Hardy Parking Garage Traffic Conversion RFP
Scope of Services & Costs

Introduction and Background

The DDA has studied and intends to move forward with converting one-way traffic on State Street to two-way traffic. The change in traffic flow was reviewed by consultants Progressive AE. Additionally, the study of the traffic flow change and the affect on the parking garage was reviewed by consultants WGI and Fishbeck (see **Exhibit A**).

The City of Traverse City is seeking proposals from qualified companies, hereby referred to as the "Contractor," to reconfigure the traffic flow of the Larry C Hardy Parking Garage with work to include demoing entry and exit lanes, install new conduit for device communication, install new detection loops, provide PARCS equipment for operational changes, and install new signage and paint for vehicle and pedestrian guidance. While the current PARCS equipment is not at the end of life, the operation changes that will occur due to entrance and exit lane configuration changes are significant enough to consider upgrading and replacing existing equipment. The City intends to select a proposal on the basis of qualifications, completeness of the proposal price, and other pertinent factors listed in this proposal.

Proposal Objectives

The City has identified the following objectives for this project:

- **a.** Demolition and reconfigure State Street Entry/Exit Lanes.
- **b.** Restripe parking on ground level.
- **c.** Installation of new conduit for power and communications.
- **d.** Install new signage on exterior of building and directional interior
- **e.** Install Parking Access and Revenue Control System equipment and intercoms if applicable.

Submission of Proposals

1. Cover page
    a. Proposing company name (Primary Contractor)
    b. Contact person for RFP
    c. Business address
    d. Business telephone number
    e. Facsimile number
    f. Email address
    g. List all subcontractors that will be involved in the project
2. Table of contents
    a. The table of contents should outline in sequential order the major areas of the

proposal. All pages of the proposal, including enclosures, shall be clearly and consecutively numbered and correspond to the Table of Contents.

b. The following is the minimum sections to be included:
    i. Table of Contents
    ii. Entry/Exit Demolition & Reconstruction
    iii. Conduit and electrical drawings – DRAFT
    iv. PARCS Equipment
    v. Intercom Equipment (if applicable)
    vi. Signage, Paint, Directional Information
    vii. Bid Summary Document (Required)
    viii. Other documentation

3. Executive Summary
    a. A summary of the Contractors response to the RFP, including any exceptions to the scope of services.
    b. It is required for the Contractor to completely respond to all Scope of Services Sections.
    c. It is required for the Contractor to completely respond to the Cost and Services table.
4. Company information, references and experience
    a. Legal company name and location of headquarters and satellite offices that may be utilized during the project.
    b. Brief description of company history including any recent mergers and/or acquisitions within the last three years.
    c. Providers must include a list of other governmental entities including points of contact (name, address and telephone numbers) to be used as references for all governmental entities work performed in the last five years. Selected organizations may be contacted to determine the quality of work performed. For providers who would be assigned to the project, their education and work experience must be described.
5. Cost proposal in accordance with the above specifications. With the exception of final conduit and electrical pricing; all prices, costs and conditions outlined in the proposal shall remain fixed and valid for acceptance for 180 days starting on the due date of the proposals. The cost proposal shall represent all costs to be considered in making comparisons in order to award the contract. No additional fees will be paid for services not itemized on the bid form. The City reserves the right to negotiate with the awarded provider reasonable fees for services unanticipated or not existing at the time of the contract award without prior written authorization.

Evaluation of Proposals

All proposals received shall be subject to evaluation by representatives of the City. This evaluation will be conducted in a manner deemed appropriate by the City for the selection of a vendor for the purpose of entering into a contract to perform this service. Price alone shall not be the basis for the award of this work but shall be only one of the components considered. The City does not intend to award a contract for this work solely based on any response made to this request. The City

reserves the right to interview any vendor who presents a proposal and who is shown to be qualified, responsible and capable of performing the work prior to any award of this work.

Time Frame

Approval of a contract for the work is anticipated by the DDA Board on October 21, 2022 with City Commission to follow. Equipment replacement and implementation will be scheduled and aligned with the traffic conversion workplan. The City will assist with any needed data conversion and transfer of existing permit parker data. At least two City representatives shall be trained on equipment and software.

