Morgantown Parking Authority

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300 Spruce Street

Morgantown, WV 26508

REQUEST FOR PROPOSAL RFP-2017-05

PARKING CONTROL SYSTEM

PROPOSAL DUE DATE: November 8, 2016 at 5pm

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1. OVERVIEW

The Morgantown Parking Authority (MPA) works diligently to provide convenient, safe, clean, and accessible public parking for the Downtown area. The Authority shall continually maintain, improve, and increase parking opportunities to meet the unique challenges that are present as the result of growth and continued development in the City of Morgantown. The Parking Authority goals are reviewed each year to determine their achievement and how that achievement has impacted the vision of the Mission Statement. Goals summon the Authority personnel to greet the many challenges that influence our customers' needs and convenient accessibility to Authority facilities.

The Authority offers 2,202 parking spaces that service the Downtown area. There are 4 multi-level parking garages, 9 surface lots, and 14 metered City streets that are accessible 24 hours a day, 7 days a week.

It is the intent of this Request for Proposal (RFP) to replace the Parking Control System ("PCS") located in three Garages. The goal of the MPA is to provide a seamless, efficient, customer-friendly, cost-efficient parking operation for its customers and the community and to ensure the capability to continue to expand and integrate into the latest technology in the future. MPA recognizes the efficiencies that can be obtained by operating all three parking facilities under one equipment supplier.

The RFP does not obligate the MPA to complete the selection and contract award process. The MPA reserves the right to accept or reject all proposals; request additional information from any or all proposers to assist the MPA in its evaluation process; and amend or withdraw this RFP prior to the announcement of the selected firm and award the proposed services in whole or in part, to one or more firms. In case of an amendment to the RFP, all Proposers will be provided with a copy of any such amendments. If you find discrepancies or omissions in this RFP or if the intended meaning of any part of this RFP is unclear or in doubt, send a written request, via email, for clarification or interpretation to Thomas Arnold, tarnold@morgantownwv.gov, The subject line of the email should include the following: "PCS-RFP".

2. PROPOSAL/PROJECT SCHEDULE

2.1   Request for Proposals will be due in the MPA office
(300 Spruce Street, Morgantown, WV 26505) by 3 PM on November 8, 2016.

2.2   Request for Information pertaining to the proposal will be received by MPA until
5 PM October 21, 2016. All requests should be made to Thomas Arnold,
tarnold@morgantownwv.gov

2.3   Presentations to MPA Board (if required) would be on December 14, 2016 at
3 PM in the Public Safety Building Conference Room
(300 Spruce Street, Morgantown, WV 26505).

2.4   Preconstruction meeting with chosen vendor and subcontractors will be on
April 3, 2017 at a site to be determined.

2.5   Installation will begin on May 15, 2017.

2.6   Project completion will be no later than August 1, 2017.

3. SCOPE OF WORK

3.1. General Requirements

3.1.1   Proposer shall provide all equipment and services related to the design,
installation, setup, testing, and maintenance of the PCS.

3.1.2   Proposer shall provide all necessary civil, electrical, mechanical, and
administrative services as well as equipment and other hardware necessary to
deliver a fully functioning system. This includes, but is not limited to, loops,
electrical and communication wiring both in the facility and to the parking
office, servers, computers, equipment movement and installation, conduit,
concrete work, wire terminations, training, testing, programming, set-up
services, and support service.

3.1.3   No part of the currently installed system shall be reused in the implementation
of the proposed system. This includes gates, ticket dispensing devices, ticket and
card readers, computers, software, communication wiring, control wiring, etc.
Electrical feeds to the parking equipment can be extended and reused. Loops are
to be included in the base price of the system and will be a complete new

turnkey solution. Proposer shall remove and dispose of old equipment at the direction of the MPA.

3.1.4   All parking control system equipment components shall be linked to the parking office.

3.1.5   List of Abbreviations

     ACS   Access Control System

     FMS   Facility Management System

     PCS   Parking Control System

     POF   Pay on Foot Station Cash/Credit

     AVI   Automatic Vehicle Identification

3.2 Submittals

3.1.1   Proposer will submit all required Parking Equipment specifications related to their proposal, including but not limited to: product specifications, installation, and maintenance instructions for each proposed solution.

3.1.2   Samples: Submit samples of standard reports, and other elements to be selected by the MPA within ten (10) days after approval of the contract. Approval/selections will be returned to the Proposer within thirty (30) days of submittal.

3.1.3   Operating manuals: Prior to the initiation of final testing and training, the Proposer shall deliver the following operation and maintenance manuals:

- Supervisor Manual – This manual is designed for the Supervisor or authorized individual for day-to-day operation of specified software package(s). It shall explain all the features and functions (e.g., log-on/off, detailed instructions on how to access reports, monitor, prepare and print standard and ad hoc reports) required for day-to-day management. The manual shall also have a section for problems and/or exceptions conditions so the Supervisor can resolve common operating problems. The manual shall also contain instructions on how to perform normal maintenance

(e.g., changing paper for the printer). Two (2) copies of this manual shall be provided for each garage plus one (1) electronic copy.

