



**Solicitation Information**  
**DATE 8/28/19**

**RFP#7598944**

**TITLE: Management of Rhode Island State Beach Parking Services and Park and Pay Technology**

**Submission Deadline: 10/1/19 AT 2PM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**MANDATORY: NO**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: 9/12/19 AT 9:30AM**

**LOCATION: Department of Environmental Management (DEM), 235 Promenade St., Providence, RI 3<sup>rd</sup> floor, Room 300 (Call-in available-see attached information)**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions14@purchasing.ri.gov](mailto:doa.purquestions14@purchasing.ri.gov) no later than 9/17/19 at 5pm. (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP#7598944 on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: YES**

**PAYMENT AND PERFORMANCE BOND REQUIRED: YES**

David A. Cadoret, Chief Buyer

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

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## **SECTION 1 INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management ("RIDEM"), is soliciting proposals from qualified firms to provide, operate and manage the parking facilities at all Rhode Island State beaches using the most effective technology available, in accordance with the terms of this Request for Proposals ("RFP") and the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The Term of the Agreement (Contract) shall be for three (3) years, commencing on January 1, 2020 and terminating on December 31, 2023. The Term may be extended by RIDEM on or before March 1, 2023, for two (2) additional one-year periods.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the "Contract Compliance Report" (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the "Certificate of Compliance" (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a "Monthly Utilization Report" (<http://odeo.ri.gov/documents/monthly-employment->

utilization-report-form.xlsx) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

13. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor’s cost proposal. An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.

14. Payment and Performance Bond - The successful vendor must furnish a One-Million Dollar (\$1,000,000) payment bond and Two Million Dollar (performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

## **SECTION 2: BACKGROUND**

RIDEM's Division of Parks and Recreation operates eight (8) saltwater beach facilities located on the southern coast of Rhode Island with approximately 8,000 total parking spaces. These beaches attract more than one million visitors each year.

### **Goals and Objectives**

RIDEM's goal in securing the services of a parking lot operator is to provide the best quality service at the least cost to RIDEM. Specific objectives include:

For patrons

- Provide fast, easy-to-use, web-based and mobile application park and pay options for season and day use passes, which can be quickly scanned at all parking lot entrances
- Reduce the amount of time it takes to enter parking lots
- Provide real information on capacity of parking lots with the ability to communicate and alert patrons of lot capacity
- Provide exceptional customer service as they enter state beach parking lots

For RIDEM

- Minimize costs
- Optimize parking lot capacity and revenue
- Reduce traffic backups and congestion in and around parking lots
- Track visitation and revenue data in real-time
- Integrated parking lot management and software technology

The selected Operator must align with RIDEM in carrying out these goals and objectives. During the selection process emphasis will be placed upon those firms that are able to demonstrate successful implementation of programs aimed at meeting these goals and objectives and improving customer service and financial returns to RIDEM.

### **Beach Parking Fees and Policies**

Pursuant to RI General Laws 42-17.1-9.1 and 42-35, RIDEM establishes beach parking fees through regulation. The current daily and season pass beach parking fees appear in Attachment A of this RFP along with historical information on attendance and sales. The selected Operator must adhere to the current state beach parking fees with no exceptions. The state reserves the right to modify the beach parking fees as necessary by calendar or fiscal year throughout the term of agreement with the selected Operator.

Fees are collected at the entrance points of all facilities and are based solely on the state of vehicle registration. The only exception to this rule is military personnel who are stationed in Rhode Island and provide proof of permanent duty working station. Season passes are also available to residents and non-residents. No fee season passes

are issued to patrons with disabilities at the Parks and Recreation headquarters only. Handicap parking passes are not sufficient proof for free entry.

Beach parking fees are collected one-half hour prior to facility opening (generally 8:30 a.m.) and up to two hours prior to facility closing (generally 4:00 p.m.) beginning on weekends during in May then daily after Memorial Day through Labor Day. It is important that potential Operators understand that operations and attendance at state beach facilities may be impacted by several factors, especially weather. It is the generally the policy of the Division of Parks and Recreation to close the facilities during extreme weather events. During light inclement weather events, facilities will be open with minimal staffing. During periods of extreme heat and heavy crowds, the Division may keep the facilities open longer. Water quality is also monitored at beach facilities. If water quality is deemed unsafe, the RI Department of Health will order the facility closed to swimming which may also affect operations and staffing. The selected Operator will be expected to adjust operations accordingly.

