



**RFP NO. 100161-FY18-01
PARKING ACCESS & REVENUE CONTROL SYSTEM**

ADDENDUM NO. 1

AUGUST 10, 2017

Please note the following answers to the questions received:

1. Question: Are we able to kindly request the Pricing Table in Excel? This will avoid translation mistakes and make your side-by-side comparisons easier.

Answer: Yes, the pricing table in Excel format can be found as an attachment to this addendum.

2. Question: “interface with the Town’s Avigilon door access control system that utilizes West Penn AQC3186 cable or equivalent back to a location specified in the building”. Please describe what exactly is required. Do you intend to (a) simply have the card vend the gate for active cards? Or (b) have the PARCS read existing cards to allow contract parkers to be tracked. If we are to read existing cards, we will need a detailed description of the card/reader such as the ISO bit format information to understand capability. (Reference: Section IV, A.4)

Answer: The Town’s current access control system utilizes HID Iclass SE or HID Iclass Multi. The card reader will be mounted at each entrance and exit with associated wiring (West Penn AQC3186) from each card reader location, back to a location to be determined in the building. West Penn AQC293 wiring from each gate operator back to a location to be determined in the building will also be required. The card reader and wiring will be part of a construction bid obtained at a later time. This information is provided to clarify that the card readers will need to interface with the gates proposed for this RFP to allow entry and exit. The card system needs to communicate with the gate access system offerors propose with 2-wire input to open.

3. Question: Regarding the walk-up pay stations, what is the quantity you desire? Or is it based on our site visit recommendation? (Reference: Section IV, A.6)

Answer: It is based on site visit recommendation. In the past, it has been recommended that we have at least three (3) pay stations (one at the elevator and one in each breezeway).

4. Question: Does the Town have a pre-determined budget range for this project? If so, what is that range?

Answer: The Town does not have a pre-determined budget range for this project.

5. Question: Does the Town have LPR enforcement that is, or can be, used in the Town Hall Parking Garage? If so, what LPR and enforcement system are you using today?

Answer: No, the Town does not have LPR enforcement. The Town is currently utilizing personnel and a hand held device that is integrated with Complus, our parking ticket vender, for on-street and open air parking lot enforcement. The device itself does not have License Plate Reader (LPR) technology. The device displays for the enforcement personnel License Plate Numbers entered by the paying customer into the Parkmobile App or the Town's current T2 paystation.

6. Question: How many vehicles with LPR camera technology do you use today?

Answer: Zero. We do not have any license plate reading technology in use today.

7. Question: Does the Town have any interest in working with a new vendor for parking enforcement?

Answer: The Town is currently not seeking replace the existing vendor for parking enforcement.

8. Question: Of the 150 permitted parking access cards assigned today, are approximately 88 issued for reserved spaces and 62 issued for the open-air permit parking?

Answer: Currently, there are approximately 88 assigned spaces on the lower level, reserved area. There are approximately 40 unassigned spaces on the 2nd and 3rd levels of the garage. The remaining parking access cards are for staff who can only park on the 3rd level of the garage.

9. Question: Our understanding is that the open-air permits for the upper levels is 'free' to employees, however, is there a charge for a permit for a non-employee? If so, what is that fee?

Answer: The 40 unassigned parking spaces for the 2nd and 3rd levels are \$40 per month. Parking in the garage is free for employees.

10. Question: Is there a fee for reserved parking permits? If so, what is the fee?

Answer: The fee for reserved parking is \$60 per month.

11. Question: We can offer 24-hour service, however, is it acceptable to follow business hours for routine services and repairs.

Answer: Yes.

12. Question: In order to interface with the Town's Avigilon door access control system, we will need three (3) sample cards and more information regarding the system such as card bit, software, etc.

Answer: Please see No. 2 of this addendum.

