

EST 1808
CITY OF
DELAWARE
OHIO
REQUEST FOR PROPOSAL

1) CLIENT

In accordance with the City of Delaware Codified Ordinances, the City of Delaware invites qualified parking services providers to submit a proposal to update existing coin operated parking meters in the City of Delaware, Ohio.

2) SELECTION PROCEDURE

Proposals will be reviewed by the City of Delaware Staff who will recommend the most qualified firm to provide the required services. The City of Delaware reserves the right to reject any and all proposals or call for additional submittals.

3) SELECTION TIMETABLE

April 17, 2018	Distribution of Request for Proposals
May 8, 2018	Deadline for Receipt of Proposals
May 9, 2018 5:00pm	Review Proposals
Week of May 14, 2018	Recommend Selection

4) REQUIREMENTS FOR THE PROPOSAL

Proposals should be in the form of a PDF emailed to Jackie Walker at jwalker@delawareohio.net response shall include the following elements:

<u>Section</u>	<u>Content</u>
1	Cover Letter
2	Executive Summary
3	Identification of Respondent
4	Firm Experience
5	Equal Employment Opportunity
6	Fee Proposal
7	References

The following summarizes the desired information for each of the above sections.

- 1) A letter of not more than two pages may be provided at the front of the response.
- 2) A two-page summary highlighting the contents of the submission.
- 3) On a single page, identify the respondent.
- 4) Short biographies of the firm's staff who will be working with the City of Delaware staff. Provide a statement of similar project experience by the firm. Include the names of the companies that were recipients of your services in the Central Ohio area, dates description, address and phone numbers.
- 5) Submit with your proposal your certification of Equal Employment Opportunity or your firm's own Affirmative Action Plan.
- 6) Propose your fee for the entire contract. If there will be additional charges outside the proposed fee, they will be noted at this point.

Note that the award of this contract will be based on the lowest and best bid received. Provide a minimum of five references consisting of names, physical and email addresses and telephone numbers of clients with similar characteristics, attributes and requirements to the City of Delaware. Provide two clients that have canceled your firm's services within the last twelve months. May these former clients be contacted for references? If not, why not?

Attach any additional data you feel is appropriate to provide a better understanding of your firm, its management structure, firm philosophy, why you should be considered for this project and your ability to undertake the Project at this time (in terms of services, experience, personnel or other commitments).

SCOPE OF SERVICES

- The City of Delaware is looking for a full service company to update the coin operated parking meters to provide users the option to pay for the meter electronically. This option should be a decal that provides clear instructions for the users. The decal must also include the City of Delaware logo.
- The successful company will also provide the law enforcement package that will allow staff to electronically check if a vehicle is in parking compliance. Hand held instruments for parking control officers will be included and must be able to electronically produce tickets for violators.
- The law enforcement package must also have the ability to run a variety of reports at the Delaware Police Station. **PLEASE LIST THE REPORTS THAT CAN BE RUN THROUGH THIS SYSTEM.**
- The system must be user friendly and allow users to extend the original amount of time they purchased from a remote location. **IF THERE IS A CHARGE FOR EXTENSIONS, BE SURE THE AMOUNTS ARE INCLUDED IN YOUR PROPOSAL.**
- Be sure that your submittal clearly explains your services and how they work. This will be vital in the evaluation process.
- Confirm receipt of your proposal no later than May 10, 2018.

Jackie Walker
Assistant City Manager
City Of Delaware, Ohio
jwalker@delawareohio.net