Special Events: RIDEM, with the approval of the Governor, may from time to time, waive parking fees at state beaches. Historically and currently the last Sunday of July has been celebrated as Governor's Bay Day and all parking fees at state beaches have been waived. The selected Operator will be expected to provide resident/non-resident vehicle attendance counts for each facility on this day. Salty Brine State Beach is the site of the annual Galilee "Blessing of the Fleet" typically held on the last Saturday morning of July. The parking lot will not be available to the selected Operator for the collection of fees during this event. Other events and special use activities may take place that may affect parking. RIDEM retains the right to allow other special events but will coordinate and communicate with the selected Operator in advance.

### **Technology and Management Improvements and Advancements**

Through this RFP, RIDEM is seeking to establish a business partnership with an Operator that will effectively and efficiently manage state beach parking services by deploying industry best practices and smart parking technology. Parking at state beaches is a critical part of the overall visitor experience, and RIDEM wishes to deploy innovative technologies, structures, and services that enhance visitor experience as well as enable RIDEM to manage its parking inventory to maximize return in revenue and customer satisfaction. Specific goals include:

- Provide real time parking availability information to RIDEM customers via mobile application, web and social media
- Allow for mobile and other forms of electronic payment using wireless devices, contactless credit and debit cards, Rhode Island Bridge and Turnpike's E-ZPASS payment system, Apple Pay/Passbook integration, Google Wallet, and other emerging payment technologies

#### Online Sales of Beach Passes

In 2019, RIDEM, through its current parking management contract, offered the online sale of season passes only. Going forward, RIDEM will expand online offerings to include daily beach passes. DEM may sell beach passes through its online hunting and fishing licensing application and/or allow payments through an E-ZPass transponder.

RIDEM will also consider all-inclusive parking lot management with a state-of-the-art park and pay/mobile pay options.

Potential proposers may submit proposals for one or both scenarios. **Potential proposers must submit a separate proposal/bid package for each Scenario that it wishes to bid on.** Scenarios will be evaluated separately and RIDEM reserves the right to choose the Scenario it believes will best meet the needs of the State after reviewing all proposals.

#### Scenario 1 – RIDEM’s E-Government/E-ZPass Solution

Under this option, RIDEM will provide an option to purchase beach passes through its online fishing and hunting licensing system and/or through an E-ZPass transponder. The online fishing and hunting licensing system is currently managed by the State’s e-Government service provider, Rhode Island Interactive (RII). The Rhode Island Bridge and Turnpike Authority (RIBTA) administers E-ZPass. Under this scenario, the selected Operator would be required to provide hardware with the ability to scan a Quick Response (QR) or bar code for passes purchased in advance online and/or the ability to read an E-ZPass transponder or sticker using Radio-Frequency Identification (RFID) equipment. The selected Operator would also be required to accept cash, credit cards and other forms of mobile payments from patrons who purchase at the entrance booths. All onsite transactions would be entered into a RIDEM or RIDEM authorized system, but the selected Operator may be required to use its own point-of-sale system to receive cash, credit card and other forms of payment. The selected Operator would be invoiced monthly for all fees collected on behalf of RIDEM (minus its payments as negotiated in a payment schedule agreed to in the contract). The selected Operator would be required to remit payment within twenty (20) days. This RIDEM or RIDEM authorized system will also serve as the revenue accounting and reporting system.

#### Scenario 2 – Operator’s Own Technology Solution

Under this option, the selected Operator will propose its own or a subcontracted Payment Card Industry Data Security Standard (PCI-DSS) compliant state-of-the-art online pay in advance and mobile payment system. Under this scenario, the selected Operator is responsible for purchasing, installing, operating, and maintaining its own Parking Access and Revenue Collection System (PARCS) for revenue collection, control, accounting and reporting. The proposed system must be identified and described in detail in the workplan proposal. The proposed system must provide real-time reporting of all transactions through a central dashboard system with the ability to report transactions by location, by category (i.e. resident, non-resident, senior, etc.) and payment method. The proposed system must have capability to report on a daily, weekly monthly and annual basis. The selected Operator shall provide access to the reporting system to RIDEM along with the ability to download in Microsoft Excel or Comma Separated Value (CSV) format.

Please note that RIDEM’s current beach parking operations are configured for pay upon entry only. Proposals to pay upon exit may be considered only if they include detailed plans to enforce payment and collection of fees, can accommodate resident and non-resident fee categories and season passes, and



charge residents only during authorized parking lot operating hours, all while maintaining an expedient egress process.