13. Question: In regards to the UPS Power Controller, do you want it for the computers in the office and/or devices in the lane? How large UPS is required? How long do you want the equipment working on UPS? Will there be emergency power at this location? Note:

UPS units can vary in pricing depending on how long and what you want to use them for.

Answer: Currently, everything is on a back-up generator. Provide a UPS unit necessary to operate your equipment for 60 seconds.

14. Question: How many Automatic Payment Stations (APS) are needed? Where will the APS units be installed? During the Pre-Proposal meeting, the option of coins was discussed and someone mentioned that it was not necessary to have the coin option since the fee is a \$1.00 per hour. Can you confirm if the coin option is needed for the APS unit(s)? Note: All vendors should quote the same number of APS units and features to keep it equal.

Answer: Preferably, the walk-up pay stations should accept cash, coins, and credit card. The payment station at the exits should preferably only accept credit cards. The number of walk-up pay stations is based on the offeror's recommendation and may vary among the offers received. As an RFP, the Town reserves the right to evaluate equipment and services which may be in the best interest of the Town.

15. Question: The RFP mentions interfacing with Town's parking enforcement application (Complus), if vendors are providing PARCS equipment and the equipment is capturing every dollar from the beginning, why do we need to integrate parking enforcement application (Complus)? (Reference: Section IV, A.6)

Answer: If the offeror is proposing a pay in advance model, the integration with Complus is required. If you are proposed pay upon exit, the integration with Complus is not required.

16. Question: It was mentioned at the pre-proposal meeting that any construction or construction related work (i.e. removing booths, concrete pads, mounting bolts, electrical requirements) will be provided by others. Does this include all power and communication cabling and conduit? Please confirm. (Reference: Section IV, A.3)

Answer: The Virginia Public Procurement Act defines construction as "building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property." Therefore, any construction or construction-related work will be procured under a separate procurement. Offerors who proposes equipment that will require construction or the boring of new conduits, should state the necessary requirements to install in Tab 3 of your proposal response.

17. Question: It was mentioned at the pre-proposal meeting that the Town will provide a separate network for the PARCS equipment. On Page 6, #6. Part v., it states that the offeror will need to provide their own network infrastructure; (i.e.routers, switches, computers, servers, etc.). No integration into the Town's IT network will be permitted. Please confirm that the Town will handle the network infrastructure.

Answer: Offerors need to provide their own network infrastructure, but the Town will provide a location for the offeror to connect. Please provide any specifications related to installation of your proposed equipment and network infrastructure in Tab 3 of your

proposal response. The Town will also provide the physical conduit, power, and internet access.

18. Question: It was mentioned at the pre-proposal meeting that all power and communication cabling will be provided by others and all power and communication conduit will be provided by others. Please confirm that this will be handled by others, since Page 6 number 7 states the following: Included will be the supply, delivery, unloading, setting, anchoring, electrical, control wiring and communications cable installation, electrical and control wiring termination, start up and testing the system, and all associated equipment necessary to render fully installed and operational equipment. Also included shall be on-site training for Town staff.

Answer: Please see No. 16 of this addendum and provide any specifications related to installation of your proposed equipment and network infrastructure in Tab 3 of your proposal response.

19. Question: Where is the parking management office going to be located?

Answer: Parking enforcers report to the Finance Operations Manager who is located on the 1st floor of Town Hall.

20. Question: Can you provide more information in regards to the T2 Multi-Space Pay Station that is onsite? Example, current features, location, etc.

Answer: The T2 Multi-Space Pay Station is located at our Church Street parking lot and accepts coin, cash, and credit card. The T2 pay station is a Luke II model. It is integrated with Parkmobile and utilizes pre-pay license plate model for enforcement.

21. Question: Is there a timeline for the project?

Answer: Our expectation to begin the project with 60-90 days after the contract award; however, offerors should provide their equipment lead-time on their pricing sheet.