- Maintenance Manual – This manual shall contain detailed instructions on how to perform regular and preventative maintenance on all components of the parking control systems and communications network that can be performed by MPA's staff. Two (2) copies of this manual shall be provided for each garage plus one (1) electronic copy. Include routine operations; guide to trouble shooting; servicing and lubrication schedule; list of lubricants required; description of sequence of operation; as-installed control diagrams; as-installed color coded piping and wiring diagrams; and a list of spare parts and recommended quantities to be maintained in storage on-site.

- System Administration Manual – This manual shall contain all procedures necessary for the proper monitoring and administration of the parking control system as might be required by the MPA. At a minimum, the manual shall contain separate sections that cover the following topics: day-to-day operations, modification of field programmable settings, back-up and recovery, audit and control procedures, report production (with detailed instructions on report access), contingency plans, configuration control, and system diagnostics. A separate, removable section of the System Administration manual shall contain information on the proper administration and control of the security features built into the system. Some of the information to be contained in this section includes: maintenance of user identifiers, password control, and security policy review. Two (2) copies of this manual shall be provided for each garage plus one (1) electronic copy.

3.2.4 The Proposer shall also deliver to the MPA original copies of all licenses, registrations, documentations, disks and other media as may have been included with those commercially available software packages provided with the system. In addition, the Proposer shall ensure that all licenses, registrations and warranties have been transferred to the MPA prior to final software turnover.

3.2 Qualifications

3.3.1 Proposer shall have at least five (5) years' experience in the parking control field. Proposer shall have at least one (1) year experience with the current equipment they offer. Proposer shall maintain an adequate supply of replacement parts for

the equipment specified. Proposer shall have current version of each primary component, currently operating successfully in four (4) or more parking facilities of similar size and activity. Proposer shall include the reference information that documents use, activity and similarity to this project. References should include a minimum activity level of 100,000 transient parkers per year. Installations of less than one (1) year experience from the bid date or contain a different equipment manufacture cannot be used as a reference. Proposer shall have approved equipment service center in sufficient proximity to respond to on-site service calls within a four (4) hour period.

3.3.2   Proposer shall have an appropriate amount of factory trained technicians available for servicing of the equipment. A minimum of six (6) qualified technicians shall be available for service calls. Proposer shall also employ a minimum of three (3) in house IT technicians for mobile support. Contract service technicians, or technicians not directly employed by Proposer shall not be included. Proposer should include a detailed work chart which demonstrates their ability to meet such requirements.

3.3.3   It is highly encouraged that Proposer provides letters of recommendation from their client list.

3.3.4   Proposer shall list the following information for each reference: 1) Name of Client along with contact information including phone number and email address; 2) Name and address of Facility; 3) Number of parking spaces in the Facility; 4) Number of Entrance Lanes; 5) Number of Exit Lanes; 6) Number of Pay on Foot devices, if any; 7) Average number of transient vehicles serviced; 8) Years in service.

3.4 Payment Card Security

3.4.1   To ensure the security of credit card data, the entire system, including equipment and software, shall comply with al PA-DSS, FACTA regulations and credit card PCI rules and practices including (Visa/MasterCard's CISP program, Discover's DISC program) PA-DSS ver. 3.0. The system must be "CHIP" compatible for easy conversion to the impending changes to the credit cards. If the Proposer's software is not currently PA-DSS v3.0 compliant, then Proposer must provide the updated software and associated upgrade, free of charge, when available.

3.3 Quality Assurance

3.5.1   To ensure reliability, serviceability and quality, the parking equipment provided under the specification, it is recommended that the major equipment components shall be the standard product of one manufacture. Any communication equipment components required of this system shall be provided by the same manufacture that provides the parking equipment. If the Proposer elects to integrate components from different manufactures, the Proposer shall be responsible for ensuring that all specified features are provided and fully operating when system is turned over to the MPA for testing and acceptance.

3.5.2   Environmental Conditions: PCS components shall operate dependably within environmental conditions indigenous to the city and state in which the PCS is installed.

3.5.3   Electrical power and grounding – Furnish and install on-line, regulating computer grade uninterruptible power supply (UPS) for servers and task computers (system controllers) with 30 minutes of back-up battery power.

3.5.4   Equipment layout shall be in strict accordance with manufacture's recommendations to allow proper movement of air through and around equipment.

3.5.5   Provide applicable surge suppression on all data electrical lines connected to the PCS.

3.4 Facility Description

3.6.1   <u>University Avenue/Chestnut Parking Garage</u>

The University Avenue/Chestnut Parking Garage has a multiple unique user group which utilizes the parking garage during the course of the year. The garage is open 24/7/365.

The complete parking system will be replaced in this garage.

3.6.2   <u>Spruce Street Garage</u>

The Spruce Street Facility serves various entities throughout the downtown district. The garage is open 24/7/365.

The complete parking system will be replaced in this garage.

3.6.3   Wharf Street Garage

The Wharf Street Facility serves various entities throughout the downtown district. The garage is open 24/7/365.

The complete parking system will be replaced in this garage

3.5   Specification for Daily Parker Entrance/Exit Process

3.7.1   During hours of operation, daily patrons will be permitted entrance to the parking facilities via the use of a TD with barcode technology. Entrance Station equipped with a ticket dispenser that will be installed in each transient entrance lane in the parking facility. A vehicle must be present for the device to issue a ticket. Issuance of a time and date encoded ticket to the transient patron. The time and date, along with a device number, shall be encoded on the ticket in both the manual and machine-readable formats. Once the patron pulls the ticket from the dispenser, the barrier gate arm shall lower.

