

**NOTICE OF  
CITY OF CHESTER REQUEST  
FOR PROPOSALS FOR  
PARKING METER  
MANAGEMENT SERVICES**

The City of Chester ("City") is seeking proposals to provide Management Services for the City's meter Parking Meter/Kiosk System (the "Parking Meter/Kiosk System") and to otherwise modernize various aspects of the City's Parking Meter/Kiosk System with a vision for economic development in accordance with the specifications contained in a Request for Proposals ("RFP"). The RFP and Proposal forms may be obtained electronically on the City of Chester website, [www.chestercity.com](http://www.chestercity.com). All interested respondents must complete each section thoroughly. A Proposal must be signed by the primary individual responsible for competing the Proposal. The signed Proposal and three (3) copies must be placed in a sealed envelope marked on the outside "Parking Meter/Kiosk System," addressed to:

**Michael Hurst, Deputy Director of Finance  
City of Chester  
1 Fourth Street  
Chester, PA 19013  
Phone: 610-447-7782  
[mhurst@chestercity.com](mailto:mhurst@chestercity.com)**

**Proposals may be delivered by personal delivery, United States Postal Service or a delivery service and must be received in Chester City Hall by 4:00 P.M prevailing time, July 27, 2017.**

The City has established a policy to request vendors to hire local residents should they be successful bidders.

The City reserves the right to waive any informalities or irregularities in the Proposals received or to reject any and all Proposals or to accept any Proposal deemed to be in the best interest of the City.

The City will review all Proposals and select the most advantageous Proposal from a responsive and responsible bidder. The City shall award a contract within 30 days of the submission deadline.

**CITY OF CHESTER REQUEST  
FOR PROPOSALS FOR  
PARKING METER/KIOSK  
MANAGEMENT SERVICES**

**Section I –General Information**

This Request for Proposals (RFP) is intended to provide proposers with a common, uniform set of instructions to guide them through the development of their proposals.

Submission of Proposals

In responding to the RFP, proposers must follow the prescribed format. Promotional materials and other documents are not required and will not be considered as meeting any of the requirements of this RFP.

Proposers' responses to the RFP should consist of the following:

- 1.) A Management Services Proposal
- 2.) A Price Proposal as Detailed Herein

The Proposal should be formatted in accordance with the instructions contained in this RFP.

The signed Proposal and three (3) copies must be placed in a sealed envelope marked on the outside "Parking Meter/Kiosk System," addressed to:

**Michael Hurst, Deputy Director of Finance  
City of Chester  
1 Fourth Street  
Chester, PA 19013  
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Delivery will be at the proposer's expense. Any and all damage that may occur due to packaging or shipping will be the sole responsibility of the proposer.

RFP Evaluation Criteria

Section II of this RFP contains a description of the City's current Parking Meter/Kiosk System and the goals the City has to modernize and consolidate its parking system for which

management services are being requested pursuant to this RFP.

Section III of this RFP contains a description of the Management Services Proposal to be submitted by each proposer.

Section IV of this RFP contains a description of the Price Proposal to be submitted by each proposer.

Section V of this RFP contains the Minimum Requirements which must be met by each propose in order to be considered responsive.

Section VI of this RFP contains the Comparative Evaluation Criteria on which proposals shall be evaluated.

#### Evaluation of Proposals

Any proposal determined to be non-responsive to any of the Minimum Requirements of this RFP will be disqualified without further evaluation. Those bidders meeting the Minimum Requirements will be evaluated in accordance with the Comparative Evaluation Criteria and the Price Proposal.

#### Rejection of Proposals

The City reserves the right to reject any and all proposals received in response to this RFP.

#### Selection of Bidder

Following the procedures outlined in this RFP, the City will make a decision regarding selection of a successful bidder. The most advantageous Proposal from a responsive and responsible bidder, taking into consideration price and all other evaluation criteria set forth in this RFP, will be selected. The selected proposer may not necessarily be the lowest Price Proposal. The City shall award the proposal within thirty (30) days of the submission deadline.

#### Execution of Contract

Upon the selection of a successful proposer, the City and vendor will prepare a contract for execution in a form with terms and conditions acceptable to the City and vendor. The Agreement shall be executed by an authorized official(s) of the selected bidder and by an authorized official of the City.

All the information contained in this RFP, and the selected proposer's submitted proposal in response to this RFP, shall be incorporated by reference into the Agreement which is to be entered into between the selected proposer and the City.

The term of said contract shall be for an initial term of five (5) years with an option for the City to renew for an additional five (5) year term in its sole discretion.

### Capital Improvements

The Proposer shall be responsible for any Capital Improvements with the Parking Meter/Kiosk System. The successful proposer shall demonstrate how capital improvements can be made without increasing the tax burden on the City's residents.

The City recognizes that not all parking meters have the same utilization. Proposers are encouraged to evaluate meter locations to determine the Return on Investment in each of the street locations.