#### Automated Vehicle Counting/Occupancy Detection

RIDEM is also requiring the use of automated vehicle counting systems that track availability of parking in real-time at all beach parking facilities. RIDEM's goal is to use the information to inform the public as to whether lots are open, closed and % full. Potential proposers should describe in detail the system it proposes to utilize and its features and capabilities. The selected Operator will be responsible for the purchase, installation, operation and maintenance of an automated vehicle counting system. The counting system would require an Application Program Interface (API) made available to RIDEM.

This Request for Proposals (RFP) specifies the information that must be contained in order to be considered.

### **SECTION 3 SCOPE OF WORK AND REQUIREMENTS**

#### **General Scope of Work**

The selected Operator will be required to provide professional parking management services for patrons of Rhode Island state beaches. This service will include day-to-day parking facilities management, staffing, and operations services beginning the first weekend in May to Labor Day of each year and meet the operational demands during the required hours of operation at all facilities. RIDEM reserves the right to add additional facilities during the term of the contract, subject to negotiation between RIDEM and the selected Operator. A detailed overview, hours of operation and map of each facility covered by this RFP are included in Attachment C of this RFP. Proposers are encouraged to independently verify all information and the configuration of each parking facility, including the number of spaces, number and type of revenue control lanes, vehicular circulation, and access/egress geometrics.

#### **Specific Activities / Tasks**

1. The selected Operator shall be responsible for fee collection and for scanning pre-paid passes at all facility entrance booths and direct patrons to parking spaces to confirm that the vehicle is appropriately parked within designated parking lines or in gravel/grass lots. Facilities must always be managed to ensure maximum parking, including but not limited to periods of peak demand.
2. The selected Operator shall be responsible for the collection, accounting and weekly reporting for all revenues collected at parking lot entrances and for all costs associated with establishing and maintaining a bank account used solely for accounting for revenues and expenditures outlined in the RFP and Contract.
3. The selected Operator shall be responsible for procurement, installation, testing, certification and final acceptance of all equipment required for the collection of fees or scanning pre-paid passes and remittance of fees to RIDEM (or its designated provider) or for any all-inclusive mobile pay or technology

solutions it proposes. Equipment may include but is not limited to computers, tablets, scanners, mobile pay stations, RFID readers, cameras, cash drawers, credit card swipers/readers, internet connections and software for robust data reporting.

4. The selected Operator shall be responsible for procurement, installation, testing, certification and final acceptance of an automated vehicle counting/occupancy systems that provides real-time data for use by RIDEM to report availability of parking at beach facilities.
5. The selected Operator shall be responsible for ongoing, routine cleaning and maintenance and repairs to entrance booths including but not limited to roof repairs/replacement, window repair/replacement and sliding door repair and replacement. All repairs/replacement shall be completed with prior written approval of RIDEM and shall be done in accordance with RIDEM standards and specifications.
6. The selected Operator shall be responsible for an annual outreach and marketing campaign of no less five-thousand dollars (\$5,000) per year for paid advertising on RIDEM social media channels or email marketing services to encourage the purchase of online parking pass purchases and to disseminate parking and beach-related information including information generated by the automated vehicle counting systems. The annual outreach and marketing plan will be developed cooperatively by RIDEM and the selected Operator.
7. The selected Operator shall be responsible for all costs associated with purchasing and supplying season beach passes on an annual basis per specifications provided and approved by the Division. This requirement may be waived if alternative technology is used (i.e. license plate or E-ZPass reader, etc.).
8. RIDEM shall have full and complete authority in determining compliance and operating standards and shall, at its sole discretion, enforce those standards to the fullest extent. RIDEM shall promulgate rules, policies, procedures and regulations concerning the operation and use of the parking facilities. The selected Operator shall execute RIDEM's directives in all matters related to the operation of the Parking Facilities, included, but not limited to, parking fees, operating procedures, audits, graphics, signage, hours of operation, percentage of monthly and daily patrons, terms and conditions of monthly and daily space rentals, location and priority of space assignments, space markings, employee uniforms, selected Operator's personnel assigned to the Parking Facilities, revenue collection, deposit preparation, and customer service policies.
9. In exchange for the management and operation of the parking facilities at the state beaches as defined within these specifications, the selected Operator shall propose a concession fee that is a combination of a flat rate plus a transaction fee per vehicle, to be paid by RIDEM as indicated by selected Operator on Attachment D.

