



The City of **WORCESTER**

Administration & Finance – Purchasing Division
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August 6, 2024

To All Proposers:

Subject: **RFP #: CR-8229-W5, Parking Management Services (Citations, Permits, Mobile App) / DTM**

ADDENDUM NO. 2

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

- **PLEASE SEE ATTACHED QUESTIONS RECEIVED AND RESPONSES FROM CITY**
- **PROPOSAL DUE DATE HAS BEEN EXTENDED TO AUGUST 28, 2024 BY 10:00 AM**

Proposers are requested to acknowledge and/or include this addendum with submission.
All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director

Question 8

Would the City consider extending the deadline to Friday, September 6th?

The deadline is extended by one week to August 28, 2024.

Question 9

Would the City consider decoupling the RFP into two sperate proposals?

No.

One proposal from (1) enforcement/citation/permit supplier and the other from (2) mobile payment app?

No.

While we recognize and understand the City's reasoning to consolidate a suite of services it seeks under one comprehensive bid, the practical implication may be challenging for the City to ultimately yield full participation from the market and receive the most competitive proposals from suppliers.

The City is better equipped to oversee one company's responsibilities for all parking enforcement, residential parking and payment platform rather than overseeing multiple companies and/or contracts.

The purpose of consolidating parking citations processing, permitting, and mobile payment app services delivery into one multi-year vendor contract within the Parking Division of the Transportation & Mobility Department is to consolidate parking responsibilities and accountability, reduce administrative redundancies, increase efficiencies, improve communications/coordination, expand parking services, enhance the customer parking experience, and reduce cost.

Question 10

Can a supplier submit more than 1 bid with various groups?

Yes.

Question 11

On page 15 of the RFP PDF, under Minimum Criteria, there are seven (7) minimum requirements to meet to advance for continued consideration. If the supplier cannot meet all seven, but 6 out of 7, would the City automatically disqualify the supplier from further consideration?

Yes, the City would automatically disqualify the supplier from further consideration.

Question 12

RE: II. MINIMUM CRITERIA

To be deemed responsive, proposers must demonstrate that they satisfy all the minimum criteria listed within this section. Proposals that do not demonstrate compliance with the minimum criteria will not be further considered.

B. 5 years experience with the Commonwealth of Massachusetts Registry of Motor Vehicles (RMV) in implementing the automated marking and clearing procedures for license registration non-renewal provisions of M.G.L. Chapter 90, Section 20A ½;

We are very interested in participating in the City of Worcester RFP Parking Management Services (Citations, Permits, Mobile App)/DTM. We believe we have Parking Management Services that will benefit the city. We have reviewed and meet all of Worcester's Minimum criteria except we fall short by a few years' experience with minimum criteria item B. We are currently and have been providing mark and clear process for the city of Medford, MA but do not have a full five years. We believe it is in the city's best interest both operationally and economically by opening the process and not restricting otherwise qualified firms by experience years that may not serve the city well. We support the city's need to ensure compliance but responding to the RFP requires significant time, money and resource. And so our question with all due respect; Should we submit a proposal in response to the RFP and meet not meet the full five (5) years of the minimum requirement B would our proposal not be further considered?

Correct, proposal would not be further considered. Proposals must meet the minimum qualifications/requirements.

Question 13

Bidding as a prime contractor would it be permissible for our company to subcontract the Lock Box service processing component to Worcester Bank?

The City is open to a prime contractor using a Worcester-based bank to sub-contract Lock Box services.

Question 14

We are working on the RFP and getting quotations from our partners/subcontractors however in order to meet all the requirements and make a comprehensive response we would like to ask for 2 weeks extension.

The deadline is extended by one week to August 28, 2024 at 10:00 AM.

Question 15

Will the City accept pass-through fees to the violator for ticket payments, or does the City need to absorb all costs? If pass-through fees are an option, are there any compliance measures the Vendor must follow?

The City does not absorb costs associated with processing of any fees.

Question 16

Can the City detail its unpaid citation escalation schedule? For example, \$30 ticket increases by \$5 after 24 days unpaid and an additional \$15 after 48 days, but letters are sent at 21 days and 42 days?

MGL Ch 90 §20A1/2 allows for a penalty to be added after 21 days, however, we do not actually add it until 3 days later to give time for all mail in payments to be processed. This way if the payment was made on time (at day 21 and mailed on day 21 but received on day 23 the penalty does not have to be assessed/removed). The same policy is used for the 42/48 days.

Question 17

Are there any other permit types besides Resident, Visitor, Professional Services, and Owner permits (and confirm these are all annual)? If so, can the City detail the type, cost, and permit cycle?

There are Temporary Permits (At the Parking Director's discretion) when a resident's vehicle is being serviced (due to an accident, etc.) and a rental car is being used. It is renewed on a weekly basis or the time limit of the rental car- These type of permits are very few and seldom, most residents use their guest pass during this period of time. There is no charge for these passes.

Question 18

Can the deadline be extended by two weeks?

The deadline is extended by one week to August 28, 2024 at 10:00 AM.

Question 19

Can proposers submit as a sub-contractor on multiple bids? Can they be a prime on one and a sub on another?

Yes

Question 20

For scoring, will the four categories be applied to the prime bidder alone? Or will the prime & sub (if applicable) receive separate scores?

One composite score for each category.