3.7.2   When a daily parker wishes to exit the parking facility, the parker pays for the parking fee in the following method: The parker approaches the POF device and inserts the barcode ticket into the slot containing the ticket encoder. The POF device shall automatically calculate and display the required fee. The POF device shall read and encode the inserted ticket with payment information when appropriate amount of coins, bank notes or credit/debit cards are inserted into the device to satisfy the payment due. The POF shall return the properly encoded ticket to the parker who must use the prepaid ticket to exit. A parker receipt shall be issued upon demand. POF or exit device will record transaction for future record and retrieval on hard drive.

3.7.3   Upon completion of payment at the POF, the parker now has a pre-programmed amount of time ("grace period") to present the pre-paid ticket at the APS located at the daily exit lanes. If the parker does not present the ticket to the exit device within the allotted grace time, the additional fee will be calculated and the parker will need to pay the additional fees at POF.

3.7.4   The POF and exit device shall have the capability of processing and reporting separately numerous transactions including, normal transactions, lost ticket transactions, non-revenue (no charge) transactions and validation transactions.

3.7.5   As the vehicle approaches the exit lane and stops at the exit device, the arming loop is covered allowing the exit device to be activated and accept tickets. The parker inserts the pre-paid ticket into the exit device, which reads the

information encoded and determines whether the parker has overstayed the grace time allowed for exiting. If the above conditions have been met, the exit device encodes the ticket as valid and retains the ticket. The exit device then signals the gate arm to rise. If the aforementioned conditions have not been met, the exit device will deny egress and the parker will need to make additional payment.

3.7.6   All transaction data from the terminals shall be transmitted by direct cable or encoded wireless signal to an on-line revenue data collection system located in the parking office.

3.7.7   Revenue control system central computer and operating software shall enable the control center staff to have the ability to control the operation of the lane equipment components, e.g. open/close gates, close lanes, etc. All control functions are executed by the staff through the central computer via the keyboard.

3.8   Specification for Contract Entrance/Exit Process

3.8.1   The contract access system will allow credentialed garage patrons to be permitted access to and from the parking facility via the use of a unique Automatic Vehicle Identification (AVI) rearview mirror hangtag. To use the system, cardholders will present the hangtag to the reader device to be installed in the parking structure entrance and exit lanes. Once the hangtag is initiated to the reader, the access system will perform the following checks as a part of the hangtag ingress/egress transaction: 1)Vehicle must be present on arming loop. 2) Hangtag I.D. must be recognized as valid I.D. 3) Anti-Pass back status of hangtag must be correct for reader used. If all of the above conditions are met, the reader will accept the hangtag and activate the vehicle access granted/denied indicator to display access granted message and issue a gate raise signal. The FMS system will permanently record the transaction, along with the reader location and the date and time of the transaction, in the host FMS database for future retrieval and reporting. As the vehicle proceeds forward through the lane, the gate arm will lower.

3.8.2   In the event that one or more of the above conditions are not met, the AVI reader shall deny the transaction and activate the vehicle access granted/denied indicator to display access denied by visual message. The denied transaction and unsuccessful attempt to use the hangtag shall be recorded on FMS system.

3.8.3   AVI access system to utilize anti-pass back feature to prevent fraudulent use of hangtag by not allowing free entrance/exit to other vehicles from a single AVI Hangtag.

3.8.4   AVI access system central computer and operating software to have capability to allow tracking of count totals as differential counters or as an accumulation of counts within control. This feature to allow manager to track real-time monthly occupancy or access duration's of each hangtag holder or specific group of hangtag holders in this system to produce accurate monthly records.

4. SYSTEM COMPONENTS

4.1 Component Performance Specification

4.1.1   It is the intent of this specification to obtain proposals from the Proposer to provide complete hardware, sub-systems and software systems in accordance with all sections of this specification. All major component(s) to be provided as a part of the proposal must be considered by the manufacturer to be standard products as opposed to a prototype product developed exclusively for this project. The proposer will be required to demonstrate any individual component in order to authenticate its acceptability. Minor modifications will be accepted; however such modifications shall be noted in the proposal. The Proposer will be required to document through the use of flow charts, sample control system reports, and operational narratives of how the proposal meets the specification. These submittals are to be provided along with the proposal. Outdoor equipment must have heater units installed with on/off and auto functions.

4.1.2   Barrier Gates

a) The unit shall operate on 120 volts and be equipped with a folding gate arm.

b) Ability to operate as a free gate from main control center.
   Must have auto open feature, along with hold open feature.

c) Gate shall be equipped with a Manual-Up capability to test motor and to raise gates manually.

d) All necessary electronic communication devices, firmware, and electrical connection components that are necessary for this device to function within the overall system shall be provided.

4.1.3 Entrance Station

a) Ability to accept third party printed vouchers.

b) All necessary electronic communication devices, firmware, and electrical connection components that are necessary for this device to function within the overall system shall be provided.

c) Custom graphic panels are required.