## **SECTION 4. PROPOSAL**

### **A. Technical Proposal**

Narrative and format: The proposal should address specifically each of the following elements:

**Vendor may bid on one or both Scenarios described above. However, a separate proposal package must be submitted for each Scenario.**

### **Staff/Firm Qualifications & Experience**

1. Parking Facilities Management Team and Management Plan
  - a. Name and resume of the selected Parking Facilities Manager, including qualifications.
  - b. Name of other key personnel providing parking management services to RIDEM.
  - c. The management plan, including an organizational chart and a description of why the proposed management structure is best suited for managing the parking system for RI state beaches.
2. Firm Experience
  - a. The Operator should describe in detail its organization. RIDEM seeks an experienced and professional parking firm who will ensure expert management and a superior quality operation. Please note that beach specific parking operating experience is not required.
  - b. List at least any parking operations similar in nature to RI state beach parking lots which are currently managed by the firm. Include locations, summary of scope of services, annual gross revenues, date of operation, number of parking spaces, contact person, and phone number for those facilities. Explain why this experience is relevant to the firm's ability to effectively manage and maximize revenue to RIDEM. Include specific examples, if possible (i.e., where the firm was able to increase utilization of managed parking facilities in a highly competitive environment, the degree to which the operator was able to increase revenues to the client, quantifiable improvements to customer service, etc.). The Operator should demonstrate that it has successfully managed the parking facilities previously referenced and has maintained financial responsibility.
  - c. The Operator shall list all contracts or agreements for the operation and/or management of parking facilities in the past five years. Explain in detail the reasons any of these were terminated early or not renewed, as well as any litigation involving the Operator.
  - d. List any other experience that would make the firm uniquely qualified to manage the beach parking facilities.
  - e. Firm experience should be specific as to the operators experience as opposed to that of any parent or associated company.
3. Employees
  - a. Describe the firms approach or strategies for hiring and retaining seasonal employees
  - b. Outline the employee selection process to be used in hiring workers for the Parking Facilities. Identify the abilities, skills, or training the firm seeks in hiring new employees.

- c. Outline promotional opportunities and training and development programs for the firm's employees, particularly those for entry-level employees.
- d. Provide a description of a recommended staffing plan for the Parking Facilities. The plan must be able to provide the minimum service level for customer service as outlined in the Request for Proposals document. Include any intended enhancement to the minimum level of service as well as a breakdown of the number of part-time and full-time employees proposed.

**Work Plan** - Please describe in detail, the framework within which requested services will be performed. The workplan shall include the following:

1. *Parking Operations Plan and Approach*
  - a. General operating and management policies;
  - b. Procedures for cash control, accounting and auditing;
  - c. Procedures for analysis of computer-generated reports to RIDEM standards;
  - d. Personnel staff schedules, job descriptions, and staffing instructions for each individual duty station;
  - e. Personnel performance and quality assurance standards together with procedures as to evaluation of the same;
  - f. Customer service standards;
  - g. Operator home office support; and,
  - h. Backup revenue control procedures.
2. *Description of Parking Solutions, Technologies and Revenue Control Systems* – describe the solutions' capabilities, equipment and telecommunications infrastructure that the Operator will procure for the collection and remittance of beach parking fees and automated vehicle counting. Please identify and provide terms and conditions for any sub-contracts that will be used to provide these services.
3. *Customer Service and Marketing Plan* – Describe plans to improve utilization of beach parking facilities, increase revenue to RIDEM and to improve customer services for patrons of RIDEM beach parking facilities. The plan must also include marketing and outreach strategies to promote technology-based payment options for passes and dissemination of the beach and parking-related information.
4. *List of Unacceptable Provisions in the Sample Contract* (Attachment B) – Proposers are required to certify that they have read the sample Contract (Attachment B) and understand that it applies to this undertaking. Certification that Proposers have read the sample Contract should be evidenced by a statement to be signed by a duly authorized officer of the firm and included as a stand-alone document that is contained as Attachment B to the RFP.

If any unacceptable provisions in the sample Contract are identified, they must be clearly defined, and alternative language proposed for consideration by RIDEM. Any exception to the terms and conditions of the sample Contract must be noted in the Proposer's response. Any such exception may, at RIDEM's sole

discretion, constitute an irregularity justifying rejection of the proposal. If no exceptions are noted and the Proposer is selected by RIDEM, the Proposer shall be obligated to execute the sample Contract without modification. The acceptance of any proposals with exceptions noted shall not be deemed to an acceptance by RIDEM of any such exceptions. RIDEM reserves the right to modify the terms of the sample Contract at its sole discretion.

