



REQUEST FOR PROPOSALS

Oregon City Code Enforcement and Parking Division Request for Proposals For Parking Kiosk Equipment, Software, and Services Issue Date: October 14, 2022 Submission Date: October 21, 2022, 4:00 p.m.

I. INTRODUCTION

The City of Oregon City (Owner) is seeking the services of a qualified parking management company (Vendor) for the replacement of parking kiosks and software, with demonstrated experience in working with public street parking and parking lots, and installation of kiosks throughout the downtown corridor.

II. PROJECT BACKGROUND / DESCRIPTION

The Code Enforcement Division has been researching ways to make the paid parking program in Downtown Oregon City easier and more accessible. The downtown parking corridor has been operating parking kiosks and coin meters for years. Over the last year, the HotSpot Mobile Parking App was introduced to provide an additional option for payment at the existing kiosk locations and throughout the metered parking stalls. The next phase is to update and expand the parking kiosks.

The current kiosks have approached the end of life by being outdated, parts no longer being made for the current kiosks, some are broken, and others have additional various problems associated with them.

III. ANTICIPATED SCOPE OF SERVICES

The Vendor will assist with all phases of the project including, but not limited to, the following:

1. Provide 16 parking kiosks, with three payment options (cash, card, and coin), and a minimum of 4G wireless capability.
2. Solar Power kits for each kiosk, backup batteries, pay by license keypads.
3. Supply spare parts kit and paper for new machines.
4. Provide Installation, training, and set up.
5. Lockable bill and coin acceptor vaults.
6. Provide software for field enforcement and payments compatible with VenTek International.

IV. RFP SUBMITTAL

PROPOSAL SUBMISSION INFORMATION

All documents pertaining to this RFP are located at the City of Oregon City Bid Management System: bids.orcity.org

Absolutely no communication shall occur regarding this RFP, including requests for information or speculation of any kind between Offeror (and any of their staff) and any Oregon City elected official or employee, except the Sole Official Contact listed herein. Failure to comply with this provision may result in Offeror's proposal being removed from consideration.

Requests for Information must be submitted through the Bid Management System in accordance with the below stated deadlines in order to warrant a response.

Proposals will be received until **Friday, October 21, 2022; at 4:00 p.m.** Proposals (except for fee in sealed envelope) may be submitted electronically via email to Kelly Dilbeck at kdilbeck@orcitey.org with a limit of 7MB or in hard copy as described below. For proposals submitted electronically, they must be received by the City within the time identified in this RFP.

For the fee envelope and hard copy submittals, proposers are encouraged to use recycled paper and 2-sided printing wherever possible. Proposers shall deliver five (5) copies of the proposal package to:

City of Oregon City Police Department
ATTN: Kelly Dilbeck
1234 Linn Avenue
Oregon City, OR 97045

Proposers responding to this RFP do so solely at their own expense. Under no circumstances whatsoever will the City of Oregon City be responsible or reimburse Proposers for any costs incurred in the preparation and presentation of their proposals or for any related expenses or consequential damages of any kind.

The City reserves the right to seek clarification of any proposal and the right to negotiate a final contract that is in the best interest of the City. Finally, the City reserves the right reject any or all proposals and reservation of the right to cancel the RFP at any time if doing either would be in the public interest as determined in the sole discretion of the City.

V. EVALUATION AND SELECTION PROCESS

The Owner's Selection Committee will evaluate and rank proposals in accordance with criteria identified in this document. The Owner has the right to require any clarification or change needed to understand the Vendor's approach to the project.

Each proposal shall be judged as a demonstration of the Vendor's capabilities and understanding of the project.

Proposal Evaluation Criteria/Weighting Factors

Proposals will be evaluated by content of the submission; including, but not limited to Vendor relative company experience, products, training, project management approach, and with an emphasis on the reference and past experience of the specific team members proposed to work on the project.

If negotiations with the top-ranked Vendor are successful, the successful Vendor shall be invited to enter into a Professional Services Agreement with the City of Oregon City (See Exhibit B). **All contractors doing business with the City of Oregon City shall be in possession of a current business license with the City of Oregon City.*

The City of Oregon City reserves the right to reject any or all proposals, to waive any irregularities in the RFP, to accept or reject any item or combination of items in a proposal in accordance with ORS 279B.100, to request additional information or clarifications from respondents, and to negotiate or hold interviews with any one or more of the respondents. By requesting proposals, the City is in no way obligated to award a contract or to pay expenses of the proposing firms in connections with the preparation or submission of a proposal. Furthermore, the City reserves the right to reject any and all proposals prior to execution of a contract, with no penalty to the City, if doing so in the public interest. Any protest or objection of award must comply with ORS 279A.225.

Key Dates:

Submission Due Date: Friday, October 21, 2022, at 4:00 p.m.
Intent to Award Date: No later than Friday, October 28, 2022

VI. PROPOSAL CONTENT

The Vendor shall respond to specific criteria that shall facilitate proposal evaluation. The specific criteria are presented below.

1. Introductory Letter

The introductory letter shall name the person(s) authorized to represent the Vendor in any negotiations and name of the person(s) authorized to sign any contract(s) that may result. An authorized representative for the Vendor shall sign the proposal letter.

2. Vendor’s Background, Approach, and Qualifications

This criteria relates to the Vendor’s capabilities and resources in relation to this project.

Company/Capacity - Relative Experience:

Provide a **brief overview of the Company** including number of employees, years in practice, and a brief statement of experience, and project management, installation, ongoing customer care/service approach.

Equipment/Kiosks – Relative Products: Provide a complete description of products (with specifications), equipment, software, and customer care/service proposed.

Training – Relative Experience: Provide a description of training programs (virtual and/or in-person) and timelines to execute training. *See III. Anticipated Scope of Services for details.*

Project Management Approach: Detail your general approach to project management and the tools you use through each project phase. Provide a description of recently completed work with public institutions installations.

References: List contact information for at least three individuals that **Vendor staff, assigned to this project**, have worked on within the last 5 years. These should include references for the individuals proposed for the project team. Include contact name, title and phone number, company/entity name, and the name of the project.

3. Fees for Services

Based on the anticipated Scope of Services outlined in this RFP, provide an estimated total project fee. Submit the estimated fee in a separate sealed envelope clearly marked "**Estimated Fee.**" Fees submitted should assume all requirements outlined within this RFP.

4. Insurance Requirements

The Vendor must be prepared to demonstrate proof of insurance (workers compensation, automobile, and errors and omissions), including value limits, as required by the City's Professional Services Agreement (see Exhibit B).

VII. EXHIBITS

Exhibits to this RFP include:

Exhibit A: Professional Services Agreement

Exhibit B: Standard Conditions to the City of Oregon City Personal Services Agreement