



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

September 23, 2019
ADDENDUM NUMBER TWO
RFQ # 7598944

TITLE: MANAGEMENT OF RI STATE BEACH PARKING SERVICES AND PARK AND PAY TECHNOLOGY

Closing Date and Time: 10/15/19 AT 2:30PM (Note Change)

Per the issuance of this ADDENDUM #2 (9 pages and PDF files) the following is noted:

This addendum changes bid closing date and time from:
10/1/19 at 2pm
To
10/15/19 at 2:30pm

This addendum changes bid closing date and time.
This addendum posts answers to questions sent in on line.
This addendum posts previous contract in PDF format.

RFP#7598944
Management of
Rhode Island State Beach Parking Services and Park and Pay Technology

Questions Received from Bidders and RIDOP/RIDEM Responses

1. Is the RIDEM open to the use of LPR and Parking Enforcement Officers at some beaches?
The Department is open to the use of License Plate Recognition. However, RIDEM does not have the staffing capacity to hire Parking Enforcement Officers or to deploy Division of Law Enforcement staff for this purpose. If proposed, the selected operator would be responsible for providing parking enforcement and collections services. Operator's parking enforcement would be limited to an administrative function. Parking operators do not have legal authority to issue tickets or to boot non-compliant vehicles. Operator would be responsible for absorbing any uncollected parking fees and associated expenses to administer.
2. Will the RIDEM share the operating expense budget from 2019 and previous years?
The previous contract required the contractor to submit gross revenue statements. It did not require the contractor to provide operating expenses. Going forward, RIDEM will require the operator to submit expenditure reports.
3. Will the RIDEM share the staffing schedule per beach from 2019 and previous years?
The staffing schedule appears on Pages 30 through 42 of the Contract Purchase Agreement of the previous contractor. The Contract Purchase Agreement has been issued as an Addendum to Request for Proposal #7598944.
4. How are "residents" and "residents Senior" determined?
Resident fees are based solely on the state of the vehicle registration, except for military personnel who are stationed in Rhode Island. Military personnel with an out-of-state plate must provide proof of permanent duty working station in RI to receive the resident rate.

Resident senior fees are based on the state of vehicle registration *and* the resident senior must show a valid driver's license or state ID showing that they are 65 years of age or older. For resident senior season passes, the RI registered vehicle owner must show proof that they age 65 or older.
5. How are season passes issued?
Season passes are sold by the parking lot operator at beach entrances or sold online. In 2019, season passes were sold as follows:
 - Online 24/7 through a Shopify application

- At beach entrance points (except on weekends and holidays from May 20 to end of season)
- At RI State Parks Headquarters (by the parking operator) from Monday – Friday from 9 a.m. to 4 p.m. and Saturdays 9 a.m. to 1 p.m.

If purchased online, the contractor mailed the parking stickers to patrons. If purchased at the entrances, the parking contractor affixed the sticker to the windshield. The Contract Purchase Agreement with the previous contractor has been issued as an Addendum to Request for Proposal #7598944 and includes season pass specifications used previously. See Exhibit B.

The Department's goal is to encourage fewer season pass sales at booth entryways to reduce the amount of time it takes to enter the facilities. The Department is also open to alternatives to the sticker-based season pass system. The Department **will not** entertain online sales through a Shopify application going forward.

6. How do beach attendants recognize season passes, residents etc.?
Season passes are recognized by color. Previously the contractor submitted a color chart each year for approval by RIDEM. The Contract Purchase Agreement with the previous contractor has been issued as an Addendum to Request for Proposal #7598944 and includes season pass specifications used previously. See Exhibit B.
7. Is the RIDEM open to virtual permitting?
Yes, provided appropriate technology, controls and enforcement are in place to ensure that parking fees are collected as required by state law and regulation.
8. Is the chosen vendor responsible for the Charlestown Breachway Camping area? If so how is that managed?
Charlestown Breachway and East Beach are both day use beach areas that also serve as overnight camping areas. The contractor's staff will be required to collect beach fees from patrons utilizing the beach. The contractor will be required to confirm (not issue) camping permits validity for campers entering the facility.
9. What equipment is available for the chosen vendor at each beach?
Most facilities are outfitted with booths and a gate arm system. RIDEM will ensure that booths and, if necessary, gate systems are fully operational prior to the start of the contract period. The selected operator will be responsible for repairs and maintenance during the beach season. A full list and photos of equipment available at each location is available at:
https://drive.google.com/drive/folders/13Gc8FyKal_cyUmlzgzZCn6EyCZq8O9aK?usp=sharing