**Approach/Methodology** – Describe specific approaches or methods that you will undertake to advance technology and improve parking lot management and operations that will meet the goals and objectives described in Section 2 of this RFP. Please be as specific as possible and include any branded equipment you will employ or sub-contracts that you will enter in carrying out the approaches and methods. Also, other innovative solutions, points or considerations that the Proposer wishes to make that are not included in other sections of the RFP should be included in this section.

## **B. Cost Proposal**

### **Financial**

1. The Operator shall describe in detail its financial condition to establish its ability to perform under this management contract, and specifically provide the following:

A complete set of Financial Statements for the last three fiscal or calendar years including, at a minimum, balance sheets, statements of income and retained earnings, statements of cash flows and notes to the financial statements in accordance with generally accepted accounting principles and audited by an independent certified public accountant. Financial Statements will remain confidential, and should be submitted in a separate, sealed envelope marked CONFIDENTIAL. These documents will be reviewed for the financial ability of the Proposer to provide service as required by this RFP. *Failure to submit adequate Financial Statements may result in the proposal not being considered for further evaluation.*

2. Complete and sign Attachment D, Contract Fee Proposed to RIDEM Summary Sheet, and submit a copy of the completed sheet with each copy of the proposal. Pursuant to Section 5 below, points for evaluation of cost proposals will be worth thirty (30) points. Total Cost Proposal will be calculated as follows: Vendor's Flat Rate Proposal + Transaction Fee Proposal (multiplied by average number of vehicles visiting state beaches over the last four years or 342,420) = Total Cost Proposal. A cost proposal sheet must be submitted for each scenario proposed as described in Section 2 of this RFP.

## **C. ISBE Proposal**

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

## **SECTION 5: EVALUATION AND SELECTION**

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	5 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Work Plan	30 Points
Approach/Methodology	20 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Total Cost Proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

\*Cost Proposal Evaluation:

Lowest Total Cost Proposal will be based on the flat rate management fee plus a per vehicle transaction multiplied by 342,420 vehicles times three (3) years.

The vendor with the lowest Total Cost Proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

(lowest Total Cost Proposal / vendor's Total Cost Proposal) x available points (30)

For example: If the vendor with the lowest total cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

\*\*ISBE Participation Evaluation:

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example, if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example, if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

**SECTION 6. QUESTIONS**

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [doa.purquestion14@purchasing.ri.gov](mailto:doa.purquestion14@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598944** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## **SECTION 7. PROPOSAL CONTENTS**

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13 RI Version of IRS W-9 Form.docx](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - Describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to ten (10) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request). **Applicants must submit a separate proposal for each Scenario that it chooses to bid on as described above.**
  - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal – Original". **Please indicate Scenario 1 or Scenario 2.**
  - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
  - c. Three (3) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal in Attachment D, proposed to complete all of the requirements of this project.
  - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original". **Please indicate Scenario 1 or Scenario 2.**
  - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
  - c. Three (3) printed paper copies

B. Formatting of proposal response contents should consist of the following:



- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
- a. Vendor's name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)
  - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

- B. Formatting of written documents and printed copies:
- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
  - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. The cost proposal shall be typed using the formatting provided on the provided template in Attachment D.
  - d. Printed copies are to be only bound with removable binder clips.

## **SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7598944**" to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted.

Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9 CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

**APPENDIX A: PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

**A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

**B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification:     MBE     WBE     Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

**Prime Contractor/Vendor Signature**

**Title**

**Date**

**Subcontractor/Supplier Signature**

**Title**

**Date**

## **ADDITIONAL INFORMATION REGARDING PRE-BID CONFERENCE**

The pre-bid conference is non-mandatory and will be held 9/12/19 at 9:30am, at:

The Department of Environmental Management (DEM)  
235 Promenade St  
3<sup>rd</sup> Floor, Suite 300  
Providence, RI

The State recognizes that there may be interested vendors, located both in the State and outside of the State, who will be unable to attend the pre-bid personally. Therefore, we will be allowing vendors to call in and participate in the conference. The Dial-In number is 866-722-5494 and the Participant Code is 92457250.

There will be no planned group inspection of the parking areas. The areas are open to the public for inspection anytime. Maps are attached to this RFP for convenience.