4.1.4 Exit Station (APS)

a) Ability to accept voucher/validation/discounts.

b) Ability to accept a grace/lag period ticket which was pre-paid at a pay station.

c) Ability to accept third party printed vouchers.

d) All necessary electronic communication devices, firmware, and electrical connection components that are necessary for this device to function within the overall system shall be provided.

e) Custom graphic panels are required.

4.1.5 Fee Computer

a) Support a fee display and validator/ticket reader

b) Central credit card processing capability with ability to complete a transaction under 5 seconds

c) Log out/Log in for cashier's w/revenue totals calculated (employee breaks) Display parking fee to customer

d) Accept validations/discounts

e) Ability to accept a grace/lag period ticket which was pre-paid at a pay station

f) All necessary electronic communication devices, firmware, and electrical connection components that are necessary for this device to function within the overall system shall be provided.

4.1.6   Pay on Foot Stations (POF)

a) POF shall allow for coin acceptance of up to three (3) denominations, with recycling. The coin box is lockable and removable.

b) POF shall accommodate bank notes ($1, $5, $10, $20) and shall be equipped with bill vaults accepted.

c) The pay-on-foot unit shall validate the tickets as well as produce receipts.

d) Bank credit/debit card with logo transactions shall be accommodated at the POF.

e) All necessary electronic communication devices, firmware, and electrical connection components that are necessary for this device to function within the overall system shall be provided

f) Custom graphic panels are required.

4.1.7   Intercoms

An IP-based Stentofon Intercom System, or equivalent, is used to communicate to the parking office during business hours with the ability to forward via analog phone line (in the event no one is in office) and remote management site during *off* hours.

4.1.7.1   **Master Station** – an intercom master station shall be installed in the parking office capable of operating all garages from the single station.

a) Desktop use.

b) Monitor or call any substation.

c) Call annunciator lights to station selection, indicates which station has called.

d) All necessary electronic communication devices, firmware, and electrical connection components that are necessary for this device to function within the overall system shall be provided.

4.1.7.2   **Substations** – intercom substations shall be installed in every entry and exit lane, and every POF. The intercom substations shall be recessed and concealed within the parking equipment.

4.1.8   Central Computer (FMS System)

4.1.8.1   **The Facility Management System** (FMS) shall be a software package operating on a network of computers and/or servers that provide on-line monitoring and control of all PCS equipment for the parking facility such that the facility can operate independently. FMS system shall include individual and multiple software packages capable of running concurrently with other active programs under control of operating system that is multi-user and multi-tasking. Cloud based or online server type parking systems are not permitted.

4.1.8.2   **The Revenue Reporting/Control Subsystem** shall accomplish the following tasks from any workstation in the FMS, with appropriate password:

a) Uploading and consolidating reports from POF, TD & APS.

b) Retrieval and review of individual transactions based upon user defined parameters.

c) Shall be capable of maintaining a minimum of 200 (separate) validation account numbers. The account identification and amount of validation shall be programmable by an authorized user of the system.

d) Consolidating and retaining data that allow for report generation. The following are the minimum required reports. All reports must be exportable to a USB drive. Report formats should include .csv, .pdf, and .xls.

    i. Daily Event Log - A listing of changes to the system and users who made the changes. It shall include print communication messages, facility lane equipment alarms, remote gate opening, and system log on/offs.

    ii. Daily, Event, and Monthly Reports - A summary report of daily, event, valet or monthly activity. The report shall provide but is not limited to:

      a. A revenue total.

      b. A summary of non-revenue by transaction type.

      c. A summary of revenue by transaction type and rate.

d. A summary of the number of transaction by type. The exit lane count totals (equipment "vend" for exit machine, ACS access, gate, activation loop, and closing loop counts).

e. A summary of validations by days, dollars, groups.

f. A list of current monthly parkers, by card number, which is exportable into an Excel or CSV file. Report shall be consolidated and show the parker name, company name, card number, date of last use, in/out status. A typical garage report should be no longer than 10 pages.

g. Monthly Lane Volume Report - Shall provide entrance and exit counts by date and time. This report is used for management planning and statistical information.

h. Monthly Duration Report - Shall provide duration of stay (variable by owner) based on patrons' elapsed parking time and the patron time of entrance. This report is utilized in rate structure and facility usage analysis, management planning, statistical information, rate analysis, and revenue analysis.

i. Ticket Sequence Report – Provide a complete sequence of transactions related to individual tickets (i.e., information about how and when the ticket was issued shall be tied to how and when it was processed at exit).

j. Monthly Ticket Value Report - Provide a ticket stratification based upon the value of all transactions processed. Breakdowns shall be provided for each rate structure. This report is used for revenue analysis, rate analysis, management planning, and statistical information.

k. Outstanding Ticket Report – Provide a listing of tickets that have been issued but are not yet processed at an exit.

4.1.8.3 Access Control Software: The ACS shall be an on-line, computer-based access control system for those authorized to have access to the parking facility(s) without being processed through the ticket/fee computer system. The system shall:

a) Have at least 8 preprogrammed access levels.

b) Provide anti-pass back control.

c) Issue and reprogram ID devices.

d) Provide a data base for ACS management, on each monthly parker.

e) Allow specific parker record files to be retrieved, displayed and/or printed based on selectable criteria, such as current ACS status, access group, access level, and/or ID numbers.

f) The system shall have the ability to place notes in the client accounts for review by staff.

g) Allow sorting and printing of the database for routine and special forms.

h) Monitor and report counts of ACS holders present on hourly basis by group, lot and total occupancy. Track occupancy and report peak occupancy during each hour to FMS. Provide for reports to show daily and/or weekly peek occupancy by access level, group and garage.