10. What specific maintenance is required by the chosen vendor?
The chosen parking lot operator is required to maintain the entrance booths and gate equipment, including roof repairs or replacement, window repair or replacement and sliding door repair or replacement. The chosen parking lot operator is also required to keep booths clean and to maintain any revenue or operating equipment that it procures in its proposals.
11. Will you share a copy of the current contract?
The Contract Purchase Agreement with the previous contractor has been issued as an Addendum to Request for Proposal #7598944.
12. Will season pass revenue be shared with the vendor?
The RFP seeks cost proposals based on a flat annual management fee and a per vehicle transaction fee. There is no revenue sharing.
13. What utilities/electricity is available at each beach?
110-amp service is available at all locations. Electricity is paid for by RIDEM.
14. Is there internet access at each beach?
Internet access is available at all locations except for East Beach. It is the contractor's responsibility to secure and pay for an internet service provider.
15. Will the chosen vendor be responsible for a merchant ID account for CC transactions?
Yes, the parking lot operator will be responsible for its own merchant ID account for credit card transactions.
16. Do all beaches accept Credit Cards?
Yes, the selected parking lot operator must offer credit card purchases at all beaches.
17. Is there any space for a parking office?
RIDEM will work with the parking operator to provide space for a temporary trailer or structure. The parking operator would be required to provide their own structure or trailer.
18. What role will the chosen vendor play in selling season passes?
The chosen parking operator will sell season passes at the entrance booths on weekdays and affix the passes to the vehicles. The chosen parking operator will also be responsible for mailing season passes to patrons who purchase online. This is how the process worked in 2019. Vendors may propose alternatives to this process.

19. Regarding the 10-page limit on the technical proposal, would that be 10 single-side pages, or can we submit the bid as 10 double-sided pages?
RIDOP and RIDEM will accept ten double-sided pages.
20. The current contract is a fixed fee. Could you clarify the terms of the payment structure for the upcoming contract?
The RFP requires a cost proposal based on the combination of an annual flat rate management fee and a per vehicle transaction fee. The goal is to provide an incentive to optimize parking lot capacity and revenue for both the contractor and the State.
21. On Page 11 of 21, Item A. 2. (c) – are you looking for us to only list the terminated contracts and agreements from the last five years, or those and any other contracts or agreements executed in the last five years?
The RFP requires contractors to list all contracts or agreements for the past five years. *In addition to the list of contract and agreements*, the RFP requires an explanation of any contracts that were terminated early or not renewed.
22. Are current employees unionized?
Parking lot operator employees are not unionized.
23. Could you please forward a copy of the vendor bid list as mentioned in the conference?
This is posted as ADDENDUM 1
24. Forward reconfiguration drawings for Misquamicut and E. Matunuck?
This is posted as ADDENDUM 1
25. Would you consider an enforcement-based operation?
The Department is open to the use of an enforcement-based operation. However, RIDEM does not have the staffing capacity to hire Parking Enforcement Officers. If proposed, the selected operator would be responsible for providing parking enforcement and collections services.
26. How does your EZ pass provided technology work and what ingratiation or costs are required by the operator? What equipment are you providing and what does the operator need to provide?
RIDEM has had only preliminary discussions with the State's authorized E-ZPass Host, the Rhode Island Bridge and Turnpike Authority. The cost of outfitting a facility with E-ZPass Plus capabilities can vary widely depending on deployment method, facility configuration, etc. Until we know the specifics, RIDEM is unable to answer this question. We will continue to explore the E-ZPass Plus option and will work in close cooperation with the selected operator. Most likely, this option

will not be available and may be deployed on a pilot basis only during the term of this contract.

27. What credential is used to identify a resident in the current environment? Can a valid driver's license be used today?

Resident fees are based solely on the state of the vehicle registration, except for military personnel who are stationed in Rhode Island. Military personnel with an out-of-state plate must provide proof of permanent duty working station in RI to receive the resident rate.

Resident senior fees are based on the state of vehicle registration *and* the resident senior must show a valid driver's license or state ID showing that they are 65 years of age or older. For resident senior season passes, the RI registered vehicle owner must show proof that they age 65 or older.

28. Can we limit in-state and senior discounts to online reservations and season passes only?

We cannot limit in-state and senior discounts to online reservations and season passes only.