Current System Overview

The garage opened in June 2003. The current AmanoMcGann OPUS solution and equipment was replaced in 2018.

The Larry C Hardy Garage physical address is 303 E State Street. The total capacity of the garage is 540 spaces; 103 transients, 372 permit, and 65 reserved. On the north side (Front Street) of the garage, permit holders and transients may enter, but only permit holders can exit. On the south side (State Street) of the garage, both transient and permit holders are able to enter and exit. Pedestrians have access via three stair towers (NE, SE, SW) of which two have access readers. Park Street (on the west side of the building) has a pedestrian door with an access reader. Outside of the Park Street door there are public restrooms of which the four doors have access readers. 6 additional door readers exist in the structure for offices (Parking Office, Hallway, DDA backdoor, Maintenance, Field Office exterior, Field Office interior). Permits are configured for Hard-passback and must enter the building, enter the nest, exit the nest, and exit the building to stay in sequence. There is a 10 minute time limit between entry/exit and nesting areas before cards are denied access for Nesting passback. The transient spaces are on the ground level and are separated from the permit spaces by 2 nesting gates (1 entry/1 exit) on the ramp to level 2. The reserved spaces are denoted with signs on the outer row of the 2nd level. The purpose of the nesting gates is to ensure transient parkers have ground floor access and prevent the ground level spaces from being used by permit parkers. More often than not, the nesting gates are raised in an override position after the ground level reaches capacity. The permit parkers are still required to scan their permit at the nesting gates to stay in sequence even when the gates are raised.

All permit holders have access to both Hardy Garage and the Old Town Garage located at 125 East Eighth Street. Individual customer accounts are created and permits are sold through T2 Flex. The access IDs are then updated in McGann Card Access to reflect customer name, business, license plate, permit number (sold in T2) and the expiration date. Permits are sold in 1 month increments and no more than 12 months at a time.

Group customer accounts are created and permits are sold through T2 Flex. A Shared Account is then created in McGann Card Access to reflect the Group Name and the Limit. Access IDs are then updated to reflect the access group. The Limit is the maximum number of access IDs that

are allowed in the building at one time. There is no limit to the number of access IDs that can be linked/associated with each shared account.

Rate schedules are identified in **Exhibit B**. Staff does not have access to modify rate files programmed into pay-in-lane equipment, but do have access to change between the fee schedules at the Fee Computer. Across all fee schedules the grace period is 10 minutes and the lost ticket charge is $15. Both the Fee Comp and Pay-in-lane accept Visa, MC, cash and coin. Credit Card Processing is configured using Vantiv IQ Merchant Processing. Validation QR codes are accepted at both the Fee Computer and Pay-in-lane. Validations are configured for 100% and Flat Rate discounts. Businesses who validate are billed monthly following the months' end per the details of the validation billing statement.

Cashiers are assigned a unique login ID and password. Their ID is configured based on the types of transactions and actions they are allowed to perform. Cashiers use this login ID to open their cash drawer and process transactions. At the end of their shift, the cashier must provide their Shift End register tape along with deposit for reconciliation. All transaction details are available through transaction reports, include cash drawer details, gate vends, drawer open, and cancelled/voided transactions.

The Hardy Garage and Old Town Garage devices are configured and managed in the same software. There is dark fiber between the two parking structures. Existing equipment is identified in **Exhibit C**.

Two Way Traffic Conversion Overview

Consultants Fishbeck were hired to prepare recommendations for the Hardy Parking Garage traffic circulation and operations that would be impacted by the traffic conversion from one-way to two-way on State Street. Proposals should include all items identified in the Hardy Garage Street Traffic Conversion Impact Study **Exhibit A**.