22. Question: Do you want us to provide ticket stock?

Answer: Depending on the proposed solution, ticket stock may be required. If the proposed solution requires ticket stock, please include this cost on your pricing sheet.

23. Question: How are local validations handled?

Answer: Local validations is a manual process currently. An additional hour of parking is free with merchant validation. A sticker is placed on the exit ticket and the parking attendants manually recognize the validation.

24. Question: Do you want any construction?

Answer: Please see No. 16 of this addendum. As part of this project, the Town is seeking to make the Town Garage more welcoming by removing the current booths. All major construction including running conduit is not part of this RFP and has to be procured separately in accordance with the Virginia Public Procurement Act.

25. Question: Can the Town provide the as-built drawings of the garage?

Answer: The as-built drawings are attached to this addendum.

26. Question: How will we connect?

Answer: The Town will work with the awarded contractor to obtain power that cannot be provided by the offeror through means such as solar or power over Ethernet. The offeror should include any power requirement specifications in Tab 3 of your proposal response.

27. Question: How many pay stations do you want?

Answer: The number of walk-up pay stations is based on the offeror's recommendation. Please provide a unit price for the walk up pay stations and credit card payment options at the gate.

28. Question: Regarding alternates, what is the Town expectation?

Answer: The alternates depends on your proposal. It has been suggested to staff in the past of a minimum of two pay stations in the breezeway and one by the elevator, but we are open to suggestions and will review once the proposals are received.

29. Question: Do you want cash and credit for the pay stations?

Answer: For the walk-up pay stations, cash, coin, and credit. The exit lane pay station should only utilize credit card payments to reduce traffic congestion.

30. Question: Are you already using pay-by license plate enforcement?

Answer: Please see No. 5 of this addendum.

31. Question: Regarding the option of the space indicator, what are you looking for?

Answer: The Town is looking for the most cost-effective method, whatever is in the best interest of the Town. The Town's Architectural Review Board would need to review everything regarding design. Please provide any costs associated with the space indicator technology in your pricing schedule and provide any specifications related to installation of your proposed equipment and network infrastructure in Tab 3 of your proposal response.

32. Question: Do you currently bill-back businesses?

Answer: No.

33. Question: Do you currently have issues with the garage being full?

Answer: Yes. We currently have limited business hours. If you park after 7pm during the weekdays, it is free. Currently during "First Friday" events, the garage is full. Utilization varies during special events and evening hours and Town employees park on the top levels of the garage.

34. Question: Do you plan on continuing being free after 6:00?

Answer: The garage is currently free on weekdays after 7pm. The Town is currently evaluating Town-wide parking policies so this can change.

35. Question: Is Exhibit B an overview?

Answer: Yes, Exhibit B intended to be an overview. All offerors are encouraged to walk the garage. Please be careful and consider traffic during your visit to the Town Garage.

36. Question: How do you stop people from parking in the lower level (basement)? Is the basement restricted to signage?

Answer: The Town is open to recommendations, but the Town has assessed that a parking gate would likely not fit. All license plates for reserved parkers in the lower level have been registered with the Town and tickets are issued to violators by parking enforcement personnel.

37. Question: How do people use reserved spaces?

Answer: Reserving parking spaces is currently a manual process completed by Town staff. Once registered, parkers receive a card swipe to enter the garage. Based on the registration, they receive a colored parking permit sticker to put on their windshield identifying them as a registered parker. It is a separate parking system and the Town is currently working to integrate the system. All Town employees have parking access and elevator door access. Monthly reserved parkers simply have parking access using a proximity card reader.

38. Question: Do want to use your security system for parking access?

Answer: If you propose to integrate with the gate, we want the same card to be used for all entry points for one single card access.

39. Question: Do you want to know the usage percentage of the monthly access holders?

Answer: The more data the better, but it is not a requirement.

40. Question: For the proximity card, would you be willing to provide information on it?

Answer: Please see No. 2 of this addendum.

For the Town of Leesburg,

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