29. Reference ISBE, please clarify this requirement. Is there a percentage requirement or goal?

The goal is 10%. Vendors may choose to fill this out now or not. If done now vendors have the potential to get an additional six points in the scoring.

30. Based on the scale, geography and complexity of the system, would the state be willing to extend the deadline for submission?

Yes, based on the number of vendor questions that we received, RIDEM will extend the deadline for submission to **October 15, 2019 at 2:30 p.m.**

31. Credit card and transaction fees be the expense of RIDEM or the operator?

Credit card and transaction fees will be at the expense of the operator.

32. Will all questions/answers be distributed to all operators?

Yes, questions and answers will be posted in an addendum

33. Are employees union?

No

34. Who is responsible for the snow removal during the off season?

RIDEM

35. Who is responsible for utility expenses?

RIDEM pays for the electrical service to the booths, contractor is responsible for the internet service

36. Can a list of the expenses in connection to the scope of work be provided?
Specific expenses will depend on what a contractor proposes. In general, expenses will include but no be limited to:
- Salary and wages for parking employees, including managers and lot attendants, and associated payroll costs such as payroll taxes, workers comp, etc.
 - Insurance
 - Uniforms
 - Revenue control or point of sale systems and equipment (includes hardware and software for park and pay technology, accounting, banking and reporting)
 - Vehicle counting and occupancy system and equipment
 - Supplies
 - Season beach passes (procurement of and mailing to patrons who purchase online)
 - Maintenance
37. Does the RIDEM only want a PARCs solution for revenue control/collection?
RIDEM is seeking proposals for two scenarios. Please refer to Page 8 of the RFP for details. If a contractor bids on Scenario 1, the RIDEM system will serve as the PARCS. The contractor would provide its own Point of Sale system to accept cash, credit cards and other forms of payment at beach entrances. If a contractor bids on Scenario 2, the contractor would be responsible for the PARCS solution.
38. What RIDEM applications does the PARCs equipment need to integrate with?
The RIDEM E-Government solution would require a phone or tablet-based option with cellular and internet service availability only.
39. Will the PARCs equipment be a pass-through expense? What happens if the agreement is terminated prior to the three anticipated term?
The cost of PARCS equipment should be amortized within the proposed flat rate management fee. Except for a breach of contract, RIDEM does not anticipate that the contract will be terminated prior to the three-year term. The contractor would own the PARCS equipment.
40. How many total lanes (egress/ingress)?
Please refer to Appendix C – RI State Beach Parking Lot Overview and Maps
41. Is the marketing program expense a pass-through expense?

There are no pass-through expenses. All costs should be included in the proposed flat rate management fee

42. Is the spirit of fee structure the following?
- a. Total flat management fee includes all operating expenses, profit, capex (if applicable) plus
 - b. Fee per vehicle/added/incentive fee

Yes.

43. How many days were there beach closures each of the last three years.
- Scarborough North – 2019 – 1; 2018 – 0; 2017 – 0
Scarborough South – 2019 - 3; 2018 – 0; 2017 – 0.

44. How many days did each parking lot lose power each of the last three years
- RIDEM does not formally track this information but according to RIDEM managers, power outages are infrequent at all locations.

45. Could you please detail the beach hours for each lot?
- Please refer to Appendix C – RI State Beach Parking Lot Overview and Maps for hours of operation.

46. Could beachgoers access the lots prior to the beach opening?
- The only beach that beachgoers can access the lots prior to opening is at the Charlestown Breachway because of the camping area and boat ramp. RIDEM is working on a solution to prevent patrons from entering the lot prior to opening.

47. Could you please detail the electrical supply and placement for each lot?
- The electrical supply is located at the entrance booths. Service is 110 amp.

48. Are operators able to boot, tow, ticket or use another type of enforcement mechanism?
- Operator's parking enforcement would be limited to an administrative function or towing at the vehicle owner's expense. Parking operators do not have legal authority to issue tickets or boot non-compliant vehicles. Operator would be responsible for absorbing any uncollected parking fees and associated expenses to administer.

49. Are there any legislative decisions that would hinder an operator's ability to enforce a lot of a gated solution wasn't used?
- Currently there are no legislative provisions that would interfere with an operator's ability to enforce a gated lot. However, as noted above, Operator's parking enforcement would be limited to an administrative function or towing

at the vehicle owner's expense. Parking operators do not have legal authority to issue tickets or boot non-compliant vehicles. Operator would be responsible for absorbing any uncollected parking fees and associated expenses to administer.