Scope of Services & Cost

Hardscape (Demolition, Concrete and Steel work)	
Demolition and removal of existing island and delineators	
New concrete equipment island	
Steel bollards	
Curb, island and bollard demolition, selective demolition, salvage and reinstall arch sign bridge on wall face	
Signage and Striping	
Remove and replace vehicular and pedestrian wayfinding signage	
Pay-on-foot reminder signs	
Remove and replace parking space striping (ground level)	
LED Lane Entry/Exit or X/Arrow Signs	

Parking Access and Revenue Control (PARCS) Equipment	
Replace and install new PARCS equipment	
Optional: Value Added Solution 1 Old Town Parking Garage	
Electrical (Power and Communications)	
Demo existing pedestrian warning light	
Electrical & communication work	
Lighted "P" sign on State Street	
Optional: Value Added Solution 2 additional conduit and communication for cameras	

Hardscape (Demolition, concrete, and steel work)

Reference the Hardy Garage Street Traffic Conversion Impact Study **Exhibit A**. Proposal shall include all work needed to demo existing lighted signage, archways and lanes. Proposal shall include all work to reconstruct lanes, install new detection loops, and other work as needed for the new traffic patterns.

Signage and Striping

Reference the Hardy Garage Street Traffic Conversion Impact Study **Exhibit A**. Proposal shall include all work needed to provide directional information to users of the system.

PARCS Equipment

Reference the Hardy Garage Street Traffic Conversion Impact Study **Exhibit A**. Proposal shall include all work needed to modify the existing parking operations to work with the new traffic patterns and existing processes for paid parking. The Contractor must identify if this will be a separate ongoing contract if their company does not provide PARCS equipment.

The Contractor will work with a Vendor to provide a parking access and revenue control system that will include a fully- integrated software system. The Vendor provided PARCS solution may be a separate ongoing 5-year contract. The system will provide a Vendor-supported database that will allow for the following minimum requirements of the City listed in the proceeding sections. **If there are requirements that the software system does not meet, Vendor must indicate whether the requirement is planned for the future or is a "custom" solution to the standard available options. If future is indicated, please specify the version and release date. If "custom" is indicated, please provide time and cost estimates.**

Section 1: Existing Equipment

Reference **Exhibit C** for all existing equipment used for PARCS operations.

Section 2: Permit (Contract/Employee) Access Control

Item #	Requirement	Response
1	Permit holders will present a credential to enter. Please list what credentials (Access IDs) the system is capable of using or are compatible with the system (RFID, barcode, etc.)	
2	Access controls may be configured to use Hard passback, Soft passback or timed passback, including at the nest.	
3	Permit credentials can be configured to use a start or effective date. Access ID can be set to start on future date.	
4	Permit credentials can be configured to use an end or expiration date. Access ID will not allow entry/exit after expiration date.	
5	Permit credentials can be configured for Uses. Access ID will allow for 10 uses and deny entry upon the 11th attempt.	
6	Permit credentials can be configured for Dollar Amount. Access ID can be pre-loaded with $25, and only allow entry when a minimum balance of $10 is on the card. If the card has $9 remaining balance, the Access ID will be denied entry.	
7	Access ID may be configured for use at one or more parking garages?	
8	Access ID may be configured for use at specific times (access valid between 5:00 PM-midnight only). Access IDs will charge for exit after defined exit time.	
9	Ability to generate cardholder report.	
10	Ability to generate Access ID usage reports.	

Section 3: Shared Accounts Access Control

Item #	Requirement	Response
1	Ability to establish a shared account for business or group accounts.	
2	Shared account may be configured to allow up to 10 active parkers from a pool of 30 active Access IDs linked to the account. If 10 parkers have entered the 11th and subsequent would be denied.	
3	Shared accounts may be configured to use with nesting passback and hard passback.	
4	Describe standard reports that exist in the product to reflect details of Access IDs that usage related to the shared account threshold?	
5	Ability to enter a start date and end date for shared account validity.	