4.1.8.4   Vehicle Counting System shall provide the following counting functions:

a) Every vehicular entrance or exit lane shall serve as a counting location. Each counting location shall be equipped with two vehicle detection loops to provide directional logic at each location. Each entering vehicle shall subtract a count of one from the number of available spaces. Each exiting vehicle shall add a count of one to the number of available spaces. Directional logic shall be installed so that a vehicle entering an area through an entrance lane or through an exit lane shall be counted as an inbound vehicle. Vehicle exiting an area through an exit lane or through an entrance lane shall be counted as an outbound vehicle.

b) The total number of parking spaces within the facility shall be field programmable. The number of available parking spaces within each area shall be tracked and displayed, upon demand, on the computer monitor(s). Anti-coincidence packages shall be provided which accurately monitors entering and exiting traffic that may occur   simultaneously.

c) A threshold shall be used to trigger "full status". When full status is reached the count system shall automatically lock

out the ticket dispensers, but allow for it to be easily overridden from the FMS without adjusting or manually changing the count system. The software shall allow for manual overriding of the "full status" of each area. (Ex. Letting a single parker in and issuing a ticket during garage full). Permit Holders shall have access even though the ticket dispenser would read "full status."

d) The count subsystem shall maintain and display separate differential counters for the each with the following:

- Total vehicles present.

- Total transient patrons present

- Total access patrons present

- Total spaces available

e) The count system shall activate any and all electronic signs, individually controlling lots, facilities or zones within the facility(s). This includes full and space available signs, lane control lights, and exterior message lights, etc. provided by PCS Contractor as well as dynamic signage on roadways and ramps provided by others. Disable entrance machines at entrance lanes when facility is full. Full status shall be capable of being overridden from the FMS.

4.1.9.5   Computer System for FMS:

Network server(s) as required with all connectivity. The computers, with the following specifications, are to be from a commercial hardware Proposer and are to be located in the Parking Office(s) or electrical equipment rooms. Servers should have processing power equal to that of an Intel 1-5 with the appropriate amount of hard drive and memory. Proposer should clearly state the server hardware in the proposal.

4.1.9.6   Pinter

Proposer will supply a printer compatible with the FMS

4.1.9.7   Security: The FMS and all subsystem controllers shall have security protocols, password protection and reports to the exception transaction log that prevent unauthorized access to and manipulation of data and reports, including individual transactions. The security measures must comply with PCI DSS standards. All databases of transactions, ACS users, reports, etc. shall be secured from unauthorized entrance and tampering from either within or outside the FMS.

4.1.9.8   The PCS Contractor shall furnish and install all computer hardware devices needed for the PCS. The computer hardware configuration shall be of sufficient size and capacity to meet or exceed the functional and performance requirements as well as accommodate growth and expansion as set forth elsewhere herein. Ethernet technology shall be employed for interconnection of computers in parking facility. Subsystem controllers shall be capable of processing all required functions as specified for each task in a timely manner. Performance of any specified function shall not be slowed or delayed by performance of any other function. In particular any of the workstations may be used to generate any and all reports without disruption to, or being slowed by count/occupancy monitoring or any other functions.

4.1.9.9   Data Storage - Provide on-line storage solution with software and sufficient capacity to automatically back-up data daily and to store all data for the current calendar year so that it is accessible from the server without manual loading of disks, tapes, etc. Provide additional storage solution, including all required hardware, to store all data from the prior calendar year so that it can be efficiently loaded into the system from a single disk, tape, etc.

5. IMPLEMENTATION

Upon selection, Proposer shall provide an installation schedule on the priority of the parking needs and operation. The schedule must include the time for the complete project including but limited to; start date, site construction, electrical, training, testing, etc. The successful Proposer shall meet with MPA'S Parking operator to determine the parking needs during installation.

5.1 Installation

5.1.1   The Parking Proposer and/or all sub-contractors are required to obtain all required permits.

5.1.2   Proposals shall provide a detailed description of the installation process including the services that will be performed as part of the installation. The Proposer shall install the parking and revenue control equipment as follows:

a) New communication and control wiring pulls to each device.

b) New communication wire pulls to parking office/electrical closets.

c) Proposer should assemble, program and test all equipment prior to installation in the garages. The Equipment is to be placed in a controlled live environment and demonstrated to the MPA prior to the removal of any old parking equipment from the garages.

d) Mount in place all equipment.

e) Install all new vehicle detector loops where needed.

f) Inspect the parking and revenue control system.

g) Provide a complete operating system.

h) Any power required and intercoms to make the system functional.

i) Electrical components shall meet all local and national electrical codes. It is the Proposer's responsibility to verify that there is sufficient power to deliver a fully functional system.

5.1.3   Proposer shall be responsible for providing the necessary work to ensure a fully functional system is delivered. All area of pavement, earth, and curbs disrupted during the project must be returned to an acceptable condition that is approved by the MPA.

