



City Of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Qualifications/Proposals

ADDENDUM # 4

Proposal No.: **2024-05 CONL**

Addendum No.: 4

Date Issued: November 2, 2023

On-Street Parking and Citation Management

Opening Date and Time: ~~October 31, 2023 at 2:00PM~~ **November 17, 2023 at 2:00 P.M.**

Bidders Notes: This addendum is issued to provide all potential bidders with answers to questions submitted.

All other terms and conditions remain the same.

This Addendum cover page must be signed and returned with your bid.

Authorized Signature of Bidder

Company Name

Return Bid To:

Joshua Montague, Accounting Purchasing Agent
City of New London
13 Masonic Street
New London, CT 06320

Bids cannot be accepted after the Bid Opening Date and Time indicated above.

2024-05 CONL

ADDENDUM 4

On-Street Parking and Citation Management

RE: 2024-05 CONL
FROM: Joshua Montague, Accounting Purchasing Agent
TO: Prospective bidders

This Addendum shall be part of the Contract Documents and modifies the original bidding documents. This Addendum is to be acknowledged by the bidders on the Bid Form. Failure to do so may subject the bidder to disqualification.

Changes to prior Addenda:

- No changes to any prior addenda.

Q&A:

1. How many people need to use the back office simultaneously (number of concurrent back-office user licenses)?

A1: Three (3) – Each person will have different security access relative to their respective responsibilities.

2. Are fully integrated P2PE credit card devices desired for card-present transactions?

A2: The qualified firm's PCISM must be PCI compliant. Be mindful that the NLPA does not allow LAZ Parking, LLC nor the NLPA Office of Parking Management staff to process any parking citation payments in-house.

Individuals paying with a credit card are instructed to make their payments on-line either from a workstation or a smartphone.

Individuals paying with cash are instructed to make their payment by check or money order.

If yes, how many? **N/A**

3. Are you looking for one company that can meet all of the RFQ/P specifications or is it acceptable to respond to only certain portions of the RFQ/P?

A3: The NLPA is looking for a firm that can meet the requirements of the RFP/Q in its entirety. If your firm cannot respond to the entire RFP/Q, then submit your proposal based on the requirement your firm can fulfill. Be mindful that the LAZ Parking, LLC Parking Ambassadors will continue to issue citations and upload the citation data to the qualified firm's database daily. The New London Police Department Officers' manual written parking citations will continue to be entered into the qualified firm's database entered by the NLPA's Office of Parking Management staff, as needed.

2024-05 CONL

4. Would the City and NLPA consider removing the bond requirements. We have a SaaS pricing model and we don't invoice until the system is live and ready for use.

A4: Bonds will not be required for this particular RFQP. Bonds are only required for contract services and public works projects.

5. Would you please clarify the scope?

A5: The scope of the RFP/Q is only for issuance of parking citation and collection of revenue using an online process as well as monthly reporting highlighted in the document.

The majority of the specifications seem to focus on violation enforcement and collections. The scope of the RFP/Q is only for issuance of parking citation and collection of revenue using an online process as well as monthly reporting highlighted in the document.

Then, there is a Schedule A labeled “Operating Standards for Off-Street and On-Street Parking Management”. It looks to be a sample, but there are items like management and field operations, meter collections, and various revenue that would go along with those tasks. Are components of schedule A intended to be included in this procurement? Schedule A is for example only. It is not applicable to the Scope of Services/Work for this RFP/Q. Schedule A is provided for background information on overall enforcement.

6. I saw a volume of 100,000 citations per year. Can you explain?

A6: Over the next ten (10) years, the number of visitors to the City of New London (City) will drastically increase with the Coast Guard Museum, Ocean Beach Park, and more housing development. Therefore, the City is estimated to generate about 50,000-100,00 based on those visitors and an increase in residents.

General Items:

- A second mandatory pre-proposal conference is being offered to those that had issues logging in to the first conference and for those in other time zones. This meeting, to be held October 24, 2023 at 1:00 P.M. is NOT mandatory for those that attended the first conference. There will not be another pre-proposal conference after this and only those that attended one of the two conferences will be eligible to submit proposals.

Topic: Parking Citation Pre-Bid Meeting

Time: Oct 24, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/84946223695>

1-646-558-8656

Meeting ID: 849 4622 3695

Passcode: 5215

- ~~The mandatory pre-bid meeting will be held in City Hall Council Chambers, 181 State Street, New London, CT 06320.~~
- The dates in the RFQ/P have been modified as follows:

2024-05 CONL

Date	Event
October 6 th , 2023	<u>Issuance of RFR</u>
October 17 th , 2023	Mandatory Pre-Bid Meeting
October 31 st , 2023	<u>Submission of Respondent's Written Questions until 4:00P.M., EDT</u>
November 3 rd , 2023	<u>The City's Point of Contact's Response to Respondent's Written Questions</u>
November 17 th , 2023	<u>Responses Due 2PM, EDT</u>
To Be Determined	<u>Commencement of RFP/Q Evaluation Process</u>
To Be Determined	<u>Demonstrations and or Interviews - Optional</u>
To Be Determined	<u>Commencement of Optional Meetings with Respondents - Optional</u>
To Be Determined	<u>Recommendation to NLPA Board</u>
To Be Determined	<u>Recommendation to all appropriate parties within the City's Administration and Council.</u>
To Be Determined	<u>Commencement of Negotiations of the Contract selected Respondent on this date.</u> Details of the process and location shall be shared with the selected Respondent shortly before that date.
To Be Determined	<u>Execution of the Contract</u>
To Be Determined	<u>Projected Start Date.</u> NLPA desires to have the Contractor commence services at the earliest possible date