Section 4: Revenue Control – Rate Configuration

Item #	Requirement	Response
1	Able to configure a grace time.	
2	Able to configure a new day cutoff time.	
3	Able to configure event rates (flat rate).	
4	Able to calculate more than one fee schedule that may be changed by our staff at any time.	
5	Staff have access to switch between fee schedules as needed.	
6	At a minimum, the system should be able be configured for the Rate Scheduled identified in **Exhibit B** with the ability to update/modify or add additional schedules.	
7	Ability for staff to configure lag time for daily operations and increase lag time as needed during events. Respondent should identify if configuration changes can be made locally by staff or must requested.	

Section 5: Revenue Control – Fee Computer

Item #	Requirement	Response
1	Able to process damaged tickets to calculate the fee based on current rate schedule.	
2	Able to process lost tickets to calculate the default lost ticket fee.	
3	Able to program validation codes for manual selection at the Fee Comp.	
4	Ability to process transactions using cash, Visa, MasterCard, or validations.	
5	Able to process a short money or promise to pay.	
6	Able to configure cashier access based on role (ex: remote gate vend – not all cashiers will have this access).	
7	Able to rerun cashier transaction details by shift.	

Section 6: Validation

Item #	Requirement	Response
1	Able to program flat rate discounts.	
2	Able to program hour (time based) discounts.	
3	Able to program percentage based discounts.	
4	Able to bill business (or generate a detail statement for billing) for discounts used over specified date range.	
5	Describe standard reports that exist in the product to reflect details of validations used for troubleshooting or billing?	
6	Describe the various ways validations may be used (clamshell, online, etc.).	

Section 7: Value Added Solution 1

Reference **Exhibit C** for the equipment for the Old Town Parking Garage. While the project

Cost and Services

All items below are minimum requirements and must be included in the total bid price whether providing one price for total package or individual pricing.

Requirement	Comments	Cost
Licenses for up to five operators to utilize software concurrently at both the Hardy and Old Town locations. **Based on Scope of Work requirements.**		
Annual Hosting fees or software license fees.		
Annual Subscription Fees		
Optional: Annual Maintenance Agreement		
Optional: Billed Hourly Maintenance Agreement		
Implementation/Install Fees		
Optional: Integration with T2 Flex to import permit (prox card).		
Optional: Integration with Parkmobile for prepurchased transient tickets, validations or other.		
Optional Value Added Solution 1: All above fees related to adding Old Town Garage		

Equipment Costs

All items below are minimum requirements and must be included in the total bid price whether providing one price for total package or individual pricing. A total cost should be listed for all equipment that is need to make the requirement functional (ex: Ticket Dispenser – Price should include cabinet, controllers, ticket transports, etc. that is needed to ensure the ticket dispenser is fully functional). **Please note that the nest gates are included in the quantities below, but the City reserves the right to eliminate nest operations and update pricing prior to entering into agreement.**

Requirement	Quantity	Comments	Cost
Ticket Dispensers	2		
Gates (3 Articulating and 3 Straight)	6		
Fee Comp – Central Cashier	1		

Pay-in-lane	2		
Exit Verifiers	2		
Server or other devices that are needed to operate – List Equipment			
Access Readers – 6 Lane, 13 Door	19		
In-lane Detection Loops	6		
List Validation Hardware and Fees			
Hardware and Equipment not not included in Requirement List:		Include all equipment that is not noted in this section, but is required for the system to be fully operational.	
Optional: Recommended Spare Parts List			
Optional: Value Added Solution 1 Old Town Garage Equipment			

Electrical Power and Communication

Reference the Hardy Garage Street Traffic Conversion Impact Study **Exhibit A**. Proposal shall include all work needed to establish new power or connect to existing power, install conduit or modify existing conduit and pull communication wires for lighted signage, intercoms and equipment to operate and function. Draft drawings shall be included in the proposal. Contractor shall identify if proposed cost is estimated or final. For estimated costs, final drawings will be required prior to the contract being issued. All as-built drawings are required to be delivered as part of the project.

Optional: Value Added Solution 2 Additional Conduit and Communications for Cameras

Provide an overview of moving the cameras at the State Street entrance/exit to align with the reconfigured lanes. Include conduit for license plate readers if proposed in the PARCS solution. Add additional cameras to pedestrian towers where pay-on-foot equipment is located.