### Insurance

Insurance Requirements: The successful proposer will be required to procure and maintain at its own expense the following insurance coverage:

- (a) Workers' Compensation and Employer's Liability Insurance: \$500,000
  - (b) General Liability Insurance: A policy or policies of comprehensive general liability insurance with limits of not less than \$1,000,000 (\$2,000,000 in aggregate).
  - (c) Excess Umbrella Liability: A policy or policies with limits of not less than \$500,000.
  - (d) Automobile Liability: A policy or policies with limits of not less than \$1,000,000.
- (a) The City is named as an additional named insured.
  - (b) The insurance policies shall not be changed or cancelled until the expiration of thirty (30) Days after written notice to the City.

**Section II - Description of Parking Meter/Kiosk System  
& Goal for Modernization/Economic Development**

The purpose of this RFP and resulting Agreement is to obtain management services for the installation, operation, management and maintenance of the City's Parking Meter/Kiosk System hereinafter defined. The Parking Meter/Kiosk System currently consists of approximately 21 on-street metered spaces and 18 metered spaces in City-owned parking lots. At the following locations:

In addition, the City intends to amend its parking ordinance to require meter/kiosk parking on the following streets and parking lots:

**EXISTING METERED STREETS AND PARKING LOTS:**

1. Avenue of States from 4<sup>th</sup> Street to 6<sup>th</sup> Street – 21 spaces
2. City Parking Lot off of Welsh Street – 18 Spaces

**CHESTER CITY DOWNTOWN STREETS:**

3. W. 5<sup>th</sup> Street from Water Street to Edgmont Avenue – 35 spaces
  4. W. 5<sup>th</sup> Street from Edgmont to Avenue of the States – 12 spaces
  5. E. 5<sup>th</sup> Street from Avenue of the States to Welsh Street – 18 spaces
  6. Edgmont Avenue from W. 5<sup>th</sup> Street to Avenue of the States – 18 spaces
  7. Wall Street from E. 6<sup>th</sup> Street to Welsh Street – 15 Spaces
  8. Welsh Street from E. 6<sup>th</sup> Street to E. 7<sup>th</sup> Street – 18 Spaces
  9. E. 6<sup>th</sup> Street from Welsh Street to Crosby Street – 22 Spaces
  10. W. 6<sup>th</sup> Street from Sproul Street to Avenue of the States – 8 spaces
  11. Sproul Street from W. 6<sup>th</sup> Street to W. 7<sup>th</sup> Street – 28 spaces
  1. W. 7<sup>th</sup> Street from 7<sup>th</sup> Street Bridge to Crosby Street – 90 spaces
  2. 8<sup>th</sup> Street from Sproul to Welsh Street – 18 spaces
  3. Welsh Street from 8<sup>th</sup> to 9<sup>th</sup> Street – 18 Spaces
- Total: 300 Spaces

**CHESTER CITY DOWNTOWN PARKING LOTS:**

1. Wood Street Parking Lot – 70 Spaces
  2. E. 7<sup>th</sup> Street Parking Lot - 148 Spaces
  3. 8<sup>th</sup> and Avenue of the States Parking Lot – 55 Spaces
- Total Spaces – 273 Spaces

**WIDENER UNIVERSITY STREETS:**

1. Western side of Melrose Avenue from 17<sup>th</sup> Street to 14<sup>th</sup> Street – 54 spaces
2. Southern side of 14<sup>th</sup> Street from Melrose Avenue to Willison Street – 22 spaces
3. Walnut Street between 13<sup>th</sup> and 14<sup>th</sup> Streets -15 spaces
4. Walnut Street between 13<sup>th</sup> street and the Expressway – 6 spaces

5. 13<sup>th</sup> Street between Walnut and Potter Streets -32 spaces
  6. Potter Street between 13<sup>th</sup> Street and the Expressway 6 spaces
  7. 13<sup>th</sup> Street between Potter and Upland Streets -35 spaces
  8. Potter Street between 13<sup>th</sup> and 14<sup>th</sup> Streets – 20 spaces
  9. Walnut Street between 14<sup>th</sup> and 15<sup>th</sup> Streets – 27 spaces
  10. Walnut Street between 15<sup>th</sup> and 16<sup>th</sup> Streets – 28 spaces
  11. 16<sup>th</sup> Street between Walnut Street and Providence Avenue – 23 spaces
  12. Walnut Street between 16<sup>th</sup> and 17<sup>th</sup> Streets – 26 spaces
  13. 17<sup>th</sup> Street between Walnut Street and Providence Avenue – 16 spaces
  14. East side of Walnut Street between 17<sup>th</sup> and 18<sup>th</sup> Streets – 8 spaces
  15. 17<sup>th</sup> Street between Walnut and Chestnut Streets – 18 spaces
  16. Chestnut Street between 17<sup>th</sup> and 18<sup>th</sup> Streets – 15 spaces
  17. 18<sup>th</sup> Street between Walnut and Chestnut Streets – 24 spaces
  18. Southern side of 18<sup>th</sup> Street between Chestnut Street and Melrose Avenue – 35 spaces
  19. Melrose Avenue between 18<sup>th</sup> and 17<sup>th</sup> Streets – 31 spaces
  20. 17<sup>th</sup> Street between Melrose Avenue and Chestnut Street – 71 spaces
- Total Spaces – 512 Spaces

The successful vendor must convert all such metered parking spaces at its expense to its equipment.