5.1.4   General - All equipment and accessories are to be installed in accordance with manufacturer's recommendations and final shop drawings, and as specified herein.

5.1.5   Detector Loops: Cut 1/4 inch x 1inch deep slots in concrete to the configuration shown on shop drawings. Install loops in accordance with manufacturer's instructions. After testing loop wires, slots shall be sealed with sealant. Loops shall be 2'x4' and 6" from curb closest to the gate equipment.

5.1.6   Protection: Provide final protection necessary to ensure that the equipment will be without damage or deterioration at the time of acceptance.

5.1.7 The Proposer will include in his work the conduits as required to provide a fully functional system. The successful Proposer for parking equipment will be required to size conduits, include any additional conduits that may be required, and to furnish and install all wiring required to make the system complete and operational.

5.1.8 Proposals shall provide a detailed description of the process involving removal of existing equipment and any components associated therein.

5.1.9 An enclosed and locked rack cabinet must be used.

5.1.10 Servers, router, firewall, and switches shall have adequate power to handle all devices.

5.1.11 Uninterruptible Power Supply capable of handling power requirements for all servers, router, firewall, and switches is required to provide a 30 minute window of battery operated power in the event of a power failure to the site.

5.1.12 Cat 6 cabling to all devices is to be labeled at the time of installation and properly identify each of the devices at the switches.

5.2 Installation Deadlines

The Proposer will provide a detailed installation plan showing the start and end dates of each project.

Substantial completion is defined as having all lanes operating with monthly and daily parkers;

a. POF operating normally.

b. Intercoms operating and programmed.

c. Fee tables programmed and working.

d. Validation accounts programmed and working.

e. AVI Hangtags and monthly passes programmed and working.

Substantial completion is based solely on the judgment of the MPA.

5.3 Training

5.3.1 Proposer shall provide thirty hours (30) minimum of training time during a three-month period. Per day pricing for additional training shall also be included.

5.3.2 Proposer shall maintain records of the training periods given. Any part of the initial period of 30 hours training not utilized prior to the end of system commissioning shall be available for future training of the MPA's representatives during the first twelve months of operation.

5.4 Testing and Acceptance

5.4.1 The System Acceptance Test shall be conducted by the Proposer as a demonstration to the MPA that the installed equipment complies with these Specifications.

5.4.2 The Proposer shall provide the MPA test procedure documents for the System Acceptance Test in accordance with the submittal guidelines, including:

a) narrative describing the general procedures to be followed;

b) Checklist of all items necessary to conduct the test (e.g. hangtags, equipment keys, etc.);

c) Signature page for all System Acceptance Test participants' signatures;

d) Step by step instructions for testing each functionality;

e) Tests for verifying the reporting requirements;

f) Area within each test section to denote "pass" or "fail";

g) Section for listing and describing test deviations.

5.5 Delivery, Storage and Handling

5.5.1 The equipment shall be delivered to the site packaged to prevent damage and marked for easy identification of each component when ready to install.

5.5.2 The equipment shall be stored in a clean, dry location. Damaged equipment shall be replaced at no cost to the Owner.

5.5.3 Proposer shall include all pricing for freight charges to deliver the new system to site.

5.5.4 Software Upgrades - Upgrades necessary to correct problems or deficiencies must be provided at no charge for a period of two (2) years. Upgrades to the software that provide new capabilities and compliance must be provided to the owner/operator for two (2) years, including but not limited to PCI, FACTA, PA-DSS 3.0 compliance.

5.5.5 Spare Parts – Proposer shall provide two (2) spare folding gate arms in their base price for Spruce Street and University Avenue Garages.

5.5.6 Base Section Notes - All items shall be priced per unit, and Proposer shall commit to the unit prices for a period of {6) six months.

5.6 Warranty

5.6.1 All equipment shall be covered by a manufacturer's warranty via the Proposer, covering all parts and labor for a two-year period, excluding misuse or vandalism. The warranty period will start once the equipment is installed, operational, and is approved in writing by the MPA.

5.6.2 Proposer shall provide extended parts and labor warranty for years three, four, five, and six.

5.6.3 Local service shall be provided to maintain all equipment and systems during the warranty period with four (4) regularly scheduled preventative maintenance calls included during each year covered by the warranty.

5.6.4 During the warranty period, software modifications (upgrades) that improve the functionality of the system shall be provided to the owner at no additional cost. All warranties are to be delivered to the MPA prior to commencement of the warranty period.

5.7 Maintenance

5.7.1 Preventative maintenance to be carried out on a quarterly basis, with appropriate equipment functions being checked monthly or more frequently if necessary. Documentation shall be made available for MPA inspection on site.

5.7.2 Service calls are subject to 4 hour response time and 8 hour repair time for faults reported during normal contract hours. For calls outside contract hours, maximum response and repair times would be 8 hours respectively, unless extended by the MPA.

5.7.3 Contract hours are 8:00 AM to 5:00 PM Monday-Friday. Additional call out on demand for other periods at predetermined hourly rates.

5.7.4   Equipment or parts to be excluded from the maintenance contract are to be defined, together with estimates of operational life and replacement costs.

