

## NOTICE INVITING PROPOSALS

### THE CITY OF FRESNO IS SOLICITING PROPOSALS TO PROVIDE **PARKING FACILITIES MANAGEMENT SERVICES**

The City of Fresno (City) is requesting proposals from qualified parking management operators (Contractor) which demonstrate the ability to manage, operate, and administer the City's off-street parking operations in a superior manner to improve the delivery of Parking to City residents, visitors, and businesses. The City is seeking a strategic partnership with a Contractor that can grow and adapt with the City's evolving parking management needs. Existing parking facility equipment is outdated and processes are manual. This is an opportunity for the selected Contractor to help reimagine how parking is managed, improve operational efficiencies, and support the transition to automation.

The scope of services should include but not limited to:

- Parking management services at City owned parking garages and lots in downtown Fresno and City parks
- Customer service
- Operating Standards
- Revenue Collections, Tracking, and Management
- Facility Monitoring, Maintenance, and Cleaning
- Repairs & Maintenance Service Contracts
- Permit Management, Validations, Promise to Pays
- Signage, Marketing
- Equipment Inventory
- Operations, Transition, and Implementation Plan
- Special Events, staffing and coordination
- Reporting: Revenue & Expenditures by Facility

If your firm is interested, a site assessment/job walk can be schedule for Wednesday, July 22nd and Thursday, July 23rd upon request. Contact Dary Boualamsy at 559-621-8815 to schedule a time for site visit. Due to the current situation, only 3 people per visit are allowed. All visitors must wear facial coverings and remain six feet apart during their scheduled visits.

Proposers will submit **ONLINE** via Planet Bids and upload **one (1) copy** as an attachment. No email proposals will be considered.

Proposers are requested to submit the following information, providing the content in the specific sequence shown below. If documentation provided is incomplete, the Proposer may be considered non-responsive and ineligible for award of a Contract.

1. Cover letter
2. Proposal Deposit
3. Cost Proposal
4. Statement of Qualifications and Experience
5. City Forms:
  - a. Statement indicating acceptance of city contract including indemnification and insurance requirements
  - b. Certification for local preference, if applicable
  - c. Non-collusion affidavit
  - d. Addenda and proposal deposit

6. Signature page of all Addenda issued
7. Audited Financial Statements
8. References
9. Proposer Questionnaire
10. ACH Authorization Agreement Form
11. Signature Pages

**Schedule:**

The tentative schedule for hiring and engaging the Contractor is as follows:

July 21, 2020, 1:00 p.m.	Pre-Bid meeting
July 31, 2020	Pre-proposal questions deadline
August 18, 2020, 3:00 p.m.	Proposal submission deadline
Week of August 28, 2020	Proposer interviews, if needed
November 19, 2020	Approval of Contractor Agreement by City Council

The RFP forms and specifications may be obtained from the Office of the Purchasing Manager (phone 559 621-1332) via the City's web site: [www.fresno.gov](http://www.fresno.gov), Doing Business (top of the screen), Bid Opportunities

**Contractor Selection:**

The Selection Committee will review and evaluate all proposals after formal receipt. To receive proper consideration, the proposal must meet the requirements of these Specifications. The evaluation process will provide credit only for those capabilities and advantages which are clearly stated in the Proposer's written proposals. In other words, advantages which are not stated will not be considered in the evaluation process.

Proposers whose proposals include a failure to comply with or take exception to these Specifications including the City Sample Contract may be considered nonresponsive and dropped from the evaluation process.

The Selection Committee will include at least one representative from a Department with no direct interest in the service(s) being requested by this Request for Proposals and a representative from the Purchasing Division. A member of the City of Fresno Finance Department will be responsible to review the Proposer's Financial Statements and the Selection Committee will be provided a copy of the report generated by that review. The Committee may also include a representative from outside the City organization. It will be the responsibility of this committee to make recommendations advisory to City Manager and in accordance with the award criteria enumerated below.

The Selection Committee will evaluate the proposals on the following criteria:

- a. **Cost** as shown on the proposal form.
- b. **Ability** to meet the stated service requirements.
- c. **Past Performance and Experience** based on References and experience shown on "Statement of Qualifications and Experience."
- d. **Conformance** to the terms and conditions of the RFP.
- e. **Financial Stability** based on information provided in the Statement of Qualifications.
- f. **Other** related information.

The City reserves the right to accept or reject any or all proposals and may select, and negotiate with one or more Proposers concurrently, and enter into a Contract with such Proposer who is determined, by the City, to provide the services which are in the interest of the City. The City may agree to such terms and conditions as it may determine to be in its interest.

The Selection Committee reserves the right to request additional information from Proposers, to negotiate terms and conditions of the Contract, to visit sites, to request demonstrations or oral presentations, or ask Proposers to appear before the Selection Committee to clarify points of their proposal.

Selection will be based on qualitative analysis and cost. Any award shall be on the basis of the criteria specified and made to the Proposer whose proposal is judged as providing the best value in meeting the interest of the City and the objectives of the project.

The City reserves the right to make the selection of a Proposer based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Proposer to perform the services set forth herein.

Please visit our website at [www.fresno.gov](http://www.fresno.gov) – DOING BUSINESS – Bid Opportunities to download the complete details including attachments.

<https://www.planetbids.com/portal/portal.cfm?CompanyID=14769>