

**CITY OF MILWAUKEE**  
**Department of Public Works**  
**Request for Proposal for Parking Citation and Permit Management System**  
**Official Notice #66-2019**

The Department of Public Works (DPW) is soliciting a Request for Proposal (RFP) for qualified firms to provide a technology solution for parking citation and permit management systems for the Department of Public Works Parking Services Division. All proposals in response to the RFP must be received by the City no later than Friday, August 2, 2019 at 4:00 P.M. (CST) in the Municipal Building, 841 North Broadway, Room 506, Milwaukee, WI 53202. All proposals and accompanying documentation will become the property of the Department of Public Works and may not be returned. Selection of a proposal does not affect this right.

The RFP and supporting documentation will be available on the City of Milwaukee's Department of Public Works Official Bid Notice website <http://mpw.milwaukee.gov/bids/docs/66-2019>. **PLEASE CALL 414-286-3314 TO HAVE YOUR COMPANY'S NAME AND CONTACT INFORMATION PLACED ON THE PLAN HOLDER'S LIST ONCE YOU PRINT OFF THE REQUEST FOR PROPOSAL.**

Proposers should read the RFP and review all Appendices. Applicable legal and policy compliance issues can be found in the appendices and at [http://dpw.milwaukee.gov/services/bids\\_home](http://dpw.milwaukee.gov/services/bids_home).

A **Mandatory Pre-Bid Meeting** will be held on June 3, 2019 1:00 - 3:00 P.M. (CST) at City of Milwaukee Zeidler Municipal Building, 841 N Broadway Room 618, Milwaukee, WI 53202.

All requests for clarification regarding the RFP and the selection process should be addressed to Ms. Danielle Rodriguez, Parking Financial Manager at [Danielle.rodriguez@milwaukee.gov](mailto:Danielle.rodriguez@milwaukee.gov) by June 17, 2019 at 4:00 P.M. (CDT). Questions/answers and any other items will be provided in an addendum to be sent to all plan holders and posted on the DPW website on July 12, 2019. Only written responses and/or addenda will be binding upon the City.

It is the responsibility of the firm, prior to submitting a response to the RFP, to determine whether all necessary documentation, forms, and *addenda* have been received. All required forms and addenda receipt must accompany proposal submittal to the RFP. Failure to include any required forms and/or addenda receipt may result in rejection of proposals.

The Commissioner of Public Works reserves the right to reject any and all proposals and accept only such proposals as is in the best interest of the City of Milwaukee.

Contractor must comply with all provisions of the City of Milwaukee General Official Notice to Contractors referenced herein and [http://dpw.milwaukee.gov/services/bids\\_home](http://dpw.milwaukee.gov/services/bids_home)

**SMALL BUSINESS ENTERPRISE PROGRAM:** The Small Business Enterprise (SBE) participation requirement for this professional services contract is 0%. The program is further described in the proposal documents.

**EQUAL EMPLOYMENT OPPORTUNITY:** The City of Milwaukee encourages the fair consideration of minorities and women in the performance of this contract.

Signed:

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Jeffrey S. Polenske, P.E.  
Commissioner of Public Works

PUBLISH TWO (2) TIMES INSERTION WITHOUT FAIL Wednesday, May 23, 2019