6. PRICING INFORMATION

6.1 Pricing

6.1.1 All hardware, software, licenses and related equipment shall be included an itemized price breakout. Equipment shall be sorted in accordance with the pricing plan. Equipment proposed to be installed at each physical location shall be clearly identified by part and/or model number, quantity and unit pricing.

6.1.2 Parking Management System (Access Control and Revenue Control System) pricing shall be detailed and itemized. All software applications and modules, configurations, firmware, standard options, special options, and accessories available from the manufacturer shall be included in a price list. Proposers must include a listing of all services to be provided by the vendor.

6.2 Equipment List by Garage

Spruce Street Garage, (Garage H)

1 Entry Stations with VOIP Intercom

2 Exit Station with VOIP Intercom

3 AVI Readers

2 Full Pay on Foot Stations capable of coin, cash or credit card transactions with VOIP Intercom

2 Space Availability Count Signs

1 Central Cashiering Station in MPA Offices

Main Server and 4 Work Stations

1 Master Intercom Station

1 Full Sign

University Avenue/Chestnut Street Garage, (Garage K)

2 Entry Stations with VOIP Intercom

3 Exit Stations with VOIP Intercom

5 AVI Readers

2 Full Pay on Foot Stations capable of coin, cash and credit card transactions with VOIP Intercom

3 Space Availability Count Signs

2 Full Signs

Wharf Street Garage, (Garage N)

1 Entry Station with VOIP Intercom

1 Exit Station with VOIP Intercom

2 AVI Readers

2 Full Pay on Foot Stations capable of coin, cash and credit card transactions with VOIP Intercom

1 Full Sign

7. PROPOSAL REQUIREMENTS submission of proposal

Format of Proposal

The Respondent will format the proposal according to the attached section guidelines.

Additional information over what is requested, including marketing materials is not necessary.

Section 1: Cover Letter
Section 2: Narrative
Section 3: Equipment Information Sheets
Section 4: Training
Section 5: Warranty
Section 6: References
Section 7: Required Bid Forms

7.1 Section 1

    7.1.1   Briefly describe the company, history, and personnel that will be involved in the purchase and installation of the parking equipment. Each Proposer should state in detail its qualifications, and experience, and how its services are unique and best suited to meet the requirements and intent of this RFP. Proposer may include as much information as needed to differentiate its services and product(s) from other Proposer's. At a minimum, please include the following:

    7.1.2   Staffing: Qualifications must include resumes and description of organizational and staff experience including the Project Manager and key technical staff proposed for the project. Additional resumes are not required unless that resource will likely play a key role in the project.

    7.1.3   Organizational and Staff Experience: Proposer must describe their qualifications and experience of the organization as a whole to perform the work described in this RFP. Information about experience should include direct experience with the Parking Management Systems and implementation. Relevant experience must be associated with the projects completed not more than years prior to the date of this RFP.

7.2 Section 2

    7.2.1   The Respondent shall provide a narrative that fully describes and explains the methodology that will be utilized by the Respondent to install its Parking Access and Revenue Control System. The narrative should be no longer than thirty (30) single pages. Provide a detailed project work breakdown structure to include tasks, subtasks, timeline, milestones, work efforts and resource assignments. Define the technical approach and document project deliverables to address the requirements outlined in the scope.

7.3 Section 3

    7.3.1   Provide equipment information from the manufacturer of the equipment.

7.4 Section 4

    7.4.1   Provide a description of the training program that will be given to MPA.

7.5 Section 5

    7.5.1   Provide a description of the warranty being provided. This should include service times, excluded items, and years of service per the terms of the RFP.

7.6 Section 6

    7.6.1 Provide at least four (4) references of similar operations which Proposer installed. References should include location, size and operating dates.

7.7 Section 7

    7.7.1 Provide the require bid forms. Form should be signed by a person with the authorization to execute contracts on behalf of the company.

    7.7.2 Respondent must provide five (5) paper copies and three (3) electronic copies on a flash drive. Failure to do so may result in rejection of the proposal.

    7.7.3 Each Proposer shall submit its proposal(s) in the number, form, manner, and by the date and time and at the location required in the Sections. Boiler Plate proposals will be rejected and considered non-responsive. All costs are to be expressed in unit cost and total cost to the MPA. One-time charges, software modifications charges and conversion charges must be detailed. Any additional charges above the annual maintenance costs should be listed in detail.

8. MPA's RIGHTS AND REQUIREMENT

    8.1.1 The MPA, at its sole discretion, may require any Proposer to augment or supplement its proposal or to meet with the MPA's designated representatives for interview or presentation to further describe the Proposer's qualifications and capabilities. The requested information, interview, meeting, or presentation shall be submitted or conducted, as appropriate, at a time and place the MPA specifies.

    8.1.2 The MPA reserves the right, at its sole discretion, to reject any proposal that is incomplete or unresponsive to the requests or requirements of this RFP. The MPA reserves the right to reject any or all proposals and to waive and accept any informality or discrepancy in the proposal or the process as may be in the MPA's best interest.

8.2 Term of Proposal's Effectiveness

    8.1.1 By submission of a proposal, the Proposer agrees that its proposal will remain effective and eligible for acceptance by the MPA until the earlier of the execution of a final contract or 180 calendar days after the proposal submission deadline (the "Proposal Expiration Date").