The City seeks to more fully integrate the components of its Parking Meter/Kiosk System. The City believes that an integrated management solution will assist in the ability to influence parking behavior to accomplish our goals. The City is also interested in a new process to ensure the timely payment of citations and a new system to increase payment compliance.

In addition, the City is interested in providing residents with maximum parking flexibility and may consider a Residential Parking Permit Program (RPPP) to provide a level of service consistent with the desires of the residents and permit holders. The RPPP may be a component of the Parking Meter/Kiosk System and the City plans to enforce it with the current License Plate Recognition (LPR) system.

The City desires a coherent proposal for restructuring its current Parking Meter/Kiosk System to promote economic development while maintaining affordable parking availability for its residents.

### Section III - Management Services Proposal

Each proposer must submit a written Management Services Proposal containing the following:

1. Each proposer must include a cover letter containing the signature of an authorized officer or representative of the proposer. The cover letter may provide any information the proposer wishes to include but should not exceed two pages in length.

2. The Management Services Proposal must briefly describe the bidder's ownership and organizational structure (i.e. individual, corporation, LLC, etc.).

3. The Management Services Proposal must provide a detailed description of the proposer's proposed equipment, operation, maintenance and management plan in conformance with the terms and conditions of this RFP. Said plan should also identify, if appropriate, any new management and/or computer systems to be used by the proposer at the Parking Meter/Kiosk System. The Proposal shall specify any equipment and/or software necessary to implement the system and all services that proposer will provide to maintain and manage the system. The City's goal is to implement a system that will do the following:

- a) Provide new smart parking meter equipment for the City's Parking Meter/Kiosk System;
- b) Provide for credit card and/or smart phone payment for parkers (as well as cash and coins);
- c) Provide timely communication to City as necessary regarding repairs or other issues as they arise;
- d) Develop useful management reports for system analysis and utilization, problem resolution; and
- f) Create increased consumer responsiveness and satisfaction.

4. The City may make such inquiries it deems necessary to determine the ability of each proposer to perform the services contemplated by this RFP. Proposer shall promptly furnish all information and data for this purpose as may be subsequently requested by the City, including attendance at any interview as requested by the City.

Section IV - **Price Proposal**

Each proposer must include a Price Proposal in the Form attached hereto addressing the following:

- Description of equipment and itemed cost to include – (meters, kiosk, striping, etc.)
- Any fees or charges to City
- Proposed monthly management fee for operating, maintaining and managing the Parking System to City

Section V - **Minimum Requirements**

1. Proposer shall provide an executed Non-collusion Affidavit.
2. Proposer shall submit a Management Services Proposal In accordance with the requirements of this RFP.
3. Proposer shall submit a Price Proposal in accordance with the requirements contained in of this RFP.

## Section VI - Comparative Evaluation Criteria

The following criteria will be used in the review of the Management Services Proposals and the selection of the successful bidder. The criteria set forth below will be evaluated as highly advantageous, advantageous, and less than advantageous. These criteria will be used in addition to the Price Proposal when selecting the successful bidder.

### A. Responsiveness to RFP

Highly Advantageous - The proposal is clearly written, meets the minimum criteria and provides a comprehensive overview of how the bidder will provide the requested services.

Advantageous - The proposal is clearly written and provides the minimum information requested in the RFP.

Less than Advantageous- The proposal provides the minimum amount of information but is not clearly written.

### B. Management Experience

Highly Advantageous - Experience providing the services requested in this RFP for five or more years.

Advantageous - Experience providing the services requested in this RFP for three or more years.

Less than Advantageous - Experience providing the services requested in this RFP for less than three years.

### C. Parking Meter Modernization Experience for Economic Development

Highly Advantageous - Experience providing software that will allow the City to manage its Parking Meter/Kiosk System to maximize economic development.

Ability to provide an integrated management solution to assist the City with the ability to influence parking behavior to accomplish our goals.

Advantageous - Experience providing software that will allow the City to manage its Parking Meter/Kiosk System to maximize economic development.

Less than Advantageous - No experience providing "pay by phone" or software that will allow the City to manage its Parking Meter/Kiosk System to maximize economic development.

### D. Financing Options

Highly Advantageous-City receives equipment at no upfront cost and City owns the equipment at the conclusion of the contract; City receives a portion of the excess revenues over the life of the contract.

Advantageous- City receives the equipment at no upfront cost and City owns the equipment at the end of the contract; City receives no excess revenues over the life of the contract.

Less than Advantageous- City receives the equipment at no upfront cost and City does not own the equipment at the end of the contract; City receives no excess revenue during the term of the contract.