors interested in submitting should have recent specific experience with this type of work.

The submission should include:

1. Name, size and brief description of the vendor, including the same information for any proposed subcontractors. If subcontractors are anticipated, describe the role proposed for each involved in the project, and the approximate percentage of work assigned to each.
2. Location of offices for the vendor and for proposed subcontractors, and the office location responsible for managing the project.
3. Name, address and phone number of a contact person responsible for and knowledgeable of the submittal.
4. Resumes of key personnel anticipated being available for this project, including their proposed role on the project and company affiliation (if more than one company is involved).
5. Descriptions of related project experience and client name for each project for each company or subcontractor proposed for this project.
6. Names and contact information of at least three (3) references from previous clients on similar projects.
7. Typical billing rate schedule for assigned personnel, including rate schedules for any proposed subcontractors.
8. A brief summary of any specialized experience, qualifications or unique capabilities applicable to this project that you feel are important to the success of the project (please review the selection criteria included in this document).
9. Provide specific examples of similar projects.
10. Owner/Owner’s Representative reserves the right to request a field test of the PM, foreman and crew members assigned to the project to ensure adequate knowledge of parking equipment and software.

Proposers will need to review each of the evaluation criteria set in Section 9 carefully and thoroughly, as all submittals will be ranked on a point value system. The evaluation will be based upon a head-to-head comparison with the other vendors submitting.

The selection will be on the basis of the following:
2. The City reserves the right to interview, if necessary, after reviewing the written submittals.

9.1 **SUBMITTAL FORMAT**
The submittal should be as concise as possible. Additional, promotional information should be avoided. **Four (4) hard copies and one (1) electronic copy of the submittal will be required.**

10.0 **CRITERIA FOR EVALUATION**

A) **Technical Qualifications:**
   a. Qualifications of the firms and subcontractors (if any)
   b. Qualifications of individuals to be assigned to the project
   c. Qualifications of the lead vendor member
   d. Quality of the equipment and technology

B) **Quality of Work (References):**
   a. Recent experience on projects of similar size and scope
   b. Quality of previous projects
   c. Ability to meet schedules and budgets
   d. Reputation and positive references

C) **Project Cost:**
   a. Cost of equipment and software
   b. Cost of installation
   c. Monthly cost associated with equipment and software

D) **Project Details:**
   a. Understanding of project details
   b. Understanding of compatibility with City's preferred credit card gateway
   c. Understanding of compatibility with Passport Parking and other smartphone apps
   d. Project phasing
   e. Schedule
   f. Communication Plan

E) **Other:**
   a. Ability to staff project locally/ Local Knowledge
   b. Commitment to EEO goals
   c. Quality of the Proposal

11.0 **SELECTION PROCEDURE**
Each criterion in the evaluation will be ranked on a scale of 1 to 10, where 10 equals the highest ranking of submittals received. A rank of 10 for any criterion indicates the most qualified vendor for that criterion. Each numerical ranking will be multiplied by the weighted value below. A total point value for each submittal will be determined by the composite evaluation of the Selection Committee. The vendor with the highest overall point total will be ranked first.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Rank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Qualification</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Experience/Quality of Work</td>
<td>35</td>
<td>10</td>
<td>350</td>
</tr>
<tr>
<td>Project Cost</td>
<td>10</td>
<td>10</td>
<td>100</td>
</tr>
</tbody>
</table>
The City of Peoria will interview for this project, if deemed necessary by the Selection Committee. The same criterion above will be used to evaluate the interviews or field test.

The Selection Committee will determine the best qualified vendor by consensus. The City reserves the right to waive alltechnicalities and to reject any or all Proposals.

12.0  **EEO**

To be awarded a contract, all Suppliers, Vendors, and Contractors to the City of Peoria must be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program.

The EEO number is secured by completing and submitting, under notary seal, an Employer report form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. Please note that the Certificate of Compliance is valid for one year and must be annually renewed. The form may be requested online from the City’s website (www.peoriagov.org). Click on Government, Other Government Department, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

City of Peoria
Equal Opportunity Office
419 Fulton Street
Peoria, IL  61602
(309) 494-8530 Voice
(309) 494-8532 TTY

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar ($50.00) processing fee will be charged with each original submission of the Employer Report Form CC-1 that results in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal request. The EEO Certification Number is only required prior to the award of the contract.

**EEO CERTIFICATION*** (Check one):

_____ We are presently applying for the EEO Certification. Employer Report Form (Form CC-1) is completed and enclosed.

_____ Presently, we have the Employer Report Form (Form CC-1) on file with the City of Peoria, Office of Equal Opportunity and have a current Certificate of Compliance Number.

Certificate of Compliance Number: _____________________

*Please note there is a $50.00 processing fee for new and renewal certification requests.
12.1 SUBCONTRACTOR UTILIZATION
The City of Peoria is committed to promoting equal opportunity and has established the following sub-
consultant utilization goals for City funded projects: 10% MBE and 5% WBE. The selected vendor will
have an obligation to make a good faith effort to advance the City’s commitment to increase diversity
among the companies working on City projects.

13.0 EMPLOYEE/EMPLOYMENT RESTRICTIONS - THE CONSULTANT:
THE CONSULTANT, (hereinafter referred to as “SERVICE PROVIDER”) agrees, as a condition of
accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this
contract, it shall be prohibited from hiring, directly or indirectly, any City employee or official who was
involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE
PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the
consummation or completion of this contract; or (3) monitoring or determining the performance of the
SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City’s
determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the
City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of
Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or
being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of
liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS
($25,000.00). This does not apply to any City Employee involved in the 2011-12 reduction in force; nor does it apply
to parties taking the Early Retirement Incentive offered by the City from November 1, 2011 through November 1, 2012.

14.0 OMISSION OF SCOPE
Please indicate if you believe a major item(s) is (are) missing from scope of services outlined in RFP.

15.0 QUESTIONS
A site visit to the project area is strongly recommended. All information with regard to the project is contained
within the contents of this request. Questions or comments regarding the request or the process related to the
request should be submitted via email to City Traffic Engineer Nick Stoffer at nstoffer@peoriagov.org.
City Owned Parking Lots and Decks
Downtown Peoria, 2017

Parking Type
- Parking Deck
- Parking Lot

Legend:
- Buildings
- Roads
- 0 1,000 Feet

Map details:
- JEFFERSON PARKING DECK
- TECHNOLOGY DECK
- NIAGARA DECK
- TWIN TOWERS GARAGE
- SPALDING/MADISON ST LOT
- LIBERTY/EDGEWATER/MICHEL LOTS