    8.2.2 By submission of a proposal, the Proposer acknowledges that it is aware of and understands all requirements, provisions, and conditions in and of this RFP and that its failure to become familiar with all the requirements, provisions, conditions, and information either in this RFP or disseminated either at a pre-proposal conference

or by addendum issued prior to the proposal submission deadline, and all circumstances and conditions affecting performance of the services to be rendered by the successful Proposer will not relieve it from responsibility for all parts of its Proposal and, if selected for contract, its complete performance of the contract in compliance with its terms. Proposer acknowledges that the MPA has no responsibility for any conclusions or interpretations made by Proposer on the basis of information made available by the MPA. The MPA does not guarantee the accuracy of any information provided and Proposer expressly waives any right to a claim against the MPA arising from or based upon any incorrect, inaccurate, or incomplete information or information not otherwise conforming to represented or actual conditions.

MPA is not responsible for any explanation, clarification, interpretation, representation or approval made concerning this RFP or a Proposal or given in any manner, except by written addendum. The MPA will mail, e-mail, or otherwise deliver one copy of each addendum issued, if any, to each individual or firm that requested and received a RFP. Any addendum is a part of and incorporated in this RFP as fully as if originally written herein.

9. PROPOSAL EVALUATION

Proposal shall be evaluated based on the quality and completeness of the proposal based on the submittal requirements described herein and based on the following evaluation criteria (not listed in order of importance) and weighted scoring system:

1. Capability of the Proposer to Provide a Parking Management System. -20 points

2. Experience, qualifications, technical competence and availability of proposed personnel assigned to the project. This should include Proposer's understanding of project scope and goals as well as clarity, completeness and general quality of proposal. -25 points

3. Proposer's reference and client recommendations. -25 points

4. Office location and response times. -5 points

5. Overall proposal cost. -10 points

6. Cost of maintenance and extended warranties. -5 points

7. Cost of annual recurring charges. -5 points

8. City of Morgantown local business. -5 Points

These criteria and weighted point schedule reflect the MPA's best attempt to comparatively quantify each Proposer's ability to provide the services sought by the MPA and to meet the specific requirements of this RFP. The MPA will establish a multi-member review team to perform the review and evaluation of the proposals. Each RFP

Review Team member shall be provided and shall have an understanding of the RFP document and all associated addendum, if any. A single, uniform evaluation and score sheet will be used and completed by each team member for each of the proposals. The Review Team may request and seek information and data from various sources as required, as part of the review process.

9.1 Disqualification of a Proposer/Proposal

9.1.1 The MPA does not intend by this RFP to prohibit or discourage submission of a proposal that is based upon a Proposer's trade experience in relation to the nature or scope of work, services, or product(s) described in this RFP or to prescribe the manner in which its services are to be performed or rendered.

9.1.2 The MPA will not be obligated to accept, however, significant deviations from the work or services sought by this RFP, including terms inconsistent with or substantially varying from services or the financial and operational requirements of the RFP, as determined solely by the MPA. The MPA reserves the right to reject any proposal that does not furnish or is unresponsive to the information required or requested herein. The MPA reserves the right to reject any proposal or to waive or to accept any deviation from the RFP or in any step of the proposal submission or evaluation process so as to approve the award of the contract considered in the MPA'S best interest, as determined in the MPA's sole discretion.

9.1.3 The MPA prefers that each Proposer submit only one proposal including all alternatives to the proposal that the Proposer desires the MPA to consider. The MPA reserves the right to reject any proposal. Failure by a Proposer to respond thoroughly and completely too all information and documentation requests in the RFP may result in rejection of its proposal. Further, the MPA reserves the right to independently investigate the financial status, qualifications, experience, and performance history of a Proposer.

The MPA reserves the right to cancel the approval or authorization of a contract award, with or without cause, at any time before its execution of a contract.

10. REQUIRED PROPOSAL BID FORM

Proposals must include the attach Proposal Bid Form, along with itemized pricing for the parking garages.

- Lane Equipment – This line item must include the lane equipment for each garage as shown in Section 6.2 and defined by the specifications. These should be broken down by each garage.

- Intercom – This line item must include the intercom equipment for each garage as shown in Section 6.2 and defined by the specifications. The Base Cost of the Intercom system should be listed separately with the specific components and licensing listed for each garage.

- Validation System - This line item must include the necessary equipment to meet the specifications.

- Software & Server Components – This line item must include the necessary equipment to meet the specifications and operate the system per manufacturer requirements. The Base Cost of the Server should be listed separately with the specific components and licensing listed for each garage.

- Installation – This line item should include all installation, removal, electrical and other costs.

- Total – Proposer should Total each column and input the total in this row.

- Contingency Fund – Proposer should multiply the total by 10% and input the value in each line.

- Total Base Bid – Proposer should add together the Total and Contingency Fund lines.

Alternates/Options

Note: This form must be returned with your bid response and Attachment A.

We comply with all terms, conditions and specifications required by MPA in this Request for Proposal and all terms of our bid response. Bidders shall provide the complete information requested. Include the legal name of the bidder and signature of the person(s) legally authorized to bind the bidder to a contract.

_____	_____
Company Name	Bidder's Name
_____	_____
Address	Signature
_____	_____
City, State, Zip	Date